

**WINONA STATE UNIVERSITY**  
**NEW AND REVISED COURSE AND PROGRAM APPROVAL FORM**

Routing form for new and revised courses and programs.

Course or Program Paralegal Major

**Department Recommendation**

Matthew Lindaman  
Department Chair

1-10-14  
Date

mlindaman@winona.edu  
e-mail address

**Dean's Recommendation**

☒ Yes

☐ No\*

M. Lindaman  
Dean of College

Jan 10, 2014  
Date

\*The dean shall forward their recommendation to the chair of the department, the chair of A2C2, and the Vice President for Academic Affairs.

**A2C2 Recommendation** ☐ Approved ☐ Disapproved

\_\_\_\_\_  
Chair of A2C2

\_\_\_\_\_  
Date

**Graduate Council Recommendation**  
(if applicable)

☐ Approved

☐ Disapproved

\_\_\_\_\_  
Chair of Graduate Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Graduate Studies

\_\_\_\_\_  
Date

**Faculty Senate Recommendation** ☐ Approved ☐ Disapproved

\_\_\_\_\_  
President of Faculty Senate

\_\_\_\_\_  
Date

**Academic Vice President Recommendation** ☐ Approved ☐ Disapproved

\_\_\_\_\_  
Academic Vice President

\_\_\_\_\_  
Date

**Decision of President** ☐ Approved ☐ Disapproved

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Please forward to Registrar.

Registrar

\_\_\_\_\_  
Date entered

Please notify department chair via e-mail that curricular change has been recorded.

## WINONA STATE UNIVERSITY PROPOSAL FOR A REVISED PROGRAM

This form is to be used to submit a proposal for a revised undergraduate or graduate major, minor, concentration, or option. Every item on this form must be completed prior to submission to A2C2 for the proposal to be considered for approval. The department proposing a new program must include a *Financial and Staffing Data Sheet* and the *New and Revised Course and Program Approval Form* with department chairperson's and dean's signatures. Refer to Regulation 3-4, *Policy for Changing the Curriculum*, for complete information on submitting proposals for curricular changes

Note: Regulation 3-4, *Policy for Changing the Curriculum*, allows a department, with its dean's approval, to change up to two courses per year within an existing major, minor, concentration, option, etc., without seeking review of A2C2 and/or graduate Council, provided that (1) the total credits do not increase or decrease for the major, minor, concentration, option, etc., and (2) the change does not affect other departments or the University Studies or General Education Programs. Please use the *Notification form* for these changes instead of this *Proposal for a Revised Program*.

Department: History and Paralegal

Title of Program: Paralegal

This is a revised: ☒ Major ☐ Minor ☐ Concentration ☐ Option ☐ Other (explain)

Major/Minor Code of this program: HPLG

Total Semester Hours: 65

### **Please provide all of the following information:**

(Note: Other documentation may not substitute for this. All information must be on this form)

#### **A. A statement of major focus and objectives of the revised program** (Include this even if it has not changed)

The Paralegal Program enables students to develop both intellectual and professional skills in the law. The program is designed to meet the needs of students wishing to enter into a career that demands knowledge and experience with legal systems and institutions. This includes careers working for law firms, governmental agencies, insurance companies, banking institutions, and more. Paralegal graduates work with lawyers, but do not offer or give legal advice on their own. The degree also serves as excellent preparation for law school.

#### **B. New Catalog Content** (Include these even if they have not changed)

1. Provide a list of program content as it would appear in the catalog including required courses, electives, etc., by number and name. Include the number and name for each prerequisite, and all prerequisites of proposed prerequisites. All such prerequisites should be included in the total credit hour calculations for the revised program.

The purpose of the Paralegal Program is to enable students to develop both intellectual and professional skills in the law. The program is designed to meet the needs of students wishing to enter into a career that demands knowledge of and experience with legal systems and institutions. This includes careers working for law firms, government agencies, insurance companies, banking institutions, and nonprofit agencies. It also serves as an excellent preparation for law school.

The program is an interdisciplinary program within the College of Liberal Arts that develops skills in legal research, writing and investigation alongside a deeper understanding of the substance, politics and history of the law. The American Bar Association approves the WSU Paralegal Program.

## **Admission Requirements**

A high school diploma and admission to WSU are required for admission to the program. It is recommended candidates for admission be in the upper half of the class or have a score of at least 20 on the ACT. Students wishing to enter or transfer into the program must seek advising from the Director of the Paralegal Program.

## Paralegal Phases

The Paralegal Program has three phases:

**Phase I** - Interdisciplinary Foundations: These courses address topics related to the U.S. legal system in a variety of academic disciplines, ranging from history and political science to business and accounting.

**Phase II** - Legal Specialty Courses: These courses concentrate on specific aspects of the legal profession. Legal specialty courses are offered in sequence and typically begin in the fall of the junior year. [Δ HPLG 370 - Legal Research and Writing I](#) , must be taken as the first course in the sequence.

**Phase III** Concentration or Minor: Students select from one of 4 concentrations: [Business and Intellectual Property Organizations](#); Domestic Relations; Litigation Practice; [Criminal Law and Systems](#)

general electives from a variety of law-related courses from various disciplines. A student may elect to complete a minor that complements the Paralegal major.

## Additional Course and GPA Requirements

- Students are required to have substantially completed their University Studies requirements and Phase II requirements before they enroll in the Legal Specialty courses. They also must have the academic advisor's approval.
- Except for Legal Research, transfer students cannot substitute a 100- or 200-level legal specialty course taken at another school for a similar course at a 300- or 400-level at WSU.
- All students must provide the Paralegal Program Director with a copy of their transcripts with recorded GPAs before enrolling in [Δ HPLG 370 - Legal Research and Writing I](#) .
- Coursework below a grade of "C" in legal specialty courses does not count toward completion of the paralegal major.

For a checklist of the University's graduation requirements, see the [Academic Policies & University Requirements](#) section of this catalog.

## Pass/No Credit (P/NC) Courses

Except for the Paralegal Internship and Paralegal Institute, no classes taken on a P/NC basis can be used to satisfy any specific course requirements of the Paralegal Program or coursework in the options.

## Core Requirements

### I. Interdisciplinary Foundations (21 S.H.)

#### History – HIST (12 S.H.)

- [HIST 150 - United States History to 1865](#) (3 S.H.)
- [HIST 151 - United States History Since 1865](#) (3 S.H.)
- [Δ HIST 365 - American Legal History](#) (3 S.H.)

Prerequisites: [HIST 150 - United States History to 1865](#) (3 S.H.) and [HIST 151 - United States History Since 1865](#) (3 S.H.) OR \*\*

- [Δ HIST 488 - American Constitutional History \(3 S.H.\)](#) \*\*  
Prerequisites: [HIST 150 - United States History to 1865 \(3 S.H.\)](#) or [HIST 151 - United States History Since 1865 \(3 S.H.\)](#) or instructor's permission

### One of the following – HIST:

- [HIST 220 - Introduction to African-American History \(3 S.H.\)](#)
- [HIST 235 - History of the American Indian \(3 S.H.\)](#)
- [© HIST 315 - Women in U.S. History \(3 S.H.\)](#)  
Prerequisite: [HIST 150 - United States History to 1865 \(3 S.H.\)](#) or [HIST 151 - United States History Since 1865 \(3 S.H.\)](#) and [ENG 111 College Reading and Writing \(4S.H.\)](#)
- [HIST 355 - European Intellectual and Cultural History \(3 S.H.\)](#)
- [© HIST 398 - Topics in History with Oral Communication Emphasis \(3 S.H.\)](#)
- [HIST 461 - Latin American Social Revolution \(3 S.H.\)](#)
- [HIST 468 - History of the Andean Nations \(3 S.H.\)](#)
- [HIST 469 - History of Brazil \(3 S.H.\)](#)
- [Δ HIST 485 - Contemporary America 1945-Present \(3 S.H.\)](#)  
Prerequisite: [HIST 151 - United States History Since 1865 \(3 S.H.\)](#) or instructor's permission
- [HIST 486 - American Intellectual and Cultural History \(3 S.H.\)](#)  
Prerequisite: [HIST 150 - United States History to 1865 \(3 S.H.\)](#) or

### Political Science – POLS (9 S.H.)

- [POLS 120 - Introduction to American Politics \(3 S.H.\)](#)
- [POLS 320 - Constitutional Law \(3 S.H.\)](#)  
Prerequisite: [POLS 120 - Introduction to American Politics \(3 S.H.\)](#)
- [POLS 420 - Administrative Law \(3 S.H.\)](#)  
Prerequisite: [POLS 120 - Introduction to American Politics \(3 S.H.\)](#)

**Note:** \*\* A student may also choose to take both [Δ HIST 365 - American Legal History](#) and [Δ HIST 488 - American Constitutional History](#) to satisfy this requirement.

## II. Legal Specialty Sequence – HPLG (32 S.H.)

- [HPLG 211- Introduction to Paralegalism and Ethics \(3 S.H.\)](#)
- [Δ HPLG 370 - Legal Research and Writing I \(3 S.H.\)](#)
- [HPLG 371 - Substantive Law and Ethics I \(2 S.H.\)](#)
- [◆ HPLG 372 - Legal Research and Writing II \(3 S.H.\)](#)  
Prerequisite: [Δ HPLG 370 - Legal Research and Writing I \(3 S.H.\)](#)
- [HPLG 373 - Adversary System: Civil Procedure \(2 S.H.\)](#)  
Prerequisite: [Δ HPLG 370 - Legal Research and Writing I \(3 S.H.\)](#)



- **HPLG 374 - Evidentiary Rules** (2 S.H.)  
Prerequisite: **Δ HPLG 370 - Legal Research and Writing I** (3 S.H.)
- **HPLG 375 - Substantive Law and Ethics II** (3 S.H.)  
Prerequisite: **◆ HPLG 372 - Legal Research and Writing II** (3 S.H.)
- **HPLG 376 - Adversary System: Criminal Procedure** (2 S.H.)  
**◆ HPLG 372 - Legal Research and Writing II** (3 S.H.)
- **HPLG 380 - Paralegal Internship** (12 S.H.)  
Prerequisites: **Δ HPLG 370 - Legal Research and Writing I** (3 S.H.), **HPLG 371 - Substantive Law and Ethics I** (2 S.H.), **◆ HPLG 372 - Legal Research and Writing II** (3 S.H.), **HPLG 373 - Adversary System: Civil Procedure** (2 S.H.), **HPLG 374 - Evidentiary Rules** (2 S.H.), **HPLG 375 - Substantive Law and Ethics II** (3 S.H.), **HPLG 376 - Adversary System: Criminal Procedure** (2 S.H.)

### III. Concentration (12 S.H.) or Minor

Students will select from a list of courses for each of the four concentration options: **Business and Intellectual Property Organizations**; Domestic Relations; Litigation Practice; **Criminal Law and Systems**. Alternatively, students will select a minor in consultation with their advisor.

2. New catalog narrative, if any.

Students will select from a list of courses for each of the four concentration options: **Business and Intellectual Property Organizations**; Domestic Relations; Litigation Practice; **Criminal Law and Systems**. Alternatively, students will select a minor in consultation with their advisor.

### C. Description of Revisions

1. Provide both the current and the revised program requirements.

Place these in two columns, side by side with categories aligned, for easy comparison and a clear identification of each change.

Current Program Requirements	Revised Program Requirements
<p><b>Paralegal Phases</b></p> <p>The Paralegal Program has three phases:</p> <p><b>Phase I - Interdisciplinary Foundations:</b> These courses address topics related to the U.S. legal system in a variety of academic disciplines, ranging from history and political science to business and accounting.</p> <p><b>Phase II - Legal Specialty Courses:</b> These courses concentrate on specific aspects of the legal profession. Legal specialty courses are offered in sequence and typically begin in the fall of</p>	<p><b>Paralegal Phases</b></p> <p>The Paralegal Program has three phases:</p> <p><b>Phase I - Interdisciplinary Foundations:</b> These courses address topics related to the U.S. legal system in a variety of academic disciplines, ranging from history and political science to business and accounting.</p> <p><b>Phase II - Legal Specialty Courses:</b> These courses concentrate on specific aspects of the legal profession. Legal specialty courses are offered in sequence and typically begin in the</p>

the junior year. **△ HPLG 370 - Legal Research and Writing I**, must be taken as the first course in the sequence.

**Phase III – Recommended Electives for Specialization and/or Minor:** In Phase III, students choose to complete the requirements of the Paralegal Program, including an additional **35 semester** hours in a variety of law-related courses from various disciplines. A student may elect to complete a minor of her/his choice in addition to completing the first two phases of the program, which will reduce the law-related electives accordingly.

## **Phase I. Interdisciplinary Foundations (21 S.H.)**

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### **History – HIST (12 S.H.)**

- **HIST 150 - United States History to 1865 (3 S.H.)**
- **HIST 151 - United States History Since 1865 (3 S.H.)**
- **△ HIST 365 - American Legal History (3 S.H.)**  
Prerequisites: **HIST 150 - United States History to 1865 (3 S.H.)** and **HIST 151 - United States History Since 1865 (3 S.H.)** OR \*\*
- **△ HIST 488 - American Constitutional History (3 S.H.) \*\***  
Prerequisites: **HIST 150 - United States History to 1865 (3 S.H.)** or **HIST 151 - United States**

spring of the sophomore year. **HPLG 211 - Introduction to Paralegalism** must be taken as the first course in the sequence before any other 300 level paralegal courses can be taken.

**Phase III –Concentration and/or Minor:** In Phase III, students choose to complete the requirements of the Paralegal Program, including an additional 12 semester hours in a variety of law-related courses from various disciplines. Students can choose between four concentrations. Alternatively, they may elect to complete a minor of their choice, in addition to completing the first two phases of the program.

## **Phase I. Interdisciplinary Foundations (21 S.H.)**

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### **History – HIST (12 S.H.)**

- **HIST 150 - United States History to 1865 (3 S.H.)**
- **HIST 151 - United States History Since 1865 (3 S.H.)**
- **△ HIST 365 - American Legal History (3 S.H.)**  
Prerequisites: **HIST 150 - United States History to 1865 (3 S.H.)** and **HIST 151 - United States History Since 1865 (3 S.H.)** OR \*\*
- **△ HIST 488 - American Constitutional History (3 S.H.) \*\***  
Prerequisites: **HIST 150 - United States History to 1865 (3 S.H.)** or **HIST 151 - United States**

<p>History Since 1865 (3 S.H.) or instructor's permission</p> <p><b>One of the following – HIST:</b></p> <ul style="list-style-type: none"> <li>• HIST 220 - Introduction to African-American History (3 S.H.)</li> <li>• HIST 235 - History of the American Indian (3 S.H.)</li> <li>• ◎ HIST 315 - Women in U.S. History (3 S.H.) Prerequisite: HIST 150 - United States History to 1865 (3 S.H.) or HIST 151 - United States History Since 1865 (3 S.H.) and ENG 111 College Reading and Writing (4S.H.)</li> <li>• HIST 355 - European Intellectual and Cultural History (3 S.H.)</li> <li>• ◎ HIST 398 - Topics in History with Oral Communication Emphasis (3 S.H.)</li> <li>• HIST 461 - Latin American Social Revolution (3 S.H.)</li> <li>• HIST 468 - History of the Andean Nations (3 S.H.)</li> <li>• HIST 469 - History of Brazil (3 S.H.)</li> <li>• △ HIST 485 - Contemporary America 1945-Present (3 S.H.)</li> </ul> <p>Prerequisite: HIST 151 - United States History Since 1865 (3 S.H.) or</p>	<p>History Since 1865 (3 S.H.) or instructor's permission</p> <p><b>Note:</b> ** A student may also choose to take both △ HIST 365 - American Legal History and △ HIST 488 - American Constitutional History to satisfy this requirement.</p> <p><b>One of the following – HIST:</b></p> <ul style="list-style-type: none"> <li>• HIST 220 - Introduction to African-American History (3 S.H.)</li> <li>• HIST 235 - History of the American Indian (3 S.H.)</li> <li>• ◎ HIST 315 - Women in U.S. History (3 S.H.) Prerequisite: HIST 150 - United States History to 1865 (3 S.H.) or HIST 151 - United States History Since 1865 (3 S.H.) and ENG 111 College Reading and Writing (4S.H.)</li> <li>• HIST 355 - European Intellectual and Cultural History (3 S.H.)</li> <li>• ◎ HIST 398 - Topics in History with Oral Communication Emphasis (3 S.H.)</li> <li>• HIST 461 - Latin American Social Revolution (3 S.H.)</li> <li>• HIST 468 - History of the Andean Nations (3 S.H.)</li> <li>• HIST 469 - History of Brazil (3 S.H.)</li> <li>• △ HIST 485 - Contemporary America 1945-Present (3 S.H.)</li> </ul> <p>Prerequisite: HIST 151 - United States History Since 1865 (3 S.H.) or instructor's permission</p>
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<p>instructor's permission</p> <ul style="list-style-type: none"> <li>HIST 486 - American Intellectual and Cultural History (3 S.H.) Prerequisite: HIST 150 - United States History to 1865 (3 S.H.) or</li> </ul> <p><b>Political Science – POLS (9 S.H.)</b></p> <ul style="list-style-type: none"> <li>POLS 120 - Introduction to American Politics (3 S.H.)</li> <li>POLS 320 - Constitutional Law (3 S.H.) Prerequisite: POLS 120 - Introduction to American Politics (3 S.H.)</li> <li>POLS 420 - Administrative Law (3 S.H.) Prerequisite: POLS 120 - Introduction to American Politics (3 S.H.)</li> </ul> <p><b>Note:</b> ** A student may also choose to take both <math>\Delta</math> HIST 365 - American Legal History and <math>\Delta</math> HIST 488 - American Constitutional History to satisfy this requirement.</p> <p><b>Phase II. Legal Specialty Sequence - HIST (29 S.H.)</b></p> <hr/> <ul style="list-style-type: none"> <li><math>\Delta</math> HIST 370 - Legal Research and Writing I (3 S.H.)</li> <li>HIST 371 - Substantive Law and Ethics I (2 S.H.)</li> <li>◆ HIST 372 - Legal Research and</li> </ul>	<ul style="list-style-type: none"> <li>HIST 486 - American Intellectual and Cultural History (3 S.H.) Prerequisite: HIST 150 - United States History to 1865 (3 S.H.) or</li> </ul> <p><b>Political Science – POLS (9 S.H.)</b></p> <ul style="list-style-type: none"> <li>POLS 120 - Introduction to American Politics (3 S.H.)</li> <li>POLS 320 - Constitutional Law (3 S.H.) Prerequisite: POLS 120 - Introduction to American Politics (3 S.H.)</li> <li>POLS 420 - Administrative Law (3 S.H.) Prerequisite: POLS 120 - Introduction to American Politics (3 S.H.)</li> </ul> <p><b>Phase II. Legal Specialty Sequence – HPLG** (32 S.H.)</b></p> <hr/> <ul style="list-style-type: none"> <li>HPLG 211 – Introduction to Paralegalism (3 S.H.)</li> <li><math>\Delta</math> HPLG 370 - Legal Research and Writing I (3 S.H.)</li> <li>HPLG 371 - Substantive Law and</li> </ul>
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<p>Writing II (3 S.H.)</p> <ul style="list-style-type: none"> <li>• HIST 373 - Adversary System: Civil Procedure (2 S.H.)</li> <li>• HIST 374 - Evidentiary Rules (2 S.H.)</li> <li>• HIST 375 - Substantive Law and Ethics II (3 S.H.)</li> <li>• HIST 376 - Adversary System: Criminal Procedure (2 S.H.)</li> <li>• HIST 380 - Paralegal Internship (12 S.H.)</li> </ul> <hr/> <p><b>Electives</b></p> <hr/> <p>32 S.H. of approved <b>electives</b>, with or without a minor Courses approved by Paralegal Program Director and academic advisor.</p>	<p>Ethics I (2 S.H.)</p> <ul style="list-style-type: none"> <li>• ♦HPLG 372 - Legal Research and Writing II (3 S.H.)</li> <li>• HPLG 373 - Adversary System: Civil Procedure (2 S.H.)</li> <li>• HPLG 374 - Evidentiary Rules (2 S.H.)</li> <li>• HPLG 375 - Substantive Law and Ethics II (3 S.H.)</li> <li>• HPLG 376 - Adversary System: Criminal Procedure (2 S.H.)</li> <li>• HPLG 380 - Paralegal Internship (12 S.H.)</li> </ul> <p><b>**Designators for these courses were changed from HIST to HPLG, with appropriate A2C2 notification in 2013</b></p> <hr/> <p><b>Phase III. Concentration/Minor Sequence (12 S.H. or a minor)</b></p> <hr/> <p>12 S.H. of approved <b>electives</b> to achieve either a Paralegal Concentration or a Minor approved by Paralegal Program Director or academic advisor.</p> <p><b>Concentration 1: Business and Intellectual Property Organizations</b></p> <hr/> <ul style="list-style-type: none"> <li>• ACCT 212 - Managerial Accounting Principles (3 S.H.)</li> <li>• ACCT 421 - Introduction to Taxation (3 S.H.)</li> <li>• BUSA 291 - Legal Environment of</li> </ul>
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	<p>Business (3 S.H.)</p> <ul style="list-style-type: none"> <li>• BUSA 311 - Legal Environment of Business II (3 S.H.)</li> <li>• BUSA 411 - International Business Law (3 S.H.)</li> <li>• ECON 202 - Macroeconomics (3 S.H.)</li> <li>• ECON 210 - Microeconomics (3 S.H.)</li> <li>• Δ ECON 304 - Money and Banking (3 S.H.)</li> <li>• MGMT 315 - Principles of Management (3 S.H.)</li> </ul> <p><b>Concentration 2: Domestic Relations</b></p> <hr/> <ul style="list-style-type: none"> <li>• SOC 150 - Intro to Sociology (3 S.H.)</li> <li>• SOC 216 - Social Problems (3 S.H.)</li> <li>• SOCW 420 - Child Welfare System (3 S.H.)</li> <li>• SOCW 425 - Law and Social Work (3 S.H.)</li> <li>• ♦ SOC 376 - Intro to Social Research (3 S.H.)</li> <li>• PSY 330 - Psychology and The Law (3 S.H.)</li> <li>• BUSA 421 - Consumer Law (3 S.H.)</li> </ul> <p><b>Concentration 3: Litigation Practice</b></p>
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	<hr/> <ul style="list-style-type: none"> <li>• ENGL 210 - Advanced Expository Writing (3 S.H.)</li> <li>• BIOL 171 - Medical Terminology A (1 S.H.)</li> <li>• BIOL 172 - Medical Terminology B (1 S.H.)</li> <li>• BIOL 173 - Medical Terminology C (1 S.H.)</li> <li>• Δ HPLG 385 - Trial Advocacy (2 S.H.)</li> <li>• MGMT 315 - Principles of Management (2 S.H.)</li> <li>• PHYS 310 - Science and Technology in Litigation (3 S.H.)</li> <li>• POLS 227 - Judicial Process (3 S.H.)</li> </ul> <p><b>Concentration 4: Criminal Law and Systems</b></p> <hr/> <ul style="list-style-type: none"> <li>• PHYS 310 - Science and Technology in Litigation (3 S.H.)</li> <li>• POLS 227 - Judicial Process (3 S.H.)</li> <li>• PSY 330 - Psychology and the Law (3 S.H.)</li> <li>• PSY 430 - Forensic Psychology (3 S.H.)</li> <li>• SOC 314 - Juvenile Delinquency (3 S.H.)</li> <li>• SOC 315 - Criminology (3 S.H.)</li> </ul>
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	<ul style="list-style-type: none"> <li>• SOC 355 - Corrections (3 S.H.)</li> <li>• △ SOC 418 - Criminal Law and Procedure (3 S.H.)</li> <li>• SOC 423 - Race Relations and Minority Groups (3 S.H.)</li> <li>• △ HPLG 385 - Trial Advocacy (2 S.H.)</li> </ul> <p><b>Concentration 5: Legal Studies/Government and Non-Government Organizations</b></p> <hr/> <ul style="list-style-type: none"> <li>• ◆ ENGL 210 - Advanced Expository Writing (3 S.H.)</li> <li>• SOC 150 - Intro to Sociology (3 S.H.)</li> <li>• SOC 210 - Introduction to Criminal Justice (3 S.H.)</li> <li>• SOC 216 - Social Problems (3 S.H.)</li> <li>• SOC 431 - Social Class and Power (3 S.H.)</li> <li>• GEOS 325 - Environmental Geoscience (3 S.H.)</li> <li>• MCOM 100 - Mass Media and Society (3 S.H.)</li> <li>• △ MCOM 405 - Issues and Ethics (3 S.H.)</li> <li>• PHIL 332 - Philosophy of Law (3 S.H.)</li> <li>• POLS 227 - Judicial Process and Politics (3 S.H.)</li> <li>• PSY 210 - Intro to Psychological</li> </ul>
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	<p>Science (3 S.H.)</p> <ul style="list-style-type: none"> <li>PSY 330 - Psychology and the Law (3 S.H.)</li> </ul>
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2. For each required and elective course being added to the program, provide the course number, name, catalog description, and a brief statement explaining why the course should be included in the program.

The proposed program revision adds one required course to the Paralegal major: HPLG 211: Introduction to Paralegalism and Ethics 3 S.H. Grade only.

This course will introduce Paralegal majors to paralegal work and to the legal ethics related to that work. The course will examine the paralegal profession, the best practices within that profession, office management, the role of the nature and responsibilities of legal ethics for the paralegal. The course will provide substantial introduction to relevant technologies, software, and databases used in the paralegal profession; in doing so, the course will fulfill the recommendations of the most recent American Bar Association approval review.

Concurrently with this Program Revision proposal, we are proposing to make HPLG 211 a requirement for second-semester sophomores in order to bring them more fully into the program sooner. As the program currently exists, paralegal majors begin to fulfill the interdisciplinary foundations requirements in the first year, while meeting General Education requirements, but they do not begin the Legal Specialty Sequence until the Fall of their third year. This new requirement will serve as an introduction to this sequence, as well as an introduction to the profession and to relevant technologies used within it.

The following courses will be electives for the various concentrations. Each of these covers a topic of relevant to the law and/or to the area of concentration as listed above.

ACCT 211 Financial Accounting Principles. 3 S.H. The study of topics in financial accounting, including the accounting cycle, forms of business organizations, assets, liabilities, owner's equity, and financial statement preparation and analysis. Examples are drawn from service, merchandising, and manufacturing organizations. Prerequisites: WSU math proficiency.

ACCT 212 Managerial Accounting Principles. 3 S.H. The study of managerial accounting principles including cost behavior, job order costing, process costing, cost-volume-profit relationships, contribution costing, standard costs, relevant costs, and budgets. Additional topics may include the Statement of Cash Flows and financial statement analysis.

ACCT 421. Introduction to Taxation. 3 S.H. A study of the history of taxation, the formation and application of federal tax law, and the basic methods and procedures of tax research. The course emphasizes the individual income tax, but also introduces the student to the taxes applicable to other entities. Tax preparation using the computer is also a significant component of the course.

BIOL 171, 172, 173. Medical Terminology A, B, C. 1 S.H. each. Scientific terminology as it applies to human and veterinary medicine, dentistry, and related professions. Topics include prefixes and suffixes, numbers, amounts, colors, and positions as well as all systems of the human body. Independent study using CDs and study guide.

BUSA 291. Legal Environment of Business 3 S.H. An introduction to the legal environment of business including dispute resolution systems and regulations affecting managerial decision making.

BUSA 311 Business Law II 3 S.H. Partnerships, corporations, bankruptcy, secured transactions, real and personal property, trusts and estates, antitrust, securities, insurance, trademark, copyright, employment law, wills, and consumer protection.

BUSA 411 International Business Law. 3 S.H. A study of a variety of transnational business transactions and applicable legal regulations.

BUSA 421 Consumer Law 3 S.H. A study of the major issues affecting consumers. Included are sales practices, warranties, advertising, credit extension, rates and disclosure requirements, collections, remedies, and housing.

ECON 201 Principles of Microeconomics 3 S.H. The private enterprise system, demand-and-supply, and market interaction; business costs and prices, forms of competition, resource markets; and the mixed economy.

ECON 202 Principles of Macroeconomics 3 S.H. National income analysis; aggregate demand-and-supply; money and banking; business cycles, monetary and fiscal policy.



ECON 304 Money and Banking 3 S.H. The nature and functions of money. Current definitions of the money supply and the process of money creation. The financial system and the central bank. The demand for money, interest rate determination, introduction to monetary policy.

ENG 210 Advanced Expository Writing 3 S.H.

An advanced course in writing expository essays for academic audiences, this course emphasizes the development of a mature prose style and a sophisticated approach to textual interpretation. Students refine their rhetorical and grammatical/mechanical competence and strengthen their skills in academic research, source integration, critical analysis, and evaluative judgment.

GEOS 325 Environmental Geoscience 3 S.H. Psychological analysis of the legal system, focusing on perception, memory, and decision-making processes by individuals in the system. Topics include eyewitnesses, expert witnesses, the identification and evaluation of suspects, jury trials, capital punishment, and current topics.

HPLG 385 Trial Advocacy 3 S.H. This course is designed to be an intensive introduction to United States trial law and techniques. Students will have the opportunity to prepare opening statements; direct examinations, cross-examinations, and closing arguments; and to practice those skills in the environment of the American Mock Trial Association intercollegiate competition.

MCOM 100 Mass Media and Society 3 S.H. Sociological examination of the interrelationship of mass media and society in contemporary America.

MCOM 405 Mass Media Issues and Ethics 3 S.H. Introduction to perspectives on ethics as applied to case studies and issues in advertising, broadcasting, journalism, photojournalism, and public relations.

MGMT 315 Principles of Management 3 S.H. Introduces students to basic management concepts and theories; covers topics such as planning, organizing, controlling, leading, and staffing functions.

PHIL 332 Philosophy of Law 3 S.H. Consideration of the philosophical foundations of law. Topics may include the nature of law, concepts of responsibility and liability, theories of punishment, causation in the law, discrimination and equality, the relation of law and morality, the obligation to obey the law, civil disobedience, liberty and privacy, and theories in private law (tort, contract, property).

PHYS 310 Science and Technology in Litigation 4 S.H. Designed to provide a working knowledge of investigative procedures; basic science, especially dynamics, sound, and radiation; and recent technological advances employed in litigation in the areas of automobile collisions, accidents, and product liabilities. Prerequisites

POLS 227 Judicial Process and Politics 3 S.H. This course provides an overview of the American legal process from a political perspective, covering basic court structure, legal actors, criminal and civil procedures, judicial impact, and comparative court systems.

PSY 210 Introduction to Psychological Science 3 S.H. A broad introduction to psychology: the science of human behavior and mental processes, focusing on its questions, methods, research findings, theories, and applications.

PSY 330 Psychology and Law 3 S.H. Psychological analysis of the legal system, focusing on perception, memory, and decision-making processes by individuals in the system. Topics include eyewitnesses, expert witnesses, the identification and evaluation of suspects, jury trials, capital punishment, and current topics.

PSY 430 Forensic Psychology 3 S.H. Psychological analysis of the legal system, focusing on perception, memory, and decision-making processes by individuals in the system. Topics include eyewitnesses, expert witnesses, the identification and evaluation of suspects, jury trials, capital punishment, and current topics.

SOC 150 Introduction to Sociology 3 S.H. An introduction to sociology as a social science concerned with the systematic study of human society; consideration of individuals, groups, and relationships.

SOC 210 Crime and Justice in America 3 S.H. An introductory course focusing on the criminal justice system in America. To develop student's capacity to understand the concepts of crime, justice, ordered liberty, fundamental fairness and individual rights and liberties. The course will include an examination and analysis of the agencies of justice with the intent of developing skills to understand evolving methodologies for identifying and managing offenders in a pluralistic society.

SOC 216 Social Problems 3 S.H. The nature, characteristics and proposed solutions for selected social problems.

SOC 314 Juvenile Delinquency 3 S.H. In-depth analysis of juvenile delinquency, its development, control, treatment, and prevention.

SOC 315 Criminology 3 S.H. An analysis of the theory and measurement of crime.

SOC 355 Corrections 3 S.H. An analysis of the systems and functions of corrections including the areas of administration of programs and security.

SOC 376 Introduction to Social Research 3 S.H. An introductory course in the use of social research methods. Basic knowledge and skills are developed in all phases of the social research process. Sections of this course are taught by sociology and criminal justice faculty.

SOC 418 Criminal Law and Procedure 3 S.H. Analysis and study of substantive criminal law and procedure from arrest through sentencing. The criminal process is examined in terms of legal steps and decision-making

SOC 423 Race Relations and Minority Groups 3 S.H. This course examines race and ethnic relations. It explores the concepts pertaining to such relations, e.g., discrimination, minorities, prejudice. It looks at the theories which attempt to explain prejudice and discrimination. It looks at the various minority groups from both current and historical perspectives. Finally, the course looks at oppression and the impact of oppression on people's lives.

SOC 431 Social Class and Power 3 S.H. Social classes, their membership, and their use of social, economic, and political power.

SOCW 420 Child Welfare 3 S.H. This course looks at the problems vulnerable children face and the skills, policies, and programs needed to serve them.

SOCW 425 Law and Social Work 3 S.H. This course is an overview of the law, the legal system, the hearing process, and the role of social workers in the legal arena.

**D. Impact of this Program Revision**

1. Clearly state the impact of this revised program on other departments, programs, minors, or majors.

HPLG 211 already exists as an elective course open to all students. There are no anticipated impacts on other departments, programs, minors, or majors. Overall, the proposed changes decrease the number of semester hours required for the major from 82 S.H to 65 S.H.

2. It is the responsibility of the department submitting a program proposal to send written notification to the department(s) or program(s) affected. Attach letter(s) of understanding from any impacted department(s).

None necessary

**E. Attach to this proposal a completed**

1. *Financial and Staffing Data Sheet*

2. *New and Revised Course and Program Approval Form for this course*

You may also need to fill out the MNSCU Program Redesign Application and submit this directly to the VPAA.

This program revision will be implemented in the fall semester following completion of the approval process.

**F. Department Contact Person for this Proposal**

Colette Hyma

Name (please print)

X5880

Phone

chyma@winona.edu

e-mail address

**F. Review by Department A2C2 Representative**

I have reviewed this proposal and certify that it is complete

Gary Schmidt

Signature of A2C2 representative