

Fresno City College
Paralegal Studies Program
Business Division
1101 E. University Avenue
Fresno, CA 93741

TOP 100 OF THE NATION

Brian J. McCully, J.D.
Paralegal Program Director

(559) 442-4600, Ext. 8485

Since 1989 the FCC Paralegal Studies Program has offered exemplary training for California paralegals. The program offers both a certification program and an A.S. Degree which fulfill the requirements of California Business and Professions Code § 6450 et seq. Internship placement is an integral part of the program providing practical experience and an opportunity for networking in the legal field.

For Admissions Information, please contact:

Fresno City College
Admissions Office

(559) 442-4600

MCLE

Mandatory Continuing Legal Education credits are offered periodically through the Approved California State Bar General Provider: Fresno City College Student Paralegal Association.

To contribute an article, email Editor at:
plegalres@scccd.org

ON POINT!

August 2007

WELCOME OR WELCOME BACK

By

Brian J. McCully
Program Director

Welcome to the new semester! Was that a sigh I just heard?!!! I hope all of you had an enjoyable and restful summer recess. I also hope that any scars caused by those final exams and writing assignments have now healed. For those of you just entering the paralegal program here at FCC, we welcome you. I think you will find our program both challenging and rewarding. Those of us here at FCC are committed to providing a top quality paralegal education at a bargain price. Also, please feel free to stop by my office and say hello. I would enjoy the opportunity to get to know each of you.

At the beginning of the new semester, there are a number of things I thought you might want to know. They are:

Returning and New Instructors: We welcome back this semester part-time faculty members Joanne Allen, Laurie Andreoni, Fern Burnett, Kirsten Corey, Kim Hansen, Paul Mullen, and Dennis Nard. Thanks to all of them for the time and effort they devote to our paralegal program. We also welcome two new adjunct faculty members Ms. Barbara McAullife and Mr. Elias Suakjian. Ms. McAullife is teaching the Paralegal 2B class and Mr. Suakjian the Paralegal 3 (Family Law) class. I think you will find both of them to be competent and caring instructors.

Work Experience: Again this semester, we have a number of law firms as well as government agencies anxious to obtain student interns. We have prepared an informative brochure about our internship program that is available for those government agencies or law firms interested in student interns. Contact me if you wish to obtain a copy of the brochure for your use in arranging an internship.

Degree/Certificate Evaluation – IMPORTANT: For those of you planning to complete the course work for your degree/certificate this semester, remember that there are some important steps that you must take. You must request a transcript evaluation from the Admissions and Records office to determine which courses (if any) you still need to complete. You should call the Admissions and Records Office to determine the deadline date for filing a transcript evaluation request form. Filing a timely request for a transcript evaluation will expedite receipt of your degree/certificate.



Congratulations to New SPA Officers: My congratulations to the new officers of the Student Paralegal Association. It looks like an energetic group that's planning a bunch of great activities during the upcoming semester. SPA's purpose is to promote the college's paralegal program and to provide networking and career development opportunities for its members. It is involved in a variety of activities including fundraising, community service activities, distribution of career information, social activities, etc. I encourage each of you to seriously consider becoming a Student Paralegal Association member.

SPA Bulletin Board: Don't forget to check the SPA bulletin board for announcements about upcoming events, seminars, job opportunities, etc. The bulletin board is located in the glass case located near the entrance to the Dean's office (BE-110). Check it out!

SPA Website: Also, make sure to visit the Student Paralegal Association's new website at www.fccspa.org. You'll find a great deal of useful information about both the program and the association. Many thanks to alumni Rhonda Gregory for her help in developing the website.

Spring Semester 2007 "Jacket Winner": Congratulations to Ivanna Hamilton-Cortez for winning the "Jacket Award" in the Paralegal 2B class for the Spring 2007 Semester. This award is given each semester to the student earning the highest overall grade in the Legal Research and Writing 2B class. The award consists of a \$75 cash award and placement of the recipient's name on a perpetual plaque located in the lawbook room of the FCC library.

Cheating: I'm proud to say that the great majority of students in the Paralegal Studies Program at

FCC are dedicated, motivated students anxious to learn the skills necessary to be successful in the work-a-day world of the law business. Unfortunately, we have also had in the program a small number of students looking for the "easy way" to complete our program and obtain a paralegal certificate. It seems that each semester some of these "easy rider" students are caught cheating on tests/assignments. Cheating can take various forms: turning in someone else's work as your own, having someone do your work for you, changing answers on an exam after it has been returned to you by the instructor, working collectively on projects that were supposed to be done individually, etc. Simply stated, cheating is prohibited by the college. To the extent that it goes unpunished, it cheapens the value of the degree/certificate most of you are working so diligently to obtain. Perhaps most importantly, it works to the long-term detriment of the "easy rider" student because he/she fails to learn the skills needed for survival in the law office. This, of course, has an impact on the reputation of both this institution and the students. For the vast majority of you, this discussion is of no concern. However, for those "easy rider" students out there, please be advised that I have encouraged all instructors to be watchful for evidence of student cheating, to report anyone engaging in such conduct to Dean Meyers-Behringer, and to respond to such infractions appropriately. The FCC Academic Senate has developed a "Dishonesty Infraction Form" to be used throughout the college for reporting incidents of academic dishonesty. I hope you recognize and appreciate that taking such action is necessary to maintain a quality paralegal training program.

Comments or Suggestions: Finally, as always, I'm interested in your thoughts, suggestions, etc. on how we can continue to improve our program here at FCC. Please feel free to give me a call at 442-4600 (ext. 8485) or come by my office to share your ideas.

Today is a gift . . . what's why they call it the present.



SCHOOL SERVICES

Tutoring Services

Tutoring is available to FCC students. If you find that you need help in completing your assignments in a quality manner, consider contacting the Tutorial Center. Here is some helpful information for you to know in making your decision.

WHAT THE TUTOR CAN DO

- The tutor can identify your writing weaknesses: sentence errors, punctuation errors, usage errors, and spelling errors.
- The tutor can point out examples of your mistakes in your work, explain the rules, and correct one or two of your errors to you.
- The tutor can tell you when a paragraph or a part of a paper is weak or does not make sense and suggest improvements for clarity.
- The tutor can teach you how to use a style manual such as MLA.
- The tutor can help you generate ideas, develop a thesis, and organize a paper.

WHAT THE TUTOR CANNOT DO

- The tutor cannot proofread your paper.
- The tutor cannot make corrections beyond the first or second example of an error.
- The tutor cannot rewrite or rephrase any portion of your paper.

The Tutorial Center is located at the east end of the LRC, Room LI-134. The address is 1101 University Ave., Fresno, CA 93741. Its phone number is (559) 442-8209.

Special Needs

The Disabled Students Programs and Services office was established in 1970 to provide supportive services for students with learning, physical and/or psychological disabilities.

It became a landmark program and Fresno City College earned the status of being the first community college in California to offer a comprehensive disabled students program.

DSP&S offers services beyond those provided to the mainstream Fresno City College programs and "enables" students with disabilities to successfully pursue their educational, vocational and personal goals.

You may contact this office by:

Voice/TDD (559) 442-823
(559) 442-8232
Fax (559) 485-7304

Computer Labs

COMPUTER LAB, LI-118

The Computer Lab provides 68 IBM compatible and 3 Macintosh computers for student use. Tutors assist students as needed, but those without any computer familiarity should first enroll in a computer course. The students should bring a blank disk and a current library card and their student ID number.

Internet is available, but certain limitations are enforced.

The real leader has no need to lead—he is content to point the way.

Henry Miller

Library Instruction

In addition to the individual library instruction students receive one-on-one with a librarian at the library *Information Desk* (in the main circulation area), students can also receive expanded library instruction **online** or through their **class**.

- **Online instruction.** With this option, students can receive instruction anytime, from any Internet-connected computer. This is a self-paced class that provides an overview of the library services and shows students how to use the resources. The online instruction option does use sound and video so a computer with speakers is recommended. To start your online instruction now, all you need is the username and password listed below:
 - Username: **libraryguest**
 - Password: **books**

Fall Semester Library Hours:

Monday – Thursday: 7:30 a.m. – 9:00 p.m.

Friday: 7:30 a.m. – 4:00 p.m.

Saturday: 9:00 a.m. – 4:00 p.m.

Closed Sunday

Call 442-8204 to confirm hours.

Bookstore Hours

Fall and Spring Semesters:

Monday through Thursday

7:30 a.m. to 7:00 p.m. (later at the beginning of the semester)

Fridays

7:30 a.m. to 5:00 p.m.

Closed Saturday and Sunday

21st Century Mathematical Conversions:

1. Ratio of an igloo's circumference to its diameter = Eskimo Pi
2. 2000 pounds of Chinese soup = Won ton
3. 1 millionth of a mouthwash = 1 microscope
4. Time between slipping on a peel and smacking the pavement = 1bananosecond
5. Weight an evangelist carries with God = 1 billigram
6. Time it takes to sail 220 yards at 1 nautical mile per hour = Knotfurlong
7. Half of a large intestine = 1 semicolon
8. Basic unit of laryngitis = 1 hoarsepower
9. Shortest distance between two jokes = A straight line
10. 1 million microphones = 1 megaphone
11. 2000 mockingbirds = 2 kilomockingbirds
12. 52 cards = 1 decacards
13. 1 kilogram of falling figs = 1 Fig Newton
14. 1000 milliliters of wet socks = 1 literhosen
15. 1 millionth of a fish = 1 microfiche
16. 10 rations = 1 decoration
17. 2 monograms = 1 diagram
18. 8 nickels = 2 paradigms
19. 4 statute miles of intravenous surgical tubing at Yale University Hospital = 1 IV League
20. 100 Senators = Not 1 decision

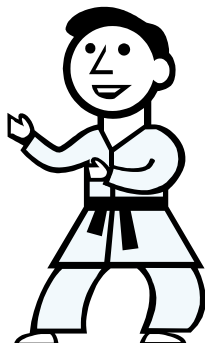
SAFETY TIPS

Everywhere we go whether shopping, church, or taking classes, all of us find ourselves on parking lots. Sometimes we're alone. Following are some tips to help you steer clear of any mishaps.

- Tip from Tae Kwon Do: The elbow is the strongest point on your body. If you are close enough to use it, **DO SO!**
- Learned this from a tourist guide in New Orleans. If a robber asks for your wallet and/or purse, **DO NOT HAND IT TO HIM.** Toss it away from you....chances are that he

is more interested in your wallet and/or purse than you, and he will go for the wallet/purse. **RUN LIKE MAD IN THE OTHER DIRECTION!**

- Women have a tendency to get into their cars after shopping, eating, working, etc., and just sit (doing their checkbook, or making a list, etc. **DON'T DO THIS!** The predator will be watching you, and this is the perfect opportunity for him to get in on the passenger side, put a gun to your head, and tell you where to go. **AS SOON AS YOU GET INTO YOUR CAR, LOCK THE DOORS AND LEAVE.**
- If you are parked next to a big van, enter your car from the passenger door. Most serial killers attack their victims by pulling them into their vans while the women are attempting to get into their cars.
- Look at the car parked on the driver's side of your vehicle, and the passenger side. If a male is sitting alone in the seat nearest your car, you may want to walk back into the mall, or work, and get a guard/policeman to walk you back out. **IT'S ALWAYS BETTER TO BE SAFE THAN SORRY.** (And better paranoid than dead.)
- If the predator has a gun and you are not under his control, **ALWAYS RUN!** The predator will only hit you (a running target) 4 in 100 times; And even then, it most likely **WILL NOT** be a vital organ. **RUN!**



GPS YOUR SHOES



GPS'ing sneakers is not only a way to recover expensive shoes that are stolen, but can also be a way to track lost hikers, backpackers, children, or even yourself if you have been hurt somewhere while wearing the shoes. Global Positioning System (GPS) devices once used only in the military, then in car tracking devices, have expanded to the private consumer.

The inventor, Isaac Daniel, developed the "Compass Sneaker" after his son disappeared while waiting for a school bus—thankfully, only a quick trip to the bathroom. However, the panic was enough to motivate Daniel to develop the sneakers with a tracking device in the soles of the shoes. The cost is \$325 plus a monthly GPS service fee.

There are certain occupations, such as real estate agents and notary signing agents whose jobs require them to meet with complete strangers, sometimes in remote locations. The sneakers have a panic button that sends an alarm, and the information is passed on to the police.

TIME MANAGEMENT TIPS

- Do the thing you dread the most first thing each day.
- Break big tasks up into small chunks.
- Find time to work without interruptions.
- Find productive ways to procrastinate. If you're going to put something off, do something else you've been putting off in the meantime.

ACADEMIC EXCELLENCE

Study Tips

- Fresno City College advises that you spend three hours outside of class for every hour you spend in class.
- Make studying a priority.
- Don't procrastinate.
- Uninterrupted—don't let routine tasks distract you from your studying.

Reading the Text

- Scan the chapter
- Read the Introduction and conclusion
- Read the headings
- Read the margin notes
- Read the bolded words
- Read any exercise or questions at the end
- Read the entire chapter

Supplemental Material

- Read through it just as though it were your text
- Highlight or underline important points
- Be prepared to take a quiz on it
- Summarize in your mind what the point was that the author wanted you to remember

When Writing Your Assignments

- Use complete sentences
- Use topic sentences and a logical progression throughout the paragraph
- Use headings when appropriate
- Use bulleted or numbered items
- Punctuate and spell properly—look it up
- Edit your work

MOTIVATION

Students and teachers often operate on “overload” and have to push to keep their activities and responsibilities functioning smoothly and efficiently. Keeping some of the following tips in mind could help to make the difference in whether or not one achieves success.

- Remind yourself each day of something you did well.
- Don't dwell on what didn't work or the tasks you didn't finish. Give yourself a mental pep talk at the day's beginning and end, focusing on what you did accomplish.
- Push yourself to achieve short-term goals.
- Focus on two or three key goals then do something every day to move closer to attaining one. Taking regular small steps toward realistic goals will give you the confidence you need to handle setbacks.
- Do something for yourself each week.
- The road to confidence is paved with daily and weekly victories. Learn to applaud them.

WANT TO BECOME A NOTARY?

Often law offices require the services of a notary. Having your notarial license is an added plus for your employment opportunities. To become a notary, you must take a mandatory six hours of instruction and pass a state test.

Many courses of instruction can now be found online. Prices and quality vary. To get a list of online courses, list of live instruction seminars, or to find out the schedule for testing sites, check out California's Secretary of State's website at:

<http://www.sos.ca.gov/business/notary/notary.htm>

You can also download a manual of regulations and procedures for California Notaries from the Secretary of State's website. Many firms will pay for the testing and materials needed to become a notary. Check it out.