



Dean's Message

By Stephanie Ball

Durham College continues to be a destination of choice for many students with our overall applications increasing by six percent, far in excess of the average of other colleges. As a college, we continue to strive for excellence by offering quality programs and by supporting our faculty in the evolution of teaching and learning. These two priorities were identified in the launch of the college Academic Direction during May with a strong and continued focus on quality, pathways, credit recognition and the new and renewed educational resources. The college is working to provide increased opportunities for experiential learning, including applied research and social innovation.

The LCAD program is a destination of choice for students interested in the legal support field and the faculty work hard to enhance the program with emerging areas of interest, this year adding Employment Law

and Immigration Law as options for students. The program has also participated in an intensive program review this past year, a process which involved soliciting feedback from students, faculty, program advisory committee members, and employers. The process is wrapping up shortly, and recommendations from the review will be brought forward for action.

In addition, the LCAD Fast Track program has proved to be of significant interest to students who have graduated from the Paralegal programs in our school. The program was piloted successfully over the past year, and has an intake of 15 students for spring of 2014. I am pleased that this pathway has worked out for our students and it brings the strength of our LCAD program to the paralegal graduates.

I welcome any feedback from you on what topics related to Durham College you would like me to address in future newsletters. Please feel free to contact me at Stephanie.ball@durhamcollege.ca.

Co-ordinator's message

By Drew Dowling

It is time again for our annual news update on the Law Clerk Advanced (formerly Legal Administration) Program. I received a note from our Human Resources department the other week advising me that I have been officially at the College for 20 years. It is hard to believe that it has been twenty years since I began teaching part-time for Durham College in 1992 and became a full-time faculty member in 1994. I have taught primarily in the Legal Administration Program (now Law Clerk Advanced) but I have also taught Law courses in the Business Program, Court and Tribunal Agent and the Sports Administration Programs. My estimate is that I have taught over 2000 different students in the past twenty years.

Program faculty have had an extremely busy year as we completed a formal program mapping process that always helps faculty focus on curriculum review and enhancement. We have just completed a formal program review. Vicki Stewart who has been leading the program review all year has a great status update in this issue of the newsletter.

Lesley Wagner received another honour this year when she was nominated as an outstanding Ontario College Graduate in the business category. An article and pictures are included. Lesley's success as a graduate of the Legal Administration Program is just one example of the great success that the graduates of our program have had over the decades.

Please read the two graduate profiles about Law Clerk grads who have gone on to further their education at the University level, one of whom is applying to law school and the other who is a recent graduate of my alma mater, Osgoode Hall Law School

We have an article from Katie Bell one of our student members on the Program Advisory Committee who has graduated this year and has agreed to stay on as a graduate member on the PAC.

With the College and UOIT in growth mode for the last few years library space has become difficult to access and as a result Nicole Doyle was able to convert one of the classrooms to a Legal Research lab and Nicole has written an article on it in this issue.

I really could use some assistance from some of you to help with the marketing of our program to our prospective students. Our student application numbers are down a little bit this year and we are going to revamp some of our marketing. Some of the other legal programs are proving to be stiff competition for us as everyone it seems wants to be a paralegal. I would greatly appreciate any positive testimonial or story about the program and its impact on your life and career that I can use in our marketing materials.

On a final note as we are only sending out the newsletter electronically, please make sure you keep your alumni profile up to date and send any changes to alumni@durhamcollege.ca. If you are in touch with a fellow classmate, send them a copy of the newsletter and make sure that you remind them to update their profile as well.

Program Review 2014

By Vicki Stewart

I managed to miss most of the Canadian winter of 2014 which by all reports was one of the worst in recent memory. I switched up my teaching semesters this year and took holidays in Florida for January and February. This means I will teach May to August 2014, our spring/summer semester. I am also working on a project I am excited to tell you about. Our faculty is conducting a Program Review and Renewal for the Law Clerk Advanced Diploma Program. This rigorous process consists of a 5 year cyclical, comprehensive assessment of all of the elements of each post-secondary program at Durham College. The learning environment, program function, delivery methods, curriculum, student success, graduate and employer satisfaction rates are all examined. All stakeholders including the Program Advisory Committee are consulted during the year long process. The following outlines the progress we have made to date.

MAPPING

Last spring the LCAD program team spent several weeks mapping all of our courses to the Program Learning Outcomes published by the Ministry of Colleges and Universities. We examined the curriculum and identified areas for improvement through the development of a curriculum renewal plan with priority recommendations.

STUDENT FOCUS GROUP

A student focus group representing all years of the program gave input on their perceptions of the quality of the program including what gaps or overlaps they felt existed in the instruction sequence.

EXTERNAL ASSESSMENT

Two objective auditors from the legal community visited our campus, toured our facilities and student services, attended classes and labs, met with students, program advisory committee members, employers and graduates. They reviewed our program as independent contractors and identified strengths, challenges and areas for improvement.



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PROGRAM INFORMATION PACKAGE

Durham College's office of Research Services and Innovation provided us with statistical data in a summary analysis early in April 2014 about the future employment trends in the legal profession, student enrolment, graduation rate, graduate employment and student satisfaction. Here is a sampling of their findings.

"Trends suggest that in the coming years, the role of professions such as law clerks are going to change as the legal industry in Canada continues to evolve. As clients are increasingly looking for more cost effective solutions to their legal issues and more predictable prices of legal information and legal aid, it is anticipated that lawyers and law offices are going to increasingly turn to law clerks to perform duties that were once only carried out by lawyers. Service Canada even goes so far as to suggest that the increased complexity of tasks being afforded to law clerks will directly result in increasing demand for these professions in the coming years to replace positions that were once held by legal secretaries. If it is anticipated that the requirements of law clerks already working within the industry are going to become increasingly complex then it is likely that the expectations of graduates of law clerk programs in Ontario are also going to increase. Hence, a robust three year Law Clerk – advanced program will likely provide its graduates with an advantage over graduates of more common two year law clerk programs in Ontario when entering the labour market."

SCOT ANALYSIS

The program review team is about to embark on a SCOT analysis (strengths, challenges, opportunities and threats) with a facilitator in order to develop recommendations for program improvement. This exercise is informed by all the information gathered in the following reports which are posted online in our program specific electronic portfolio.

- Student Focus Groups
- External Assessment Report
- Law Clerk Advanced Diploma Environmental Scan
- Student Success - First Year Report
- Key Performance Indicator (KPI) Reports
- Program Curriculum Baseline Map
- Program Quality Progress Report
- Program Health Matrix Report Card
- Annual Curriculum Self Study Report

PROGRAM REVIEW AND RENEWAL SELF-STUDY

We are just putting the finishing touches on the Renewal Self-study Summary which supports continuous quality improvement. The Ontario College Quality Assurance Services has published a list of criteria that focuses on college wide policies, procedures and practices and drills down to the program level in order to verify that best practices are implemented, that recommendations lead to improvement, and that program quality is assured.

After we complete and review the foregoing information I will prepare and submit a final report to the Dean for review by mid-June of this academic year. Once approved by the Vice-President, Academic the report will

form a blueprint for program improvement. The purpose of the program review and renewal process at Durham College is to provide a common framework to guide the program review and provide a more data-driven and reflective evaluation of program quality. Our hope is to develop meaningful recommendations that facilitate continuous improvement of the LCAD Program for years to come. Our next review will be in 2020. As faculty we always strive for delivery of the best possible program for our students and the final report will reflect that commitment. In the next edition of Legal Reflections I will report on our progress in this endeavour with any changes and recommendations that come up as a result of the program review.

Legal Career Preparation Award Recipients

By Kathleen Stewart

For the seventh straight year, students in the Law Clerk Advanced program have raised funds for student bursaries. Full-time students in the final semester of the program who have a cumulative grade point average of 3.0 or higher are eligible to apply for the bursary known as the Legal Career Preparation Award. Unlike many bursaries that have financial need as the primary requirement, this award recognizes students who demonstrate strong employability skills throughout their three years at Durham College.

Recipients of this award have successfully demonstrated the following:

1. A strong commitment to their education as evidenced by regular attendance and active, quality participation in class
2. Essential employability skills including strong written and verbal communication skills, an ability to meet deadlines while producing quality work, consistently demonstrating initiative, and a high degree of professionalism
3. Strong interpersonal skills including the ability to work collaboratively with others in a positive and productive manner, the ability to adapt to change, resolve conflict, and solve problems in a team environment

This year, the faculty panel who reviews submissions was perplexed! There were three equally strong, equally deserving students and only two bursaries to award. Thankfully, through the generosity of the School of Justice & Emergency Services, we were able to provide all three students with a bursary. This year's recipients were:

Katie Bell – Katie has accepted employment with Aird & Berlis LLP

Michelle Alexander – Michelle has accepted employment with Dentons

Amy Vranichidis – Amy has accepted employment with Bereskin & Parr LLP

Congratulations ladies and all the best as you embark on your new careers!



Katie Bell Class of 2014

In 2011, I decided to make a career change. After months of researching various colleges, I made the choice to enroll in the Law Clerk Advanced program offered by Durham College. It is one of the best decisions I have ever made.

Offering a program that combines in-depth academic study and extensive practical training, Durham College has been instrumental in preparing me for my new career in the legal field. In addition to studying the more general areas of law, my classmates and I were exposed to specialized areas of legal practice that are not widely offered at other colleges. The course material is, undoubtedly, one of the fundamental reasons the Law Clerk program is so successful. However, it is the emphasis on career preparation which really makes for a well-rounded education. Students are required to participate in group work, plan and attend a career fair, complete courses in effective communications, and strengthen their interpersonal skills. I have found the faculty to be supportive, experienced, and passionate. They have a genuine interest in the success of both the program and their students. Such a commitment by the professors, and the knowledge that comes with them, has been invaluable.

During my time at Durham, I was fortunate enough to serve as the student representative on the Program Advisory Committee for the Law Clerk program. This experience offered me a contributory "front-row seat" to the effort that goes into planning the program curriculum while meeting ministry standards. Through careful consideration of student feedback, and by adapting to changes in the legal industry, committee members strategize on how to ensure that course material is as relevant and beneficial as possible. From a personal perspective, it was yet another way I could become directly involved in my education, and support the education of others. I look forward to remaining on the committee as an external member over the coming years.

In both second and third year, I completed my field placement at Blaney McMurtry in downtown Toronto. While doing so, I gained experience working as both a Legal Assistant and a Law Clerk in the insurance defence litigation department. It was important to me to take full advantage of this opportunity to improve upon the skills I had learned in class. Furthermore, I was able to determine that I wanted to pursue a career specifically in the area of litigation. I am grateful for my time with the firm and I know that the experience will prove to be invaluable as I move forward in my career.

After having been out of school for a number of years, I was nervous to return to the classroom. Now, I find myself confident and eager to excel in my new position with Aird & Berlis. Just a few short weeks ago, I began working as a Legal Assistant for an estates litigation Partner. Each day I am appreciative that I am able to walk into a job I am quickly coming to love. This is exactly what I had envisioned for myself, and what inspired me to work hard over the past three years. I know that this is the right path for me, and I cannot wait to see where it leads.

From Law Clerk to Law School

By Melanie Williams

Although it feels like yesterday, I graduated from the Legal Administration/ Law Clerk Program at Durham College over ten years ago, in 2003. I currently live in Bowmanville with my husband and two boys. After graduation, I took two months off and then started working at Stikeman Elliott as an evening legal assistant. In this role, I was able to learn the art of dictation, how to navigate legalease and all important life skills, including time management, working under pressure and multi-tasking. After two years as a legal assistant, I knew two things 1) I loved the law and 2) I wanted to learn more about it. At this point I started applying for law clerk positions within the firm and landed a job as a law clerk within the tax department. I had absolutely no experience in tax law when I joined the department, which made this new role both exciting and challenging. In this position, I was given the opportunity to draft legal documents and letters, obtain tax accounts and clearance certificates, perform legal research and interact directly with clients and government agencies.

After almost 5 years as a tax law clerk, I realized once again that I wanted to continue my legal journey and expand my knowledge of the law. As such, with the encouragement of the tax department at Stikeman Elliott, in 2010, I applied and was accepted into Osgoode Hall Law School at York University. Four years later, I have graduated from Osgoode, passed the bar exams and I am currently articling at Carnevale Law Office, which is a full service business law firm located in Whitby, Ontario. I am primarily focusing my learning on Litigation and Wills and Estates, but I hope to remain at Carnevale Law Office in the future and expand my knowledge to encompass all avenues of Ms. Carnevale's practice.

Most recently, I attended the Durham College Legal Administration/ Law Clerk Advanced Diploma Program – 18th Annual Luncheon as a representative of Carnevale Law Office and it felt surreal to be sitting at the same luncheon 11 years later seeing the newest graduates. My journey has been long and I can't say that it was always easy, however, I can say that my passion for the law developed during my years at Durham College, and continues to be grounded in the skills that I learned during my three years in the program.



FIELD PLACEMENT 2014

Through the Legal Career Preparation course, teams of students worked from January until April to host our annual field placement host appreciation luncheon. Everything, from raising the funds to pay for the event, to booking the caterers and securing a guest speaker is accomplished through the hard work of student committees.

For the seventh year in a row, students raised enough funds to contribute to a special student bursary for next year's graduating class. This year, we were pleased to have Michelle Long (nee Oxley), a graduate from 2005, attend as our guest speaker. Michelle started her career at Stikeman Elliott in the Corporate Finance department and worked in other large downtown firms before assuming her current position as a Corporate Securities Clerk in the oil and gas industry with Pacific Rubiales. Michelle is also a member of our Program Advisory Committee.

Durham College was pleased to recognize McMillan LLP's long standing support of the college through the Annual Field Placement Host Award. Michelle Alexander, a field placement student with McMillan accepted the award on their behalf.

The luncheon is a great way to conclude three years of hard work!

Field Placement + Career Fair = Opportunities & Employment for Grads!

By Kathleen Stewart

It is hard for me to believe that it has been 8 years since I took over the reins from Vicki Stewart to deliver the Legal Career Preparation course to graduating students! For the first 10 years, these events were held on the same day, with the career fair immediately following the luncheon. A decision was made to split the two events and host the career fair earlier in the semester as law firms were eager to start the hiring process earlier.

This has proven to be a successful formula, though it places a great deal of pressure on students to hit the ground running in January in order to plan, organize and stage the career fair in early March. This opportunity provides students with great 'real world' experience handling the pressure of meeting tight deadlines while working with people of varying skill levels and personalities. The interpersonal and communication challenges are experiential learning at its best!

CAREER FAIR

This year, the career fair took place on Monday, March 3, immediately following the students' spring break. Several employers braved the unforgiving winter weather to attend the event and network with students. Representatives from the following agencies were in attendance:

Fasken Martineau

Institute of Law Clerks of Ontario

Robert Half Legal

Region of Durham – POA Court Services

McCarthy Tetrault

Several other firms who were unable to attend but interested in our graduates received the resume book that students put together as part of their course. In addition, Stikeman Elliott hosted an on-site career event in Toronto with several of our students in attendance. The end result of these networking opportunities is jobs, jobs, jobs! At the time of writing this article, over 50 percent of the graduating class had already secured jobs in their field!



Joshua Butcher Class of 2010/2011

My journey in life has not been an easy one by any means.

I have faced challenges and hurdles that most people could never imagine or want to experience. I had many people over the years tell me because of my disability, Cerebral Palsy, that I would never attend post-secondary education.

Conversely, the professors and

classmates in the programs I took at Durham College gave me confidence and inspiration that I could do anything I wanted. There no longer seemed to be limitations.

My journey at Durham began in 2007 in the Legal Administration Program (now Law Clerk Advanced). My original plan was to complete the Legal Administration Program and go on to university, then on to Law School. My plans changed in my last semester of Legal Administration when one of the professors came into class to speak to us about graduate programs. I took a look at the programs being offered and applied for and was admitted to the Paralegal Graduate Certificate Program.

In June 2011 I graduated with a Paralegal Graduate Certificate and went on to write and pass my Law Society of Upper Canada Licensing exam in August 2013. Today I'm in the third year of my BA Labour Studies with a focus on Employment Law and Unions at Brock University. I will be applying to Law School this summer and hope to be admitted.



DC President Don Lovisa congratulates Lesley Wagner

Lesley Wagner "An Outstanding College Grad"

By Stephanie Ball

On November 18, 2013, Lesley Wagner, one of our Law Clerk faculty was nominated as an outstanding Ontario College Graduate in the business category. As a nominee, Lesley attended the Premier's Awards Event

at the Fairmont Royal York Hotel. This event recognizes the tremendous contributions college graduates make to the success of the province by treating all nominees to a gala awards ceremony and dinner.

A 1985 graduate of the Legal Administration program, Lesley began her career as a litigation file clerk in downtown Toronto, moving on to become a corporate law clerk until 1998. After that, she returned to Durham College to teach in the program she graduated from. As well as teaching, Lesley participates in a number of other committees, including Durham College's Academic Council, and the Durham College Alumni Association, where she currently holds the position as President.

The gala was an amazing event, and it was great to see one of our deserving faculty members honoured.

NEW! Legal Research Lab

By Nicole Doyle

Our legal research curriculum for Law Clerks at Durham College is now supported by a dedicated legal research lab, which houses a variety of print materials. Coupled with the lab's computers and access to both of the major commercial legal databases, this print collection assists students in understanding how legal literature and government publications are structured and organized. The lab houses primary and secondary sources of law, with samples of statutes, case law, annotated acts and rules, looseleaves and legal texts. Learning both print and electronic research leads to more flexible, resourceful graduates. It also means that the students no longer need to bundle up to head to the library for class every week!



The Institute of Law Clerks of Ontario

CERTIFICATION WILL BE HERE SOON – ARE YOU READY?

Certification for law clerks will be available soon! Law clerks with at least ten years of experience in an area of law who are looking for an expert certification are eligible to apply.

ILCO is currently amending its By-law and is working towards having the amended By-law approved prior to the end of 2014. Once the amendment is complete, we will start accepting applications for Certification. Stay tuned for further announcements!

REQUIREMENTS

Law clerks interested in applying for Certification are required to:

- Have at least ten years of experience in an area of law;
- Be an Ordinary, Associate, Fellow, or Extra Provincial member of ILCO in good standing; and
- Have completed an Ethics course with proof of completion.

WHY APPLY?

- Demonstrates employment dedication;
- Enhances career opportunities;
- Recognizes growth, professional development and competence;
- Increases recognition by clients, peers, employers and recruiters;
- Confirms expertise in a specific area of law; and
- Sets you apart as a leader in your field of law.

APPLICATION PROCESS

Individuals applying for certification will be required to provide the following with their application:

- One-time fee of \$150 plus HST;
- At least one Statement of Reference from current employer;
- Letters of Recommendation from previous employers and/or clients;
- Continuing Legal Education Report; and
- Resume/Curriculum Vitae.

ONGOING REQUIREMENTS

Law clerks who successfully obtain Certification in their field of law will be required to complete five hours of Continuing Legal Education on an annual basis. A mandatory ethics course must be completed every five years, and only one hour of the mandatory five hours can be devoted to skill development courses. Attendance at ILCO's annual conference will apply.

Annual renewal of ILCO membership will require Certified Experts to demonstrate completion of the mandatory Continuing Legal Education.



LEGAL REFLECTIONS is a annual electronic newsletter published by the Law Clerk Advanced program at Durham College.

For more information about the program or Durham College, please contact Drew Dowling, professor and program co-ordinator, at drew.dowling@durhamcollege.ca or 905.721.2000 ext. 7380.