



UNIVERSITY OF ARKANSAS PULASKI TECH

Assessment Report: 2018-2019 – Program Level

The University of Arkansas – Pulaski Technical College calls for each program (AS, AA, AAS, CP, and TC) to have an assessment plan for each academic year that includes the following:

- Program Learning Objectives
- Procedures for assessing the achievement of student learning
- Procedures for analyzing and interpreting assessment results for the continuous improvement of the program.



A primary goal for each instructional department's assessment is to include at least one direct measure of student learning, which is accomplished usually through the use of locally developed tests, student portfolios, capstone assessment measures, embedded assignments, or through licensure exams and standardized national tests. In addition to direct measures, most areas may also use indirect methods to assess student achievement. Graduation rates and graduation and employer surveys are frequently used as indirect indicators of student achievement.

This form presents template of questions that must, at minimum, be addressed by instructional departments when filing an assessment plan. While an electronic version of this form will be made available, instructional departments may include additional information not specifically addressed in this form as long as the template questions are addressed.

Other Assessment Considerations:

- The College expects programs/departments/divisions to make curriculum changes and budget requests based in part upon assessment findings. Assessment of student learning should be a catalyst for quality instruction and improvement across the college community.
- All programs will be asked to submit an annual assessment report to the Assessment Committee by October 10th of each year. (If October 10th falls on a weekend, please submit reports on the following Monday.)
- For technical and occupational programs, please consider the role of your advisory committee in your student learning objectives.

This form must be completed by October 10 of each academic year. Complete each part of this form. Please follow highlighted instructions.

Part A: Identification and Assessment Plan

1. Name of program: Paralegal Technology

2. Name of individual compiling report: Jenae Harris

3. Date of submission: 10/21/2019

4. Is the assessment plan (**Check one**)

☐ an initial plan for the program

☐ a revision of an old plan

☒ unaltered from previous year

5. Provide a brief description of the program and its purposes, to include a description of the jobs/careers for which students are being prepared.

The Associate of Applied Science in Paralegal Technology is designed to provide an understanding of the law and the practical skills needed to assist attorneys in the responsibilities of a law firm, including research, investigation, document preparation and writing. Instruction includes principles and practical experience in word processing, legal writing, ethical legal practice, professional responsibility and organizing ideas and factual materials.

Part B: Student Learning Objectives, Assessment Methods, and Data Sources

In this section of the assessment plan, student learning objectives for the program will be defined. Also, assessment methods and data sources for each objective must be defined. Follow the instructions below to define and relate the program learning objectives.

1. Complete the chart below or attach documentation of the assessment process that includes the data included below. Also attach any assessment instruments and grading rubrics used at the program level if applicable.

Program Learning Objectives	Course	Assessment Method and/or Data Source
1. Analyze factual situations and apply legal precedent to those facts.	PLG 2502 Family Law	<i>Cumulative Final Examination</i>
2. Demonstrate organizational skills, including the ability to organize evidence and client files using applicable technology tools while following industry standards.	PLG 2903 Trial Practice	<i>Final Project</i>
3. Communicate effectively with clients, attorneys, and the court system	PLG 1003 Legal Terminology	<i>Midterm Examination</i>
4. Perform legal research, including the ability to: a. find the law applicable to a legal problem, in both print and electronic sources b. apply the law to a legal problem c. cite check the legal sources	PLG 1203 Legal Research and Writing II	<i>Final Project – Legal Memorandum of Law</i>
5. Demonstrate effective legal writing skills, including the ability to a. write case briefs b. draft client correspondence and legal documents c. use proper legal citation	PLG 1103 Legal Research and Writing I	<i>Final Project – Law Office Memorandum</i>
6. Demonstrate effective computer skills, including word processing programs, database programs, spreadsheet programs, time and billing programs, litigation support programs, trial graphics and presentation software, and case management software.	PLG 2803 Computer Support	<i>Cumulative Final Examination</i>
7. Use effective interviewing and investigation skills.	PLG 2103 Civil Litigation	<i>Final Project</i>
8. Demonstrate an understanding of the legal process and the nature of law practice, including the role of the paralegal in the	PLG 2103 Civil Litigation	<i>Cumulative Final Examination</i>



delivery of legal services.		
9. Apply legal and ethical principles to guide paralegal conduct.	PLG 2202 Legal Ethics	<i>Cumulative Final Examination</i>
10. Employ basic principles of law office management.	PLG 2803 Computer Support	<i>Cumulative Final Examination</i>

2. For each program objective, if applicable, discuss any additional data sources that may be used to gauge success (e.g. charts, graphs, surveys, rates).

N/A

3. Describe the process of analyzing the assessment data for the last academic year.

Assessment data is primarily analyzed by looking at the average scores on the assessment tool. This gives a clear picture of how students are grasping the material as a group. Although, the data is not analyzed on an individual student basis, significant outlying scores do ultimately impact that overall average, because of the small size of the program.

4. Complete the chart below or attach documentation of the assessment findings that includes the data included below.

Program Learning Objectives	Assessment Findings/Conclusion
1. Analyze factual situations and apply legal precedent to those facts.	<i>Overall class average of 88%. Threshold met.</i>
2. Demonstrate organizational skills, including the ability to organize evidence and client files using applicable technology tools while following industry standards.	<i>Overall class average of 69%. Threshold not met.</i>
3. Communicate effectively with clients, attorneys, and the court system	<i>Overall class average of 67%. Threshold not met.</i>
4. Perform legal research, including the ability to: a. find the law applicable to a legal problem, in both print and electronic sources b. apply the law to a legal problem c. cite check the legal sources	<i>Overall class average of 70%. Threshold not met.</i>
5. Demonstrate effective legal writing skills, including the ability to a. write case briefs b. draft client correspondence and legal documents c. use proper legal citation	<i>Overall class of average of 75%. Threshold not met.</i>
6. Demonstrate effective computer skills, including word processing programs, database programs, spreadsheet programs, time and billing programs, litigation support programs, trial graphics and presentation software, and case management software.	<i>Overall class average of 75%. Threshold not met.</i>

7. Use effective interviewing and investigation skills.	Overall class average of 97%. Threshold not met.
8. Demonstrate an understanding of the legal process and the nature of law practice, including the role of the paralegal in the delivery of legal services.	Overall class average of 74%. Threshold not met.
9. Apply legal and ethical principles to guide paralegal conduct.	N/A
10. Employ basic principles of law office management.	Overall class average of 75%. Threshold not met.

5. What is the action plan for assessment for the next academic year? Explain.
Webinar components of Legal Research & Writing I and II will no longer be offered. Since these are skills-based course webinar students were at a significant advantage.
6. What changes were implemented this year based on last year's findings?
N/A
7. Please write any additional information here that you think is pertinent to the assessment process for your program that assists stakeholders (i.e. administrators and standing committees) in understanding your report.
It is important to note that the Paralegal Technology program is still very small. Thus, one or two bad grades or one or two students not completing the assessment, significantly skew the results.
8. What budgetary resources, if any, are needed for your program based on your assessment findings?

I am the only full-time instructor, program director/administrator, and overseer of Business Law/Legal Environment of Business. During the semester, I am spread too thin to focus on growing and adjusting the program. An additional full-time instructor, has been a budgetary request for the past two fiscal years.