

# EASTERN MICHIGAN UNIVERSITY

## ARTICULATION GUIDE

October 2006

### Henry Ford Community College – Associate in Business in Legal Assistant Eastern Michigan University – Bachelor of Science in Legal Assistant - Paralegal Studies

#### Purpose:

**Bring a copy of this articulation agreement to all advising sessions.**

This 3 + 1 agreement was developed to provide a smooth curriculum transition for students who want to complete the Legal Assistant Program at HFCC and transfer to EMU to earn a Bachelor of Science in Paralegal Studies. The agreement is designed to minimize loss of credit and duplication of coursework in transferring.

#### Requirements:

1. Complete the coordinated program of study for the Legal Assistant program at HFCC and the Bachelor of Science in Legal Assistant-Paralegal Studies at Eastern Michigan University, as indicated on the following guide. Any course substitutions should be made with the guidance of an advisor or counselor to assure that all requirements are met.
2. Students whose transcripts are endorsed as “MACRAO Satisfied” by the community college will only be required to meet EMU’s additional four general education requirements, indicated in the articulation guide with a “1” and listed below:
  - a) A course in advanced composition, speech, or a foreign language [LGA 122 at HFCC] or [LEGL 304 at EMU]
  - b) A course in mathematical reasoning [MATH 150, 153, 180, 183, 280, 283, or 289 at HFCC]
  - c) A cross-cultural course [ENG 243 or 248 at HFCC]
  - d) A course in computer literacy [BCA 140 at HFCC]

*To use MACRAO, students should request a MACRAO evaluation of their transcript in the community college Student Records or Registrar’s Office. Students who do not satisfy MACRAO will have to complete all of EMU’s general education requirements.*
3. Only courses with a grade of “2.0” or better (on a 4.0 scale) will be accepted for transfer to EMU. A course completed with a grade less than 2.0, which is counted toward graduation at the community college, may be used to satisfy MACRAO requirements. However, the course will not transfer and will have to be repeated if it is a requirement of EMU’s Legal Assistant-Paralegal Studies Program.
4. Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 30 credit hours must be taken in EMU courses, 15 hours of which must be in program requirements at the 300-level or above. Of the last 30 hours completed before graduating, a minimum of 10 credit hours must be in courses offered by EMU. A minimum of 124 credit hours, completed in-residence or accepted in transfer, is required for graduation.
5. As of Winter 2005, admission to the Legal Assistant (Paralegal Studies) program will be limited to students who meet the following minimum admission criteria:
  - (1) Admission to the University as an undergraduate or second bachelor’s degree candidate;
  - (2) Completion of ENGL 121 [ENG 132 at HFCC] with a grade of "B" or higher;
  - (3) Completion of LEGL 211, Introduction to Paralegalism and Legal Terminology, [BLW 253 and LGA 120 at HFCC] with a grade of “B-” or higher;
  - (4) Completion of LEGL 304 [LGA 122 at HFCC], with a grade of “C+” or higher; and
  - (5) A cumulative GPA of at least 2.5 on a 4.0 scale.
6. Students must meet all other admission requirements at the time of admission to EMU. HFCC students will be given equal consideration with other students for application to the program and financial aid.
7. Students are encouraged to contact the Paralegal Studies Program Coordinator at EMU before completing an admission application to EMU. To facilitate the evaluation of transcripts, include a copy of this articulation guide with the application for admission to EMU and bring a copy to all advising sessions.

**Effective Dates:** June 15, 2003. This agreement has been **extended until September 1, 2007**. Students who started this program at HFCC prior to the ending date will have three additional years to be admitted to EMU under the terms of the agreement. Students should check with an advisor each semester to find out if there are changes to the curriculum at either school.

#### Contacts:

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**Henry Ford Community College:**

**Eastern Michigan University:**

<b>MACRAO Requirements</b>	<b>(32-34 Credits)</b>	<b>(32-34 Credits)</b>
<b>1. English Writing Requirement</b>	<b>(6 credits)</b>	<b>(6 credits)</b>
ENG 131 Composition.....	3	ENGL 120 English Composition I (elective).....
ENG 132 Composition, Continued .....	3	ENGL 121 English Composition II .....
<b>2. Math/Science Requirement</b>	<b>(8-10 credits)</b>	<b>(8-10 credits)</b>
<sup>1</sup> Complete one course: .....	4-5	One course: .....
MATH 150, 153, 180, 183, 280, 283, or 289		Courses will transfer as equivalent courses
**Complete one course: .....	4-5	One course: .....
Complete one lab science course approved by HFCC for the MACRAO lab science requirement.		Courses will transfer as equivalent courses or general transfer credit
<b>3. Humanities Requirement</b>	<b>(9 credits)</b>	<b>(9 credits)</b>
SPC 131 Fund of Speaking.....	3	CTAS 121 Fundamentals of Speech (2)+1.....
<sup>1</sup> Complete one course: .....	3	One cross-cultural course .....
ENG 248 African American Literature		LITR 260 African American Literature
ENG 243 Women's Lives in Literature		LITR BASX cross-cultural credit
Complete one course: .....	3	One course: .....
Complete one course approved by HFCC For the MACRAO humanities requirement		Courses will transfer as equivalent courses, general education transfer or general transfer credit.
<b>4. Social Science Requirement</b>	<b>(9 credits)</b>	<b>(9 credits)</b>
POLS 131 Intro to American Govt & Pol Sci.....	3	PLSC 112 American Government.....
BEC 151 Princ of Macro Economics .....	3	ECON 201 Principles of Macroeconomics .....
BEC 152 Princ of Micro-Economics .....	3	ECON 202 Principles of Microeconomics .....
<b>Program Courses:</b>	<b>(35 Credits)</b>	<b>(35 Credits)</b>
<sup>2</sup> BLW 253 Business Law & the Legal Environ.....	4	LAW 293 Legal Envir of Bus (res elec) (3) +1 .....
<sup>2</sup> LGA 120 Intro to the Law & Paralegalism .....	2	LEGL 000 subs for LEGL 211 (3) -1 .....
LGA 121 Legal Writing and Research 1 .....	2	LEGL 000 Transfer Credit (restricted elective).....
<sup>1</sup> LGA 122 Legal Writing and Research 2.....	3	LEGL 304 Adv Legal Writing, Research & Anal I... 3
LGA 130 Trial Prac/Appeals Civil & Crm (3) and		
LGA 141 Personal Injury and Torts (3).....	6	LEGL 406 Civil Litigation, Invest & Procedure II ... 6
LGA 133 Wills, Trusts (elective) (2) and		
LGA 136 Probate Administration (3).....	5	LEGL 311 Probate, Estates, & Wills (3) +2 .....
LGA 135 Family Law .....	3	LEGL 313 Family Law.....
LGA 137 Property Law .....	2	LEGL 000 Transfer Credit (restricted elective).....
LGA 138 Corporate & Tax Law .....	3	LAW 000 Transfer Credit (restricted elective).....
LGA 139 Commercial Law & Collection .....	2	LAW 000 Transfer Credit (restricted elective).....
<sup>1</sup> BCA 140 Software Applications.....	3	BEDU 201 Microcomp for Business Applications... 3
<b>Courses that may be taken at HFCC or EMU:</b>	<b>(23-25 Credits)</b>	<b>(23-25 Credits)</b>
HPE 140 Lifetime Wellness or (HPE 156) .....	2	PEGN 210 Lifetime Wellness & Fitness .....
BAC 131 Principles of Accounting .....	4	ACC 240 Principles of Financial Accounting (3)... 4
Electives (not to exceed 92 credits at HFCC) 17-19		University Electives..... 17-19
<b>Maximum Credits at HFCC:.....</b>	<b>92</b>	<b>Maximum Credits that transfer to EMU.....</b>
		<b>92</b>

<sup>1</sup>Satisfies one of EMU's four additional general education requirements for MACRAO, see page one, #2 for more information.

<sup>2</sup>Students who took LGA 101 and 102 will receive credit for LEGL 211 at EMU.

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**Completion of the Legal Assistant-Paralegal**

**Major Requirements (29 credits)**

**Legal Courses (18 credits)**

- LEGL 212 Law Office Administration & Technology..... 3
- LEGL 305 Adv Legal Writing, Resrch, & Analysis II ..... 3
- LEGL 306 Adv Legal Writ, Research and Analysis III .... 3
- LEGL 404 Court Rules, Forms, and Draft Contracts ..... 3
- LEGL 405 Civil Litigation, Investigation& Procedure I .... 3
- LEGL 416 Legal Assistant Internship ..... 3

**Technology & Administrative Courses (8 credits)**

- BEDU 123 Word Proc./Keyboard Apps..... 2
- BEDU 224 Computer Based Business Math..... 3
- BEDU 496 Records Administration/Database Sytems.... 3

**Restricted Elective (3 credits)**

- Complete one course from the following..... 3
  - LEGL 479 Study Problems (3)
  - LEGL 413 Cyberspace Law (3)
  - BEDU 396 Information & Media Admin (3)
  - LEGL 499 Independent Study (3)
  - CTAC 357 Interviewing as Comm (3)
  - LAW 393 Law of Business Enterprises (3)
  - LAW 403 Employment Law (3)
  - LAW 455 International Law (3)
  - LAW 415 Bankruptcy Law (3)
  - PLSC 301 The American Legal System (3)
  - PLSC 341 International Law (3)
  - PLSC 456 Criminal Law (3)

**University Electives (3 credits)**

Complete additional courses to bring the program total to 124 credits ..... 3

**Credits at EMU: ..... 32**

**Minimum Credits to Graduate:..... 124**

Suggested Sequence for completing the program:

**Spring/Summer Semester (5 Credits)**

- LEGL 305 Adv Legal Writing, Resrch, & Analysis II ..... 3
- BEDU 123 Word Proc./Keyboard Apps..... 2

**Fall Semester (12 Credits)**

- BEDU 224 Computer Based Business Math ..... 3
- LEGL 306 Adv Legal Writ, Research and Analysis III..... 3
- LEGL 404 Court Rules, Forms, and Draft Contracts ..... 3
- University elective ..... 3

**Winter Semester (15 Credits)**

- BEDU 496 Records Administration/Database Sytems .... 3
- LEGL 212 Law Office Administration & Technology ..... 3
- LEGL 405 Civil Litigation, Investigation& Procedure II ... 3
- LEGL 416 Legal Assistant Internship ..... 3
- Restricted Elective ..... 3