

POLITICAL SCIENCE MAJORS—PARALEGAL STUDIES EMPHASIS

All Political Science majors must fulfill two non-course requirements prior to graduation. The requirements include:

1. Completing a survey on experiences in the Department of Political Science.
2. Submitting a portfolio containing graded assignments from every Paralegal Studies class that was completed in the Department.

Candidates for December graduation must submit their materials by November 15 in the graduation year. Candidates for May or August graduation must submit their materials by April 15 in the graduation year. The requirements must be fulfilled in a conscientious fashion. Unsatisfactory materials will be returned to the student for resubmission and may delay the date of graduation.

Surveys are available in the Political Science office. The questions have also been posted on the Political Science Department website.

Guidelines for the portfolio follow: The portfolio should include graded assignments for every upper-level Political Science course that has been completed. Among the assignments that should be submitted are examinations, research papers, critical analyses, case briefings, applied exercises, journal entries, and so forth. Whenever possible, items submitted should include *assignment instructions* as well as *comments* and *grades* given by the course's instructor. They should *not* be file copies without evaluative comments unless no other option is available for a particular assignment. If a class had numerous assignments, it is not necessary to submit every one of them. But a *substantial representative sample of different kinds of assignments should be included*. The portfolio should be submitted in a three-ring binder with tabs marking a separate section for each course. At the beginning of each section, include a table with the following information:

Course #, Name, and Instructor	Semester Taken	Grade (indicate "in progress" if appropriate)	Assignments Included in Portfolio	Grade for Each Assignment
			1. 2. Etc.	1. 2. Etc.

For students in the *Paralegal Emphasis*, it will be especially helpful to have assignments demonstrating:

- Command of legal vocabulary and skills required for legal library and computerized legal research and analysis.
- Understanding of procedures required to perform paralegal duties in a civil and criminal practice.
- Comprehensive understanding of ethical responsibilities of paralegals, governed by the rules of professional responsibility.
- Acquisition of lifelong competencies such as critical thinking and analysis, written and oral communication, and problem solving.
- Practical experience allowing application of classroom skills through completion of an internship in a law office or legal agency.