

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

## TOP 100 OF THE NATION

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Paralegal Program Director

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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.

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For Admissions  
Information, please contact:

Fresno City College  
Admissions Office

(559) 442-4600

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## 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!

February 2008

## DIRECTOR'S OFFICE

### WELCOME OR WELCOME BACK

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

1. **Returning Instructors** - We welcome back this semester part-time faculty members Lauri Andreoni, Fern Burnett, Robert Ellis, Kim Hansen, Walt Kelso, Gina Klee, Barbara McAuliffe, and Doug Griffin. Thanks to all of them for the time and effort they devote to our paralegal program.
2. **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.
3. **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. I understand that this can be done through the college's website. Filing a timely request for a transcript evaluation will expedite receipt of your degree/certificate.
4. **Timely Registration for Paralegal Classes-** Each semester students go through the advance registration process for college classes. Since there are generally always seats available seats in our paralegal classes, students sometimes choose not register for paralegal classes in advance, preferring instead to late register. One drawback to such belated registration is that it can create artificially low enrollment numbers for paralegal classes. These low enrollments sometime prompt the Dean to cancel classes prior to the first class session. Consequently, keep in mind that paralegal

classes have the best chance of being offered if a sufficient number of students have registered in advance.

5. **Fall Semester 2007 "Jacket Winner"**- Congratulations to Barbara Godfrey for winning the "Jacket Award" in the Paralegal 2B class for the Fall 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 cash award and placement of the recipient's name on a perpetual plaque located in the lawbook room of the FCC library.
6. **Academic Dishonesty** - 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. Academic dishonesty 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 student. 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 academic dishonesty, to report anyone engaging in such conduct to Dean 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.

7. **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!
8. **SPA Membership/Activities**- The SPA officers are planning a variety of activities for the this semester including: a law library tour, a law firm tour, a tour of the new California Court of Appeal building, the end-of-the-year banquet and at least one joint FCC SPA- FPA MCLE activity. Stay tuned for more information on these upcoming activities. I encourage all of you to join FCC SPA, participate in its activities, and get the opportunity to network with other students in the program.
9. **SPA Website** - Also, make sure to visit the Student Paralegal Association's new website at [www.fccspa.org](http://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 and maintaining the website.
10. **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.

## SCHOLARSHIP DEADLINE APPROACHES

**- March 3, 2008 -**

Fresno City College has a wide variety of scholarships available to students who submit the proper application and accompanying documents. The Financial Aid and Scholarship Office has a catalogue of scholarships available. Awards range from \$100 to \$1500 per year. Our donors designate specific criteria based on academic achievement, educational and career goals, and financial need. The scholarship application deadline for 2008-09 is March 3, 2008.

### HENRY O. SMITH, JR. MEMORIAL PARALEGAL SCHOLARSHIP

There are two \$500 scholarships awarded to students attending at least part-time in the FCC Paralegal Program. Requirements are that the students must have completed six units in the Paralegal Program prior to the award year and entering into the second semester of the program. Minimum GPA required is 3.0. Must also demonstrate financial need. Mr. Smith's daughter was a graduate of the FCC Paralegal Program and established this scholarship in honor of her father.

### DR. EUGENE C. AZAMBER PARALEGAL SCHOLARSHIP

A \$250 scholarship available is the "Dr. Eugene C. Azamber Paralegal Scholarship." It is awarded to a student enrolled at least half time in the Paralegal Studies Program at Fresno City College. Students applying must have completed at least 9 units in the program prior to the award year. Minimum GPA of 3.0 is required.

## STUDENT PARALEGAL ASSOCIATION SCHOLARSHIP

One \$250 scholarship will be awarded to an active, participating member of the Student Paralegal Association at Fresno City College. The recipient may not be a current Student Paralegal Association officer. The student must have completed at least Paralegal 2A with an overall GPA of 3.0. The recipient may be a full-time student or a part-time student carrying at least six (6) units in the FCC Paralegal Program. This scholarship has been established by the Student Paralegal Association to assist a paralegal student in financing his/her paralegal education.

Don't hesitate to apply if you think you might qualify. Applications are online. If you would like to see a complete list of scholarships go to the following website:

<http://www.fresnocitycollege.edu/scholarships/2008%20Scholarship%20Catalog.pdf>



### Membership

If you are not a member of the Student Paralegal Association yet, officers will be coming around to classes to assist you in joining the organization. This is a great place to network and to make some friends that can prove helpful throughout your career.

## WANT TO PREVENT CARPAL TUNNEL SYNDROME?

Repetitive motion can cause a strain injury commonly referred to as carpal tunnel syndrome. Tendons rub against the walls of the carpal tunnel as you flex your hand or your fingers. They can become swollen with resulting pressure on a nerve at the base of your palm. Treatments range from steroids, physical therapy, and/or surgery.

Here are some common sense ways to try to prevent such a condition:

1. Every 30 minutes take a break from your keyboard to stretch your hands. Make tight fists, hold one second, then stretch your fingers out for five seconds. Repeat several times.
2. Alternate your activities between photocopying, writing, researching, filing, etc.
3. Make sure your chair is comfortable and fits your body. The chair should support your lower back and should be adjustable for seat height. The recommended elbow angle is 90 degrees.
4. Use a light touch on the keys and don't rest on your wrists while typing.

Find the American Academy of Orthopaedic Surgeons website at: <http://orthoinfo.aaos.org>. It will give you more helpful information.



*Obstacles are those frightful things you see when you take your eyes off your goal.*

*~Henry Ford*



## WE LOVE KIDS

MELANIE (age 5) asked her Granny how old she was. Granny replied she was so old she didn't remember any more. Melanie said, "If you don't remember, you should look in the back of your panties. Mine say five to six."

BRITTANY (age 4) had an earache and wanted a chewable aspirin. She tried in vain to take the lid off the bottle. Seeing her frustration, her Mom explained it was a childproof cap and she'd have to open it for her. Eyes wide with wonder, the little girl asked: "How does it know it's me?"

Sunday sermon... "Dear Lord," the minister began, with arms extended toward heaven and a rapturous look on his upturned face. "Without you, we are but dust." He would have continued but at that moment my very obedient daughter (who was listening!) leaned over to me and asked quite audibly in her shrill little girl voice, "Mom, what is butt dust?"

D. I. (age 4) stepped onto the bathroom scale and asked: "How much do I cost?"

TAMMY (age 4) was with her mother when they met an elderly, rather wrinkled woman her Mom knew. Tammy looked at her for a while and then asked, "Why doesn't your skin fit your face?"

## USEFUL ACRONYMS

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|---------|----------|
| 1. FLSA | 6. BLS   |
| 2. GPO  | 7. PACER |
| 3. PDR  | 8. PL    |
| 4. ADA  | 9. ADR   |
| 5. BAC  | 10. AG   |

### Answers

1. Fair Labor Standards Act (U.S.)
2. U. S. Government Printing Office
3. Physicians' Desk Reference
4. American Disabilities Act
5. Blood Alcohol Content
6. U. S. Bureau of Labor Statistics
7. Public Access to Court Electronic Records
8. Public Law
9. Alternative Dispute Resolution
10. Attorney General

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## COMPUTER LAB HOURS

If you need access to a computer, there are lab hours available for you. One can sign up for lab hours to fit various schedules in several rooms in the Business Education Building. Thursday evening from 6:00 – 9:00 p.m. is available as well as Saturday from 9:00 a.m. – 3:00 p.m. Additional hours are open during the day Monday through Friday.

The Manchester Annex also offers computer lab hours Monday through Friday in Room 102 on the second floor.



## *PRESIDENTIAL FACTS*



1. Who was the only President to serve two nonconsecutive terms?
2. Who was the only person to serve as both President and chief justice?
3. Who was the first President to visit a foreign country while in office?
4. Who were the only grandfather and grandson who both served as President?
5. Who was the first President to be inaugurated in Washington, D.C.?
6. Which President served the shortest time in office?
7. Which Presidents signed the Constitution?
8. Which Presidents died on the Fourth of July?
9. Who was the youngest person ever to become President?

[ANSWERS ON NEXT PAGE]

## Answers to Presidential Facts:

1. Cleveland
2. Taft
3. Theodore Roosevelt
4. W. H. Harrison and B. Harrison
5. Jefferson
6. W. H. Harrison, one month, 1841
7. Washington and Madison
8. Jefferson, 1826; John Adams, 1826; and Monroe, 1831.
9. T. Roosevelt, 42.



## WRITING IN THE ACTIVE VOICE

Putman defines voice in legal writing as the relationship of the subject to the action of the sentence. While there are certainly times for writing in a flowery, meditative fashion, effective legal writing is most often written in the more straightforward active voice. Active voice is easier to understand and is generally more powerful. In active voice the subject of the sentence is the actor. In passive voice the subject of the sentence is acted upon.

Passive voice is not universally wrong, but is often awkward and unconvincing. Passive voice more often will require further explanation. Following are examples of each voice:

Active—The defendant's car ran the red light smashing into the plaintiff's car.

Passive—The plaintiff's car was hit by the defendant's car when the defendant's car entered the intersection after the green light changed.

Active voice makes your writing:

- Easier to understand
- More powerful
- Emphasize the doer of the action at the beginning of the sentence
- Identify the actor as the performer of the action

Passive voice is used when:

- The actor is unknown or unimportant
- One desires to de-emphasize the actor's conduct
- One desires to de-emphasize unfavorable information.

Remember, in general, draft sentences using the active voice. To get more help on using the active voice, go to:

[http://owl.english.purdue.edu/handouts/grammar/g\\_actpass.html](http://owl.english.purdue.edu/handouts/grammar/g_actpass.html)

## CALENDAR REMINDERS

February 15 Lincoln's Day Holiday  
February 18 Washington's Day Holiday  
**[CAMPUS CLOSED 15-18]**

March 17-22 **Spring Recess**

May 10 Finals for Saturday classes  
May 12-16 Final Examinations  
May 16 Graduation

## HEALTH TIP

Walking helps to reduce your risk of some forms of cancer and osteoporosis. One study showed that women who walked briskly (3-4 mph) at least three hours a week cut their risk of heart attack and stroke by more than half.

