



Paralegal Certificate – for Undergraduate Daemen Students An ABA Approved Program



What Makes It Great

*From the Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook

- This program was approved by the American Bar Association in February 2017 (making it 1 of only 2 ABA-programs in Western New York).
- The program is ideal for students who are majoring in another topic and wants the flexibility offered by another credential.
- Currently, within 1-3 months of completing the Daemen Paralegal Studies B.S. or Certificate program, 100% of graduates are employed – with a majority of placements being in the legal profession, but also law school, graduate school, or a profession of choice such as banking.
- 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.
- Experienced service learning by working with attorneys from not-for-profits helping immigrants and refugees from all over the world!



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."



Robert Altenburger
Business Major with Paralegal Certificate
 "I chose to add the paralegal certificate because I always had an interest in law. The certificate gave me a greater understanding of the law and how it applies in an everyday setting. After graduation, I was able to get a job with M&T Bank working with the process improvement team. In today's world, anyone can be sued. Companies want someone who has some knowledge of the law to help them from being sued. Having the certificate really helped me separate myself from other candidates."

*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 (3);	PAR/BA403 Business and Corporate Law (3);
PAR/BA305 Real Property Law (3);	PAR/BA406 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 COMPLETION OF THE CERTIFICATE PROGRAM:

- A. Successful completion of a baccalaureate program at Daemen or other accredited institution.
- B. A grade point average (GPA) of 2.25 in all required courses.
- C. 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.)
- D. A grade of B in CMP101 or a higher level composition course. Substitution must be approved by the Director.



Rebecca Besch

"Professor Phillips is so encouraging, and such an invaluable resource for someone like me, who was ready to find an entry-level position in the legal community. She connected me with the WNY Paralegal Association, which ultimately led to my current position as a Paralegal Intern at Burden, Hafner & Hansen, LLC, in downtown Buffalo."

Students of the Paralegal Program have the opportunity to be inducted into Daemen's chapter of the Lambda Epsilon Chi (LEX) National Honor Society. Eligibility is automatically reviewed each spring and inductees are recognized for their outstanding academic achievements.



For more information, contact Margaret Phillips, J.D., Assistant Professor and Director of Paralegal Studies, at 716.839.8283 or mphillip@daemen.edu