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○ Summer | ○ 2008

PARALEGAL

PULSE

ADDRESSING THE NEEDS OF PARALEGALS THROUGH EDUCATION AND TECHNICAL TRAINING

Helping you achieve your career goals

Regulation, UPL and certification are hot topics for today's paralegal. Many state bar associations have adopted a formal definition of "paralegal" and Alabama currently has a Task Force assigned to study this very issue. Beyond adopting a definition, many states have voluntary certification programs available through the state bar associations for paralegals.

Certification is another hot topic. The CLA certification exam is offered three times each year, and the Advanced Certification exam is now offered as an on-line program. NALA continues to develop new courses for the advanced certification exam and currently has five exams with three more slated to be available by the end of 2008. Many firms

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MARKET WATCH

Writing a resume is your first step in looking for a job. A

good resume takes time to prepare but is well worth the effort. Preparing a concise,

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Getting the Most from Continuing Legal Education

On June 26, the topic will be bankruptcy, on August 21, the topic will be trial preparation, including tips for trial notebooks, exhibits, jury selection and jury charges, and on

The Legal Studies Department recently announced its upcoming CLE schedule. The first CLE was offered on May 21, 2008 at the Farmers Market Café and looked at the topic of Law Office Management.

CONTINUING LEGAL EDUCATION CAN INCREASE YOUR MARKETABILITY

September 25 the topic will be financial planning and management. Each CLE session is approved for .1 unit of credit by NALA and will be held at the Farmers Market Café in downtown Montgomery starting at 7:30 a.m.

TECHNICAL TIPS:

The following keyboard shortcuts will insert special characters:



Copyright Symbol:
Alt + Ctrl + C

Trademark Symbol:
Alt + Ctrl + T

Registered Trademark Symbol:
Alt + Ctrl + R



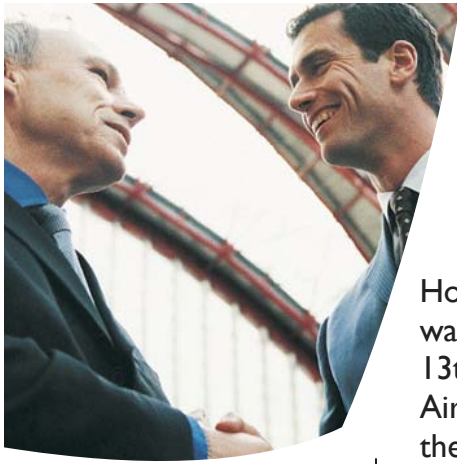
A MOMENT WITH THE DIRECTOR

Taking Advantage of Networking Opportunities

Networking can provide tremendous opportunities for area paralegals and other legal professionals. Networking opportunities can emerge in several different ways. First, you might try participating in local, state, and/or national professional organizations such as the Montgomery County Bar Association's Legal Assistant Section, the Alabama Association of Paralegals, and the National Association of Legal Assistants.

Next, try to take advantage of any CLE events in your area. Not only will you gain valuable legal knowledge, but you will also have an opportunity to mingle with other professionals. Finally, consider joining student or alumni associations. Faulkner students and alumni will soon have an opportunity to participate in the Faulkner Legal Studies Student and Alumni Association. Stay tuned for upcoming opportunities!

For more information, please contact Dr. Marci S. Johns at mjohns@faulkner.edu.



Keeping Up with Our Graduates

LATEST NEWS AND HAPPENINGS

Congratulations to Kyle Pence (2008) on earning his CLA designation from NALA.

Cathy Davis, ACP will receive the NALA Affiliate Award at the 2008 NALA Convention in July.

Hope Meadows-Battle, was born December 13th, 1984 at Maxwell Air Force Base and is the daughter of Pamelyn and Larry Meadows. She came to Faulkner University in 2003 as a Biology/Pre-med major but in 2005 was drawn to the Legal Studies Program and was one of the first to graduate with a Bachelors Degree in Legal Studies in December

2006. In 2007, she continued her education in the Masters Program in Criminal Justice, graduating in May of 2008. She will start interning at the National Youth Advocacy Center where she hopes to become a Youth Advocate. She married her college sweetheart, Jonathan Battle, who is also a Faulkner Alumni. They married November 16th, 2007.

COMMUNITY SERVICE:

Why get involved in Community Service?



Community Service gives you the chance to put classroom skills into action. Employers love to hire employees who have a bigger vision for their lives and want to make an impact in society.



(Helping You Achieve Your Goals, Continued from page 1)

are now requiring either a 4 year degree from an ABA approved school or a certification such as the CLA for beginning parale-

gals.

Faulkner is proud to be a testing site for the CLA exams and offers a prep course each fall for the exam.

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eye-catching resume that emphasizes your strong points make may the difference in you obtaining an interview. Below are some pointers to consider before writing your resume:

- ◇ Assemble the dates, employers names and address of your past employment;
- ◇ Highlight your duties with your past employers;

- ◇ Assemble information regarding your past and continuing education;
- ◇ Conduct research on the company where you are applying to determine if you need to include any special skills or interests you have; and
- ◇ Contact your references to obtain current address and contact information.



Starting a Student Organization

state and national paralegals organizations. Membership would be open to all legal students and past legal studies graduates. The organization's goal would be to

Students: Are you interested in starting a student organization for Legal Studies? A student organization can provide you with further learning opportunities and networking relationships by introducing you to our graduates and county,



support, enhance, and develop relationships with fellow students, paralegals and our community through organized events, workshops, and community service projects.

GRAMMAR TIPS:



Do not capitalize terms referring to documents or pleadings unless they are included as part of the exact title of a document in existence.



Getting Organized

To be successful, a paralegal must be efficient and effective. Billable hours are often the measurement used to determine how effective a paralegal is. One tool that a paralegal may use to become more organized and efficient is a “to-do” list. A to-do list can keep you focused and will allow you to monitor your commitments, before you decide to take on another case. There are several free downloadable programs that will

create a list for you, allow you to email the list to the office staff and will allow you to check your list while away from your office. The trick to making these lists work, however, is taking five to ten minutes each week to review the list and update the status of any on-going projects.



Faulkner University

A CHRISTIAN UNIVERSITY