Proposal Date: 10/31/13

**University College**

**School of Professional Studies**

**Proposal to Make Multiple Revisions to a Course**

**(Action Item)**

Contact Person: Julie Shadoan, [julie.shadoan@wku.edu](mailto:julie.shadoan@wku.edu), (270) 780-2539

**1. Identification of course:**

* 1. Current course prefix (subject area) and number: PLS 299C
  2. Course title: Internship in Paralegal Studies

**2. Revise course title:**

* 1. Current course title: Internship in Paralegal Studies
  2. Proposed course title: N/A
  3. Proposed abbreviated title: N/A
  4. Rationale for revision of course title: N/A

**3. Revise course number:**

* 1. Current course number: PLS 299C
  2. Proposed course number: PLS 499C
  3. Rationale for revision of course number: The paralegal curriculum was reviewed and assessed as part of the development of the four-year degree option and the upcoming program review by the American Bar Association. Students are currently required to complete 150 hours of supervised paralegal work, provide timesheets and work product samples and prepare a short experience paper. These requirements will be increased to 180 hours and the experience paper requirement will be expanded. Further, new course requirements will be added including the completion of a knowledge and skill portfolio that includes objectives and reflection on accomplishment of objectives, an exit exam and an external evaluation of paralegal proficiency. This course number more accurately reflects course sequencing and is consistent with course numbering in ABA-approved programs.

**4. Revise course prerequisites/corequisites/special requirements:**

4.1 Current prerequisites: PLS 195C, PLS 293C and PLS 298C

4.2 Proposed prerequisites/co-requisites: Prerequisites are PLS 250C, PLS 393C, and PLS 450C; however, PLS 450C may be a co-requisite instead

4.3 Rationale for revision of course prerequisites/co-requisites/special requirements: The prerequisites must be revised to reflect new PLS course numbering, and an optional co-requisite was added.

4.4 Effect on completion of major/minor sequence: No effect is intended or anticipated.

**5. Revise course catalog listing:**

* 1. Current course catalog listing: Completion of all other PLS courses is suggested. Program advisor approval and advanced registration is required. One hundred fifty hours of practical experience in a legal setting under an attorney’s supervision. Meetings emphasize professional legal ethics. Develops job placement and evaluation skills.
  2. Proposed course catalog listing: Program advisor approval and advanced registration is required. Students must document a minimum number of hours of practical experience in an external legal setting under an attorney’s supervision.
  3. Rationale for revision of course catalog listing: The proposed catalog listing more accurately reflects course content and objectives.

**6. Revise course credit hours:**

* 1. Current course credit hours: 3
  2. Proposed course credit hours: N/A
  3. Rationale for revision of course credit hours: N/A

**7.** **Revise grade type:**

7.1 Current grade type: Pass/fail

7.2 Proposed grade type: N/A

7.3 Rationale for revision of grade type: N/A

**8. Proposed term for implementation:** Fall 2014

**9. Dates of prior committee approvals:**

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| Department of Professional Studies | May 8, 2013 |
| University College Curriculum Committee | November 11, 2013 |
| Professional Education | N/A |
| General Education | N/A |
| Undergraduate Curriculum Committee |  |
| University Senate |  |