

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.

ON POINT!

September 2009

DIRECTOR'S OFFICE

Brian J. McCully

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. **New and Returning Part-time Instructors** - We welcome back this semester the following part-time faculty members: Lauri Andreoni, Fern Burnett, Kirsten Cory, Debbie Dodd, Dennis Nard, Barbara McAuliffe, Paul Mullen and David Prentice. We also welcome back to the program after some years away Family Law Instructor Sherri Mount. Thanks to all of these folks for the time and effort they devote to our paralegal program. I know that paralegal program students benefit from their instruction.
2. **Work Experience** - Again this semester, we have a number of law firms as well as government agencies anxious to obtain student interns. If you are interested in internship leads, please contact me for more information.
3. **Degree/Certificate Evaluation** - IMPORTANT: For those of you planning to complete the course work for your degree/certificate this school year, 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. During the last two semesters, the college has experienced an increase in enrollment in the paralegal program. In addition, because of some recent curriculum changes students may now take BA 20, Paralegal 1, Paralegal 7, Paralegal 14 and even Paralegal 156 concurrently during the first semester they are enrolled in the program. As a result, it may

be wise to enroll in your classes as early as possible to help assure yourself of a seat in a particular class. In addition, please keep in mind in relation to elective paralegal classes that those classes have the best chance of being offered if a sufficient number of students have registered in advance.

5. **Spring Semester 2009 “Jacket Winner”-**

Congratulations to Lorri Whipple for winning the “Jacket Award” in the Paralegal 2B class for the Spring 2009 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.

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 this semester. 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. 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.



FCC TUTORIAL CENTER

Fresno City College offers assistance to students in a variety of ways. One such way is the Tutorial Center. If students feel they need some additional assistance on their writing skills, or help with turning in a quality work product to their instructor, drop by the Tutorial Center for help. The Center is open:

Monday – Wednesday
9:00 a.m. – 6:00 p.m.

Thursday
9:00 a.m. – 3:00 p.m.

Closed Friday, Saturday, and Sunday

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.

A PLAY ON WORDS

A man's home is his castle, in a manor of speaking.

Dijon vu - the same mustard as before.

Does the name Pavlov ring a bell?

Reading while sunbathing makes you well red.

When two egotists meet, it's an I for an I.



UPCOMING SPA EVENTS

Fresno County Public Law Library Tour

Friday, Sept. 18, 3:45 p.m.
1100 Van Ness, Room 600

SPA Meet & Greet

Friday, Sept. 25, 5:30 p.m.
Victory Grill
4010 N. Cedar Ave., Bldg. F

Federal Courthouse Tour

Friday, October 16, Time to be Announced
2500 Tulare Street, Suite 4401

Susan G. Komen Race for the Cure

Saturday, Oct. 24, Time to be Announced
California State University--Fresno

Come and Join Your Colleagues!

For more information about any upcoming event,
please email SPA at: officers@fccspa.org

TECH ETIQUETTE: A Growing Problem

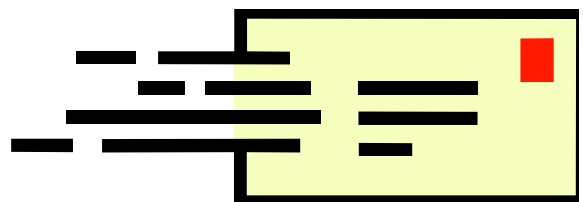
With the invention of new tech tools, more business managers are having problems with them in the workplace and are speaking out about what annoys them the most during business meetings:

1. Leaving the cell phone ringer on;
2. Sending instant messages to others;
3. Sending and replying to e-mails;
4. Working on personal computers while others have the floor.

When using e-mails it is suggested that one not discuss sensitive matters, don't overuse "reply all", only use high-tech shorthand (BTW—by the way and IMO—in my opinion) if you're sure it's understood by the receiver. Don't use your camera phone unless there is a business need and you have permission from those in the picture.

When used appropriately, these electronic tools can increase productivity; however, it is important to demonstrate courtesy, professionalism and respect for colleagues at all times.

Also remember, during class sessions all electronics are to be turned off to benefit your own educational needs, and as a courtesy to the instructor and to your fellow students. In fact, please refrain from any behavior that disrupts from the educational process whether it is linked to electronics or not.



ACADEMIC EXCELLENCE

Study Tips

- Fresno City College advises that you spend a 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.

DID YOU KNOW?

- You burn more calories sleeping than you do watching television.
- The first product to have a bar code was Wrigley's gum.
- No piece of paper can be folded in half more than seven times.

TAKE THIS JOB AND LOVE IT

The book, Take This Job and Love It: How to Turn the Job You Have into the Job You Want by Diane Tracy is a book designed to help you develop your job into one that is satisfying and rewarding for you. The book is filled with questions, sayings from famous people and lists of suggestions to help you develop a job attitude that will give positive results. Here are some ways that are suggested to ensure that your image is backed by substance:

1. Never make decisions on the basis of how it will look for you but on what is in the best interest of the company.
2. Give more than what is required.
3. When other departments and people within the organization ask for help, give it to them if possible.
4. Always look for ways to improve your value to the company or firm.
5. Volunteer for special projects.
6. Look for ways you can do the job better and more efficiently.

ANNOUNCEMENT AND NEWSLETTER BLOOPERS

Ladies, don't forget the rummage sale. It's a chance to get rid of those things not worth keeping around the house. Don't forget your husbands!

The peacemaking meeting scheduled for today has been canceled due to a conflict.

For those of you who have children and don't know it, we have a nursery downstairs.

TIPS FOR SAFETY

- Tip from Tae Kwon Do: The elbow is the strongest point on your body. If you are close enough to use it, do!
- 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!**

EVERYTHING I NEEDED TO KNOW ABOUT LIFE, I LEARNED FROM NOAH'S ARK

Religious or not, almost everyone has heard of the story of Noah's ark. People and animals alike found refuge in the ark that Noah built. The rains came and the earth was covered with water. Here are some important lessons we can remember:

1. Don't miss the boat.
2. Remember we're all in the same boat.
3. Plan ahead. It wasn't raining when Noah built the ark.
4. Stay fit. When you're 600 years old, someone may ask you to do something really big.
5. Don't listen to critics; just get on with the job that needs to be done.
6. Build your future on high ground.
7. For safety's sake, travel in pairs.
8. Speed isn't always an advantage. The snails were on board with the cheetahs.
9. When you're stressed, float awhile.
10. Remember the ark was built by amateurs, the Titanic by professionals.