

CENTER FOR ADVANCED LEGAL STUDIES

The Paralegal People®

STUDENT HANDBOOK



**CENTER FOR ADVANCED
LEGAL STUDIES**

2015

The mission of Center for Advanced Legal Studies is to provide students with the skills, and practical and ethical knowledge necessary to excel as paralegals and meet the needs of the legal, governmental, and corporate communities.

CAREER PLACEMENT

Students of both paralegal programs are eligible to seek assistance from the Director of Career Services during their final term of study.

CALS Career Services Policy:

1. Final-term students seeking employment assistance.
2. The most recent year's graduates seeking job search assistance who have not worked in the legal profession since graduation.
3. The most recent year's graduates seeking job search assistance who have worked contract/temporary positions since graduation.
4. Prior graduates seeking job search assistance who have not worked in the legal profession since graduation.
5. Prior graduates seeking job search assistance who have worked contract/temporary positions since graduation.

As a courtesy to graduates who have been employed in the legal profession since graduation and want assistance seeking another position, the career services office will accept resumes and match skills with job orders requiring previous experience.

Graduates, who have violated their financial contract with CALS or have defaulted on a student loan after leaving CALS, are not eligible for job search assistance.

Career opportunities and services may be extremely limited for individuals convicted, given probation (whether deferred or not) or fined for a felony or misdemeanor involving moral turpitude due to special positions of trust and integrity requirements of employers of paralegals.

The above information is a synopsis of CALS Career Services policies. Further details are available from the Director of Career Services.

CALS seeks to provide equal opportunities without regard to race, color, religion, disability, national origin, sexual orientation, sex or age.