



## Paralegal Certificate An ABA Approved Program

### What Makes It Great

- This program was approved by the American Bar Association in February 2017 (making it 1 of only 2 ABA-approved programs in Western New York).
- For the working adult who already has a bachelor's degree and wants to work in the legal field.
- Tuition is offered at a discounted rate for post-baccalaureate students - **only \$350 per credit**.
- The certificate program can be finished in as little as two semesters.
- Currently, 100% of all Paralegal Studies students, including certificate students, are working in the legal profession or are attending Law School.
- Most classes are at night!

### What distinguishes Daemen's paralegal certificate program:

- This program provides full semester courses that give students the chance to develop their skills with hands-on assignments.
- The small class size allows for individual instruction, and students have the opportunity to learn from practical experiences such as trips to courts and legal offices in downtown Buffalo, guest speakers, and internships.
- Students are taught by experienced attorneys who are experts in their field and have spent years working with paralegals.
- Students have the option of taking an internship class and can become a notary public.



**Margaret Phillips, JD**  
Director of Paralegal Studies Program

"Today's students need mentors to help them find the right job in a difficult market. With my 10 years of experience practicing law in downtown Buffalo and my eight years of law school teaching experience, I am prepared to give Daemen paralegal students as much guidance and help as they need."



**Gabriela Rodriguez**

"I chose the paralegal certificate because I always had a passion for the law and this program seemed the best fit for what I want to pursue."

The most valuable skills I've learned from this program are professionalism and legal research.

The program offers networking events, internships, and other professional events where you are putting yourself in front of important people who could potentially hire you in the near future.

"I'm currently working two internships because of my connection with the Daemen Paralegal Studies Program."

As part of her internships, Gabriela is assisting an attorney with an upcoming federal criminal trial, as well as working in a civil litigation department.

*did you know...*

Not all certificate programs are equal! Daemen's Paralegal Certificate program is not just a series of lectures. It is 21 credits of rigorous, in-depth education and practical assignments that give you the actual skills legal employers are looking for.

\*Paralegals assist attorneys in legal research, writing, and case investigation. Paralegals cannot provide legal advice to the public except as authorized by law

### Required Courses: 12 credits

PAR210 Law for Society (3) CR CI  
PAR301 Legal Research and Writing (3) WI  
PAR302 Law Office Computer Technology (3)

Plus a quantitative course, either MGQ121 Intro to Business Analytics (3), or ACC225 Financial Accounting (3) CT

### Paralegal Studies Electives: Select 9 credits from the following:

PAR303 Litigation (3);	PAR402 Environmental Law (3);
PAR/BA304 Contract Law;	PAR403 Business and Corporate Law (3);
PAR/BA305 Real Property Law;	PAR406 Bankruptcy Law (3)
PAR306 Tort Law (3);	PAR408 Administrative Law (3);
PAR307 Criminal Law and Procedure (3);	PAR409 Advanced Litigation (3);
PAR308 Family Law (3);	PAR410 Advanced Research & Writing (3);
PAR320 Paralegal Students working with Refugees and Immigrants (3);	PAR450 Paralegal Internship (3);
PAR401 Elder & Estates Law (3);	PAR460 Senior Project (3) WI, IL

**TOTAL CERTIFICATE REQUIREMENTS = 21 CREDITS**

**INTERNSHIP:** Although not required, students have the option of completing PAR450 Paralegal Internship (3).

### REQUIREMENTS FOR ADMISSION TO THE CERTIFICATE PROGRAM:

At the time of admission to the program, students must possess a baccalaureate degree from a four year accredited institution. Additionally, Daemen Students in any major can obtain the certificate upon their graduation and completion of requirements.

### REQUIREMENTS FOR COMPLETION OF THE CERTIFICATE PROGRAM:

- Successful completion of a baccalaureate program at Daemen or other accredited institution
- A grade point average (GPA) of 2.25 in all required courses.
- Filing of an Application for Certificate form with the Registrar's Office in the first week of the final term (Fall, Spring, or Summer) prior to program completion (Forms are available upon request from the Paralegal Studies Office or from the Registrar's Office).
- A grade of B in CMP101 or a higher level composition course. Substitution must be approved by the Director.



**Rebecca Besch**

"My writing skills have improved, the smaller classes help keep me focused in my school work, and they also help boost my confidence. The Paralegal Studies program teaches a lot of practical day-to-day tasks that I do every day at my paid internship."

For more information, contact Margaret Phillips, J.D., Assistant Professor and Chair of the Paralegal Studies Department at 716.839.8283 or [mphillip@daemen.edu](mailto:mphillip@daemen.edu)