

Community College of Rhode Island
Criminal Justice & Legal Studies Department

Student Assessment Portfolio
For
Paralegal Studies Majors

Introduction: In order to assess the student learning outcomes developed for students matriculating in the Paralegal Studies Program at CCRI, a portfolio of various pieces of course work as outlined below shall be submitted to the Criminal Justice and Legal Studies Department near the end of the student's course of study evaluation.

Instructions: The Portfolio shall be submitted in a hard cover three-ring binder. The Portfolio shall contain:

- (1) a title page with the student's name, campus, semester and year submitted, an email address and phone contact information;
- (2) a table of contents listing the individual pieces of work included in the portfolio, together with a designation of the course name and number (including section number) for which each item was done, the name of the instructor for that particular course, and the semester and year the course was taken.
- (3) a selection of eight (8) samples of the student's work as detailed below placed into the three-ring binder with numbered index tabs separating the pieces of work included. All work should include graded work by the instructor who assigned it.
- (4) A career reflection piece as outlined in this document regarding his or her college career at CCRI and his or her future plans, whether within or outside of the area of the course study in which the student matriculated at the college.

Course Work to be included in the Portfolio: The heart of the Portfolio shall consist of eight (8) samples of the student's work taken from course work done

during the student's time at CCRI. The eight items to be included in the Portfolio shall come from the following six categories of course work:

(1) The original research conducted (Research Summary Sheet) for the class on Legal Research & Writing (Laws 2090) including all statutes, court decisions, administrative regulations, and secondary legal materials located and actually used in completing the research project. The research materials in this sections shall be formally and properly cited and the material copied and cataloged on the Legal Research Summary Sheet and in a folder.

(2) The research Memorandum written as part of the research project in Legal Research and Writing (Laws 2090). The Memorandum shall properly quote from and cite the statutes, court decisions, and other materials used in the research project. The Memorandum must be a minimum of four word processed pages, double spaced, one inch margins and a font size of 10 or 12. Memorandums may be longer, but not shorter than a full 4 pages.

(3) The litigation documents prepared as part of the document drafting project completed for the course on Basic Civil Procedure for Paralegals (Laws 2020). There is a requirement of 2 different documents (Complaint, Interrogatories, Answers, etc....) each document must be in proper court format with case caption, document designation, prayer for relief, signature clause, and certificate of service (where required).

(4) Two case briefs (summaries of reported and published appellate court decisions) completed in a format prescribed by the Criminal Justice and Legal Studies Department (posted on the department website) that clearly identifies the legal issue or issues in a case along with all other required information. The case briefs are a required assignment in the course of Introduction to Paralegal Studies (Laws 1080).

(5) One Critical Thinking Exercise using a department approved template on the eight elements of thought (question, purpose, information, concepts, assumptions, inferences, implications and point of view) prepared for Introduction to Paralegal Studies (Laws 1080).

(6) Two written assignment papers from any other course at CCRI. Each paper must be a minimum of three full word processed pages, double spaced, one inch margins, and a font size of 10 or 12, with an included bibliography.

Career Reflection Piece: Each student shall include a “reflection” piece in their Portfolio. This reflection piece must be a minimum of 2 full typed pages (double spaced, one inch margin, with a 10 or 12 font). The student will reflect on their experiences and courses at CCRI in the Paralegal Studies major, including (1) their reasons for choosing the major, (2) how their views of the major may or may not have changed over their time in the program, (3) what their plans are in the future (continue their education, work, or both), and (4) whether they plan to stay in the legal field or some other field and the reasons they have chosen their particular path.

Time of Submission of Portfolio: The student’s Portfolio shall be submitted at the end of the semester in which the student will have completed both of the skills courses in the Paralegal Program: (Laws 2020 Basic Civil Procedure) and (Laws 2090 Legal Research and Writing). The student should submit their Portfolio to the Instructor they had for Laws 2090 Legal Research and Writing. If this is not possible the student should contact either Professor Sheryl MacDougall (smacdougall@ccri.edu), Professor John Montalbano (jmontalbano1@ccri.edu) or the Chair of the Criminal Justice and Legal Studies Department.

The evaluation will be based on the six student learning outcomes established for the program, and will be scored through a rubric established by the department. The rubric shall contain a maximum scale of six points for each of the six program student learning outcomes, with a maximum possible score of 36 points. Students receiving 24 or more points on the rubric shall be deemed to have demonstrated competency in their major area of study. Students who receive fewer than 24 points on the Portfolio will be given one semester to revise and re-submit the Portfolio to the original instructor who evaluated it. Students will receive a Certificate of Portfolio Completion signed by the faculty evaluator attesting that the student has demonstrated competency in their field of study.

The Portfolio is a requirement for all Paralegal Studies majors. The Portfolio is a useful tool when applying and interviewing for career or education positions in the future, it greatly enhances a person’s resume by demonstrating actual skills needed and used in the legal field.

Questions regarding Portfolio Requirements: All questions should be directed to Professor Sheryl A. Macdougall (smacdougall@ccri.edu) or Professor John Montalbano (jmontalbano1@ccri.edu).

