

PROGRAMME ADVISING

ASSOCIATE DEGREE IN PARALEGAL STUDIES (PALS) ACADEMIC YEAR 2020/2021

PROGRAMME DELIVERY DEPARTMENT (PDD)

ADVICE: For the working adult we recommend a maximum of three (3) courses for the semester.

IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION

New Students: Students who enrolled as of Academic Year 2020/2021 must follow the course sequence given for their programme.

Continuing Students: Students are required to successfully complete all courses in Year 1 before they can proceed to Undertake courses in Year 2.

Students are required to follow the prescribed course of study given below for their programme.

Advice For Managing Your Course Load: Most students carry between 1 – 3 courses per semester. Plan wisely to suit your particular situation so you may perform at your full potential. Do not jeopardize your long-term goals by being unrealistic about what you can handle.

The **ASc in Paralegal Studies** is designed to provide a sound academic foundation and exposure to legal practice and procedure in Caribbean Jurisdictions to enable paralegals to function effectively in contemporary law offices. Students build skills in law office management and information technology. The ASc in Paralegal Studies programme is delivered online. However, final examinations are held face-to-face at the respective sites.

The **ASc. Degree in Paralegal Studies** provides normal matriculation for the Bachelors of Law Degree (LLB) at the University of the West Indies.

The **ASc in Paralegal Studies** operates under a semester system.

- Semester 1 and 2 each, have thirteen (13) weeks of instruction plus an examination period.
- Summer session has seven (7) weeks of instruction plus the examination period.

Summer Offering: Summer is not mandatory and is not a regular semester. However, it gives students the opportunity to complete courses outside the regular semesters and adds flexibility to your programme plan, however the study period is shorter (7-8 weeks) and very intensive.

Summer also gives finalizing students the opportunity to fast track their programme for completion to be eligible for graduation in October of academic year 2020/2021. Note the **summer period** is not funded by the Government Assistance for Tuition Expenses Programme (GATE).

NOTE: *Field specific* courses in the Associate Degree in Paralegal programme are not offered in the summer. For example: LAW1900, LAW1902, LAW1904....etc.

Requirements for an Award: To be eligible for the award of the **Associate Degree in Paralegal Studies** a student must successfully complete the equivalent of sixty (60) credits distributed as follows:

- Six (6) Compulsory General Education Courses (18 credits)
- Thirteen (13) compulsory Core Courses (39 credits)
- One (1) elective course (3 credits)

Duration of the programme: Students studying on a **full-time** schedule must complete the programme in a maximum of 8 semesters or two years; and **part time** for 16 semesters or three years. However, we strongly recommend that you do not attempt **more than 3 courses** if, as an adult, your job and family commitments make it difficult to meet the academic requirements of your programme. Each course is 39 contact hours.

Assessment Methods: The work of students will be assessed and evaluated on a continuous basis through assignments, class-work, tests and an end-of-semester examination in each subject. Assessment requirements are noted in the course outline of each course with clear guidelines, due dates and the weighting for each assessment task.

Pre-requisites for Matriculation into the Associate Degree programme:

Mathematics Requirements:

For entry to the ASc programmes, an approved qualification in Mathematics is required. The minimum Mathematics requirement is a pass at CSEC or the equivalent. Candidates who do not meet this requirement must successfully complete an approved remedial Mathematics course. Approved remedial Mathematics courses include Improving your Math Skills (IYMS1001) and MATH0900Mathematics. **IYMS1001** is offered in semester 1, 2 and summer and **MATH0900** in semester 1 and summer.

English Language Requirements:

The **English Language Proficiency Test (ELPT)** is used to assess whether applicants to the ASc possess a satisfactory level of writing and reading proficiency in English for university academic purposes. **ELPT** is a pre-requisite for FOUN1001: English for Academic Purposes. For those persons requiring ELPT, the exam schedule is posted by the Registry on the Department's Web Page at: <http://www.open.uwi.edu/undergraduate/home>. Also, check your site office for more details. **The earliest offering of ELPT** August 2020.

Technology Requirement:

Students will need to have access to a computer with Internet access.

TIPS:

1. For the working adult, we recommend that you do not attempt ***more than 3 courses*** per semester. **Plan wisely to suit your particular situation** so you may perform at your full potential.
2. Continuing students are required to complete all their level one courses including pre-requisite before undertaking courses from level two.
3. Read your course guide carefully prior to the start of teaching and take note of the pertinent information to assist with the planning of your time schedule for the semester. Note your course guide will provide the course assessment method(s), assignments and grading rubrics, timelines for submission of assignments, date and time for the live web sessions, recommended text and additional reading resources, as well as a brief summary of each unit and objectives.
4. Check the programme advising document before the start of registration and during the semester for any updates or additional information.

Additionally, please note:

Leave of Absence (LOA): If you are unable to take a course, you should apply for LOA in writing, by submitting a written request on the Leave of Absence form to the Academic Board, through the Registry of Student Services, detailing the reasons for the application. Students must submit to the Registry through their Site office. Granting of leave is subject to the regulations. Also, send a note to your tutors and course coordinators.

Plagiarism: A form of cheating. **Not allowed**, please refer to note in student's handbook.

YEAR 1

COURSE CODE	COURSE NAME	SEMESTER			PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
		1	2	Summer		
FOUN1001	English for Academic Purposes	1	2	Summer	ELPT – English Language Proficiency Test	<p>ELPT – English Language Proficiency* NB: “With effect from the Academic year 2019-2020, all newly admitted students to the University of the West Indies will be required to register for the required Foundation Course in Academic Literacies (unless otherwise exempted) as part of their Level One undergraduate degree programme. Part-time students will be required to register for this course during the first year of their registration.”</p> <p>If your Offer Letter from Admissions indicates that you are required to take the ELPT then you must first pass this Pre-requisite test before you are allowed to do FOUN1001. Students requiring ELPT, the earliest offer is August 2020. TIP: If you already passed the ELPT you should register for FOUN1001 in Semester 1. To move on to Level 2 courses students must successfully pass this course.</p>
MGMT1000	Introduction to Computers (Information Literacy & IT)	1	2	Summer	None	<p>Assessment: Coursework - 60%, Final Examination - 40% (face-to-face)</p> <p><i>This course is offered in semester 1, 2 and summer.</i></p>
FOUN1101	Caribbean Civilization	1	2	Summer	None	<p>Assessment: Coursework - 60% Final Examination - 40% (face-to-face)</p> <p><i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/ replacement for SOCI1900 Caribbean Studies</i></p> <p><i>This course is offered in semester 1, 2 and summer.</i></p>
LAW1900	Introduction to Caribbean Legal Systems & Methods	1			None	<p>Assessment: Coursework - 25%, Final Examination - 75% (face-to-face)</p> <p><i>Note: This course is offered only once for the academic year.</i></p>
MATH0900	Mathematics	1		Summer	Students must have general mathematical computation skills and a basic knowledge of algebra	<p>Assessment: Course work – 40%, Final Examination - 60% (face-to-face)</p> <p><i>The offering of this in Summer will be dependent on students’ registration numbers</i></p>

COURSE CODE	COURSE NAME	SEMESTER			PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
		1	2	Summer		
ENGL0901	Business Communication		2		None	Assessment: Course work – 40%, Final Examination – 60% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
LAW1902	Introduction to Legal Research and Writing		2		None	Assessment: Coursework 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
LAW1908	Introduction to Tort Law		2		None	Assessment: Coursework - 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
LAW1910	Introduction to Constitutional & Administrative Law		2		None	Assessment: Coursework - 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
LAW1912	Introduction to Administration of Trusts & Estates		2		None	Assessment: Coursework - 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
YEAR 2						
<i>Continuing students are strongly advised to complete their Level 1 courses before undertaking Level 2.</i>						
LAW1907	Introduction to Contract Law	1			None	Assessments: Coursework - 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>

COURSE CODE	COURSE NAME	SEMESTER			PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
		1	2	Summer		
LAW1903	Civil Practice & Procedures 1	1			None	Assessments: Coursework - 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
LAW1906	Introduction to Criminal Law	1			None	Assessments: Coursework - 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
LAW1909	Introduction to Property Law & Practice	1			None	Assessments: Coursework - 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
LAW1911	The Law of Associations	1			None	Assessments: Coursework - 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
LAW1904	Civil Practices and Procedures II		2		None	Assessment: Coursework - 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
LAW1905	Criminal Practices and Procedures		2		None	Assessment: Coursework - 25%, Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
LAW1901	Law Office Management		2		None	Assessment: Coursework - 25% Final Examination -75% (face-to-face) <i>Note: This course is offered only once for the academic year.</i>
SPAN0900	Introductory Spanish		2	Summer	None	Assessment: Coursework – 40%, Final Examination- 60% (face-to-face) <i>Students are asked to note regulation 24.10 in the Student Handbook (Students must pass both coursework and final examination in order for pass score)</i>

COURSE CODE	COURSE NAME	SEMESTER			PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
		1	2	Summer		
OPTION: Choose Only 1 From 3 Electives Below:						
1. SOCI1002 (Elective)	Introduction to Sociology	1	2		None	Assessment: Coursework – 40%, Final Exam - 60% (face-to-face) <i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/ replacement for SOCI1901 Introductory Sociology</i>
2. ACCT1002 (Elective)	Financial Accounting	1	2		None	Assessment: Coursework - 60% , Final Examination - 40% (face-to-face) <i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/ replacement for ACCT1900 Principles of Accounting I</i>
3. ECON1002 (Elective)	Introduction to Macroeconomics	1	2		None	Assessment: Coursework – 40%, Final Examination - 60% (face-to-face)