

UNDERGRADUATE CURRICULUM PROPOSAL COVER SHEET

Title of Proposal: - Must begin with Department Abbreviation:

CRM/LAS: Legal Assist Studies Program Revision

Check One: Full Proposal Information Item

RECEIVED

Effective Date for Curricular Offering: Fall 2015

SEP 30 2014

FROM: Karen McGuffee CRMJ/LAS 801McCalle 2137 Karen.McGuffee@uic.edu
 spokesperson's name Dept. Bldg, office # Phone e-mail ext.

Does this require new resources from the originating department or other department? no
 Please attach explanation if yes.

Faculty of the originating department approved this proposal on 09/16/14 (date),
 by a vote of 8 aye votes; 0 nay votes; 0 Abstentions; 1 eligible voting members absent

The following have examined this proposal:

Dept Head/Director: Tammy Garland Tammy Garland 9/23/14 ✓
 Printed Name Signature, date Approve Neutral Disapprove*

College Curriculum Committee Date: 25/09/14 Vote: 11/0/0 Signature of Chair: Mary Flaherty

Spokespersons for Affected Departments

Printed Name, Department Signature, Date Approve Neutral Disapprove*

Dean/Director: Joe Wilfirth Joe Wilfirth 9/23/14 ✓
 University Registrar: Linda Orth Linda Orth 10/3/14 Comments: _____

Provost/Representative: [Signature] [Signature] X
 Approve Neutral Disapprove*

Lab/studio fee requested: Yes No

Provost: A. Jerald Ainsworth

Signature, date Approve Disapprove*

*Those who disapprove may attach an explanation.

ACTIONS on this proposal:

Curriculum Committee

Faculty Senate

Date the proposal was considered _____
 Vote of the body: _____
 Accepted as information item (indicate date) _____
 Approved as submitted (indicate date) _____
 Approved with amendments (amendments indicated and transmitted to all signatories above, date): _____
 Signature of Chair: _____

15-02309

MEMORANDUM

15-023
LAS
dept.

To: Curriculum Committee

From: Legal Assistant Studies/Criminal Justice Department

Date: December 10, 2014

Re: Amended Curriculum Proposal—Revision in the Legal Assistant Studies program

We request approval to add LAS 3500- Law of Evidence as a required course for the Legal Assistant Studies program and a pre-requisite to LAS 4350- Litigation II. (Existing and new catalog descriptions for the course are presented at the end of this proposal.)

Rationale for LAS 3500 listed as a required class: LAS 3500- Law of Evidence teaches students the rules and courtroom procedures for the admissibility of evidence in federal and state courts. This knowledge is essential for those working in criminal or civil settings in the legal field. Presently, this course is listed as an elective, but based on input from graduate surveys, the LAS Advisory Board, and LAS faculty members, this should be a required course.

Rationale for LAS 3500 listed as a prerequisite for LAS 4350- Litigation II: LAS 4350- Litigation II conducts mock trials in which the information gained in Law of Evidence is utilized. Students who have not taken the Law of Evidence have found themselves at a distinct disadvantage in the class requiring the professor to review material learned in Law of Evidence. Therefore, it is an appropriate pre-requisite to provide vital information for the Litigation II class.

Economic and Pedagogical Consequences: The addition of LAS 3500- Law of Evidence as a required class and as a pre-requisite to LAS 4350- Litigation II will ensure the students receive necessary information to be successful in Litigation II. This action has received approval from the American Bar Association, the accrediting/approving body for the University of Tennessee at Chattanooga Legal Assistant Studies program. There are no economic consequences. This requirement will not hinder the ability of the students to complete the degree in a timely manner.

Relationship to Program Learning Outcomes: The Law of Evidence class will provide necessary information and practice under outcomes 1-4 of the Legal Assistant Studies program. Outcome 1 – Identify and integrate substantive and procedural law in factual scenarios. Students will learn the rules and procedure to introduce evidence into the court based on factual scenarios. Outcome 2—Perform the practical skills necessary for a career in

the legal field. Students will draft motions based on evidentiary issues found in court proceedings. Outcome 3—Identify, research, analyze, interpret, and argue legal issues and apply these concepts written and orally. Students will draft and argue motions regarding evidence in court proceedings. Outcome 4—Apply critical thinking skills to legal scenarios. Students will formulate arguments for and against the entering of evidence in court proceedings.

Relationship to Requirements and Resources in other Departments: None

Current LAS Program Requirements:

Core classes:

Take all of these courses:

| | |
|-----------|---|
| LAS 1010 | Law and the Legal Assistant (fall only) |
| LAS 2100 | Legal Research and Writing (fall only) |
| LAS 2350 | Litigation I (fall only) |
| LAS 3600 | Law Office Management and Computer Applications (fall only) |
| LAS 3900 | Advanced Legal Research and Writing (spring only) |
| LAS 4350 | Litigation II (spring only) |
| LAS 4700 | Legal Assistant Internship (6 hours) (offered year round) |
| LAS 4710 | Legal Ethics and Professionalism (spring only) |
| CPSC 1000 | Introduction to Computing |

Specialty Courses (each 3 hours):

- Choose 12 hours from the list.
- 2 of the 4 classes must be at the 3000/4000 level

| | |
|----------|------------------------|
| LAS 1700 | Criminal Law |
| LAS 2200 | Real Property Law |
| LAS 2250 | Commercial Law |
| LAS 2300 | Estates and Trust Law |
| LAS 2400 | Business Organizations |

| | |
|----------|--------------------------------|
| LAS 2450 | Family Law |
| LAS 2500 | Personal Injury Practice |
| LAS 3000 | Interviewing and Investigation |
| LAS 3500 | Law of Evidence |
| LAS 4000 | Intellectual Property |
| LAS 4010 | Constitutional Law |
| LAS 4060 | Juvenile Law |
| LAS 4100 | Employment Law |
| LAS 4200 | Legal Issues in Health Care |
| LAS 4997 | Independent Research |
| LAS 4998 | Independent Study |
| LAS 4999 | Special Topics |

12 hours outside LAS

- 2 of the 4 classes must be at the 3000/4000 level
- You can only take 2 classes from the same discipline

| | |
|-----------|--|
| CRMJ 1100 | Introduction to the Criminal Justice System |
| CRMJ 3170 | Minorities and Criminal Justice |
| CRMJ 3250 | Law and the Justice System |
| CRMJ 4300 | Philosophical and Ethical Issues in Criminal Justice |
| CRMJ 4600 | Dispute Resolution |
| POLS 2210 | Introduction to Judicial Process |
| POLS 3210 | American Constitutional Law |
| POLS 3220 | Civil Liberties |
| POLS 3230 | Law and Politics |
| POLS 4210 | Special Topics in Public Law |

| | |
|-----------|--------------------------------|
| ACC 2010 | Principles of Accounting I |
| ACC 2020 | Principles of Accounting II |
| ACC 3070 | Federal Tax Accounting |
| BUS 3350 | Legal Environment of Business |
| BUS 3360 | Business Law |
| ENGL 2880 | Professional Writing |
| ESC 4100 | Environmental Law and Agencies |
| PHIL 2110 | Logic, Language, and Evidence |
| PHIL 4250 | Ethics and the Professions |
| PSY 4250 | Psychology and the Law |

Current LAS: Social Science Program Requirements

Core Courses: take all of these courses:

- LAS 1010: Law and the Legal Assistant (fall)
- LAS 2100: Legal Research and Writing (fall)
- LAS 2350: Litigation I (fall)
- LAS 3600: Law Office Management and Computer Apps. (fall)
- LAS 3900: Advanced Legal Research and Writing (spring)
- LAS 4350: Litigation II (spring)
- LAS 4700: Legal Assistant Internship (6 hours) (year-round)
- LAS 4710: Legal Ethics and Professionalism (spring)

Social Science Concentration Courses (18 hours)

PSY 2010/2040: Research Methods: Introductory Statistics in Psychology or SOC 2500: Social Statistics

PSY 2020: Research Methods: Laboratory and Field Research Techniques

SOC 3140: Research Methods or CRMJ 3110: Criminal Justice Research Methodology

PSY 4250: Psychology of Law

CRMJ 3250: Law and Justice System

Supporting Courses: (12 hours)

Computer Science 1000

Principles of Accounting (BACC 2010)

6 hours electives from:

LAS 2200 (Property Law), LAS 2250 (Commercial Law), 2300 (Estate and Trust Law), 2400 (Business Organizations), 2450 (Family Law), 2500 (Personal Injury Practice), 3000 (Interviewing and Investigation), 3500 (Law of Evidence), 4000 (Intellectual Property) 4100 (Employment Law) 4200 (Legal Issues in Health Care)

Proposed LAS Requirements:

Core classes:

Take all of these courses:

| | |
|----------|---|
| LAS 1010 | Law and the Legal Assistant (fall only) |
| LAS 2100 | Legal Research and Writing (fall only) |
| LAS 2350 | Litigation I (fall only) |
| LAS 3500 | Law of Evidence (fall only) |
| LAS 3600 | Law Office Management and Computer Applications (fall only) |

| | |
|-----------|---|
| LAS 3900 | Advanced Legal Research and Writing (spring only) |
| LAS 4350 | Litigation II (spring only) |
| LAS 4700 | Legal Assistant Internship (6 hours) (offered year round) |
| LAS 4710 | Legal Ethics and Professionalism (spring only) |
| CPSC 1000 | Introduction to Computing |

Specialty Courses (each 3 hours):

- Choose 9 hours from the list.
- 1 of the 3 classes must be at the 3000/4000 level

| | |
|----------|--------------------------------|
| LAS 1700 | Criminal Law |
| LAS 2200 | Real Property Law |
| LAS 2250 | Commercial Law |
| LAS 2300 | Estates and Trust Law |
| LAS 2400 | Business Organizations |
| LAS 2450 | Family Law |
| LAS 2500 | Personal Injury Practice |
| LAS 3000 | Interviewing and Investigation |
| LAS 4000 | Intellectual Property |
| LAS 4010 | Constitutional Law |
| LAS 4060 | Juvenile Law |
| LAS 4100 | Employment Law |
| LAS 4200 | Legal Issues in Health Care |
| LAS 4997 | Independent Research |
| LAS 4998 | Independent Study |
| LAS 4999 | Special Topics |

MEMORANDUM

To: Curriculum Committee

From: Legal Assistant Studies/Criminal Justice Department

Date: December 10, 2014

Re: Amended Curriculum Proposal—Revision in the Legal Assistant Studies program

We request approval to add LAS 3500- Law of Evidence as a required course for the Legal Assistant Studies program and a pre-requisite to LAS 4350- Litigation II. (Existing and new catalog descriptions for the course are presented at the end of this proposal.)

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Economic and Pedagogical Consequences: The addition of LAS 3500- Law of Evidence as a required class and as a pre-requisite to LAS 4350- Litigation II will ensure the students receive necessary information to be successful in Litigation II. This action has received approval from the American Bar Association, the accrediting/approving body for the University of Tennessee at Chattanooga Legal Assistant Studies program. There are no economic consequences. This requirement will not hinder the ability of the students to complete the degree in a timely manner.

Relationship to Program Learning Outcomes: The Law of Evidence class will provide necessary information and practice under outcomes 1-4 of the Legal Assistant Studies program. Outcome 1 – Identify and integrate substantive and procedural law in factual scenarios. Students will learn the rules and procedure to introduce evidence into the court based on factual scenarios. Outcome 2—Perform the practical skills necessary for a career in

the legal field. Students will draft motions based on evidentiary issues found in court proceedings. Outcome 3—Identify, research, analyze, interpret, and argue legal issues and apply these concepts written and orally. Students will draft and argue motions regarding evidence in court proceedings. Outcome 4—Apply critical thinking skills to legal scenarios. Students will formulate arguments for and against the entering of evidence in court proceedings.

Relationship to Requirements and Resources in other Departments: None

Current LAS Program Requirements:

Core classes:

Take all of these courses:

| | |
|-----------|---|
| LAS 1010 | Law and the Legal Assistant (fall only) |
| LAS 2100 | Legal Research and Writing (fall only) |
| LAS 2350 | Litigation I (fall only) |
| LAS 3600 | Law Office Management and Computer Applications (fall only) |
| LAS 3900 | Advanced Legal Research and Writing (spring only) |
| LAS 4350 | Litigation II (spring only) |
| LAS 4700 | Legal Assistant Internship (6 hours) (offered year round) |
| LAS 4710 | Legal Ethics and Professionalism (spring only) |
| CPSC 1000 | Introduction to Computing |

Specialty Courses (each 3 hours):

- Choose 12 hours from the list.
- 2 of the 4 classes must be at the 3000/4000 level

| | |
|----------|------------------------|
| LAS 1700 | Criminal Law |
| LAS 2200 | Real Property Law |
| LAS 2250 | Commercial Law |
| LAS 2300 | Estates and Trust Law |
| LAS 2400 | Business Organizations |

| | |
|----------|--------------------------------|
| LAS 2450 | Family Law |
| LAS 2500 | Personal Injury Practice |
| LAS 3000 | Interviewing and Investigation |
| LAS 3500 | Law of Evidence |
| LAS 4000 | Intellectual Property |
| LAS 4010 | Constitutional Law |
| LAS 4060 | Juvenile Law |
| LAS 4100 | Employment Law |
| LAS 4200 | Legal Issues in Health Care |
| LAS 4997 | Independent Research |
| LAS 4998 | Independent Study |
| LAS 4999 | Special Topics |

12 hours outside LAS

- 2 of the 4 classes must be at the 3000/4000 level
- You can only take 2 classes from the same discipline

| | |
|-----------|--|
| CRMJ 1100 | Introduction to the Criminal Justice System |
| CRMJ 3170 | Minorities and Criminal Justice |
| CRMJ 3250 | Law and the Justice System |
| CRMJ 4300 | Philosophical and Ethical Issues in Criminal Justice |
| CRMJ 4600 | Dispute Resolution |
| POLS 2210 | Introduction to Judicial Process |
| POLS 3210 | American Constitutional Law |
| POLS 3220 | Civil Liberties |
| POLS 3230 | Law and Politics |
| POLS 4210 | Special Topics in Public Law |

| | |
|-----------|--------------------------------|
| ACC 2010 | Principles of Accounting I |
| ACC 2020 | Principles of Accounting II |
| ACC 3070 | Federal Tax Accounting |
| BUS 3350 | Legal Environment of Business |
| BUS 3360 | Business Law |
| ENGL 2880 | Professional Writing |
| ESC 4100 | Environmental Law and Agencies |
| PHIL 2110 | Logic, Language, and Evidence |
| PHIL 4250 | Ethics and the Professions |
| PSY 4250 | Psychology and the Law |

Current LAS: Social Science Program Requirements

Core Courses: take all of these courses:

- LAS 1010: Law and the Legal Assistant (fall)
- LAS 2100: Legal Research and Writing (fall)
- LAS 2350: Litigation I (fall)
- LAS 3600: Law Office Management and Computer Apps. (fall)
- LAS 3900: Advanced Legal Research and Writing (spring)
- LAS 4350: Litigation II (spring)
- LAS 4700: Legal Assistant Internship (6 hours) (year-round)
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Social Science Concentration Courses (18 hours)

PSY 2010/2040: Research Methods: Introductory Statistics in Psychology or SOC 2500: Social Statistics

PSY 2020: Research Methods: Laboratory and Field Research Techniques

SOC 3140: Research Methods or CRMJ 3110: Criminal Justice Research Methodology

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CRMJ 3250: Law and Justice System

Supporting Courses: (12 hours)

Computer Science 1000

Principles of Accounting (BACC 2010)

6 hours electives from:

LAS 2200 (Property Law), LAS 2250 (Commercial Law), 2300 (Estate and Trust Law), 2400 (Business Organizations), 2450 (Family Law), 2500 (Personal Injury Practice), 3000 (Interviewing and Investigation), 3500 (Law of Evidence), 4000 (Intellectual Property) 4100 (Employment Law) 4200 (Legal Issues in Health Care)

Proposed LAS Requirements:

Core classes:

Take all of these courses:

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| LAS 1010 | Law and the Legal Assistant (fall only) |
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| LAS 2350 | Litigation I (fall only) |
| LAS 3500 | Law of Evidence (fall only) |
| LAS 3600 | Law Office Management and Computer Applications (fall only) |

| | |
|-----------|---|
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| LAS 4350 | Litigation II (spring only) |
| LAS 4700 | Legal Assistant Internship (6 hours) (offered year round) |
| LAS 4710 | Legal Ethics and Professionalism (spring only) |
| CPSC 1000 | Introduction to Computing |

Specialty Courses (each 3 hours):

- Choose 9 hours from the list.
- 1 of the 3 classes must be at the 3000/4000 level

| | |
|----------|--------------------------------|
| LAS 1700 | Criminal Law |
| LAS 2200 | Real Property Law |
| LAS 2250 | Commercial Law |
| LAS 2300 | Estates and Trust Law |
| LAS 2400 | Business Organizations |
| LAS 2450 | Family Law |
| LAS 2500 | Personal Injury Practice |
| LAS 3000 | Interviewing and Investigation |
| LAS 4000 | Intellectual Property |
| LAS 4010 | Constitutional Law |
| LAS 4060 | Juvenile Law |
| LAS 4100 | Employment Law |
| LAS 4200 | Legal Issues in Health Care |
| LAS 4997 | Independent Research |
| LAS 4998 | Independent Study |
| LAS 4999 | Special Topics |

12 hours outside LAS

- 2 of the 4 classes must be at the 3000/4000 level
- You can only take 2 classes from the same discipline

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| CRMJ 1100 | Introduction to the Criminal Justice System |
| CRMJ 3170 | Minorities and Criminal Justice |
| CRMJ 3250 | Law and the Justice System |
| CRMJ 4300 | Philosophical and Ethical Issues in Criminal Justice |
| CRMJ 4600 | Dispute Resolution |
| POLS 2210 | Introduction to Judicial Process |
| POLS 3210 | American Constitutional Law |
| POLS 3220 | Civil Liberties |
| POLS 3230 | Law and Politics |
| POLS 4210 | Special Topics in Public Law |
| ACC 2010 | Principles of Accounting I |
| ACC 2020 | Principles of Accounting II |
| ACC 3070 | Federal Tax Accounting |
| BUS 3350 | Legal Environment of Business |
| BUS 3360 | Business Law |
| ENGL 2880 | Professional Writing |
| ESC 4100 | Environmental Law and Agencies |
| PHIL 2110 | Logic, Language, and Evidence |
| PHIL 4250 | Ethics and the Professions |
| PSY 4250 | Psychology and the Law |

Current LAS: Social Science Program Requirements

Core Courses: take all of these courses:

LAS 1010: Law and the Legal Assistant (fall)

LAS 2100: Legal Research and Writing (fall)

LAS 2350: Litigation I (fall)

LAS 3500: Law of Evidence (fall)

LAS 3600: Law Office Management and Computer Apps. (fall)

LAS 3900: Advanced Legal Research and Writing (spring)

LAS 4350: Litigation II (spring)

LAS 4700: Legal Assistant Internship (6 hours) (year-round)

LAS 4710: Legal Ethics and Professionalism (spring)

Social Science Concentration Courses (18 hours)

PSY 2010/2040: Research Methods: Introductory Statistics in Psychology or SOC 2500: Social Statistics

PSY 2020: Research Methods: Laboratory and Field Research Techniques

SOC 3140: Research Methods or CRMJ 3110: Criminal Justice Research Methodology

PSY 4250: Psychology of Law

CRMJ 3250: Law and Justice System

Supporting Courses: (12 hours)

Computer Science 1000

Principles of Accounting (BACC 2010)

3 hours electives from:

LAS 2200 (Property Law), LAS 2250 (Commercial Law), 2300 (Estate and Trust Law), 2400 (Business Organizations), 2450 (Family Law), 2500 (Personal Injury Practice), 3000 (Interviewing and Investigation), 4000 (Intellectual Property) 4100 (Employment Law) 4200 (Legal Issues in Health Care)

COURSE DESCRIPTIONS

4350- Litigation II

Current Catalog Description:

Detailed analysis and practice of pretrial discovery, pretrial motions, evidence, trial preparation, assistance at trial motions and post-trial motions. Spring semester. Prerequisite: LAS 2350 or department head approval.

Proposed Catalog Description:

Detailed analysis and practice of pretrial discovery, pretrial motions, evidence, trial preparation, assistance at trial motions and post-trial motions. Spring semester. Prerequisites: LAS 2350 and LAS 3500 or department head approval.

LAS 3500- Law of Evidence:

Current Catalog Description:

Introduction to the law of evidence in federal and state (Tennessee) courts including the purpose and construction, burden of proof, admissibility and presumptions, relevancy, privileges, and hearsay. On demand. Prerequisite: LAS 2350.

Proposed Catalog Description:

Introduction to the law of evidence in federal and state (Tennessee) courts including the purpose and construction, burden of proof, admissibility and presumptions, relevancy, privileges, and hearsay. Fall semester. Prerequisite: LAS 2350.



Your 1st Year (60 Credits)

- Meet with Academic Advisor two times each semester
- Go to every class. Contact your Instructor if you are absent.
- Devote enough time to your studies and think about course material and how it applies to your life
- Become actively involved in at least one co-curricular activity

| Fall Semester | Hrs |
|------------------------|-----|
| ENGL 1010 | 3 |
| FINE ARTS | 3 |
| BEHAVIORAL & SOC. SCI. | 3 |
| NATURAL SCIENCE | 3 |
| LAS 1010 | 3 |
| | 15 |

| Spring Semester | Hrs |
|-------------------|-----|
| ENGL 1020 | 3 |
| MATH | 3 |
| HUMANITIES | 3 |
| CULTURES & CIVIL. | 3 |
| CPSC 1000 | 3 |
| | 15 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Your 2nd Year (60 Credits)

- Confirm your academic major choice and know the requirements and career fields related to your major
- Using MyMocsDegree, create course plan for your remaining degree requirements
- Involve yourself in learning opportunities that are challenging and relevant

| Fall Semester | Hrs |
|-------------------|-----|
| CULTURES & CIVIL. | 3 |
| SCIENCE W/LAB | 4 |
| STATISTICS | 3 |
| LAS 2350 | 3 |
| LAS 2100 | 3 |
| | 16 |

| Spring Semester | Hrs |
|----------------------|-----|
| CULTURES & CIVIL. | 3 |
| BEHAVIORAL & S.S. | 3 |
| GENERAL ELECT/ MINOR | 3 |
| LAS ELECTIVE | 3 |
| LAS OUTSIDE ELECTIVE | 3 |
| | 15 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Your 3rd Year (60 Credits)

- Participate in study abroad, leadership opportunities, service learning, civic engagement, internships, research projects, and other learning opportunities
- Develop your job or graduate school strategy
- Update your graduation plan as necessary

| Fall Semester | Hrs |
|----------------------|-----|
| LAS 3600 | 3 |
| LAS ELECTIVE | 3 |
| LAS OUTSIDE ELECTIVE | 3 |
| GENERAL ELECT/MINOR | 3 |
| GENERAL ELECT/MINOR | 3 |
| | 15 |

| Spring Semester | Hrs |
|----------------------|-----|
| LAS 3900 | 3 |
| LAS 4350 | 3 |
| LAS 4710 | 3 |
| LAS OUTSIDE ELECTIVE | 3 |
| LAS ELECTIVE | 3 |
| | 15 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
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*Use the Summer Semester to stay on track to graduation

Your 4th Year (120 Credits)

- Participate in a capstone experience related to your field of study
- See additional learning activities aligned with your plans after graduation
- Implement the job or graduate school strategy you developed during your junior year
- Complete your Graduation Application with the Records Office

| Fall Semester | Hrs |
|----------------------|-----|
| LAS OUTSIDE ELECTIVE | 3 |
| LAS ELECTIVE | 3 |
| GENERAL ELECT/MINOR | 3 |
| GENERAL ELECT/MINOR | 3 |
| GENERAL ELECT/MINOR | 3 |
| | 15 |

| Spring Semester | Hrs |
|---------------------|-----|
| LAS 4700 | 6 |
| GENERAL ELECT/MINOR | 3 |
| GENERAL ELECT/MINOR | 3 |
| GENERAL ELECT/MINOR | 2 |
| | 14 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

THE UNIVERSITY OF TENNESSEE **UT**
CHATTANOOGA Legal Assistant Studies



Your 1st Year (60 Credits)

- Meet with Academic Advisor two times each semester
- Go to every class. Contact your instructor if you are absent.
- Devote enough time to your studies and think about course material and how it applies to your life
- Become actively involved in at least one co-curricular activity

| Fall Semester | Hrs |
|--------------------------|-----|
| ENGL 1010 | 3 |
| HISTORICAL UNDERSTANDING | 3 |
| BEHAVIORAL & SOC. SCI. | 3 |
| NATURAL SCIENCE | 3 |
| LAS 1010 | 3 |
| | 15 |

| Spring Semester | Hrs |
|------------------------------|-----|
| ENGL 1020 | 3 |
| MATH | 3 |
| LITERATURE | 3 |
| THOUGHTS, VALUES AND BELIEFS | 3 |
| CPSC 1000 | 3 |
| | 15 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
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| | |

*Use the Summer Semester to stay on track to graduation

Your 2nd Year (60 credits)

- Confirm your academic major choice and know the requirements and career fields related to your major
- Using MyMocsDegree, create course plan for your remaining degree requirements
- Involve yourself in learning opportunities that are challenging and relevant

| Fall Semester | Hrs |
|--------------------|-----|
| VISUAL & PER. ARTS | 3 |
| SCIENCE W/LAB | 4 |
| STATISTICS | 3 |
| LAS 2350 | 3 |
| LAS 2100 | 3 |
| | 16 |

| Spring Semester | Hrs |
|----------------------|-----|
| NON-WEST. CULTURE | 3 |
| BEHAVIORAL & S.S. | 3 |
| GENERAL ELECT/ MINOR | 3 |
| LAS ELECTIVE | 3 |
| LAS OUTSIDE ELECTIVE | 3 |
| | 15 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Your 3rd Year (60 Credits)

- Participate in study abroad, leadership opportunities, service learning, civic engagement, internships, research projects, and other learning opportunities
- Develop your job or graduate school strategy
- Update your graduation plan as necessary

| Fall Semester | Hrs |
|----------------------|-----|
| LAS 3600 | 3 |
| LAS 3500 | 3 |
| LAS OUTSIDE ELECTIVE | 3 |
| GENERAL ELECT/MINOR | 3 |
| GENERAL ELECT/MINOR | 3 |
| | 15 |

| Spring Semester | Hrs |
|----------------------|-----|
| LAS 3900 | 3 |
| LAS 4350 | 3 |
| LAS 4710 | 3 |
| LAS OUTSIDE ELECTIVE | 3 |
| LAS ELECTIVE | 3 |
| | 15 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Your 4th Year (24 Credits)

- Participate in a capstone experience related to your field of study
- See additional learning activities aligned with your plans after graduation
- Implement the job or graduate school strategy you developed during your Junior year
- Complete your Graduation Application with the Records Office

| Fall Semester | Hrs |
|----------------------|-----|
| LAS OUTSIDE ELECTIVE | 3 |
| LAS ELECTIVE | 3 |
| GENERAL ELECT/MINOR | 3 |
| GENERAL ELECT/MINOR | 3 |
| GENERAL ELECT/MINOR | 3 |
| | 15 |

| Spring Semester | Hrs |
|---------------------|-----|
| LAS 4700 | 6 |
| GENERAL ELECT/MINOR | 3 |
| GENERAL ELECT/MINOR | 3 |
| GENERAL ELECT/MINOR | 2 |
| | 14 |

| Summer Semester | Hrs |
|-----------------|-----|
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- Become actively involved in at least one co-curricular activity

| Fall Semester | Hrs |
|-----------------------|-----|
| ENGL 1010 | 3 |
| HUMANITIES /FINE ARTS | 3 |
| BEHAVIORAL & SS | 3 |
| CPSC 1000 | 3 |
| LAS 1010 | 3 |
| | 15 |

| Spring Semester | Hrs |
|----------------------|-----|
| ENGL 1020 | 3 |
| HUMANITIES/FINE ARTS | 3 |
| BEHAVIORAL & SS | 3 |
| LAS SUPPORTING | 3 |
| MATH | 3 |
| | 15 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Your 2nd Year (60 credits)

- Confirm your academic major choice and know the requirements and career fields related to your major
- Using MyMocsDegree, create course plan for your remaining degree requirements
- Involve yourself in learning opportunities that are challenging and relevant

| Fall Semester | Hrs |
|-------------------|-----|
| STATISTICS | 3 |
| CULTURES & CIVIL. | 3 |
| SCIENCE | 3 |
| LAS 2100 | 3 |
| LAS 2350 | 3 |
| | 15 |

| Spring Semester | Hrs |
|------------------|-----|
| LAS SUPPORTING | 3 |
| ACC 2010 | 3 |
| SCIENCE WITH LAB | 4 |
| LAS 3900 | 3 |
| LAS 4350 | 3 |
| | 16 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Your 3rd Year (60 credits)

- Participate in study abroad, leadership opportunities, service learning, civic engagement, internships, research projects, and other learning opportunities
- Develop your job or graduate school strategy
- Update your graduation plan as necessary

| Fall Semester | Hrs |
|-------------------|-----|
| PSY 2010 | 3 |
| LAS 3600 | 3 |
| CRMJ 3250 | 3 |
| CRMJ 3110 | 3 |
| CULTURES & CIVIL. | 3 |
| | 15 |

| Spring Semester | Hrs |
|-------------------|-----|
| CULTURES & CIVIL. | 3 |
| PSY 2020 | 3 |
| PSY 4250 | 3 |
| ELECTIVES/MINOR | 6 |
| | 15 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Your 4th Year (20 credits)

- Participate in a capstone experience related to your field of study
- See additional learning activities aligned with your plans after graduation
- Implement the job or graduate school strategy you developed during your junior year
- Complete your Graduation Application with the Records Office

| Fall Semester | Hrs |
|-----------------|-----|
| LAS 4700 | 6 |
| ELECTIVES/MINOR | 9 |
| | |
| | |
| | 15 |

| Spring Semester | Hrs |
|-----------------|-----|
| LAS 4710 | 3 |
| ELECTIVES/MINOR | 11 |
| | |
| | |
| | 14 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation



Your 1st Year (30 Credits)

- Meet with Academic Advisor two times each semester
- Go to every class. Contact your instructor if you are absent.
- Devote enough time to your studies and think about course material and how it applies to your life
- Become actively involved in at least one co-curricular activity

| Fall Semester | Hrs |
|--------------------------|-----|
| ENGL 1010 | 3 |
| HISTORICAL UNDERSTANDING | 3 |
| BEHAVIORAL & SS | 3 |
| CPSC 1000 | 3 |
| LAS 1010 | 3 |
| | 15 |

| Spring Semester | Hrs |
|-----------------|-----|
| ENGL 1020 | 3 |
| LITERATURE | 3 |
| BEHAVIORAL & SS | 3 |
| LAS ELECTIVE | 3 |
| MATH | 3 |
| | 15 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Your 2nd Year (30 Credits)

- Confirm your academic major choice and know the requirements and career fields related to your major
- Using MyMocsDegree, create course plan for your remaining degree requirements
- Involve yourself in learning opportunities that are challenging and relevant

| Fall Semester | Hrs |
|------------------------------|-----|
| THOUGHT, VALUES, AND BELIEFS | 3 |
| VISUAL & PER. ARTS | 3 |
| SCIENCE | 3 |
| LAS 2100 | 3 |
| LAS 2350 | 3 |
| | 15 |

| Spring Semester | Hrs |
|------------------|-----|
| PSY 2010/2040 | 3 |
| TRACC 2010 | 3 |
| SCIENCE WITH LAB | 4 |
| LAS 3900 | 3 |
| NON-WEST.CULTURE | 3 |
| | 16 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Your 3rd Year (30 Credits)

- Participate in study abroad, leadership opportunities, service learning, civic engagement, internships, research, projects, and other learning opportunities
- Develop your job or graduate school strategy
- Update your graduation plan as necessary

| Fall Semester | Hrs |
|---------------|-----|
| ELECTIVE | 3 |
| LAS 3600 | 3 |
| CRMJ 3250 | 3 |
| CRMJ 3110 | 3 |
| LAS 3500 | 3 |
| | 15 |

| Spring Semester | Hrs |
|-----------------|-----|
| LAS 4350 | 3 |
| PSY 2020 | 3 |
| PSY 4250 | 3 |
| ELECTIVES/MINOR | 6 |
| | |
| | |
| | 15 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Your 4th Year (20 Credits)

- Participate in a capstone experience related to your field of study
- See additional learning activities aligned with your plans after graduation
- Implement the job or graduate school strategy you developed during your junior year
- Complete your Graduation Application with the Records Office

| Fall Semester | Hrs |
|-----------------|-----|
| LAS 4700 | 6 |
| ELECTIVES/MINOR | 9 |
| | |
| | |
| | |
| | 15 |

| Spring Semester | Hrs |
|-----------------|-----|
| LAS 4710 | 3 |
| ELECTIVES/MINOR | 11 |
| | |
| | |
| | |
| | 14 |

| Summer Semester | Hrs |
|-----------------|-----|
| | |
| | |
| | |

*Use the Summer Semester to stay on track to graduation

Degree In Three-Prior to Fall 2014

Legal Assistant Studies

| Fall | Spring | Summer |
|--|---|--|
| ENGL 1010 MATH GEN ED NATURAL SCIENCE GEN ED BEHAVIORAL AND SOC SCI GEN ED LAS 1010 | ENGL 1020 STATS GEN ED CULTURES AND CIV GEN ED CPSC 1000 LAS OUTSIDE ELECTIVE | LAS OUTSIDE ELECTIVE GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR |
| CULTURES AND CIV GEN ED NATURAL SCIENCES W/ LAB GEN ED BEHAVIORAL AND SOC SCI GEN ED LAS 2350 LAS 2100 | FINE ARTS GEN ED CULTURES AND CIV GEN ED HUMANITIES GEN ED LAS 3900 LAS 4350 | GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR |
| LAS 3600 LAS OUTSIDE ELECTIVE LAS ELECTIVE LAS ELECTIVE LAS ELECTIVE | LAS ELECTIVE LAS OUTSIDE ELECTIVE LAS 4710 LAS 4700 (6 HOURS CREDIT) | |

Degree in Three Plan

Legal Assistant Studies

| Fall | Spring | Summer |
|--|--|--|
| ENGL 1010 MATH NATURAL SCIENCE BEHAVIORAL AND SOCIAL SCIENCE LAS 1010 | ENGL 1020 STATS HISTORICAL UNDERSTANDING CPSC 1000 LAS OUTSIDE ELECTIVE | LAS OUTSIDE ELECTIVE GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR |
| LITERATURE NATURAL SCIENCES W/ LAB LAS 3500 LAS 2350 LAS 2100 | NON-WESTERN CULTURE THOUGHTS, VALUES, AND BELIEFS VISUAL AND PERFORMING ARTS LAS 3900 LAS 4350 | GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR |
| LAS 3600 LAS OUTSIDE ELECTIVE BEHAVIORAL AND SOCIAL SCIENCE LAS ELECTIVE LAS ELECTIVE | LAS ELECTIVE LAS OUTSIDE ELECTIVE LAS 4710 LAS 4700 (6 HOURS CREDIT) | |

Degree In 3- Prior to Fall 2014

Legal Assistant Studies: Social Science Concentration

| Fall | Spring | Summer |
|--|--|--|
| ENGL 1010 MATH GEN ED NATURAL SCIENCE GEN ED BEHAVIORAL AND SOC SCI GEN ED LAS 1010 | ENGL 1020 PSY 2010 AND 2040 (LAB) CULTURES AND CIV GEN ED CPSC 1000 LAS ELECTIVE | LAS ELECTIVE GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR |
| CULTURES AND CIV GEN ED NATURAL SCIENCES W/ LAB GEN ED BEHAVIORAL AND SOC SCI GEN ED LAS 2350 LAS 2100 | FINE ARTS GEN ED CULTURES AND CIV GEN ED HUMANITIES GEN ED LAS 3900 LAS 4350 | GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR |
| LAS 3600 ACC 2010 CRMJ 3250 PSY 2020 PSY 4250 | CRMJ 3110 GENERAL ELECTIVE/MINOR LAS 4710 LAS 4700 (6 HOURS CREDIT) | |

Degree in Three

Legal Assistant Studies: Social Science Concentration

| Fall | Spring | Summer |
|---|--|--|
| ENGL 1010 MATH NATURAL SCIENCE BEHAVIORAL AND SOCIAL SCIENCES LAS 1010 | ENGL 1020 PSY 2010/ 2040 THOUGHTS, VALUES, AND BELIEFS CPSC 1000 LAS ELECTIVE | GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR |
| HISTORICAL UNDERSTANDING NATURAL SCIENCES W/ LAB LAS 3500 LAS 2350 LAS 2100 | LITERATURE VISUAL AND PERFORMING ARTS BEHAVIORAL AND SOCIAL SCIENCES LAS 3900 LAS 4350 | GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR GENERAL ELECTIVE/MINOR |
| LAS 3600 BACC 2010 CRMJ 3250 PSY 2020 CRMJ 3110 | PSY 4250 NON-WESTERN CULTURE LAS 4710 LAS 4700 (6 HOURS CREDIT) | |