



**Academic Business Division  
PARALEGAL STUDIES PROGRAM**

VOLUNTEER STATE COMMUNITY COLLEGE  
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Faculty Member and Coordinator  
Paralegal Studies Program  
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**Volunteer State Community College, A Tennessee Board of Regents Institution, is an equal opportunity institution and does not discriminate on the basis of sex, religion, disability, race or national origin in any program or activity.**

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- ❖ Volunteer State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone 404-679-4500) to award the Associate Degree and holds membership in the Southern Association of Community and Junior Colleges, and the Southern Association of Junior Colleges and the Tennessee College Association.
- ❖ The American Bar Association (ABA) Standing Committee on Legal Assistants has approved the Paralegal Studies Program at Volunteer State Community College.
- ❖ The College has eligibility certification by the U.S. Office of Education and is approved by the State Department of Education for Veterans Education.
- ❖ Volunteer State is governed by the Tennessee Board of Regents (TBR) system.
- ❖ Volunteer State is a member of the American Association for Paralegal Education (AAfPE).

## **The Paralegal Studies Program at Vol State**

The Paralegal Studies Program at Volunteer State is designed to educate students to assist attorneys within a legal environment. It offers two degrees: (1) Associate of Applied Science (A.A.S.), designed to prepare students for immediate entry or career growth in the paralegal field and (2) Associate of Science (A.S.), designed for those students wishing to transfer to a four year institution (after completion of their coursework at Volunteer State) with a major or minor in Paralegal Studies, or those seeking a four-year degree in other disciplines but wish a general background in legal knowledge and skills important to a pre-law education. (Note: A.S. students should consult with their four-year institution regarding this program of study.) For full-time students, either degree may be completed in two years. The time period for part-time students may vary according to the number of credit hours taken each semester.

The program offers day, evening, and weekend classes. Some general education courses are offered off campus and in a Distance Education format. Please consult each semester's schedule of classes for location and class times.

**Note: "Paralegals may not provide legal services directly to the public, except as permitted by law."**

### **Entry and Continuation in the Paralegal Studies Program**

To be considered as either an A.A.S. or A.S. Paralegal Studies Student, an interested student must:

- ❖ Complete an application and meet the requirements of the Admissions and Records office.
- ❖ Complete any developmental courses (if needed) except mathematics, which may be taken concurrently with LAW courses. NOTE: mathematics is required for full admission to the College.
- ❖ Complete ENGL 1010 and LAW 101 with a final grade of "C" or better.
- ❖ Complete an interview or attend a meeting with the faculty concerning the program and your entry.
- ❖ Maintain a GPA of at least 2.0 with no grade below "C" in English 1010 or any LAW course.
- ❖ Follow the planned curriculum.

## **General Information Regarding the Paralegal Profession**

The paralegal profession is one of the fastest growing careers according to the U.S. Department of Labor statistics. Paralegals or Legal Assistants are defined by the American Bar Association as “a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

Employment opportunities exist for paralegals in a variety of legal environments. Volunteer State program graduates work in settings including: large and small private practice law firms, legal departments in large and small corporations; legal services offices, government agencies, insurance companies, etc. Paralegal job titles may vary. They are described as legal assistants, legal technicians, etc. Some individuals with paralegal backgrounds work in related occupations with titles including law office managers, insurance adjusters, government program specialists, lobbyists, and court clerks. Paralegals perform various duties under the supervision of a lawyer. These activities may involve interviewing clients and witnesses, organizing case materials, monitoring legislation and regulations, drafting legal documents, and assisting an attorney in trial.

Paralegal Studies students must take a variety of Paralegal Studies courses (such as Introduction to Law, Legal Research, Civil Trial and Appellate Practice, etc.) and general education courses (such as English Composition, Natural Science, Mathematics, etc.) under either the Associate of Applied Science or the Associate of Science degree program. The number of such courses and their subjects may differ. Please refer to the catalog for additional information including requirements for entry and continuation in the program.

# PARALEGAL DEGREE REQUIREMENTS



## ASSOCIATE OF APPLIED SCIENCE

AREA OF STUDY	COURSE TITLE/ DESCRIPTION	SEMESTER HOURS
<b>Non-Law Courses</b>		
ENGL 1010	English Composition	3
ENGL 1020	English Composition II	3
MATH 1010	Mathematics: Math for Liberal Art or Higher	3
INFS 1010	Computer Technology and Applications	3
PHED	Physical Education Activity	3
	Humanities and /or Fine Arts	3
	Natural Sciences: non-sequential	
	Science course	4
	Social/Behavioral Sciences	3
<b>LAW Courses:</b>		
LAW 101*	Introduction to Law	3
LAW 103*	Ethics and Professionalism	2
LAW 104*	Torts	3
LAW 105*	Legal Research	3
LAW 106*	Legal Writing	3
LAW 107*	Criminal Law	3
LAW 108*	Evidence	2
LAW 210*	Civil Trial & Appellate Practice I	3
LAW 211*	Civil Trial & Appellate Practice II	3
Electives	Choose <u>four</u> Electives from: BUS 280*, BUS 251*, LAW 135*, LAW 200*, LAW 220*, LAW 231*, LAW 245*, LAW 250*, LAW 261*. LAW 276T*	12
<b><u>TOTAL REQUIRED HOURS:</u></b>		<b><u>60</u></b>

\*Courses that are designed primarily for vocational/career programs. A number of these courses are accepted as transfer credit by some colleges and universities, but the receiving institution makes this decision. These courses are collegiate level work, but they have been developed with a purpose other than being university parallel courses.

**ASSOCIATE OF SCIENCE (A.S.)**  
**With Paralegal Studies Concentration**

**Note: The A.S. Degree requirements are offered as a curriculum guide for those students wishing to transfer for four-year institutions with their major or minor in Paralegal Studies. Such students should plan their paralegal courses in consultation with their four-year institution.**

AREA OF STUDY	COURSE TITLE/ DESCRIPTION	SEMESTER HOURS
Non-Law Courses		
COM 100 or 103	Communication	3
ENGL 1010, 1020	English Composition I, II	6
MATH 1010	Mathematics: Math for Liberal Art or Higher	3
	Humanities and /or Fine Arts	9
	Natural Sciences	8
	Social/Behavioral Sciences	6
LAW Courses:		
LAW 101*	Introduction to Law	3
LAW 103*	Ethics and Professionalism	2
LAW 105*	Legal Research	3
LAW 106*	Legal Writing	3
LAW 108*	Evidence	2
LAW 210*	Civil Trial & Appellate Practice I	3
LAW 211*	Civil Trial & Appellate Practice II	3
<b><u>TOTAL REQUIRED HOURS:</u></b>		<b><u>60</u></b>

\*Courses that are designed primarily for vocational/career programs. A number of these courses are accepted as transfer credit by some colleges and universities, but the receiving institution makes this decision. These courses are collegiate level work, but they have been developed with a purpose other than being university parallel courses.

TECHNICAL  
CERTIFICATE



**Students must possess a Bachelor's degree from an accredited college or university.**

LAW 101*	Introduction to Law	3
LAW 103*	Ethics and Professionalism	2
LAW 105*	Legal Research	3
LAW 106*	Legal Writing	3
LAW 108*	Evidence	2

**Then either:**

LAW 210*	Civil Trial & Appellate Practice I	3
LAW 211*	Civil Trial & Appellate Practice II	3

**Or**

**Choose TWO electives from below:**

Electives	LAW 200*, LAW 220*, LAW 231*, LAW 245*, LAW 250*, LAW 261*, LAW 265*. LAW 276T*	6
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**TOTAL REQUIRED HOURS: 19**

CONTACTS FOR  
PARALEGAL  
INFORMATION



**PROGRAM INFORMATION**

Ms. Loretta Calvert, Paralegal Studies Coordinator and Student Advisor  
Ms. Fran Miller or Mary Eidson, Business Division Secretaries

PHONE: (615) 452-8600 ext. 3303 or (615) 230-3303

ADDRESS: Volunteer State Community College  
1480 Nashville Pike  
Gallatin, TN 37066

FAX: (615) 230-3317

E-MAIL: [loretta.calvert@volstate.edu](mailto:loretta.calvert@volstate.edu)

**College Application, Registration, Enrollment, and Transfer Information**

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Office of Admissions:

PHONE: (615) 452-8600 ext. 3688  
E-MAIL: [admissions@volstate.edu](mailto:admissions@volstate.edu)

Records and Registration Office:

PHONE: (615) 452-8600 ext.3466  
TDD: (615) 230-3488  
COLLEGE TOLL FREE NUMBER:  
1-888-335-8722

## **OTHER DATA**

### **College Catalog and Application:**

For information about college fees, student code of conduct, enrollment and transfer procedures, graduation, etc., go to the College catalog on the Volunteer State Community College website. ([www.volstate.edu](http://www.volstate.edu)) In addition, you may contact the Admissions office to have a catalog and application mailed to you.

### **NEWSKILLS and Placement Exam Information:**

New students who must take placement examinations, or who have taken these examinations, but have not yet taken required developmental courses, should contact the College's NEWSKILLS office for assistance: (615) 230-3676, (615) 452-8600 ext 3676, or visit the website: [www.volstate.edu/NewSkills/genreq.aspx](http://www.volstate.edu/NewSkills/genreq.aspx)

Award winning NEWSKILLS is a computer assisted teaching lab located on the main campus.

### **FINANCIAL AID:**

Anyone seeking information should review the Financial Aid website: [www.volstate.edu/FinancialAid/](http://www.volstate.edu/FinancialAid/) or contact the Financial Aid office at (615) 452-8600 ext. 3455, (615) 230-3455 or e-mail [financialaid@volstate.edu](mailto:financialaid@volstate.edu)

### **NETWORKING:**

Check out our MySpace page [MySpace.com/vsccspa](http://MySpace.com/vsccspa)  
[Yahoo.com/group/paralegalstudents](http://Yahoo.com/group/paralegalstudents)  
Student Paralegal Association  
Middle Tennessee Paralegal Association

## **Other Information:**

Students that have previous college coursework must have official transcripts forwarded from each college attended to the student records office at Volunteer State Community College.

It is possible that transfer credit may be granted depending on the appropriate match of course content, accreditation requirements and grades.

Not all classes for the paralegal studies program are scheduled each semester. It is most important that students consult the class schedule and the sequence of listed courses and plan carefully each semester. The program coordinator may assist through the advising process, but it is the student's responsibility to assure proper scheduling.

With day, evening and weekend course offerings, it is possible to build flexibility into the program. General education courses are offered at a number of off campus sites and a number of those courses are also offered in a distance format through on-line technology. All the Law classes are offered on the main campus only.

The college has its own law library and computer based legal research program to support the program.

**Note: “Paralegals may not provide legal services directly to the public, except as permitted by law.”**