



Paralegal Studies – Writing Proficiency Declaration Form

Complete this form during your final session of enrollment in the Paralegal Studies program. This form is due within 30 days after the end date of your final enrollment session in the Paralegal Studies program at Cal State East Bay.

\*\*\*YOU ARE EXEMPT FROM COMPLETING THIS FORM IF you have previously passed the Cal State East Bay Writing Proficiency Exam/Writing Skills Test or if you have received a Bachelor's degree from a college/university in the United States or Canada.

Student Name: \_\_\_\_\_ Net ID: \_\_\_\_\_

Student Email: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Prior College/University Attended: \_\_\_\_\_

Writing Proficiency Requirement – In order to receive the Paralegal Studies certificate from Cal State East Bay, students are required to demonstrate college level writing ability. This requirement is waived if the student has received a Bachelor of Arts (BA) or a Bachelor of Science (BS) (or the equivalent) from a college or university in the United States or Canada. If you have not received a BA/BS, you MUST do the following:

- 1. Email the Paralegal Studies Program Director with 3 writing samples from CSUEB Paralegal Studies coursework already completed or in progress. Each writing sample must be a complete and final work that has already been evaluated and graded by the course instructor.
2. In your email, schedule an appointment with the Paralegal Studies Program Director to discuss the writing samples and progress toward program completion by listing 3 days/times you are able to meet.
3. Complete this form and the course audit on Page 2 and email this document with your writing samples to the Paralegal Studies Program Director, Dwight Dickerson (copying the Program Coordinator, Matthew Cox)

Writing Sample #1: Course \_\_\_\_\_ Course Completed (Month/Year) \_\_\_\_\_
Instructor \_\_\_\_\_

Writing Sample #2: Course \_\_\_\_\_ Course Completed (Month/Year) \_\_\_\_\_
Instructor \_\_\_\_\_

Writing Sample #3: Course \_\_\_\_\_ Course Completed (Month/Year) \_\_\_\_\_
Instructor \_\_\_\_\_

For Office Use Only

Student Meeting Date: \_\_\_\_\_ Writing Requirement Reconciled: Yes \_\_\_ No \_\_\_

Follow Up Meeting Required: Yes \_\_\_ No \_\_\_ If Yes, Mtg Date \_\_\_\_\_

Student Meeting Notes:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Paralegal Studies Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARALEGAL PROGRAM COURSEWORK COMPLETED**

<b><u>Class</u></b> (if the class met online with Zoom class meetings, indicate "Hayward")	<b><u>Term/Year</u></b>	<b><u>Grade*</u></b>	<b><u>Instructor</u></b>
<b>Introduction to Paralegalism (0.60 CEU) (Summer, Spring Session 1)</b>			
Hayward ___ Concord ___ Oakland ___	_____	_____	_____
<b>Legal Research and Writing I (3 units) (Fall Session 1, Spring Session 1)</b>			
Hayward ___ Concord ___ Online ___ Oakland ___	_____	_____	_____
<b>Introduction to Law (3 units) (Fall Session 1, Spring Session 1)</b>			
Hayward ___ Concord ___ Online ___ Oakland ___	_____	_____	_____
<b>Legal Research and Writing II (3 units) (Fall Session 2, Spring Session 2)</b>			
Hayward ___ Concord ___ Online ___ Oakland ___	_____	_____	_____
<b>Litigation I (3 units) (Fall Session 2, Spring Session 2)</b>			
Hayward ___ Concord ___ Online ___ Oakland ___	_____	_____	_____
<b>Litigation II (3 units) (Spring Session 1, Summer Session)</b>			
Hayward ___ Concord ___ Online ___ Oakland ___	_____	_____	_____
<b>Contract Law (3 units) (Spring Session 1, Summer Session)</b>			
Hayward ___ Concord ___ Online ___ Oakland ___	_____	_____	_____
<b>Personal Injury/Tort Litigation (3 units) (Spring Session 2, Fall Session 1)</b>			
Hayward ___ Concord ___ Oakland ___	_____	_____	_____
<b>Computer Applications for Paralegals (3 units) (Spring Session 2, Fall Session 1)</b>			
Hayward ___ Concord ___ Online ___ Oakland ___	_____	_____	_____
<b>Ethics and Professional Responsibility (3 units) (Summer Session, Fall Session 2)</b>			
Hayward ___ Concord ___ Online ___ Oakland ___	_____	_____	_____
<b>Paralegal Internship (2 units) (Summer Session, Fall Session 2)</b>			
Hayward ___	_____	_____	_____
<b>Electives – 3 units each (Must enroll in at least one) (Summer Session, Fall Session 2)</b>			
Corporate Law ___ Criminal Law ___ Employment Law ___ Evidence for Paralegals ___ Family Law ___			
Immigration Law ___ Intellectual Property ___ Interviewing & Investigating ___ Wills & Trusts ___			
e-Discovery, Advanced Legal Research, and Writing Motions ___ Law Office Management ___ Real Estate Law ___			
Other Paralegal Course #1 (if any) _____ Other Paralegal Course #2 (if any) _____			

*\*A grade of C or better must be earned in each specific course to receive credit toward the Paralegal Studies certificate.*

*\*\* Paralegals cannot provide legal advice, except as directed by an attorney, nor can they establish a client/business relationship or represent a client in court.*