



## Certificate in Paralegal Studies Program Goals

To ensure the quality and rigor of the UW Certificate in Paralegal Studies, the program aligns with the specific goals detailed below.

1. The program prepares high-quality graduates for employment in the legal field as ethical paralegals, LLLTs and other occupational roles.
2. The program familiarizes students with fundamental concepts of substantive areas of law.
3. The program develops effective written, oral, communication, teamwork, critical thinking, computer proficiency and legal research skills.
4. The program teaches writing skills that are consistent with the standards of the legal profession, including the ability to communicate legal analysis and application through impeccably written correspondence, memoranda and pleadings.
5. The program fully integrates legal theory, analysis and related practical applications.
6. The program scaffolds the students' ability to develop discovery plans, prepare cases for trial and capably assist in all courtroom proceedings.
7. The program demonstrates how to manage practical ethical dilemmas commonly encountered by working paralegals, including how to avoid the unauthorized practice of law by non-lawyers, by applying the rules of professional conduct to resolve them.
8. The program prepares students to manage modern law offices through the use of technology and robust time management skills.