



**LEGAL ADMINISTRATION/LAW CLERK
EMPLOYER'S EVALUATION – FWK4203**

These forms may also be sent to you electronically

STUDENT NAME:

EMPLOYER:

Name of Firm/Agency:

Address:

Telephone No.:

Contact Person:

Areas of Specialization:

Please indicate the type(s) of software used in your office:

List total number of hours or days completed by the student: Hours/Days

GENERAL EVALUATION: Would you please comment, in the spaces provided, about the work assignments given to your student. We encourage placement hosts to provide feedback to their student throughout their placement:

EXAMPLES OF TYPES OF WORK GIVEN

ABILITY TO PERFORM

Please place a check (√) in the column which most closely approximates the student's performance in each area:

	Excellent	Good	Satisfactory	Poor	Please provide comments
1. Punctuality: Consistently arrived on time and worked scheduled hours.					
2. Appearance: Appropriately dressed for placement.					
3. Professionalism: Maintained professional boundaries with legal professionals, co-workers and clients.					
4. Honesty & Integrity: Acted honestly, maintained confidentiality and complied with the Rules of Conduct.					
5. Communication: Used accurate terminology and professional communication strategies, both orally and written.					
6. Dependability: Completed tasks independently within prescribed deadlines.					
7. Directions & Feedback: Followed directions and accepted feedback in a positive, respectful and professional manner.					
8. Quality of Work: Performed assigned duties to organization's standards.					
9. Problem Solving: Demonstrated an ability to develop solutions to problems or difficult situations that arose.					
10. Work Relations: Participated effectively and cooperatively as a team member.					
11. Computer Skills: Ability to use various software applications and adapt technology appropriately for the task assigned.					

12. Attitude: Appropriate attitude and behavior in keeping with the expectations of the legal environment.					
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1. Based on your evaluation of our field placement student(s), what do you see as current strengths of our 2nd year students?

2. What gaps or improvements in curriculum do you see which would better prepare our students for field placement and/or employment?

3. Kindly provide any further comments or feedback concerning the student. **We would also ask that you share this information and the evaluation with the student.**

4. **PROGRAM PARTICIPATION:** Please indicate which of the following options would best meet your firm/agency requirements in the next school year.

Second year student for two weeks in March/April (70 hour requirement).

Third year student for Thursday and Friday (280 hour requirement).

SIGNATURE _____

DATE _____

LEGAL ADMINISTRATION/LAW CLERK PROGRAM

FIELD PLACEMENT OBJECTIVES

1. Apply academic skills learned in the program to a practical work environment.
2. Practice interpersonal and communication skills that will be necessary to relationships in the work environment.
3. Observe and emulate work ethics and practices.
4. Follow directions of a supervisor, and meet deadlines and commitments established.
5. Gain exposure to a legal office setting, or a setting which utilizes the student's ability to use appropriate technology and information systems.
6. Practice problem solving abilities.
7. Develop marketable skills for employment.
8. Become more aware of the demands and responsibilities of employment.
9. Develop interest and motivation for the chosen career.
10. Increase confidence and self-reliance.
11. Be an ambassador for the Legal Administration/Law Clerk Program and Durham College.

**SCHOOL OF JUSTICE AND EMERGENCY SERVICES LEGAL ADMINISTRATION/LAW CLERK
PROGRAM**

FIELD PLACEMENT INTERIM PROGRESS REPORT

Please complete this form and return it to the coordinator below, should any concerns or problems arise during the placement. This will enable us to take the appropriate corrective action. Should you wish to provide any positive feedback to our student and/or field placement coordinator, you may also use this form.

Lorie Blundon
CIJS/Field Placement Coordinator
(905)721-3116 (fax)

LAW CLERK ADVANCED/LEGAL ADMIN/FAST TRACK PROGRAMS
DURHAM COLLEGE COURSE DESCRIPTIONS

ADMINISTRATIVE AND INSURANCE LAW

Students develop an understanding of the general principles of insurance and administrative law. Topics include insurance contracts, the law and regulations governing the insurance industry, principles of administrative law including procedural fairness and the basis on which to challenge decisions of administrative tribunals.

ADMINISTRATIVE LAW

Administrative Law continues to grow in importance as the result of the ever-expanding scope of government regulation and the ever-increasing costs of the traditional court system. Paralegals may find themselves representing clients before a variety of agencies and tribunals. There are thousands of such entities at the municipal, regional, provincial and federal levels. This course is designed to help the student to understand the role of these tribunals by exposing them to the mandate, philosophy, practices and procedures of a variety of administrative tribunals. The course lays the foundation for Tribunal Advocacy work in the program.

ADR-ALTERNATIVE DISPUTE RESOLUTION

Through this course, students learn about alternative, dispute resolution methods to litigation. Emphasis is placed on negotiation, mediation and arbitration in voluntary and mandatory situations. As well, students examine the objectives, principles, practice and application of different alternative dispute resolution methods.

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ADVANCED ESTATE ADMINISTRATION

The death of an individual, whether testate or intestate, initiates legal duties and responsibilities for the personal representative named in the will or the surviving heirs at law and law clerks are frequently called upon to assist. This course covers various areas of estate administration including court procedures and requirements for obtaining a Certificate of Appointment of Estate Trustee With and Without a Will; procedures for managing an estate file from inception to distribution of assets; an overview of the impact of the Family Law Act; court disputes; and passing of accounts and taxation on death. Reference will be made to the Succession Law Reform Act, Estates Act and Rules of Civil Procedure where applicable.

AUTOMATED LAW OFFICE PROCEDURES I

This course enables students to use the computer as a tool for word processing and file management. Working in a Windows 7 environment students will receive training on basic Word2010 software features. Then these skills will be transferred and practiced on preparing various styles of legal correspondence, memoranda and legal documents. Student will also develop strong and accurate keyboarding skills using Keyboarding Pro.

AUTOMATED LAW OFFICE PROCEDURES II

During this hands-on course, students will learn and practice advanced word-processing skills using Microsoft Word2010 as well as MS PowerPoint. Students will integrate and adapt the appropriate technology to legal documents and situations pertaining to a legal environment, including dicta transcription. Keyboarding skills will be further developed for speed and accuracy.

AUTOMATED LAW OFFICE PROCEDURES III

This course provides students with a continuation of legal office procedures and hands-on opportunities to learn and apply basic and advanced word processing, spreadsheet, electronic mail, and time-management features to a wide variety of legal office documents and procedures. Practical applications will include correspondence and documents often produced in a legal office. In addition, students will receive training

in litigation templates and a review of online legal research applications. Keyboarding skills will be further developed for speed and accuracy.

CANADIAN LAW

This course is designed to introduce the students to the parties involved in the law in Canada. A brief history of the development of Canada's legal system and an overview of the sources and divisions of law set the stage for a detailed examination of the Constitution and the Canadian Charter of Rights and Freedoms, and the court system in Canada. Students are introduced to tort law, family law, and roles of the various players in the legal system. This course is meant to give students a general understanding of how laws are defined, created, implemented, and interpreted to give them a strong foundation to build upon in their core legal courses.

CIVIL LITIGATION I (LCAF)

This course introduces the learner to the civil litigation process in Ontario. An ability to apply the *Rules of Civil Procedure* is critical to the efficient conduct of litigation. In this course, the learner will study an overview of the process of litigation from commencement to the end of trial. Learners then study, in detail, the *Rules of Civil Procedure* from commencement to close of pleadings with a focus on practical tasks such as proper document setup, serving requirements, preparation of pleadings, affidavits of service, basic motion materials, and disposition without trial.

CIVIL LITIGATION II (LCAF)

This course is a continuation of Civil Litigation (LITG 3301). Learners will continue to work through the stages of a civil litigation matter in Ontario with emphasis on the procedural rules contained with the *Rules of Civil Procedure*, processes, and documents. There will be detailed coverage from the discovery stage through to trial in the Ontario, Superior Court of Justice. Further, students will be provided with an overview of the procedures, process, and forms in the Small Claims Court area. Emphasis placed upon the practical aspects involved in bringing and proceeding through the steps in a civil action in Ontario.

COMMERCIAL TRANSACTIONS

This course builds on the knowledge and skills introduced in CANADIAN LAW (LAW 1307), CONTRACTS I (LAW 1200) and CONTRACTS II (LAW 2201). Students review the substantive law of commercial transactions and creditors' rights. Topics include the sale of goods, consumer protection, insurance, guarantee, bailment, agency and employment law, negotiable instruments, secured transactions, bankruptcy, bulk sales and construction liens. Solving legal problems using the case method will continue at a more advanced level than in Contracts II and will often include a legal research component.

COMMUNICATIONS I

This course is designed to provide students with the foundation in communication skills necessary to succeed in their program and in their careers as legal administrators. The principles of writing and editing will be examined to enable the students to produce 'final copy' documents. Basic writing skills will be developed through in-class exercises, assignments and tests. Summary writing skills, which are essential in the legal environment, will be examined and practiced. The McGill style of legal documentation will be introduced to students.

COMMUNICATIONS II FOR LEGAL ADMINISTRATION

This course is designed to develop the professional communication skills of legal administration students through practical business writing and speaking applications. Students create letters memos, agendas and meeting minutes in addition to making formal oral presentations. Collaborative work skills are examined and developed through a variety of group assignments, both oral and written. Students will also be exposed to proper resume writing techniques and are introduced to standard expectations in a legal environment.

CONTRACTS

This course is designed to enhance students' understanding of the elements of contract. It will focus on how contracts are made, who the parties are, how promises are enforced, impeachment of contracts, as well as interpretation and enforcement.

CONTRACTS I

This course introduces students to contract law. The course will examine the creation of a valid contract. It will study each of the component parts necessary for the formation of a binding contract and analyze each element's effect upon the creation and enforceability of oral, written and implied contracts. The legal case method to solve legal problems will be introduced and practised.

CONTRACTS II

This course is designed to enhance students' understanding of the elements of contract gained in Contracts I, by examining how completed contracts are impeached, interpreted and enforced. Consideration is also given to breach of contract and the rights and responsibilities that flow therefrom. Solving legal problems using the case method will continue at a more advanced level.

CONVEYANCING

In a hands-on fashion, students develop the skills needed to effectively close real estate transactions in Ontario. Students draft simulated real estate transaction documents online using Teraview electronic registration and legal software.

CORPORATE LAW I

This course prepares students to function effectively as law clerks. Students gain valuable theoretical knowledge and practical experience as they relate to small businesses in Ontario. The Ontario Business Corporations Act is the statute which is the main focus of this course; however, students learn the provisions and filing requirements of other Ontario statutes, such as the Partnerships Act, Limited Partnerships Act and the Business Names Act. Finally, students learn to incorporate a non-offering Ontario corporation and the procedures for this task. Incorporation of a federal non-offering corporation is also introduced.

CORPORATE LAW II

This course prepares students to function effectively as law clerks. Students learn the provisions and filing requirements of the Ontario Business Corporations Act, and the Corporations Information Act. As well, students learn to organize a non-offering Ontario corporation, the required searches for financing and litigation purposes, due diligence conducted by a law clerk and the procedures for these tasks.

CRIMINAL LAW

This introductory course helps students better understand the criminal justice system and the Charter of Rights and Freedoms. The focus of this course will be taking the student through the adult criminal justice process from arrest to completion of criminal charges. Through research of the Criminal Code of Canada, the course will provide a basic overview of the general principles of substantive criminal law and procedures.

EMPLOYMENT LAW-LEGAL

This course is currently under development.

ETHICS AND PROFESSIONAL RESPONSIBILITY-LEGAL

This course focuses on the Law Society of Upper Canada's (LSUC) Paralegal Rules of Conduct as well as the ethical issues faced by individuals as citizens and as professionals. It will assist students in clarifying a value system, establishing a framework for ethical decision making, and applying the LSUC's Paralegal Rules of Conduct to practice as Paralegals.

ETHICS FOR LAW CLERKS

This course focuses on the various rules of conduct which are applicable to law clerks in Ontario. Emphasis will also be placed upon the ethical issues faced by individuals as citizens and as professionals. This course will assist students in clarifying a value system, establishing a framework for ethical decision making, and applying the various rules of conduct to the profession of a law clerk.

FAMILY LAW I and FAMILY LAW II

Students gain an understanding of the rights and obligations of spousal couples and their children in Ontario. Students will examine the roles of the various parties involved in family law proceedings in Ontario. The basis for marriage, co-habitation, separation, divorce, custody and access, division of family

property, and support are studied in accordance with relevant legislation. Students will prepare various family law documents in accordance with the Ontario Family Law Rules using DivorceMate software.

FIELD PLACEMENT I

For two weeks in March/April of their second year, Legal Administration/Law Clerk students undertake a 70 hour placement where they are given the opportunity to apply their knowledge and skills in a legal environment. Placement experience depends on employers' needs, but every effort is made to place students in a setting that matches their abilities, expectations and interests. Employers evaluate the student's performance at the completion of his or her placement, while students report on the experience.

FIELD PLACEMENT II

During the fifth semester of third year, Legal Administration/Law Clerk students complete a placement, applying their knowledge and skills. Placement experience depends on employer's needs; however every effort is made to place students in a setting that matches their abilities, expectations and interests. At the completion of their placement, employers evaluate students' performance and students evaluate their placement experience.

FIELD PLACEMENT III

During the sixth semester of third year, Legal Administration/Law Clerk students complete a placement, applying their knowledge and skills. Placement experience depends on employer's needs; however every effort is made to place students in a setting that matches their abilities, expectations and interests. At the completion of their placement, employers evaluate students' performance and students evaluate their placement experience.

FIELD PLACEMENT

This course is currently under development.

GENERAL EDUCATION ELECTIVE

Students will choose a general education / elective course from a pool of college-approved courses, deemed to be outside of their vocational field of study.

IMMIGRATION IMMIG 6301

This course is currently under development.

INSURANCE LAW INSL 5301

This course is currently under development.

LAND PLANNING & MUNICIPAL GOVERNMENT

Students learn about the municipal government's role, particularly in land planning. They examine Section 50 of the Planning Act, which regulates land division. As well, students prepare consent and variance applications and review the land division and development regulation processes.

LAW CLERK AND FIELD PLACEMENT PREPARATION

This course prepares students for the rigours of working in a litigation environment. Working in concert with the Civil Litigation course, students learn proper courtroom protocol and communication skills to conduct client interviews and a mock motion in court. They also develop their organization and planning skills by docketing their time. The course focuses on effective teamwork, problem-solving, and decision-making skills, with students working in groups to meet strict deadlines to simulate the litigation environment. Students also update their resumes, create cover letters, and practice interview skills in preparation for their two-week field placement.

LEGAL CAREER PREPARATION

This course examines the role of the individual in the organization and how personal, interpersonal and organizational dynamics evolve and shape organizations. To help them succeed in their careers, students examine how organizational structure, leadership, conflict, politics, and culture impact employees in their environment. Working in teams for the entire semester, students plan, organize, and stage a career fair and an appreciation luncheon for field placement hosts. All students complete a professional portfolio to assist with their job search upon graduation.

LEGAL RESEARCH I

Students will be introduced to a legal research process that can be applied to a variety of legal problems. This course covers sources of government and legal information, both in print and online, for the Federal and Ontario jurisdictions.

LEGAL RESEARCH II

This course is currently under development.

PC LAW ACCOUNTING

This is an introductory financial accounting course that teaches the basic principles of financial law office accounting and incorporates the use of PCLaw - a time, billing and accounting software design for used by business in the legal industry. Accounting topics include: working with debits and credits in double-entry accounting, and preparing and understanding financial statements. PCLaw is used to apply the principles of accounting to complete the accounting cycle of several types of client matters in a legal practice. Particular emphasis is given to time entries, billing, disbursements, trust funds and matter management. This course also interprets the Law Society By-Laws and Rules of Professional Conduct as they apply to financial management of a law practice.

PSYCHOLOGY AND THE LAW

This course introduces the students to the basic vocabulary and principles of psychology and the law. It also investigates the major theories and research related to the scientific issues faced by psychologists and legal professionals. Students will be encouraged to develop an understanding of the underlying principles of human behaviour in a legal and/or criminal justice environment. In addition, students will gain insight into how and why psychology and the law co-exist and the contributions both make in the study of human behaviour.

REAL ESTATE FILE MANAGEMENT

In a hands-on fashion, students develop the skills to effectively close real estate transactions in Ontario. Working through a fact situation, students prepare simulated real estate transaction documents and correspondence online, using Teraview electronic registration and current legal software.

REAL ESTATE FUNDAMENTALS

This course provides students with a basic knowledge of the history and development of property law and its division. Students will study the concepts of full ownership, shared ownership and lesser interests in property, together with modern real estate, land registration systems and legal descriptions in Ontario. Students will develop the knowledge and skills necessary to conduct online title searches using Teraview. Students will draft requisition letters to remedy title defects and discharge encumbrances that can cloud title. The student will also complete an introduction to title insurance, condominium ownership and relevant legislation. Various statutes affecting real property will be presented.

RESIDENTIAL LANDLORD & TENANT LAW

This course examines the Residential Tenancies Act and regulations in detail with respect to the rights and responsibilities of both landlords and tenants. Students will gain a working knowledge of the applicable Landlord and Tenant Board forms for a variety of legal issues arising in the context of residential rental housing, including fault grounds and non-fault grounds for termination. Students will also gain a thorough understanding of service requirements, time limits, rent control, process, procedure and evidence before the Landlord and Tenant Board as well as the types of relief the Board can grant..

SECURITIES/INTELLECTUAL PROPERTIES

Securities and intellectual property are growing, specialized areas of legal practice. This course provides an overview of both of these areas by referencing specific governing legislation and leading cases in each field. The course examines the areas of patents, trademarks, copyrights and securities.

SUCCEEDING IN A LEGAL ENVIRONMENT

This course provides students with an opportunity to become effective learners through sourcing college support services, and developing and reflecting upon the necessary skills and strategies to deal with the challenges of the post-secondary education environment, and ultimately the legal environment as a

workplace. Students will be exposed to techniques to assist in time management, organizational skills, note-taking, personal wellness and other self-management topics. This course also provides students with an overview of the role and basic responsibilities of a legal support professional. The content of this course is designed to provide the student with a solid foundation for success in both their academic and career choice.

TAXATION FOR LEGAL ADMINISTRATION

This course gives students a basic understanding of the Income Tax Act as it applies to individuals and businesses. Students examine the taxation of employment, business and property income. Since many legal issues have tax implications, students gain the knowledge and skills to determine when expert tax advice should be sought.

TORTS

Students gain an understanding of what constitutes a civil wrong in respect to intentional and unintentional torts. They examine the evolution of the law of torts based on changing social issues and values. Finally, students learn to apply their knowledge of tort law to fact scenarios reflecting real torts being considered by the courts.

UNIVERSITY CREDIT

If you have attended university, approval for one credit for any one of the courses (60 per cent or higher) obtained while pursuing a credential at another educational institution will be accepted and used as your option in the final semester.

WILLS & ESTATE ADMINISTRATION

This course focuses on powers of attorney, wills, estate administration together with relevant court procedures. Students learn about the Substitute Decisions Act, Succession Law Reform Act, estate handling procedures and forms. Students examine the rationale for having powers of attorney, a will, the law governing wills and the procedures to gather information to prepare a will. Students prepare and discuss all related estate administration documentation required.

WILLS & ESTATE ADMINISTRATION I

This course focuses on powers of attorney, wills, estate administration together with relevant court procedures. Students learn about the Substitute Decisions Act, Succession Law Reform Act, estate handling procedures and forms. Students examine the rationale for having powers of attorney, a will, the law governing wills and the procedures to gather information to prepare a will. Students prepare and discuss all related estate administration documentation required.

WILLS & ESTATE ADMINISTRATION II

This course is currently under development.