

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:
legalres@sccd.org

ON POINT!

May 2008



SUCCESS AT LAST!

The end of the spring semester once again brings the crowning event for the Fresno City College Paralegal Studies Program student—graduation. Some students have chosen to get their Certificate of Completion (37 units) from the Paralegal Studies Program while others have chosen to combine that certificate with an Associates of Arts degree from the college. Whatever the choice, both represent closure to a chapter of the student's life marked by hard work, academic growth, and personal sacrifice.

From the beginning Introduction to Paralegalism course through the second course of Litigation, (and all the breadth of courses in between), students have been challenged, stretched, and molded into the framework of a successful paralegal. Congratulations to all who have reached this benchmark in their lives!

Now, however, marks the time where the real test begins—acquiring the desired job. Some students have already been working in a law office and have enrolled in the paralegal program to increase their skill and to work for a promotion and/or salary increase. Others, have come from a different background and are moving into the legal field for the first time. Whatever the background, the challenge in front of each student is to find the desired paralegal position. FCC paralegal program students have an advantage because of the internship program. Students are made aware of the real-life applications of their knowledge, have a chance to experience a legal setting first-hand, have a chance to look at different areas of the law, have a chance to network, and may possibly obtain a job offer through their internship.

Many graduates will be facing an important job interview. Besides researching the employer and preparing questions for that employer, students should be prepared to answer some questions about themselves. Such questions might be:

1. What specific goals have you established for your career?
2. Please describe the ideal job for you.
3. Do you have the qualifications and personal characteristics necessary for success in your chosen career?
4. How would you evaluate your ability to deal with conflict?
5. Given the investment our company will make in hiring and training you, can you give us a reason to hire you?

If you would like to see how prepared you are for an interview, you can access www.quintcareers.com/job_interviewing_quiz.html for a short quiz to see your degree of interviewing expertise.

GRADUATION QUOTES

There is a good reason they call these ceremonies "commencement exercises." Graduation is not the end; it's the beginning. ~Orrin Hatch

All that stands between the graduate and the top of the ladder is the ladder. ~Author Unknown

You are educated. Your certification is in your degree. You may think of it as the ticket to the good life. Let me ask you to think of an alternative. Think of it as your ticket to change the world. ~Tom Brokaw

The roots of education are bitter, but the fruit is sweet. ~Aristotle

An investment in knowledge always pays the best interest. ~Benjamin Franklin

Your schooling may be over, but remember that your education still continues. ~Author Unknown

What lies behind us and what lies before us are tiny matters compared to what lies within us. ~Ralph Waldo Emerson

The truth is, I was afraid the day I walked into Stanford. And I was afraid the day I walked out. ~Carly Fiorina

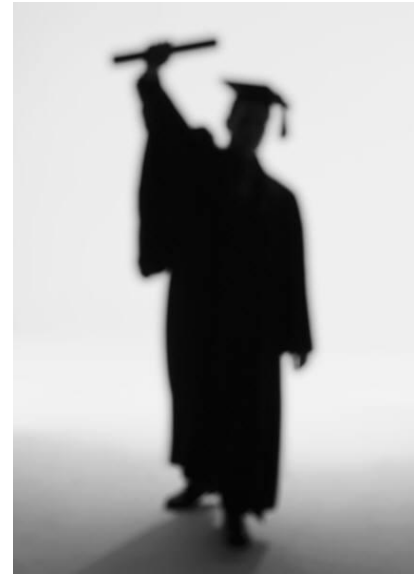
If you aren't fired with enthusiasm, you will be fired with enthusiasm. ~Vince Lombardi

You cannot help but learn more as you take the world into your hands. Take it up reverently, for it is an old piece of clay, with millions of thumbprints on it. ~John Updike

Excellence is not a skill. It is an attitude. ~Ralph Marston

The important thing is not to stop questioning. ~Albert Einstein

Obstacles are those frightful things you see when you take your eyes off your goal. ~Henry Ford



... AND ADVICE FOR THE GRADUATE

Wherever you go, go with all your heart. ~Confucius

In the business world, everyone is paid in two coins: cash and experience. Take the experience first; the cash will come later. ~Harold Geneen

Keep in mind that neither success nor failure is ever final. ~Roger Babson

If opportunity doesn't knock, build a door. ~Milton Berle

Success isn't a result of spontaneous combustion. You must set yourself on fire. ~Arnold H. Glasow

Don't waste time learning the "tricks of the trade." Instead, learn the trade. ~Attributed to both James Charlton and H. Jackson Brown, Jr.

Don't be afraid to take a big step if one is indicated; you can't cross a chasm in two small jumps. ~David Lloyd George



FROM THE DIRECTOR'S PEN

As we move toward the end of the Spring 2008 Semester, there are several informational items related to the FCC Paralegal Program I wanted to share with you. These are:

1. Summer School Classes.

The college will be offering two summer school classes. These are Discovery and Trial Preparation (Paralegal 13) taught by Ms. Teresa Petty and Family Law (Paralegal 3) taught by Mr. Elias Suakjian. The prerequisite for Paralegal 13 is successful completion of Paralegal 6A or special permission. This prerequisite exists because the course is structured to be "capstone-type" course designed to give students some intensive hands-on training in discovery and trial preparation. The prerequisite for the Family Law class is successful completion of Paralegal 1. I understand that both classes are now on Webadviser and available for registration.

2. Paralegal Program Curriculum Changes.

Recently, the Paralegal Studies Program went through the college's curriculum review process. At our request, certain changes were made in the program's curriculum. Some of those changes are as follows:

- a. Two new electives were added to the program. These electives are Employment Law (Paralegal 18) and Civil Rights and Liberties (Paralegal 20). These electives will

be offered periodically as are other program electives.

- b. The work experience class, which has previously been designated as BA 19, will now be designated as Paralegal 19 and found in the class schedule listed among the paralegal classes.

- c. The BA 20 prerequisite for Paralegal 1 has now been made a co-requisite. This allows students to take these courses simultaneously without having to obtain special permission.

- d. The program's word processing requirement has now been officially changed to Microsoft Word classes (BT 28 and 29).

- e. The Paralegal 1 prerequisite now in place for Paralegal 7, Paralegal 14, and Paralegal 156 has been changed to a co-requisite. As a result, students will now be able to take any of these courses concurrently with Paralegal 1 without having to first obtain special permission. The purpose of this change is to allow students to move more quickly through the paralegal program than has previously been the case.

3. The End-of-the-Year Paralegal Program Banquet.

Don't forget the end-of-the-year banquet hosted by the Student Paralegal Association coming up on Saturday May 17th at Club One Casino Banquet Hall located at 1033 Van Ness Avenue in downtown Fresno. The Student Paralegal Association is planning an enjoyable evening. The Honorable Presiding Superior Court Judge Hilary Chittick will be the featured speaker. The banquet is an opportunity for all paralegal students to celebrate the completion of the current school year and for the program to recognize those students that have completed the paralegal program during the current school year. Each student successfully completing the program receives a lapel pin provided by the FCC Paralegal Program to commemorate this significant accomplishment. The

banquet is also an excellent opportunity for paralegal program students to socialize with each other as well as network with program alumni, local attorneys and other practicing paralegals.

4. Arrivals and Departures.

Finally, at the end of this semester we say goodbye to two of our current adjunct faculty members. Other commitments will keep Ms Kim Hansen (Paralegal 7) and Mr. Doug Griffin (Paralegal 6B) from continuing to teach in our program. I greatly appreciate the considerable contribution that each has made to our program. They have both been outstanding caring instructors and our students have certainly benefited from their instruction. We wish both Kim and Doug well in their future endeavors. We also welcome back to the program Ms. Debbie Dodd of the Dowling Aaron, and Keeler firm and Ms Teresa Petty of the Law Office of W. Rod McClelland, Jr. Debbie will join us in the Fall 2008 semester to teach the Paralegal 7 class. Teresa will teach the Discovery and Trial Preparation class scheduled for the Summer 2008 session and then the Evidence Class in the Fall 2008 semester. Both Debbie and Teresa have taught previously in the FCC Paralegal Program and both are capable caring instructors. I know our students will benefit from their instruction.

CREATIVE MOVIES HOLLYWOOD SHOULD MAKE

- 1) How I Succeeded in Litigation Without Really Trying,
- 2) No Country For Old Paralegals,
- 3) Snow White and the Seven Private Investigators,
- 4) The Good, The Bad and The Defendant,
- 5) Brokered Mountain,
- 6) There Will Be Blood Alcohol Content,
- 7) Plaintiffs of the Caribbean, and
- 8) The Judge Wears Prada.



On behalf of the 2008-2009 Paralegal Association we would like to extend a cordial invitation to join and attend our bi-monthly student paralegal meetings. The association and events promoted by the association are to encourage camaraderie and to create a bigger network among the local student paralegal association. We feel these meetings are very important and informative. We hope that you will add to the growth and expansion of our organization. Once the fall semester is in full swing we will be coming by every class to gather respective candidates interested in joining the association. Should you have any questions, please do not hesitate to contact any of the board members listed below:

Victoria Alonzo, President
Email: vma@oa-law.net

Kendall Sherman, Vice-President
Email: kendall@fresnolawgroup.com

Rachel Price, Secretary
Email: rprice@ch-law.com

Patricia Archuleta, Treasurer
Email: pa.archileta@comcast.net

Barbara Godfrey, Historian
Email: barbaragodfrey@yahoo.com

We would like to thank the 2007-2008 Student Paralegal Association Board Members for all of their efforts and commitment they have demonstrated through their term. They are now on the preliminary adventure that we are all seeking. We wish them the best of luck as they endeavor new expectations as a paralegal.

2008-2009 Student Paralegal Association

YOU THINK ENGLISH IS EASY???

Can you read these right the first time?

- 1) The bandage was wound around the wound.
- 2) The farm was used to produce produce.
- 3) The dump was so full that it had to refuse more refuse.
- 4) We must polish the Polish furniture.
- 5) He could lead if he would get the lead out.
- 6) The soldier decided to desert his dessert in the desert.
- 7) Since there is no time like the present, he thought it was time to present the present.
- 8) A bass was painted on the head of the bass drum.
- 9) When shot at, the dove dove into the bushes.
- 10) I did not object to the object.
- 11) The insurance was invalid for the invalid.
- 12) There was a row among the oarsmen about how to row

Let's face it - English is a crazy language. There is no egg in eggplant, nor ham in hamburger; neither apple nor pine in pineapple. English muffins weren't invented in England or French fries in France. Sweetmeats are candies while sweetbreads, which aren't sweet, are meat. We take English for granted. But if we explore its paradoxes, we find that quicksand can work slowly, boxing rings are square and a guinea pig is neither from Guinea nor is it a pig.

THE JOB HUNT

Do you know what indicates a passive versus an aggressive job search? The passive approach to finding the perfect job may be marked by (1) looking for openings in your local newspaper, and (2) using a job service agency or some other instrument where you will be competing with many others for the same limited positions.

On the other hand, an aggressive approach involves the traditional "burning up some shoe leather", meeting people in their workplace, electronically sending your resume, and seeking jobs online. Sometimes it may be necessary to call companies about positions that have not yet been advertised. Statistics illustrate that approximately 80% of jobs are found within the hidden job market or before they are publicized.

When you decide to approach a company about a position, try to identify the key decision-makers. Get your resume directly into their hands. See if they can pave the way for an interview with the Human Resources Manager. Use the resources at hand—legal directories, Martindale Hubbell or the California Bar Association's website to research not only the attorney for whom you would like to work but the company as well. Be able to ask questions during an interview that illustrates you have done your research about the company and have chosen that company above others for your next job.

Networking is one of the most productive yet often unused tools that one can use in finding a position. Through networking you can let people know you are looking for a job. Make sure you are specific enough in communicating your ideal job that you are not referred to openings you have no interest in or for which you do not have the right type of training.

There are various other resources one can use such as college placement offices, internet job posting sites, government offices, classified ads, professional journals, and company personnel offices. On occasion, temporary agencies often produce some good temp-to-hire opportunities. Good Luck!

MOTIVATION IS THE KEY

As you escape from the rigid schedule you probably endured this last semester, you may experience a let-down. To keep yourself moving forward try the following:

- 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.

HOW TO KEEP CALM DURING TESTS

- Prepare in advance
- Be on time
- Don't talk about the test immediately beforehand—it will raise your anxiety level.
- Plan your approach
 - Determine point values per section
 - Establish time limits per section
 - Which question to start with
- Ask for clarification about any directions, etc.
- Develop an aggressive, yet realistic attitude
- Activity reduces anxiety
 - Jot down what you can recall before starting an essay question
- Relax yourself physically
- Pay attention to the test not to others

READY FOR VACATION?

If you have been waiting for the semester to end to relax and take that well-deserved vacation, spend a few minutes and visit the following website:

<http://2getgold.com/>

The website offers a variety of suggestions for fun getaways--beaches, Lake Tahoe, Yosemite, Disneyland, San Francisco, Hollywood, wineries, golf courses, hotels & campgrounds. You can also make online reservations after deciding upon your favorite spot.



A list of cruises is also given for your selection which will hyperlink you to the information you need to make a decision:

- | | |
|---------------------|-------------------|
| Alaska Cruises | Caribbean Cruises |
| Asia Orient Cruises | European Cruises |
| Bahamas Cruises | Hawaii Cruises |
| Bermuda Cruises | Mexico Cruises |
| Canada Cruises | Panama Cruise |