

Paralegal Studies Graduate Survey

Introduction

Coastline Community College is conducting a survey of graduates of the college's Paralegal Studies Program. The data requested is used as part of the college's internal Program Review and to satisfy the American Bar Association Approval of the Paralegal Studies Program and the required periodic reporting to the ABA Standing Committee on Paralegals. The information you provide on this survey is confidential. Responses will be reported in an aggregated format. No identification of individuals or employers will be released.

Please provide us with updated contact information to assist us in remaining in touch with you.

| | |
|------------|----------------------|
| Name | <input type="text"/> |
| Street | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text"/> |
| Zip | <input type="text"/> |
| Home Phone | <input type="text"/> |
| Work Phone | <input type="text"/> |
| Email | <input type="text"/> |

Paralegal Studies Graduate Survey

Satisfaction with College Services

Please indicate your level of satisfaction with each of the following Coastline College Services. *Skip any item if you don't know or have never used the service.*

| | Very Satisfied | Satisfied | Dissatisfied | Very Dissatisfied |
|--------------------------------------|----------------|-----------|--------------|-------------------|
| Admissions and Records | jñ | jñ | jñ | jñ |
| Student Services | jñ | jñ | jñ | jñ |
| Coastline's Costa Mesa Center Office | jñ | jñ | jñ | jñ |
| Security | jñ | jñ | jñ | jñ |
| Bookstore | jñ | jñ | jñ | jñ |
| One-Stop Center | jñ | jñ | jñ | jñ |
| Virtual Library | jñ | jñ | jñ | jñ |
| Counseling | jñ | jñ | jñ | jñ |
| Job referrals (in class) | jñ | jñ | jñ | jñ |

If you indicated that you were Dissatisfied or Very Dissatisfied, please describe your concerns.

| | |
|--|---|
| | 5 |
| | 6 |

Indicate your level of satisfaction with the following characteristics as related to Coastline Paralegal Studies instructors.

| | Very Satisfied | Satisfied | Dissatisfied | Very Dissatisfied |
|---|----------------|-----------|--------------|-------------------|
| Knowledgeable | jñ | jñ | jñ | jñ |
| Well organized | jñ | jñ | jñ | jñ |
| Use fair and consistent grading criteria | jñ | jñ | jñ | jñ |
| Encourage class participation | jñ | jñ | jñ | jñ |
| Responsive to students | jñ | jñ | jñ | jñ |
| Use fair assignments and tests | jñ | jñ | jñ | jñ |
| Use appropriate assignments and texts/materials | jñ | jñ | jñ | jñ |
| Properly utilize texts/materials | jñ | jñ | jñ | jñ |
| Instructor availability | jñ | jñ | jñ | jñ |

If you indicated that you were Dissatisfied or Very Dissatisfied with any item, please describe your concerns.

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| | 6 |

Paralegal Studies Graduate Survey

Satisfaction with Coastline Paralegal Studies Curriculum

Please indicate your level of satisfaction with each course in the Coastline Paralegal Studies curriculum. *If you did not take a specific course at Coastline, please skip that item.*

| | Very Satisfied | Satisfied | Dissatisfied | Very Dissatisfied |
|-----------------------------------|----------------|-----------|--------------|-------------------|
| Introduction to Paralegal Studies | jq | jq | jq | jq |
| Legal Procedure 1 | jq | jq | jq | jq |
| Legal Procedure 2 | jq | jq | jq | jq |
| Civil Litigation | jq | jq | jq | jq |
| Legal Analysis and Briefing | jq | jq | jq | jq |
| Legal Research | jq | jq | jq | jq |
| Legal Clinic/Ethics | jq | jq | jq | jq |
| Family Law | jq | jq | jq | jq |
| Probate/Estate Planning/Elder Law | jq | jq | jq | jq |
| Civil Litigation 2 | jq | jq | jq | jq |
| Corporate/Business Organizations | jq | jq | jq | jq |
| Contracts and Torts | jq | jq | jq | jq |
| Civil Trial and Evidence | jq | jq | jq | jq |
| Computer Applications | jq | jq | jq | jq |
| Law Office Management | jq | jq | jq | jq |

If you indicated that you were Dissatisfied or Very Dissatisfied with any course, please describe your concerns.

| | |
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| | 6 |

Paralegal Studies Graduate Survey

Memberships and Certifications

Are you a member of any of the following? *Mark all that apply.*

- National Association of Legal Assistants (NALA)
- National Federation of Paralegal Associations (NFPA)
- Orange County Paralegal Association (OCPA)
- California Alliance of Paralegal Associations (CAPA)

Other (please specify)

Have you attained certification from the National Association of Legal Assistants (NALA) or the National Federation of Paralegal Associations (NFPA)?

Yes

No

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Employment Status

What is your current employment status?

- Not working outside the home
- Working as a volunteer (non-paid position)
- Working 20 hours or less per week
- Working between 21-30 hours per week
- Working full time

Current Employer

| | |
|----------------|----------------------|
| Company | <input type="text"/> |
| Street Address | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text"/> |
| Zip | <input type="text"/> |
| Phone | <input type="text"/> |
| Your Job Title | <input type="text"/> |

Are you presently employed as a paralegal or legal assistant?

- Yes
- No

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If Not Currently Employed as a Paralegal

Which best describes your current employment status?

- I am looking for a paralegal position.
- I am not looking for a paralegal position at this time.
- I am not a paralegal, but I use my paralegal education in my current job.
- I left a paralegal job to continue my education towards a bachelor's degree.
- I left a paralegal job to change my career path.
- I left a paralegal job because I was dissatisfied with compensation or some other aspect.

Other (please specify)

Are you pursuing a law degree?

- No, I am not pursuing a law degree.
- I am attending law school.
- I am planning to attend law school.

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Career Planning

Would you like career planning assistance from Coastline's Paralegal Studies Program?

Yes

No, not at this time

If you said "yes," what is the best way to contact you?

| | |
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If you are not looking for a paralegal job, please comment.

| | |
|--|---|
| | 5 |
| | 6 |

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Job Search

What resources did you use to find your current employment position?

- Job announcement in class
- Employment agency
- Coastline College One-Stop Center
- Newspaper
- Local paralegal association
- Sending resumes
- Networking with other paralegal students
- ALA Orange County Chapter
- Personal contact

Other (please specify)

How long did it take you to find a paralegal or legal assistant position after you started your job search?

- | | |
|--|---|
| <input type="checkbox"/> Less than 2 weeks | <input type="checkbox"/> 7 to 8 months |
| <input type="checkbox"/> 2 to 4 weeks | <input type="checkbox"/> 9 to 10 months |
| <input type="checkbox"/> 1 to 2 months | <input type="checkbox"/> 11 to 12 months |
| <input type="checkbox"/> 3 to 4 months | <input type="checkbox"/> More than a year |
| <input type="checkbox"/> 5 to 6 months | |

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Employer-Required Qualifications

Please indicate the qualifications used by your employer for your current position.

| | Required | Desirable | Not Required |
|---------------------------------------|----------|-----------|--------------|
| ABA-Approved Paralegal Certificate | jñ | jñ | jñ |
| Paralegal Certificate | jñ | jñ | jñ |
| Bachelor's Degree | jñ | jñ | jñ |
| Bachelor's Degree and ABA Certificate | jñ | jñ | jñ |
| CLA or PACE Certification | jñ | jñ | jñ |
| Computer skills | jñ | jñ | jñ |
| Writing skills | jñ | jñ | jñ |
| Research skills | jñ | jñ | jñ |
| One to two years work experience | jñ | jñ | jñ |
| Three or more years work experience | jñ | jñ | jñ |

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Job Duties

Which of the following job duties do you perform?

| | Frequently | Occasionally | Infrequently | Not at all |
|------------------------|------------|--------------|--------------|------------|
| Research | jn | jn | jn | jn |
| Document preparation | jn | jn | jn | jn |
| Investigation | jn | jn | jn | jn |
| Interviewing | jn | jn | jn | jn |
| Trial participation | jn | jn | jn | jn |
| Administrative duties | jn | jn | jn | jn |
| Other (please specify) | | | | |
| <input type="text"/> | | | | |

Which of the following computer applications or tools do you use on your job?

| | Frequently | Occasionally | Infrequently | Not at all |
|---------------------------|------------|--------------|--------------|------------|
| MS Word | jn | jn | jn | jn |
| WordPerfect | jn | jn | jn | jn |
| Excel/spreadsheet | jn | jn | jn | jn |
| Access/database | jn | jn | jn | jn |
| Westlaw/Lexis | jn | jn | jn | jn |
| Time and billing software | jn | jn | jn | jn |
| Calendaring | jn | jn | jn | jn |
| Internet research tools | jn | jn | jn | jn |
| CD-ROM resources | jn | jn | jn | jn |
| Litigation support tools | jn | jn | jn | jn |
| Document control | jn | jn | jn | jn |
| Other (please specify) | | | | |
| <input type="text"/> | | | | |

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Employer Support

Does your employer provide any of the following? *Skip an item if you don't know or it is not applicable to you.*

| | Yes | No |
|--|--------------------------|--------------------------|
| Retreat (annual or otherwise) | <input type="checkbox"/> | <input type="checkbox"/> |
| Career path/job advancement | <input type="checkbox"/> | <input type="checkbox"/> |
| Paralegal manager or supervisor | <input type="checkbox"/> | <input type="checkbox"/> |
| Continuing education in-house | <input type="checkbox"/> | <input type="checkbox"/> |
| Private offices for paralegals | <input type="checkbox"/> | <input type="checkbox"/> |
| Shared offices for paralegals | <input type="checkbox"/> | <input type="checkbox"/> |
| Secretarial support | <input type="checkbox"/> | <input type="checkbox"/> |
| Secretarial pool or word processing support | <input type="checkbox"/> | <input type="checkbox"/> |
| Paid membership in professional associations | <input type="checkbox"/> | <input type="checkbox"/> |
| Paid continuing education | <input type="checkbox"/> | <input type="checkbox"/> |

Are you generally satisfied with your job?

Yes

No

Indicate one or two aspects of your job with which you are especially satisfied.

1.

2.

Indicate one or two aspects of your job that you wish you could change.

1.

2.

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Benefits

What benefits does your employer offer? *Mark all that apply.*

- Medical insurance
- Dependent medical insurance
- Dental insurance
- Vision care
- Sick leave/personal leave
- Life insurance
- Pension/profit sharing
- Paid vacation (one week)
- Paid vacation (two or more weeks)
- Parking

Other (please specify)

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Comments

What do you believe is the most important trend facing the paralegal profession?

What was your most positive experience during your attendance in Coastline's Paralegal Studies Program?

Do you have any comments or recommendations for improving Coastline's Paralegal Studies Program?

Thank you for your assistance. Please click the "Done" button to submit your responses.

Questions about this survey? Please contact:
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