



# CORPUS JURIS

A Newsletter for the Manor College  
Legal Studies Department

Fall 2010

## Job Outlook for Paralegals, LNCs Very Strong

Despite the current economic downturn paralegal and legal nurse consulting careers continue strong and are in great demand.

The most recent projections of the Bureau of Labor and Industry indicate that employment of paralegals and legal assistants will grow 28 percent between 2008 and 2018 which is considered to be a much faster growth rate than for most occupations.(1)

There are many reasons why legal assisting remains virtually “bullet-proof” when other professions are seeing enormous downsizing. According to Paralegal Today, analyzing the results of its 18th annual salary survey, despite the recession, “[the paralegal profession] remains strong during these uncertain times and is poised to undergo even more changes as local economies shift, the demand for affordable legal services increases and paralegals are better utilized by law firms and corporate legal departments.”(2)

Law firms continue to economize so as to reduce costs and increase the availability and efficiency of legal services by hiring paralegals to perform tasks once done by lawyers. Paralegals are also performing a wider variety of duties, making them more useful to businesses. The increasing need for pre-paid legal services and legal services in areas such as intellectual property, healthcare, international law, elder issues, criminal law, and environmental law will also increase the need for qualified paralegals and LNCs.

While it is predicted that private law firms will continue to be the largest employers of paralegals, corporate legal depart-

ments, insurance companies, real-estate and title insurance firms, banks, and government offices are expected to increase hiring.

***While many of our Associate Degree graduates have been accepted at 4-year colleges and universities to complete their Bachelor's Degree, 82% of those seeking employment had been placed in paralegal employment within 5 weeks of graduation.***

Manor's 2010 graduates prove that these projections are correct. On May 13, 2010 the Legal Studies program at Manor College graduated 33 students, the second highest in the program's history. While many of our Associate Degree graduates have been accepted at 4-year colleges and universities to

complete their Bachelor's Degree, 82% of those seeking employment had been placed in paralegal employment within 5 weeks of graduation.

Each year, the Legal Studies Program offers students seminars and special events that provide vital information on networking, job search, interviewing, and other aspects of employment. Students are encouraged to participate in these events in order to be prepared to find employment after graduation.

The Legal Studies Program also offers paralegal and LNC students individual placement counseling and placement assistance for the first six (6) months following graduation. While placement is not guaranteed, we will partner with you to make the most of your job search. Students are encouraged to make an appointment for employment counseling at least 6 weeks prior to graduation.

- (1) United States Department of Labor, Bureau of Labor and Industry, Occupational Outlook Handbook for 2010-2011
- (2) Heidi Lowry. “Staying Afloat, Paralegal Today's 18th Salary Survey.” Paralegal Today April/June 2010: pages 30-43.



## The Pathway to a Career in Law

by Diane Pevar

Director of Legal Studies, Manor College  
Past President, American Association for Paralegal Education

Today, the pathway to a successful career in law begins much earlier than it ever has. Although law schools have no fixed requirements with respect to the content of pre-law education, a program of study that stresses reading, writing, reasoning and communication skills is essential.

A well-balanced education is key. Law schools want students who can think logically, read well and write in a clear, well-organized manner. An undergraduate program that stresses these competencies and educates the student in law will enhance a law school applicant's credentials and ensure academic success.

One of the best stepping stones to law school is an undergraduate

degree in paralegal studies. Paralegal students are trained in both legal theory and the practical challenges of the law. Paralegal education trains the student to communicate, to think critically, to research and write. Graduates of paralegal studies programs are problem solvers – already able to identify legal issues, research and apply law, and plan successful resolutions to client problems – all skills that law schools value in their applicants.

In the highly competitive legal marketplace, those individuals who possess the most legal knowledge and experience will be the most successful. Beginning that career with a paralegal studies education is a great first step.

## Do I have what it takes to be a Paralegal or LNC?

For over 40 years, attorneys have turned to specially trained non-lawyers to help them provide quality legal services at reasonable prices. Since its creation, the legal assisting profession has grown tremendously, and while these individuals perform many tasks in many different types of employment, each should possess certain common interests and skills, including:

- An interest in the law
- Good written and oral communication skills
- An outgoing personality
- A strong desire to help others with their problems
- An inquisitive nature
- The ability to persist in searching for information and obtaining answers
- Good organizational skills
- The ability to work both independently and as part of a team

The most important attribute any paralegal or legal nurse consultant can possess is a **quality education**. At Manor College, paralegals and LNCs are provided with intensive and practical training that prepares them to be highly-skilled and valuable members of the legal community. All students work with faculty to prepare a personal portfolio of their writings. Manor's legal curriculum stresses practical skills: legal research, legal writing, critical thinking and interpersonal skills.

By utilizing paralegals and LNCs, attorneys help keep legal services affordable and provide access to justice for individuals who previously had no legal recourse. If you have a desire to help others, while pursuing an exciting and challenging profession, this is the career for you!

## Career Alternatives

Many individuals believe that paralegals and legal nurse consultants work only in traditional law firm settings. While the majority of these highly trained individuals do choose to work in a law office, many are employed in non-traditional venues, or in law offices doing non-traditional work.

### **Paralegals work in:**

- Law Firms as
  - Paralegals
  - Investigators
  - Office Administrators
  - Legal Assistant Managers
- Corporations
  - Office of the General Counsel
  - Tax Department
  - Research and Development
  - Human Resources
  - Risk Management
- Insurance Industry
- Banking
- Real Estate
- Title Companies
- Non-profit Corporations
- Escrow Offices
- Computer Industry
- Construction
- Foundations
- Law Enforcement
  - District Attorney's Office
  - Attorney General
  - Public Defender
  - Homeland Security
- Administrative Agencies – State and Federal
- Legal Aid
- Court Advocates
- Victim's Advocates

### **Legal Nurse Consultants work in:**

- Law Firms, full or part-time
- Insurance Claims Analysis
- Risk Management
- Health Care Management
- Workers Compensation
- Disability/Benefits Analysis
- Life Care Planning
- Victim's Advocacy
- Patient Advocacy

## Here's what Manor Paralegal and LNC graduates are saying about Manor's Legal Studies programs...

*"The Paralegal program opened up a lot of opportunities for me because I got equal attention from my instructors, even though I was the kid who always sat in the back of the classroom."*

**Carin O'Donnell, Esquire,  
A.S. Paralegal, 1990**

*"The LNC program at Manor helped me accomplish my goals of improving my critical thinking skills and writing skills.*

*More importantly, I have improved my patient care skills because I am able to communicate more efficiently and effectively with other team members.*

*I'm also able to better think for myself about legal and regulatory issues that affect patient care and nursing practice rather than rely on the expertise of others."*

**Jacqui Ioli, MSN, RN, PNP-BC,  
LNC, 2009**

*"[The LNC Program has] been instrumental in helping me stay on track while achieving my educational goal. The courses at Manor have prepared me to work professionally while completing the LNC program."*

**Stephanie Wroten, MS, RN,  
Completing LNC, December 2009**

*"Manor's flexible hours allowed me to continue working full time while going to college full time."*

**Dina Severini,  
A.S. Paralegal, 2001**

*"I was prepared for almost every real world situation that I faced after I graduated. I felt fully prepared as I entered my first job as a Paralegal."*

**Eric Neduchin,  
A.S. Paralegal 2006**

*"Immediately after I started the Manor paralegal program, I knew I had made the right career choice.*

*The classes were small, and the professors were readily available and knowledgeable.*

*I had a paralegal position within a month of graduation. I would recommend Manor's paralegal program to anyone with a desire to work in the legal field."*

**Jillian Geld,  
Paralegal Certificate,  
2008**

*"The work involved to receive your degree prepares you for what is expected when you join the legal workforce."*

**Joanne McDonnell,  
A.S. Paralegal 2003**

*"I learned what an attorney expects from a paralegal and also heard paralegals talk about their actual duties."*

**Christine Wynne,  
Paralegal Certificate,  
2001**

*"As an immigrant, Manor really prepared me to be able to interact with my future American co-workers.*

*Through interacting with the other students, and through my externship, I became familiar with American workplace culture."*

**Ibrahima Sanogo, A.S.  
Paralegal, 1996**

*"The program improved my computer and writing skills, as well as my researching abilities. The classes touched on all aspects that are necessary to get started in the career."*

**Helen Berk,  
LNC, 2004**

# What are Manor's Legal Studies Grads Doing?

*Manor Paralegal and LNC graduates are currently employed throughout Philadelphia, the Delaware Valley and New Jersey in over 100 law firms and 36 corporations. Here is a sampling of where some of our recent graduates are employed:*

**Susan Kusma '07, Paralegal**

*Dechert LLP (6th largest law firm in Pennsylvania)*

**Kristie Rehnig '07, Paralegal**

*Friedman, Schuman -- Jenkintown*

**Joanne Mullin '07, LNC & Review Group Associate**

*GlaxoSmithKline -- Philadelphia*

**Victoria Swift '08, Paralegal**

*McCabe, Weiberg & Conway -- Philadelphia*

**Jillian Geld '08, Paralegal**

*Stein & Troiani -- Narbeth*

**Connie Watko '08, Paralegal**

*Law Offices of Gerald Bowen, Esquire -- Southampton*

**Ryan Patterson '08, Paralegal**

*Saffren & Weinberg -- Jenkintown*

**Jenna Gallen '09, Paralegal**

*Woloshin & Killino, P.C.*

**Anne Cromley '09, Paralegal**

*Philadelphia Gas Works -- Philadelphia*

**Linda Anstotz '10, Div. Director, Healthcare Services & Quality**

*Brookdale Senior Living*

**Angela Booker '10, Paralegal**

*Social Security Administration*

**Erica Goldman '10, Paralegal**

*Feldman & Feldman -- Jenkintown*

**Chelsea Costello '10, Paralegal**

*Comegno Law Group -- Morristown, NJ*

While many students seek employment after completing their studies at Manor, others continue their education, on either a full or part-time basis. Manor recognizes the value of life long learning and provides resources to help students continue their education.

Manor College articulates with many local universities to ensure that students who wish to transfer and complete a Bachelor's degree do so with confidence and ease. Individual transfer counseling is available and assists in every step of the transfer process.

*Some of the colleges and universities Manor paralegal graduates have transferred to include:*

Arcadia University • Cabrini College • Chestnut Hill College • Cornell University • Gwynedd-Mercy College • Holy Family University • Immaculata College • LaSalle University • Peirce College • Penn State University • Rosemont College • Temple University • University of Pennsylvania Wharton School of Business • Villanova University • Widener University

## WANT TO LEARN MORE?

You can learn more about the value of an education in legal assisting, as well as career paths and opportunities, by visiting any of the following sites:

### INFORMATION ON PARALEGALS:

The American Association for Paralegal Education: [www.aafpe.org](http://www.aafpe.org)

The National Association of Legal Assistants: [www.nala.org](http://www.nala.org)

The National Federation of Paralegal Associations: [www.paralegals.org](http://www.paralegals.org)

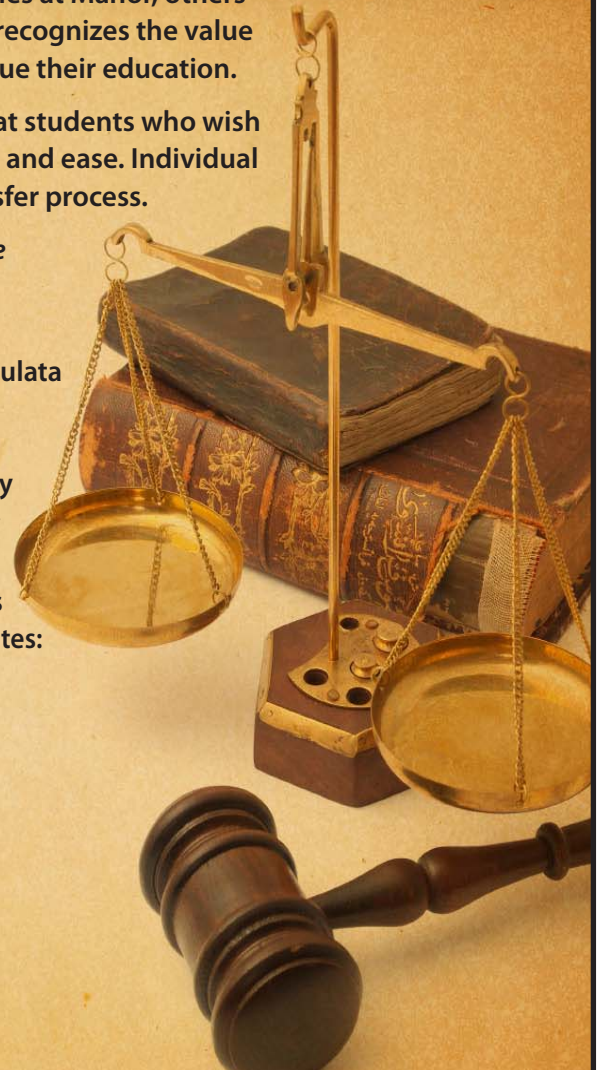
American Alliance of Paralegals: [www.aapipara.org](http://www.aapipara.org)

Montgomery County Paralegal Association: [www.montcoparalegals.org](http://www.montcoparalegals.org)

Philadelphia Association of Paralegals: [www.philaparalegals.com](http://www.philaparalegals.com)

### INFORMATION ON LEGAL NURSE CONSULTING:

The American Association of Legal Nurse Consulting: [www.aalnc.org](http://www.aalnc.org)



# Legal Studies Programs at Manor College

The Legal Studies Department at Manor College offers a variety of programs to individuals interested in a career in law. Manor students may opt for a broad-based legal curriculum or choose from interest-specific study tracks (see below) that enable them to train exclusively in those areas of law that they will practice after graduation. Through these innovations, Manor has demonstrated an uncanny ability to forecast the needs of both students and employers by providing the newest and most comprehensive educational programs.

All programs are approved by the American Bar Association and allow for flexible scheduling. Department faculty are expert attorneys, paralegals and legal nurse consultants who make sure their students learn the skills necessary to succeed. Each program makes externship experiences available to its students and assists them in obtaining employment through job search seminars and placement counseling.

## The Associate Degree Program

The Associate Degree Paralegal Program at Manor College prepares students who have little or no college to assist attorneys in the practice of law by combining paralegal training with computer studies and a broad range of Liberal Arts courses. Graduates of this program can begin rewarding careers in local law firms, government, and corporations or can go on to complete a Bachelor's Degree.

## The Post-Baccalaureate Certificate

The Post-Baccalaureate Paralegal Certificate Program offers a quality paralegal education to those individuals who already possess a Bachelors Degree from an accredited college or university. This program can be completed in as little as 2 semesters, full-time, or in 44 or 68 weeks, part-time.

## The Legal Nurse Consultant Certificate

The Legal Nurse Consultant Certificate Program allows registered nurses to combine their medical knowledge with legal training so they can assist attorneys in evaluating, researching, analyzing and rendering opinions on the medical and health care aspects of legal matters. The LNC program at Manor consists of 7 courses, which can be completed in as little as 40 weeks.

## What kind of law should I study?

Manor paralegals and LNCs are not required to select a specific concentration of law. After completing a foundation of legal studies courses, students may select electives from a wide variety of offerings, create their own study track with the program director's assistance, or choose a track that relates to a specific career path, such as:

### General Studies Track

Paralegals who have acquired broad-based legal knowledge through the General Studies Track work in all phases of the legal system, including law firms, corporations, real estate, finance and insurance companies, banking, government and public interest groups.

### Criminal Justice

Law enforcement, criminal prosecution and criminal defense, victim's advocacy and national security all need qualified paralegals to assist attorneys in every phase of the criminal justice system.

### Corporate Paralegal

The need for paralegals in the corporate sector is forecast to continue to grow as corporations, insurance companies, real estate and title insurance firms, and banks continue to hire paralegals in order to cut costs and increase efficiency.

### Litigation Specialist

Litigation paralegals are needed in law offices, the public sector where community legal services provide access to justice for the poor, elderly and infirm, the insurance industry, where paralegals, employed as claims analysts must evaluate potential litigation, and in the corporate world, where in-house general counsel is the first line of defense.

### Public/Government Administration

Job opportunities in government and/or the public sector will expand greatly as community legal-service programs continue to provide access to justice and assistance to the poor, aged, minorities, and middle income families. Federal, State, and local government agencies, consumer organizations, and the courts also hire paralegals as these positions require significant legal training and knowledge.

## Legal Studies Student Association of Manor College

The Legal Studies Student Association (LSSA) provides access to justice for Manor students, faculty, staff, and the surrounding community by sponsoring community service projects designed to assist those in need of legal services. The LSSA also educates students about the legal profession and provides a professional forum for Manor students to network with working professionals.



### 2010-2011 CALENDAR OF EVENTS

**September 21, 2010 • 12:00 pm - 1:00 pm**

#### **Brown Bag Networking Lunch**

Bring your lunch, meet other students, learn about the LSSA and help plan this year's community outreach events.

**October, 2010 • Date TBA**

#### **Wills for Heroes Foundation at Manor College**

The faculty and students of the Legal Studies Department will participate in helping prepare essential legal documents such as wills, living wills, and powers of attorney free of charge to our nation's first responders and members of the armed forces.

**November 16, 2010 • 4:45 pm - 6:15 pm**

#### **Legal Studies Faculty Tea**

This is an opportunity to network with faculty and practicing paralegals and attorneys to learn more about educational opportunities and career paths.

**Spring 2011**

#### **Legal Career Lecture Series**

Attend seminars designed to provide you with the job search skills necessary for finding employment after graduation. Meet a diverse group of attorneys, paralegals and legal nurse consultants who will discuss their career paths.

**April 12, 2011**

#### **Law and Justice Symposium**

A day-long program of speakers will provide our students with a "real world" view of the practice of law and the opportunities that await them after graduation.

### Innovative Scheduling Options

Legal Studies students now have a variety of ways to schedule their classes, allowing for flexibility and quicker completion of program requirements. Students may now choose to take their classes in any combination of day, evening, accelerated Saturday sessions, and online. Personalized one-on-one advising with a Legal Studies advisor helps each student select the formats best suited for his/her needs.



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