

Dear Students:

The Summer 2008 term (Tuesdays: June 24, July 8, 15, 22, 29; August 5, 12, 19, 26; September 2 and Thursdays: June 26; July 10, 17, 24, 31; August 7, 14, 21, 28; September 4) of the Paralegal Certificate Program at SMC will begin and I look forward to seeing you in the classroom! The following required (R) courses are being offered:

SUMMER 2008

<u>DAY</u>	<u>CLASS DESCRIPTION</u>	<u>INSTRUCTOR</u>	<u>ROOM #</u>
Tuesdays	Introduction to Paralegal Studies (R)	Roxanne Reynolds	Walker 301
	Professional Paralegal Job Search (R)	Lisa Stephens	Walker 303
Thursdays	Legal Ethics (R)	Tony Leibert	Walker 302
	Communications for the Law Office (R)	Jennifer Jordan	Walker 303

Communications for the Law Office - This course is designed to prepare students to communicate effectively in a clear and concise style necessary in the business and legal community. A study of major concepts of verbal communication with a basic review of grammar, the course will also cover styles of business letters, memoranda, short reports, and oral reports. Emphasis will be placed on English proficiency, developing and delivering oral presentations, practicing recording and translation information, and developing interpersonal skills, including appropriate conversational language, listening skills, body language, and telephone skills.

Introduction to Paralegal Studies - This course, an introduction to the legal system and the paralegal profession, provides an overview of the nature of various law specialties. The course teaches the responsibilities of paralegals in the law office and outlines legal ethics for the attorney and paralegal. Legal terminology will also be covered.

Legal Ethics* - This course will familiarize students with the Model Rules of Professional Conduct and Code of Judicial Conduct of the American Bar Association as well as the South Carolina Statutes. Emphasis will be placed on the ethics and legal responsibilities of the paralegal.

Professional Paralegal Job Search * - The student will gain knowledge of the profession and marketplace, as well as providing the "how to's" on resume writing, Internet searches, interviews, evaluating and negotiating job offers, follow-up letters, and managing the first 100 days of the new job. Textbook provides email service for resume checking and evaluation with fast 72-hour turn-around, in addition to presenting many samples and tips on resume and letter writing. Course will also include interesting case studies in the lives of real paralegals in their daily work activities.

I am enclosing a registration form, which needs to **be completed and returned by June 10**. You are welcome to email your registration to harper@smcsc.edu or fax to 864-587-4358. If you should have any questions, please feel free to email or call me at my SMC office 864-587-4278 on Tuesday and Thursday evenings after 5 p.m. or my cell, 864-621-9738 at all other times. I look forward to helping you achieve your academic and career goals.

Sincerely,

Yvonne Harper, Director

PARALEGAL CERTIFICATE* PROGRAM AT SMC

Summer, 2008 REGISTRATION FORM

The cost of each class is \$275. If auditing a course, students pay \$125. If enrollment is limited, students who have paid and are fully registered will be given first consideration. You may pay by check, cash, money order, Visa or MasterCard. **A payment plan is also available to qualified students.**
Refund Policy: *In the event the class is cancelled, a full refund will be given. For students who register and then decide to drop a class, the following will apply: 80% refund at the end of the first week and a 50% refund at the end of the second week. NO refunds will be given after the end of the second week. Please be aware that once you register for a class you are added to the class roll. A Drop/Add Form must be filled out when dropping a class. You can obtain this form from the Director of the Paralegal Certificate Program.*

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Name: _____ Social Security #: _____

Address: _____ Phone: (work) _____

_____ (home) _____

Tuesday class: _____

Thursday class: _____

Student Signature

Date Signed

Fax to 864-587-4358 or mail to Yvonne Harper

**The Spartanburg Methodist College Paralegal Certificate Program is a non-academic credit program.*