

American Bar Association
Standing Committee on Paralegals

**INTERIM REPORT FORM
FOR ABA-APPROVED PARALEGAL EDUCATION PROGRAMS**

Institution Name: St. Petersburg College
Program Name: Paralegal Studies Program
Address: 2465 Drew Street,
City: Clearwater **State:** FL **Zip:** 33765
Telephone Number: (727) 791-2557 **Fax Number:**
Institution Website URL: <https://www.spcollege.edu/future-students/degrees-training/public-safety-public-policy-and-legal-studies/paralegal-studies>
Program Website: <http://go.spcollege.edu/paralegal/>

We hereby certify that the information and materials contained in this report and supporting exhibits is complete and accurate to the best of our knowledge.

Institution President or Dean: Susan Demers
E-Mail Address of President or Dean: Demers.Susan@spcollege.edu

Program Director: Susan S. Demers
E-Mail Address of Program Director: Demers.Susan@spcollege.edu

Date Submitted 3/15/2014

GENERAL INFORMATION

A Name of the Program: Paralegal Studies Program
Academic Year Start Month August
Report Due Date/End Date 03/01/2021
Application Start Date 08/01/2003

B Accreditation Information

Agency	Date of most recent Accreditation (mm/yyyy)	Status
	01/1	

C Location of the Program:

NOTE: Please provide this complete list even if the program has one location only.

Location Name	Address	Distance from Primary Location (in miles)	LS Courses Offered?
Clearwater	2465 Drew Street, , Clearwater, FL, 33765	Primary Location	NO

D Have any substantive changes been reported to the ABA during the past 4 years?

NO

E Were there any substantive changes made during the past four years that were not reported to the ABA?

NO

Program Options

D.1 Please complete the following for each program option in paralegal studies offered by the institution. (Note: Program Option is defined in G-103.A.).

Program Option	Title	Typical or Planned Duration (# of semesters)	Option approved as part of initial approval by ABA?	If option not approved at time of initial approval, please enter date option approved by ABA (mm/yyyy)

Data retrieval failed for the subreport, 'Enrollment', located at: C:\inetpub\wwwroot\ABAParalegalsProduction\Reports\Interim\Enrollment.rdlc. Please check the log files for more information.

Data retrieval failed for the subreport, 'Graduation', located at: C:\inetpub\wwwroot\ABAParalegalsProduction\Reports\Interim\Graduation.rdlc. Please check the log files for more information.

E State verbatim each compliance issue, if any, included in your most recent site visit report and any follow-up or special visit reports. After each, state briefly the action taken by the program to resolve the compliance issues.

F State verbatim each suggestion included in your most recent site visit report and any follow-up or special visit reports. After each, state briefly the action taken by the program to address the suggestions.

A Advisory Committee:

Exhibit II.A

A.1 Complete Exhibit II.A, showing the members of the paralegal program`s advisory committee during the past four years.

Category	Name	Primary Place of Employment	Initial Appt_Date (mm/yyyy)	Resignation Date(if applicable) (mm/yyyy)	Dates of Meetings Attended
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Exhibit II.B

A.2 List below the details of each advisory committee meeting and any subcommittee meetings held during the past four years. Include as Exhibit II.B copies of the minutes of these meetings. The minutes must include the dates of the meetings, the names of those in attendance, and a record of substantive discussions. (G-203)

Meeting Title	Meeting Date (mm/yyyy)	Meeting Details
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B.5 Have there been any changes during the last four years in the methods used to encourage diversity in the faculty of the paralegal program?

NO

C Exhibit II.D

If there have been changes in financial support for the program, complete the budget chart provided as Exhibit II.D, showing the amounts spent for each category of expense for each of the years listed.(G-205)

Category	08/10 - 07/11	08/11 - 07/12	08/12 - 07/13	08/13 - 07/14	08/14 - 07/15
Salaries					
Professional Development					
Membership					
Instructional Equipment and Supplies					
Library Materials and Resources					
Technical and Support Services					
Assessment					
Advisory/Faculty Meetings					
Other					
Total					

Explain, what **Other** refers to:

FACULTY

A State the name and the title of the person who serves as program director.

Program Director

Susan S. Demers

1 Is the program director position full-time or part-time?

2 Describe how the program director keeps up-to-date about developments in paralegal education.

3 Does the Program Director teach in the program?

YES

Activities Designed for Continued Professional Growth	Dates of Activities for Continued Professional Growth	Statement of Experience Working with or as a Paralegal(List statement once)
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B Has the person identified as the program director been in his/her position for the past four years?

YES

C Exhibit IV.A

Provide as Exhibit IV.A a resume for the person designated as the program director. If the program director is not full-time, provide a resume for the person responsible for the program who is full-time with the institution. Each resume must include the beginning date of service with the institution and the program, relevant professional qualifications, and experience working with paralegals and/or as a paralegal (other than teaching paralegals). (G-401.A - D)

D Have there been any changes in the responsibilities of the person(s) responsible for the direction of the program during the past four years?

NO

E Specify the program director's teaching load and the amount of release or reassigned time granted for program direction in each year for the past four years. Indicate whether the teaching load and the amount of release time has increased, decreased, or remained the same. If there has been a decrease in the amount of release time and/or an increase in the teaching load, please explain. (G-402)

F Please list each faculty member who taught legal specialty courses during the reporting period. Include whether they teach full or part-time, a statement of their experience working with paralegals other than teaching, and the dates of all faculty meetings attended.

Faculty Last Name	Faculty Middle Name	Faculty First Name	FT/PT	Statement of Experience Working with or as a Paralegal (Other Than Teaching)	Dates of Faculty Meetings Attended
Demers	S.	Susan	Full Time	0	

G **Exhibit IV.B**
Complete Exhibit IV.B, listing the program director's and each faculty member's participation in professional growth activities as both teachers and professionals for each of the three past years. (G-401.E - G)

Name	Licensed Attorney	Activity Designed to Improve Teaching Effectiveness	Date of Activity Designed to Improve Teaching Effectiveness (mm/dd/yyyy)	Activity Designed for Continued Professional Growth	Date of Activity Designed for Continued Professional Growth

H Have there been any changes in the measures taken to support and encourage the professional growth of the program director and all faculty members in the paralegal program as both teachers and professionals (in-service training, attendance at continuing education programs and conferences, development work done at faculty meetings)?

NO

2

I **Exhibit IV.C**

List below the dates of each paralegal faculty meeting held during the past four years. Include as Exhibit IV.C copies of the minutes of these meetings.

The minutes must include the dates of the meeting, the names of those in attendance, and a record of substantive discussions. (G-401.H)

Meeting Title	Meeting Date (mm/yyyy)	Meeting Details

B Exhibit III.A

The adequacy of the assessment plan attached as Exhibit III.1 will be evaluated by the factors listed below. Upload the assessment plan file(s) and indicate whether each area listed below is included in Exhibit III.1. Be sure the documents uploaded for Exhibit III.1 include the summary and analysis of the assessment findings.

B.1 The stated goals and objectives being assessed.

NO

B.2 The assessment tools (i.e. survey instruments, focus group questions, etc.) used to assess each stated goal and objective.

NO

B.3 The frequency each assessment tool/activity is administered.

NO

B.4 The degree of participation (i.e. response rate on surveys, number of participants in focus group, etc.) for each assessment tool/activity.

NO

B.5 Input sought from the following constituencies:

- B.5a Graduates. NO
- B.5b Employers. NO
- B.5c Students. NO
- B.5d Advisory Committee. NO
- B.5e Faculty. NO
- B.5f School Administrators. NO
- B.5g Cross-Section of Members of the Legal Community. NO

B.6 Written summary and analysis of the assessment findings.

NO

B.7 Extent results are shared with the advisory committee, faculty, administrators, and others.

NO

COURSES

C Enter information on all courses a student needs to take to complete the program including all Legal Specialty courses (LS), General Education Courses (GE) and Other Courses required by the Program (OPR).

GE courses may be grouped together (e.g. fields of study or discipline within the Title field). You will identify required Legal Specialty courses (LS-R) and Legal Specialty elective courses (LS-E) under the Education tab.

Online Courses

I Exhibit III.F

For each online course that has been added or substantially revised during the past four years, provide as Exhibit III.F a list of practical assignments that develop paralegal competencies, the total number of hours devoted to structured instructional activities, and of the total number of hours devoted to structured instructional activities the approximate number of hours devoted to student-to-student interaction.

Course #	Practical Assignments that Develop Paralegal Competencies	Online SIA Hours	Of Total Online SIA Hours, the approximate number of hours devoted to Student to Student Interaction

Blended / Hybrid Courses

J Exhibit III.G

Course Details #	Practical Assignments that Develop Paralegal Competencies	In-Class Instruction Hours	Online SIA Hours	Total

Accelerated Courses

K Exhibit III.H

Course #	Practical Assignments that Develop Paralegal Competencies	In-Class Instruction Hours	Student Out Of Class Hours	Total

Compressed Courses

L Exhibit III.I

Course #	Practical Assignments that Develop Paralegal Competencies	In-Class Instruction Hours

Compressed Course Schedule

M Provide the schedules of classes for each course offered in a compressed format.
1

Course #	# of Weeks	Day(s) Classes Meet	Actual Time (i.e. 9 am to 11 am) of Class Session

2 Explain how the schedules for the compressed courses allow time for students to reflect, read, study, and complete assignments.

Additional Curriculum Information

N Have there been any changes in each of the following areas during the last four years?

1 General education requirements including distribution among at least three disciplines. (G-302.E)

NO

2 Writing proficiency requirements. (G-302.E.3)

NO

3 Competence in oral communication. (G-302.E.4)

NO

4 Competence in technology skills. (G-302.G)

NO

5 Instruction in legal research, including electronic research. (G-302.I; G-601 J – K)

NO

6 Internship program or other field experience, if offered. (G-302.I)

NO

7 Instruction in ethics and professional responsibility. (G-302.I)

NO

8 Policies that govern the acceptance of transfer of legal specialty credits completed at other institutions. (G-302.I)

NO

9 Policies that govern the award of legal specialty credit by course challenge, examination, or portfolio, if applicable. (G-302.I)

NO

10 Policies that govern the acceptance of transfer of general education credits. (G-302.E)

NO

ADMISSIONS AND STUDENT SERVICES

A Have there been any changes in admissions-related areas during the past four years?

NO

B Have there been any changes in the handling of job placement for graduates?

NO

C Exhibit V.B

Complete the chart provided as Exhibit V.B showing employment and related information for all graduates for the past four years. (G-502(a), 502.C - D). Include employer's name, city and state or name of institution and degree program under "Description".

SECTION VI

LIBRARY

A Have there been any changes in the library facilities, services, and hours available to students in the paralegal program?

NO

B Have there been any additions or deletions (not including regular continuations or supplements) to the legal library collection during the past four years? (G-303.G)

NO

C What assistance is available to students using the library collection and other resources? (G-303.C)

D Does the program provide access to any of the required resources exclusively in electronic format?

NO

E Describe how the program ensures that it provides sufficient electronic access to research materials of the type used in the legal community served by the program. (G-303.K)

SECTION VII

PHYSICAL PLANT

A Have there been any substantial changes to classrooms and study areas during the past four years? (G-601)

NO

B Have there been any substantial changes to equipment, technology resources, computer labs and other facilities and services during the past four years? (G-602)

NO

C Have there been any substantial changes to office space for the program director, faculty and staff during the past four years? (G-603)

NO