



FULL PROGRAM PROPOSAL

Bachelor of Legal Studies (Paralegal)

Name of Program

February 12, 2009

Date Completed

TABLE OF CONTENTS

1. Executive Summary	1
a) Overview of the organization’s history, mission and academic goals	1
b) Proposed credential.....	1
c) Location	1
d) Department offering proposed degree.....	1
e) Anticipated start date	2
f) Anticipated completion time	2
g) Program objectives.....	2
h) Institutional contact person	4
2. Degree Level Standard	5
a) Depth and breadth of knowledge	5
b) Knowledge of methodologies and research.....	5
c) Application of knowledge.....	6
d) Communication skills	6
e) Awareness of limits of knowledge	6
f) Professional capacity/autonomy	6
3. Credential Recognition and Nomenclature.....	8
a) Credential recognition by other post-secondary institutions.....	8
b) Industry consultation on credential recognition.....	8
c) Certification of paralegals	10
d) Policies on notifying students of credential recognition	10
4. Curriculum/Program Content.....	11
a) Program structure.....	11
b) Core courses	11
c) Existing and new courses	16
d) Advancement of program goals	19
e) External review.....	19
f) Practicum placements.....	19
g) Practicum outcomes.....	19
5. Learning Methodologies/Program Delivery	20
a) Methodologies used	20
b) Policies pertaining to technology-based learning	20
6. Admission and Transfer/Residency	22
a) Admission requirements	22
b) Transfer credit policies.....	22
c) Prior learning assessment	23
d) Residency requirement	23
e) Articulation agreements	23

7.	Faculty	24
a)	Faculty and staff numbers	24
b)	Faculty credentials.....	24
c)	Appointment policies.....	24
d)	Faculty <i>curricula vitae</i>	24
8.	Program Resources	25
a)	Program resources	25
b)	Implementation schedule	25
c)	Institutional plans for renewal of learning resources.....	25
9.	Program Consultation	26
a)	Consultation process	26
b)	External commentary.....	26
c)	Other input.....	26
d)	Employment destinations	26
10.	Program Review and Assessment.....	27
a)	Policies for ongoing review and assessment	27

APPENDICES

A	Capilano's Program Policies.....	A.1
B	Course Outlines	B.1
C	Letters of Support from Law Firms	C.1
D	Professional Association Letter	D.1
E	Billing Number Policies	E.1
F	Degree Advisory Committee Meeting Minutes.....	F.1
G	Faculty <i>Curricula Vitae</i>	G.1
H	Student Demand Surveys.....	H.1
I	Academic Reference.....	I.1

1. Executive Summary

a) Overview of the organization’s history, mission and academic goals

At Capilano University [Capilano] our mission is to enable student success in current and continuing studies, in a chosen career, in the pursuit of knowledge, and in contributing effectively as responsible citizens in a rapidly changing and diverse global community.

Established in 1968, Capilano quickly grew beyond its North Shore roots to include the main campus in North Vancouver, a campus in Squamish serving the communities of Howe Sound, and a campus in Sechelt serving the Sunshine Coast. About half of the students attending Capilano come from the Capilano region, 27% are from Vancouver and Burnaby, and the rest are from other parts of British Columbia, Canada and around the world.

The institution has a well-earned reputation for providing a solid academic foundation as well as a record of developing new and innovative programs in response to market demand. We offer a complete range of preparatory courses, university transfer courses, programs in creative and applied arts, programs in health and human services, and baccalaureate degrees in business, tourism, jazz, and music therapy. Our university transfer program has one of the highest transfer rates to BC universities in the system. Our initial baccalaureate degrees are well established, having been offered for several years in partnership with Open University before becoming independent Capilano degrees.

Capilano has provided diploma and certificate training for paralegals for over thirty years. The objective of Capilano’s Paralegal Department has been to provide the legal community with graduates who are skilled in managing legal files, legal analysis and providing support for lawyers in a wide range of practice areas. Academically, the department strives to produce graduates with flexible problem solving strategies, and the ability to synthesize complex information, both normative and factual, in clearly formulated language.

b) Proposed credential

The proposed credential is a Bachelor of Legal Studies (Paralegal) [the “degree”].

c) Location

The program will primarily be taught at the North Vancouver campus of Capilano, but the intention is to permit students to incorporate off-campus evening courses and distance learning options into their course mix.

d) Department offering proposed degree

The proposed degree will be offered through Capilano’s Paralegal Department.

e) Anticipated start date

The anticipated start date for the new degree is September, 2010.

f) Anticipated completion time

The program involves four years or eight semesters of course work. Students entering into the first year of the program without transfer credits and studying full time will complete the program (including the practicum component) by the fall of 2014. While the degree provides for students to enrol directly upon graduation from high school, some of the applicants will likely have a number of post-secondary general elective courses completed upon acceptance. Given this, we anticipate that the first graduates will complete the program including a six month practicum component prior to 2014.

g) Program objectives

The objective of the degree program is to provide the legal community with graduates who are adaptable, and who have highly refined organizational, critical-thinking and team-working abilities. Graduates of the program will have flexible skill sets that will permit them to adapt to various job demands and to the changing demands of the legal community. These abilities and skill sets will be measured through the employer evaluation process, which is part of the work practicum at the end of the fourth year.

This degree fits into the strategic plan of Capilano particularly in its commitment to provide both students and employers professional training that translates into job readiness skills.

A six-month practicum, which is incorporated into the degree, will ensure that students have hands-on training in the precise area in which they will likely work after graduation. The practicum also provides students with the ability to determine which area of legal work they wish to pursue and for prospective employers to test the adaptability of the students to changing job demands.

The primary modes of delivery will be through classroom and laboratory study. Capilano is the recognized leader in paralegal training in British Columbia and the diploma program in particular is recognized for its excellence throughout North America.

Presently, the Paralegal Department at Capilano offers paralegal programming at the diploma and certificate levels that is unique in its design, focussed highly on academic depth and breadth, and without comparison to other paralegal programs offered by private or public institutions. The closest existing program in British Columbia is the part-time paralegal program offered by Vancouver Community College through its continuing education department.

This degree will be unique and in fact will become only the second degree focussing primarily on paralegal training in Canada (Humber College, referred to below, offers the only other such degree). ***It will help attract more high-calibre candidates in a field where demand for highly trained paralegals currently far exceeds supply. It will meet the needs of industry in providing affordable legal services and improving access to justice.***

The only programs in BC and nationally that compare to the proposed degree (with Humber College's degree being the closest analogue) are:

- The Applied Degree in Paralegal Studies offered by Humber College (Ontario)
- The Applied Degree in Governance, Law and Management offered by Athabasca University (Alberta)
- Arts Degree in Justice offered by Royal Roads University (British Columbia)

The proposed degree will be distinct from these programs for the following reasons:

Humber College: Bachelor of Applied Arts – Paralegal Studies

The Humber College paralegal studies web site (<http://postsecondary.humber.ca/22011.htm>) states:

This program is the only one of its kind in Canada, combining the theoretical underpinnings of the legal system with practical applications. Paralegals provide important advocacy services for clients appearing before specialized tribunals such as the Ontario Rental Housing Tribunal and the Immigration and Refugee Board, and before the Provincial Offences Court and the Ontario Small Claims Court. Clients are discovering that properly trained paralegals are able to meet many of their law-related needs in a cost effective manner.

The degree offered by Humber College is designed to provide graduates with the ability to practice independently as paralegals in the Province of Ontario. This work environment is accommodated through specific legislation that permits paralegals to act independently and represent clients before a number of administrative tribunals and regulatory bodies. The legislation and the resulting work environment are unique to Ontario and are not replicated in any other province in Canada.

Presently, in BC, paralegals must work under the supervision of a lawyer and cannot act independently as agent or representative for a client. Consequently, the design of the proposed degree is quite different from that offered by Humber College. There is no overlap or redundancy between the two degrees. Further, even if Humber College's curriculum focussed on training paralegals to work under the supervision of lawyers, it would be in the context of Ontario's laws, which do not apply in BC.

Athabasca University: Bachelor of Professional Arts Governance, Law and Management

This degree offered by Athabasca is structured as a generalist degree in legal studies and does not have a specific focus for graduates to find work as a paralegal. There is no overlap between this program and that proposed by Capilano.

Royal Roads University: Bachelor of Arts in Justice Studies

The Royal Roads web site (<http://www.royalroads.ca/programs/faculties-schools-centres/faculty-social-applied-sciences/peace-conflict-management/justice-ba/bajs-program-overview.htm>) states:

The Bachelor of Arts in Justice Studies program is designed primarily for those students interested in pursuing solutions for positive social change. Graduates can pursue careers in many areas of the criminal justice system as well as non profit agencies and NGOs that serve the system. Additionally, a variety of opportunities exist in agencies and organizations dealing with justice-related issues. Graduates have gone on to work in policing, corrections, probation, parole, policy analysis, advocacy, and the like. Some graduates have decided to continue their education and are attending law school while others are pursuing graduate degrees.

This Royal Roads Justice Studies degree is designed for those who work in the broad area of criminal justice services where a law degree is not required. Interdisciplinary in approach, the program provides general knowledge and practical skills required by justice service workers in Canada and abroad. It also provides a solid education for learners who intend to continue with graduate studies in the field.

Its focus is criminal justice theory as opposed to Capilano's proposed degree, which, while theoretically demanding, has a more hands-on or practical orientation in fields other than criminal justice.

A Note on the US Position

The proposed degree is most like paralegal degrees offered in the United States. Over 30 universities and colleges offer legal studies degrees for paralegals in that country. Paralegalism in the US is well established with an association of educators, the American Association of Paralegal Educators (AAfPE), and a system of approval or certification of paralegal programs through the American Bar Association (ABA). No such organization or system of approval exists in Canada. However, Capilano does belong to AAfPE, the only Canadian college or university to do so. We attend AAfPE conferences and receive regular newsletters allowing us to keep informed of developments in the US. The proposed degree at Capilano surpasses the core requirements recommended by AAfPE for paralegal education (see http://www.aafpe.org/p_about/statement.htm#standards).

h) Institutional contact person

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2. Degree Level Standard

a) Depth and breadth of knowledge

The proposed degree is designed to ensure that graduates will have considerable depth of knowledge covering a wide range of legal topics. As well, students will choose 36 credits of general studies electives from the Liberal Arts, Science and Technology, or Business providing a breadth of knowledge to complement their legal training.

Writing and communication skills will be emphasized throughout the degree curriculum (see section 3.d below). Computation or quantitative skills will be developed in various courses such as Litigation Procedures, Conveyancing, Contracts, Torts and Family Law where times, costs, trust account reconciliations, damages calculations, and spousal and child support tables are embedded in the course instruction. Courses such as Organization Behaviour, Legal Interviewing and Family Law provide opportunities for students to learn about human relations.

The diploma program offered by the Paralegal Department has traditionally graduated students who are employed as paralegals in law offices. The degree will continue the high-level training required for these positions, but will help us meet the increasing demand for these positions by attracting more high-calibre students. The four-year degree will also allow for more specialized training in the third and fourth years to accommodate the expansion of opportunities into areas of law not traditionally employing paralegals, such as corporate governance, court services, and trusteeship in insolvency matters. Access to justice and the affordability of legal services are important policy objectives, and the increased use of properly trained paralegals is one of the most efficient ways to reach those objectives.

The degree program is designed to include a substantial research component and as students progress to third and fourth year courses they will be able to complete assignments and projects, both in groups and through independent study. Courses, particularly in the third and fourth years, require the application of critical thinking and analytical skills which are well suited to the future work environment for these students.

Through upper-year electives, students will be able to pursue a specialty so as to incorporate their particular interests and background into their degree. Graduates will be expected to be adaptable in the workforce and so students will learn to function within a number of specialized areas of law.

b) Knowledge of methodologies and research

The degree program has been developed with specific legal research training but additionally there are numerous individual and group assignments that are designed to incorporate research and analytical problem solving skills as key components. Within their course work, students will write major research papers and utilize their research in crafting legal arguments, such as those used in contested legal disputes before courts and tribunals.

Because this four-year degree commences at the university admission level, the first-year courses are designed to be survey-type courses and an introduction to legal concepts and thinking. The Paralegal Department has undergone a process of revising course content (see Appendix B) so that the abilities developed in each year build upon the skills learnt in the

previous year(s). In the third and fourth years, the academic courses focus on analytical thinking, conceptual learning, communication and decision making.

c) Application of knowledge

Students will study substantive law and apply those principles to complex fact patterns as well as learning practical skills necessary to structure or present legal arguments before courts or tribunals. They will access original source material and master the principles underlying legal outcomes. Students will develop the ability to draw together diverse facts and information and craft logical arguments based on the facts at their disposal. The ability to “see the big picture” is a tremendous asset within a law firm and related environments. Students in the Legal Studies program will develop their ability to critique their own work and that of their teammates in a constructive manner that enhances the value of the work product. The sequencing of courses starting with the introduction of legal concepts in the first year to the more complex legal analysis in the third and fourth years will prepare the students for the intense demands of employment in the legal field.

d) Communication skills

Students will develop their communication skills in courses such as Legal Communications and English (the degree curriculum includes two English electives). In substantive law courses, through major written and oral analyses, students will hone their ability to take cogent and convincing positions that are supported by a rationally justifiable argumentation. Students will engage in substantial group work and presentations designed to develop confidence and increase interpersonal communications skills. For example, the Legal Interviewing course includes in-class role playing interview situations that mimic law office interviews. These role play interviews will be peer critiqued as well as critiqued by the instructor. This process provides a hands-on method of thinking critically about their own and other students' interview performance with a focus on effectiveness of information gathering from clients.

e) Awareness of limits of knowledge

The law is an ever changing landscape with a paucity of absolutes. Students who go on to work in law offices will be aware that their role is a supportive one and that they are not entitled to provide legal advice. In addition, they will appreciate that all legal representation is based on likelihoods rather than certainties. With appropriate caution bold steps can be taken. Thus, as the role of paralegals and non-lawyer legal workers develops in society, graduates of this program will have been trained to adapt and innovate. Graduates working in government and board offices as adjusters and in similar capacities will work independently within the framework of that organization.

f) Professional capacity/autonomy

Paralegals play a supportive role within a law office context. Given that, they are professionals with skills that enable them to complete most tasks on their own initiative and to interact with other professionals both inside and outside the organization they work for. The degree program

includes a substantial component of training in legal ethics and responsibility to clients, concepts which are applicable for persons working inside or outside law firms.

3. Credential Recognition and Nomenclature

a) Credential recognition by other post-secondary institutions

Three courses currently offered by the Paralegal Department (Introduction to the Study of Law, Evidence and Criminal Law) are accepted for transfer credit to Simon Fraser University. SFU is currently re-evaluating its course designations through a process called WQB addressing Writing, Quantitative, Breadth requirements in each course. The Paralegal Department is working with SFU to validate current transfer options and potentially expand the courses available for transfer credit.

Capilano has an articulation agreement with Athabasca University that allows students to combine their paralegal diploma credential with courses from Athabasca for an Athabasca degree in Governance, Law and Management. Capilano is pursuing an articulation arrangement with Vancouver Community College to allow students from that college to block transfer courses for credit in Capilano's paralegal programs. We are also developing an admissions policy and articulation agreement with Capilano's Legal Administrative Assistant program.

The Paralegal Department has contacted UBC Law School Admissions for an opinion about recognizing our proposed degree as a pre-law degree. We were advised that there would likely be a favourable determination based on the excellent record our graduates have had at UBC (i.e., those who have gone on to pursue law degrees). However, the final determination would be made only after the proposal had been finally approved.

The Paralegal Department intends to pursue articulation arrangements with other law schools should our degree be approved. Many of our substantive law courses use law school texts and we anticipate that law schools, when they examine the depth of coverage in these courses, will recognize our credential as a pre-law degree. The text that is used in our Evidence course was originally written by an instructor in the program for use in the program but has recently been published. It has gone through revisions for the Ontario market and two instructors in paralegal courses in Ontario have committed to its use. The manual that is used in our Legal Research course was written by another instructor in the program and was used for two years in the Advanced Legal Research course at UBC Law School. Many of our graduates have gone on to attend Law Schools and comment favourably on the value of our program in preparing them for that post-graduate degree.

b) Industry consultation on credential recognition

There is no formal regulation or licensing of paralegals in BC. The BC Law Society struck a Task Force to consider the issue, but has decided not to proceed with regulation at present. Further, the Law Society has declined to set education requirements for paralegals, preferring to leave it to employers to determine competency. The latest report of the Task Force is published at http://www.lawsociety.bc.ca/publications_forms/report-committees/docs/Paralegal-delegation_05-03.pdf.

However, the Law Society does recognize and encourage the use of paralegals in the practice of law. The Law Society's *Professional Conduct Handbook* states in chapter 12.4:

There are many tasks that can be performed by a legal assistant [paralegal] working under the supervision of a lawyer. **It is in the interests of the profession and the public for the delivery of more efficient, comprehensive and better quality legal services that the training and employment of legal assistants be encouraged.** [emphasis added]

It is our view that this degree is a key opportunity to serve the public interest by providing legal services employers with a pool of highly trained paraprofessionals in this area. It will also provide an education benchmark to which employers can refer in determining competency.

Letters from seven law firms detailing the demand for our graduates and support for our degree proposal are attached (Appendix C). The letters cover the spectrum of law firms, from large multi-national firms (Fasken Martineau) to mid-size firms (Edwards, Kenny & Bray) to sole practitioners (e.g. Tim Louis & Company). The growing international awareness of our program, developing largely through our online certificate program and the mobility of our graduates, is evidenced by the e-mail from Shusaku Yamamoto, a Japanese Intellectual Property law firm.

Capilano has consulted extensively with industry in developing this degree proposal. The minutes from our March 2004 and March 2008 degree advisory committee meetings are attached in Appendix F. The unanimous resolutions passed at the end of the 2008 meeting were:

Resolved that given the high demand for paralegals and the desired objective of improving the access and quality of legal services through greater utilization of well-trained paralegals, a legal studies degree for paralegals is necessary to advance that objective.

Resolved that the proposed degree by Capilano [University] will provide the necessary academic training for paralegals, as well as allow Capilano [University] to continue to attract high-calibre candidates including those without prior post-secondary experience or training.

Resolved that given Capilano [University's] established reputation for excellence in paralegal education in BC, Capilano [University] is uniquely positioned to offer the proposed degree.

The British Columbia Paralegal Association (BCPA) and the Canadian Association of Paralegals (CAP) are the only organized entities addressing the needs of BC paralegals. Many members of the BCPA also belong to the CAP and these organizations support our degree initiative. Attached as Appendix D is a letter setting out an overwhelming endorsement of our degree initiative by the BCPA.

Again, our program is currently experiencing a 100 percent employment rate for our full-time diploma graduates, and demand is higher than it ever has been. This trend of increasing demand by law firms for Capilano's paralegal graduates shows no sign of abating. We believe the socially desirable policy objectives of affordability of legal services and easier access to justice will ensure that industry demand for highly trained paralegals remains strong. BC's **Work Futures** web site (<http://workfutures.bc.ca/link.cfm>), last updated May 2005, states under Employment Prospects for Paralegal and Related Occupations that:

[Any negative employment growth factors] may be offset...if paralegal work is substituted for the more expensive work of lawyers... Law firms and other businesses may lower costs and increase the availability and efficiency of legal services by hiring these workers, although a lawyer is still responsible for and must supervise the work of a paralegal.

A degree in legal studies for paralegals will allow Capilano to attract the high-calibre candidates the profession demands and in the numbers it requires.

c) Certification of paralegals

As mentioned above, there is currently no regulatory, licensing or credentialing body for paralegals in British Columbia. However, for many years the Insurance Corporation of BC has permitted lawyers to apply for billing numbers through the Ministry of the Attorney General for their paralegals in connection with work they perform on files involving this agency. The billing number system is scaled. Capilano's paralegal studies graduates are permitted to bill at the highest rate. No other BC training currently qualifies for this top ranking. See Appendix E.

In 2008, Ontario became the first province to licence and certify paralegals. A graduate of Capilano's paralegal program, who moved to Ontario recently, was one of the first paralegals certified by the Law Society of Upper Canada (LSUC) under Ontario's new legislation. During the licensing process, the LSUC recognized our curriculum – specific to BC though it is – as satisfying part of the education component of this new credentialing regime in Ontario.

d) Policies on notifying students of credential recognition

As the various course or program offerings are recognized by other institutions, this information will be posted in the calendar and on the Capilano web site. Capilano follows British Columbia Council on Admissions and Transfer (BCCAT) directives with regard to programs and standards. See Appendix A.

4. Curriculum/Program Content

a) Program structure

This degree is a four-year, eight-semester program, with a six-month practicum at the conclusion of course studies: see table below. It includes 121.5 credits of university level course work with a specialization in substantive and procedural legal studies. Students must achieve a B average in order to qualify for the practicum component of the program, and students who fall below that average will be counselled regarding various exit strategies. This high standard is necessary because graduates working in a legal setting must have the capacity to produce high-quality work under pressure and with limited supervision.

Concerning student evaluation, the procedural/practical courses require students to demonstrate an understanding of the purpose of, and the ability to prepare, the various forms and documents commonly encountered in law practice. The substantive/academic courses will be assessed based on a combination of class room presentations, group projects, research analyses, and examinations.

Degree Profile

Yr	Fall	Spring
1	Introduction to Law – LAW 101 Legal Analysis (1.5 credits) – LAW 110 Legal Communications – CMNS 116 2 Electives (100 level): English, General elective	Criminal Law – LAW 130 Family Law and Procedures – LAW 140 Legal Doc. Processing (1.5 credits) – LAW 115 2 Electives (100 level): Organizational Behaviour, General elective
2	Torts I – Law 200 Legal Research – LAW 210 Litigation Procedures I – LAW 220 2 Electives (100 or 200 level): English, General elective	Torts II – LAW 201 Estates and Procedures – LAW 240 Evidence – LAW 230 2 Electives (100 or 200 level): 2 General electives
3	Contracts I – LAW 300 Legal Drafting – LAW 310 Legal Interviewing – LAW 315 2 Electives (300 or 400 level): General elective, Legal elective	Contracts II – LAW 301 Company Law – LAW 340 Corporate Procedures (1.5 credits) – LAW 342 3 Electives (300 or 400 level): General elective, 2 Legal electives
4	Intellectual Property – LAW 450 Real Property – LAW 440 Conveyancing Procedures (1.5 credits) – LAW 442 3 Electives (300 or 400 level): General elective, 2 Legal electives	Insurance Law – LAW 400 Litigation Procedures II – LAW 420 Law Office Procedures (1.5 credits) – LAW 425 Practicum – LAW 499 2 Electives (300 or 400 level): General elective, Legal elective

Core courses shaded. All courses 3 credits unless otherwise noted.

b) Core courses

The core courses are briefly described on the following pages (see Appendix B for detailed course outlines). Again, all courses are 3 credits unless otherwise noted.

YEAR 1

Year 1 will introduce students to basic legal concepts and procedures. They will also learn basic legal communication skills and the process of legal analysis.

Fall

Introduction to Law LAW 101

Students will be introduced to the sources, structures, and constitutional principles of the Canadian legal system. Students will begin to critically analyse how the individual and the state intersect within the legal system.

Legal Analysis (1.5 credits) LAW 110

Students will be introduced to basic legal analysis through the study of case law, legislation and secondary authorities. Students will learn to identify legal issues and rules, and how to apply rules to specific fact situations.

Legal Communications CMNS 116

Students will develop listening, speaking and writing skills for work in the legal profession. Listening and speaking assignments include observation and discussion of a variety of materials presented in non-written form. Writing assignments address three goals: to equip students with the tools they need to write accurately and appropriately; to provide opportunities to practice translating from speech and observation to written formats, as is often required in legal practice; and to master format, tone, layout and style in general and legal correspondence.

Two Electives (100 level, and transferable to any BC university following BCCAT directives [BCUT]): English and a General Elective

Students will choose an English course and an elective from the Liberal Arts (e.g., Anthropology, Criminology, Economics, History, Languages, Philosophy, or Women's Studies), Science and Technology (e.g., Biology, Computing Science, Geography, Mathematics or Statistics) or Business (e.g., Organizational Behaviour, Industrial Relations or Marketing).

Spring

Criminal Law LAW 130

Student will gain an understanding of the sources and developing theory of criminal law in Canada. We will take the theoretical aspects of criminal law and apply them to criminal proceedings to broaden the students understanding of the concepts involved.

Family Law and Procedures LAW 140

Students will learn the fundamentals of substantive family law, as well as basic divorce and child custody procedures. Particular emphasis will be placed upon the *Divorce Act*, *Family Relations Act*, *Child, Family and Community Service Act*, and *Adoption Act*.

Legal Document Processing (1.5 credits) LAW 115

Students will be introduced to word processing concepts through practical formatting and document generating applications normally part of the day to day operations in a legal office.

Two Electives (100 level, BCUT): Organizational Behaviour and a General Elective

Students will choose two electives from the Liberal Arts (e.g., Anthropology, Criminology, Economics, History, Languages, Philosophy, or Women's Studies), Science and Technology (e.g., Biology, Computing Science, Geography, Mathematics or Statistics) or Business (e.g., Organizational Behaviour, Industrial Relations or Marketing).

YEAR 2

Year 2 builds on the basic understanding the students have from Year 1. Students learn legal research skills, which are required for future independent course work, and general litigation procedures. Through the study of Torts, Evidence and Estates students gain further insight into the complexities of substantive law and the legal system.

Fall

Torts I LAW 200

The learner will be introduced to tort law through the study of case law and statutes, focusing on the law of negligence.

Legal Research LAW 210

Through specific research assignments and problems students will learn legal research principles and techniques required to locate relevant legislative materials, case law and secondary sources. Students will learn to solve problems using traditional research techniques and electronic sources, including online research services such as LexisNexis.

Litigation Procedures I LAW 220

Students will learn the principles of a civil litigation practice in British Columbia. The course will cover chronologically the events that arise in a civil law suit in the Supreme Court of British Columbia. Emphasis is on familiarization with and the use of the Rules of Court to enable the learner, under the supervision of a lawyer, to prepare documents and follow procedures required in the course of a civil action. The learner is encouraged to solve particular problems by using the Rules of Court and civil litigation precedents.

Two Electives (100 or 200 level, BCUT): English and a General Elective

Students will choose an English course and a general elective from the Liberal Arts (e.g., Anthropology, Criminology, Economics, History, Languages, Philosophy, or Women's Studies), Science and Technology (e.g., Biology, Computing Science, Geography, Mathematics or Statistics) or Business (e.g., Organizational Behaviour, Industrial Relations or Marketing).

Spring

Torts II LAW 201

In this course, students will continue an examination of tort law through the study of case law and statutes, considering a number of issues including economic negligence, occupiers' liability, nuisance, strict liability and the intentional torts.

Estates and Procedures LAW 240

Students will learn the fundamentals of substantive Estate law. As well, they will learn the formal requirements for preparing and executing wills and codicils in British Columbia, and of probate procedures (including grants of Probate and Administration, preparing an estate inventory, devolution, transmission and transfer of assets, income tax requirements, passing accounts, executor's remuneration, solicitor's remuneration, and relevant limitation dates).

Evidence LAW 230

Students will study the law of evidence, and learn to analyse and critically apply the rules of evidence through lectures and the case study method.

Two General Electives (100 or 200 level, BCUT)

Students will choose two electives from the Liberal Arts (e.g., Anthropology, Criminology, Economics, History, Languages, Philosophy, or Women's Studies), Science and Technology (e.g., Biology, Computing Science, Geography, Mathematics or Statistics) or Business (e.g., Organizational Behaviour, Industrial Relations or Marketing).

YEAR 3

Having completed two years of legal studies, students are prepared to commence the study of more complex areas of law such as Contracts and Company Law, and to engage in more practical skills courses where they require independent initiative and to engage in independent and group study.

Fall

Contracts I LAW 300

Students will be introduced to contract law through the study of case law and statutes, focusing on the elements of a valid and enforceable contract. They will learn to critically evaluate competing theories of contractual validity, synthesize the law and apply relevant principles to fact patterns designed to develop a practical understanding of the elements of an enforceable contract.

Legal Drafting LAW 310

Students will build on their theoretical knowledge of the law and develop clear and effective communication skills through drafting legal documents for use by clients of law firms, corporate employers and government.

Legal Interviewing LAW 315

Students will learn to master techniques of legal interviewing through a conducting role play interviews and exercises in critical thinking and discussion about interviewing. Students will gain an understanding of the role of the Legal Assistant with regard to interviewing clients, witnesses, etc., as well as an understanding of the social and interpersonal challenges to conducting an effective legal interview.

One General Elective (300 or 400 level, BCUT), One Legal Elective (300 or 400 level)

Students will choose one elective from the Liberal Arts (e.g., Anthropology, Criminology, Economics, History, Languages, Philosophy, or Women's Studies), Science and Technology (e.g., Biology, Computing Science, Geography, Mathematics or Statistics) or Business (e.g., Organizational Behaviour, Industrial Relations or Marketing), and one legal elective such as Aboriginal Law, Administrative Law, Creditors' Remedies, Advanced Insurance Law and Independent Studies.

Spring

Contracts II LAW 301

Students will continue the examination of contract law by developing and applying analytical strategies to resolve practical problems through the integration of case law and statutes, considering a number of issues such as misrepresentation, interpretation, mistake and remedies.

Company Law LAW 340

Students will gain an understanding of company law through a critical examination of the legal principles relating to corporations. Emphasis is on the British Columbia Business Corporations Act. Also included is an overview of sole proprietorships, partnerships, limited partnerships, extra provincial companies, and regulation of the securities market.

Corporate Procedures (1.5 credits) LAW 342

Students develop mastery of the principles of corporate procedures through a practical, problem-solving study of the incorporation and post-incorporation process. Emphasis is on B.C. Business Corporations Act.

One General Elective (300 or 400 level, BCUT), Two Legal Electives (300 or 400 level)

Students will choose one elective from the Liberal Arts (e.g., Anthropology, Criminology, Economics, History, Languages, Philosophy, or Women's Studies), Science and Technology (e.g., Biology, Computing Science, Geography, Mathematics or Statistics) or Business (e.g., Organizational Behaviour, Industrial Relations or Marketing), and two legal electives such as Aboriginal Law, Administrative Law, Creditors' Remedies, Advanced Insurance Law and Independent Studies.

YEAR 4

In their final year of study, students continue to develop the skills necessary to work effectively as paralegals. They will expand their knowledge of substantive law, while at the same time becoming more aware of the limits of their knowledge and the subtleties of legal interpretation. They will engage in more in-depth practical skills training and further develop their problem-solving abilities. Students will be required to work independently and in group settings, and to demonstrate initiative and integrity. Finally, they will be required to complete their practicum placements, which build on the skills they have acquired in the four years of the program.

Fall

Intellectual Property LAW 450

Students will develop an understanding of the common law relating to intellectual property, as well as engage in a general review of Canadian legislation affecting intellectual property, its management and the enforcement of intellectual property rights. New issues and problems created by the Internet and e-commerce will also be examined.

Real Property LAW 440

Students will study the law relating to real property, using the case study method and through a review of legislation affecting real property, including the Land Title Act, Property Law Act and Law and Equity Act. Students will become familiar with the fundamentals of the BC Land Title System.

Conveyancing Procedures (1.5 credits) LAW 442

Students will learn basic conveyancing procedures in BC demonstrating initiative and accountability in applying conveyancing principles to practical problem-solving exercises.

One General Elective (300 or 400 level, BCUT), Two Legal Electives (300 or 400 level)

Students will choose one elective from the Liberal Arts (e.g., Anthropology, Criminology, Economics, History, Languages, Philosophy, or Women's Studies), Science and Technology (e.g., Biology, Computing Science, Geography, Mathematics or Statistics) or Business (e.g., Organizational Behaviour, Industrial Relations or Marketing), and two legal electives such as Aboriginal Law, Administrative Law, Creditors' Remedies, Advanced Insurance Law and Independent Studies.

Spring

Insurance Law LAW 400

Students will develop an understanding of the issues central to insurance law through the application of theoretical concepts that apply to practical situations that arise in case analysis and legislation.

Litigation Procedures II LAW 420

Students will apply sound thinking to resolution of practical applications of the Rules of Court and procedures that apply to: pre-trial investigation and court applications, including interlocutory applications; preparation of Bills of Costs; foreclosure applications and procedures; Small Claims procedures.

Law Office Procedures (1.5 credits) LAW 425

Students will develop an understanding of the fundamentals of the day-to-day running of a law office. Particular emphasis will be placed on: practice management systems used in small and large law firms; the impact of technology on the legal profession; computerized applications of law office systems; the solicitor/client relationship; the Rules of the Law Society; professional ethics and the role of the paralegal; and law office accounting procedure including the Law Society Rules on Trust Accounting.

Practicum LAW 499

Students will be assisted in obtaining a paid practicum placement. Students will participate in the following instructional sessions: resume and cover letter preparation; interviewing techniques; and practicum search and follow-up. The student will complete a 6 month (5 full working days/week) paid practicum in a law firm, government law department, corporate law department or other law related employment as approved by the practicum instructor.

and the coordinator. The practicum employer will provide meaningful projects appropriate for an entry-level paralegal designed to encourage personal responsibility, independent problem solving and the application of high ethical standards. During practicum the student must be supervised a lawyer.

One General Elective (300 or 400 level, BCUT), One Legal Elective (300 or 400 level)

Students will choose one elective from the Liberal Arts (e.g., Anthropology, Criminology, Economics, History, Languages, Philosophy, or Women's Studies), Science and Technology (e.g., Biology, Computing Science, Geography, Mathematics or Statistics) or Business (e.g., Organizational Behaviour, Industrial Relations or Marketing), and one legal elective such as Aboriginal Law, Administrative Law, Creditors' Remedies, Advanced Insurance Law and Independent Studies.

c) Existing and new courses

All the legal studies courses exist in name although courses that will now be taught as 300 and 400 level courses are being revised in content to be appropriate for that level. The Independent Studies course is new and will allow students to pursue current, practical legal topics of interest under the supervision of a faculty member. It will also facilitate the upgrading of prior graduates to the degree standard. It is anticipated that more electives will be developed to respond to demand in the legal community. Partnerships with the legal community, such as exist with the Law Foundation in the development of the Administrative Law course, will be pursued in developing some electives.

The current diploma and certificate programs will continue to be offered. The part-time certificate (30 credits) is designed for those who have some legal experience and are working in a legal setting. Courses are offered onsite (at night or on weekends) or online, and take three to four years to complete.

The full-time diploma (67.5 credits) is designed for those who have at least two years of post-secondary academic training or equivalent learning experience (most of our diploma students have degrees), but not necessarily any legal experience. Courses are scheduled Monday to Friday during the day at Capilano's North Vancouver campus, and take two years to complete.

The proposed full-time degree is designed for those who may have no post-secondary academic training or legal experience. High school graduates with excellent academic standing will be eligible (see section 6). The degree may also appeal to students who have some post-secondary training but no degree and would like one, or those who would like a second degree. Courses will be scheduled Monday to Friday during the day at Capilano's North Vancouver campus (some may be offered online), and will take four years to complete.

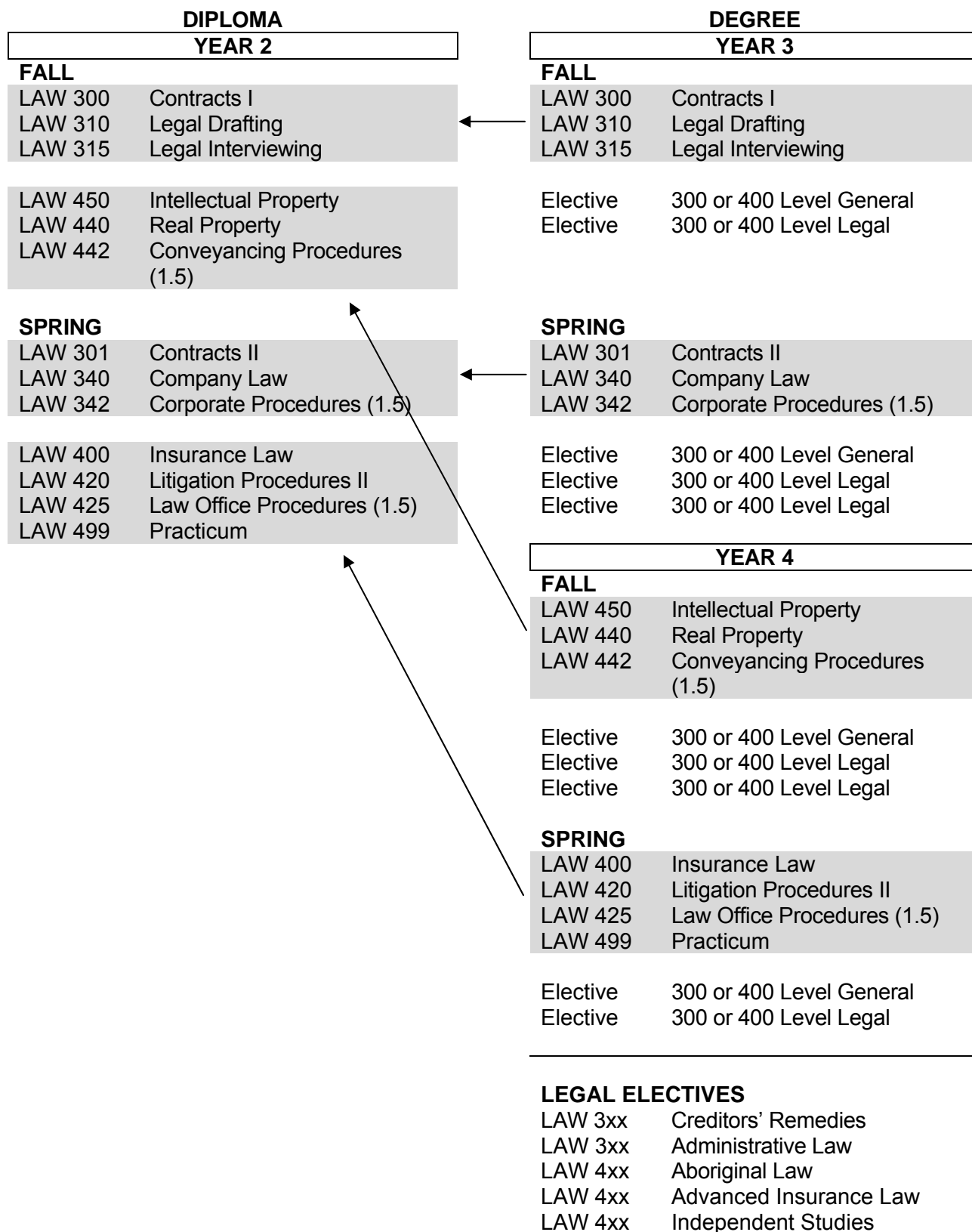
Relationship between the diploma and degree

Diploma and degree students will take the same core legal courses as described above. The diploma students take these courses over two years. Degree students will take them over four years, along with general and legal electives. We anticipate that some students who start in the diploma may switch to the degree, and vice versa. The following chart describes how the diploma and degree programs will run concurrently.

BLENDED DIPLOMA/DEGREE PROFILE

Unlike most other degrees with related diplomas, ours is blended not stacked. The admission requirements for the diploma program include two years of post-secondary academic training or equivalent learning experience. Most of our diploma students already have degrees. Diploma students will take the core legal courses (shaded courses below) alongside the degree students, rather than taking two lower level years towards a diploma followed by two upper level years to complete the degree. However, because diploma students will be able to compress their studies (core legal courses only) into two years, they will complete their studies two years earlier than degree students (who will take additional general and legal electives).

DIPLOMA YEAR 1	DEGREE YEAR 1
<p>FALL</p> <div style="background-color: #cccccc; padding: 5px;">LAW 101 Introduction to Law LAW 110 Legal Analysis (1.5) CMNS 116 Legal Communications</div> <div style="background-color: #cccccc; padding: 5px;">LAW 200 Torts I LAW 210 Legal Research LAW 220 Litigation Procedures I</div> <p>SPRING</p> <div style="background-color: #cccccc; padding: 5px;">LAW 130 Criminal Law LAW 140 Family Law and Procedures LAW 115 Legal Document Processing (1.5)</div> <div style="background-color: #cccccc; padding: 5px;">LAW 201 Torts II LAW 240 Estates and Procedures LAW 230 Evidence</div>	<p>FALL</p> <div style="background-color: #cccccc; padding: 5px;">LAW 101 Introduction to Law LAW 110 Legal Analysis (1.5) CMNS 116 Legal Communications</div> <div style="padding: 5px;">Elective 100 Level English Elective 100 Level General</div> <p>SPRING</p> <div style="background-color: #cccccc; padding: 5px;">LAW 130 Criminal Law LAW 140 Family Law and Procedures LAW 115 Legal Document Processing (1.5)</div> <div style="padding: 5px;">Elective 100 Level General Elective 100 Level General</div>
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">YEAR 2</div>
	<p>FALL</p> <div style="background-color: #cccccc; padding: 5px;">LAW 200 Torts I LAW 210 Legal Research LAW 220 Litigation Procedures I</div> <div style="padding: 5px;">Elective 100 or 200 Level English Elective 100 or 200 Level General</div> <p>SPRING</p> <div style="background-color: #cccccc; padding: 5px;">LAW 201 Torts II LAW 240 Estates and Procedures LAW 230 Evidence</div> <div style="padding: 5px;">Elective 100 or 200 Level General Elective 100 or 200 Level General</div>



Relationship between the certificate and degree

Certificate students are required to complete 10 legal courses. Five are mandatory and five are electives. These courses will comprise part of the complement of legal courses offered in the degree. Students who choose to transfer into the degree program will be able to apply these courses towards the degree.

d) Advancement of program goals

This degree has been designed to combine rigorous academic course work with practical training so that graduates will be ready to assume positions of responsibility with law firms and other law-related settings upon graduation. The combination of legal studies courses and Liberal Arts, Science and Technology, and Business courses will permit students to expand their knowledge base and intellectual development ensuring that graduates are adaptable to different and changing work environments.

e) External review

There is strong external support for the proposed degree and its curriculum. Written comments about this proposal from employers, the BC Paralegal Association and an academic consultant are attached in Appendices C, D and I, respectively. Minutes from the degree advisory committee meetings in 2004 and 2008 are attached in Appendix F.

See also section 3.b above.

f) Practicum placements

Capilano has included work experience as part of its paralegal program for over 30 years. With respect to the part-time certificate programs, they are designed for students working in law office settings. With respect to the diploma program, at the conclusion of their course studies and before graduation, students are required to be employed full-time for six months under the supervision of a lawyer in paralegal practicums. For the past four years, we have had more employers seeking practicum placements than there are students available for placement. The legal community is familiar with our program and each year law firms, corporations, and crown agencies contact us about available practicum positions. Also, we have a database of well over 100 potential employers that we notify each year when students are nearing graduation. The paralegal program's practicum supervisor facilitates the practicum process by assisting students with developing job search skills, and by arranging for interviews with interested employers. The practicum component of paralegal education at Capilano is also part of the degree profile.

g) Practicum outcomes

The work placements provide an opportunity for students to work with lawyers in the delivery of legal services to clients, and to use the knowledge and skills acquired during their course studies. These are real clients with legal issues who require cost-effective and competent delivery of services. Students are and will continue to be evaluated by their job supervisors at

the three- and six-month points on a pass-fail basis in cooperation with the practicum supervisor from Capilano. Students not meeting the pass-fail criteria by midpoint in their practicum will be provided additional supervision and assistance in order to ensure that the maximum number of students have a successful outcome in this aspect of the program.

5. Learning Methodologies/Program Delivery

a) Methodologies used

The Paralegal Department at Capilano developed BC's first paralegal diploma program in the 1970s. This two-year program was delivered using lecture methods in classrooms. Since that time, a part-time certificate program was added, also with delivery methods based on classroom lectures, although in-library lecture/research days were incorporated into the profile. Ten years ago, the department designed and developed from the ground up the University's first complete online program, which was modeled on the onsite part-time certificate program. Students from as far away as the Cayman Islands and Hungary have completed their paralegal certificate through the online program. As new learning platforms, such as CourseBuilder, WebCT and Moodle, have been adopted at Capilano, the department has converted courses to these new platforms. This record of innovation and adaption will continue with the degree.

The degree will, as the diploma program does now, incorporate labs and lite labs into the classroom experience for diploma students. Also, now that Capilano's main campus is wireless, students are able to bring laptops to class to participate easily in online searches where necessary. Mixed-mode delivery is being incorporated into more and more courses which traditionally were lecture-based. This process continues and, within the next two years, it is anticipated that all courses will have an online component.

The department has negotiated contracts with Canada's two main online legal research services (LexisNexis and WestlaweCarswell), which allows students in all our programs to gain valuable research experience during their time with us, and prepare them for research work in their careers.

As they do now, students will participate in group projects aimed at replicating the demands of law office environments as well as being evaluated based on individual projects that involve independent research and writing. Many of the practical courses involve completing the many varied tasks typical of managing a client file from beginning to end and being evaluated on the thoroughness and accuracy of the work performed.

b) Policies pertaining to technology-based learning

See Appendix A.

6. Admission and Transfer/Residency

a) Admission requirements

In addition to Capilano's general admission requirements, admission into the Bachelor of Legal Studies program will require an interview, two letters of reference, and graduation from a Canadian high school with an 80 percent average or higher through grades 11 and 12. Courses must include English 12 and at least four other academic courses from grades 11 and 12, and the average must be met in these five courses. Academic courses include any of the following:

- Applications of Mathematics
- Applications of Physics
- Biology
- Calculus
- Chemistry
- Comparative Civilization
- Economics
- English Literature
- English 12 First Peoples
- First Nations
- First Nations Studies
- French
- Geography
- Geology
- History
- Information Technology
- Law
- Principles of Mathematics
- Principles of Physics
- Writing

Mature student status, and equivalent education or experience will be considered in place of graduation from a Canadian high school.

b) Transfer credit policies

All courses that transfer to a university and that comply with the BCCAT standards may be used to satisfy the non-legal course requirements of the degree. See also Appendix A.

As mentioned in section 3, a transfer credit arrangement has been articulated in connection with three legal courses currently offered by the Paralegal Department (Introduction to the Study of Law, Evidence and Criminal Law) and Simon Fraser University. When the degree is implemented, we will pursue other and expanded transfer arrangements for our legal courses.

Graduates of Capilano's current paralegal diploma and certificate programs will be eligible for admission to the proposed degree and will be awarded credits for equivalent courses towards the degree. Once admitted to the degree program, these students will be required to enrol in and successfully complete all legal and non-legal courses for which they have not been awarded credit.

c) Prior learning assessment

See Appendix A.

d) Residency requirement

The residency requirements for the proposed degree are a minimum of 30 credits to be at Capilano.

e) Articulation agreements

Capilano presently has an articulation agreement with Athabasca University in Alberta in relation to the diploma program, and intends to pursue other articulation agreements with universities and colleges in British Columbia and across Canada once the degree is approved.

See also section 3.a above.

7. Faculty

a) Faculty and staff numbers

The Paralegal Department has highly qualified faculty who are very experienced in both the practice of law and teaching paralegals, and who have undergone rigorous evaluation procedures with regard to their teaching at Capilano. There are four full-time faculty, five part-time faculty, and seven adjunct faculty currently teaching in the department's diploma and certificate programs.

Amongst the core faculty, eight members have Bachelor of Laws degrees (LL.B.'s), three have Master of Arts degrees (M.A.'s), two have teaching certificates and three faculty members hold Master of Laws degrees (LL.M.'s). They have on average about 15 years of teaching experience at Capilano. Part-time faculty are all experienced teachers and practitioners. Given the number of experienced faculty members and the diverse methods of course delivery, new faculty are able to enter the department and integrate at a comfortable pace while receiving mentoring from more experienced faculty.

During the first four-year cycle after the new degree's implementation, it is anticipated that 15-30 additional students will be admitted each year. Allowing for attrition, over four years an additional 80-100 students are anticipated. By the completion of the first cycle, we expect to hire an additional two to three full-time faculty members to accommodate the extra teaching sections and administrative work the degree will generate.

The department has well-trained, committed and professional staff who are an important part of the team that will be required to launch the degree program.

b) Faculty credentials

For policies relating to academic/professional credentials required of faculty teaching in the Paralegal Department, protection of academic freedom, review of faculty performance, teaching loads and professional development, see Appendix A.

c) Appointment policies

Capilano's policies on the type of academic appointment of faculty in the Paralegal Department are the same as in other department, and are governed in part by the collective agreement between the faculty union and Capilano. New faculty are usually assigned temporary appointments initially. These positions can become regular after satisfactory completion of a probationary period involving thorough evaluations and after having taught at least four sections for three years running. However, a new faculty member can be assigned a regular appointment if a regular position has been vacated and that position is being filled.

d) Faculty *curricula vitae*

See Appendix G.

8. Program Resources

a) Program resources

Capilano's library print resources include complete legislative collections for BC and federal materials, as well as substantial coverage of case law and secondary sources. Also, there are substantial non-legal collections to support the non-legal electives our degree students will be taking. For details concerning library services and the library catalogue, see the library web site at <http://www.capilanou.ca/services/learning-support/library/home.html>. As mentioned above under "Learning Methodologies", the Paralegal Department has agreements with Canada's two main online legal research services, LexisNexis and WestlaweCarswell. This provides our students with online access to millions of pages of legislative materials, case law going back to the 1800s, and secondary sources such as digests, case citators, legal journals and indexes, and legal encyclopedias.

Students have access to computers in computer labs on campus and wireless access to the Internet on their laptops from any location at the North Vancouver campus. All courses will be taught in computer labs or lite labs, which allow for online demonstrations where necessary. All classrooms also have audio/video overhead projection systems. There are no technological impediments to offering the degree program.

b) Implementation schedule

Capilano anticipates launching the degree in September 2010. All core legal courses have been designed and course outlines prepared (see Appendix B). Faculty currently teaching in the existing paralegal program areas are capable of offering all the courses required for the degree. Hundreds of hours of faculty time have been devoted to designing and implementing this degree, and professional development time will continue to be allocated to this initiative until its launch and beyond. The degree will, of course, transition in over the first four-year cycle.

c) Institutional plans for renewal of learning resources

Capilano has a proven record of ensuring the currency of its learning resources through library and classroom upgrades. With dedicated Information Technology and Educational Technology departments, electronic learning resources are also constantly being renewed. When our department began offering the first online paralegal credential in Canada over 10 years ago, Capilano provided the necessary support and resources to make this possible. As technologies have changed since then, renewal and upgrading have kept our program on the vanguard of paralegal education. The quality of course offerings and program development is reflected in the high demand for our paralegal graduates, and the interesting, responsible and well-paid positions they secure in the work place.

Capilano has committed itself to providing any additional resources and administrative support necessary to implement this new degree.

9. Program Consultation

a) Consultation process

For the past four years the Paralegal Department has consulted with industry representatives, including law firms and other legal services employers, the BC Paralegal Association, and an external degree advisory committee. We have also conducted three surveys of potential degree students, one of working paralegals and legal administrative assistants and two from currently enrolled diploma students (see Appendix H for a summary of these surveys). The responses we have received provide strong support for the establishment of a Bachelor of Legal Studies at Capilano.

b) External commentary

Written comments about this proposal from employers and the BC Paralegal Association are attached in Appendices C and D. Minutes from the degree advisory committee meetings in 2004 and 2008 are attached in Appendix F. An academic reference detailing the breadth and scope of the degree is set out in Appendix I.

c) Other input

Except for those individuals and groups noted above, no others have been involved in the collection and evaluation of the information leading to the development and submission of this degree proposal. However, it should be noted that the diploma curriculum, which the core legal component of the proposed degree program expands upon, adheres to the educational guidelines specified in 1981 by the Law Society of British Columbia's Joint Legal Support Services Committee. Further, the curriculum of the diploma program has been reviewed and approved by Special Counsel for the Insurance Corporation of British Columbia in connection with their billing number policies (see section 3.c above).

d) Employment destinations

Employment opportunities for graduates of the degree program include:

- law offices, including private firms and corporate law departments,
- government offices and agencies,
- non-governmental rights organizations,
- insurance adjusters
- tribunal compliance and appeal officers
- corporate compliance officers

10. Program Review and Assessment

a) Policies for ongoing review and assessment

All programs are reviewed annually as part of the budget planning process. In addition to their efficiency, programs are evaluated in terms of their relevance, quality, and responsiveness. Relevance is evaluated in reference to the University's mission and strategic direction and in terms of satisfying Ministry goals and objectives. Quality is evaluated in terms of student success and satisfaction and for the comprehensiveness of the program. The data used for these reviews include internal data on enrolment and completion in programs, student survey data, outcomes survey data and other internal and external sources as needed.

When programs do not meet the minimum criteria on these dimensions, decisions are made on whether to revise the program or stop funding it.

The proposed degree will also conform with the accreditation requirements of the Northwest Commission on Colleges and Universities, which include defined learning outcomes and evaluation processes.

See Appendix A.