

## RESEARCHING AND CHOOSING A SCHOOL

This section is to help you determine what school best suits your learning style and training needs. It is your responsibility to investigate all of the available courses in your chosen field. If available, gather the information from a minimum of three (3) schools and indicate which one you have chosen.

**These questions will help you make the best choice when researching a training provider**

### OPTION # 1

#### SCHOOL DESCRIPTION

School: **Fanshawe College**

Contact person:       **Office of the Registrar**       Phone: **519-452-4277**

Is this school registered as a Private Career College in Ontario?   **No**

If no, please explain:       **Publicly funded college**

Is this course eligible for OSAP funding?   **Yes**

Is this training provider certified to give T2202A tuition tax receipts?   **Yes**

#### COURSE INFORMATION

### **Paralegal**

This course is offered:    Full time    Part time    Other

This one-year Ontario College Graduate Certificate program is designed to provide students with the specialized knowledge and skills required to work as paralegals in Ontario. It is designed for those seeking licensing in accordance with the Law Society Act and under the Law Society of Upper Canada (LSUC) to become a practicing paralegal and for those who wish to upgrade their skills and broaden their areas of knowledge and expertise in authorized areas of practice.

#### PROGRAM ELIGIBILITY CRITERIA:

##### **Admission Requirements 2014/2015**

Ontario College Diploma in a Law related area

(Note: minimum 'B' average or cumulative 3.0 GPA)

**OR**

A University Degree

**OR**

An equivalent qualification from another institution as judged by the College

**OR**

A combination of relevant education and work experience in a related field as judged by the College to be equivalent to the above

### **Recommended Academic Preparation**

- A high degree of computer literacy and keyboarding skills at 35 w.p.m. are recommended

**COURSE DETAILS**

Course length (# Weeks): **45 weeks**  
 Number of hours per week: **18-23**  
 Course start date: **September 2014**  
 Schedule of hours: **Monday – Friday 8am – 8pm**  
 Course finish date: **August 2015**  
 Is this start date flexible? **No**

Other start dates: **September 2015**

**COST OF TRAINING COURSE/PROGRAM:**

Cost of training course/program: *(Based on 2013/2014 Tuition Fees)*

	Level 1	Level 2	Level 3
<b>Tuition Fees</b>	\$1,393.45	\$1,393.45	\$1,205.02
<b>Books</b>	\$800.00	\$326.00	
<b>Expendable Supplies</b> (binders, projects folders, notebooks, pens, highlighters, paper, USB flash drives)	\$120.00	\$120.00	\$120.00
<b>Compulsory Field Trips</b> (Court House & UWO Law Library)	\$30.00	\$30.00	\$30.00
<b>Other Expenses</b> (pay per use printing and any other ancillary expenses not covered in other categories)	\$100.00	\$100.00	\$100.00
<b>Other: OCAS application fee</b>	\$95.00		
<b>Totals</b>	<b>\$2,538.45</b>	<b>\$1,969.45</b>	<b>1,455.02</b>

**Total Cost: \$5,962.92**

**Note:**

Tuition fees are charged per term. Students who pay less than the Total Balance Due in one payment and have met the minimum payment to be registered will be assigned a payment plan with due dates. The installment payment plan is subject to a non-refundable payment plan administration fee of 6.25% of the balance owing after the first payment is received. ***The payment plan administration fee is charged once per term.***

**Admission related fees, when applicable:**» **English Language Evaluation Test (ELE) - \$60.00**

- For applicants for who English is not their first language.
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» **Subject Challenge Exams - \$96.00**

*Challenge Exams are used for admissions purposes:*

- When an applicant has completed the learning, but does not have proof of a grade (i.e. English, Math, Chemistry, Biology, and Physics). The challenge exam shows that the individual has the skill set that meets the minimum grade requirement.
- When an applicant has completed the learning, but does not meet the minimum grade requirement.

**\* Challenge exams cannot be used in lieu of a subject requirement when prior learning has not been completed.**

**EVALUATING THE SCHOOL / FOLLOW-UP QUESTIONS**

1. Did you meet the instructor/s prior to selecting this school? Please explain.
  
2. Have you contacted local employers to see if the training is acceptable to them?  
 Yes       No

3. Does this school have a solid reputation in the community?

**Yes. Fanshawe College is one of 24 publicly funded Community Colleges in Ontario and is one of the largest colleges in Ontario.**

4. Are the standards and licenses recognized by Governments and Occupational Associations?

**Yes**

## QUESTIONS TO ASK THE SCHOOL

1. What are the methods of instruction and time spent on each?
  - lectures **50%**     hands-on practice **50%**     teacher- led **100%**
  - self-paced **\_\_%**     demonstrations **20%**     technology-based instruction **30%**
  
2. What certification will you get upon completion of this course?  
**A One-Year Ontario College Graduate Certificate**
  
3. Please explain how your progress will be monitored and reported (method and frequency).  
**In-class assignments with frequent testing and with final examinations in most courses**
  
4. How many hours of home study are expected per week? **Students should expect to spend on average 3-5 hours per course per week outside the classroom on home study**
  
5. Are detailed course descriptions available to prospective students?    **Yes**  
**If YES, obtain copies and include with Training Research Guide**
  
6. What resources are available if you require additional help while in training?  
**Fanshawe College offers a wide range of student services to support your success at college:**
  - **English and Math tutoring**
  - **Peer Tutors to assist students having difficulty in a specific course**
  - **Study skills workshops and tutoring offered throughout the year for learners who need to brush up on academic skills**
  - **Personal, academic and career counselling is available to all students**
  - **Specialized support services for mature students**
  - **A full range of services and academic accommodations to support the success of students with disabilities**
  - **Help with job finding strategies, resume and cover letter assistance, and job interview skills. A job bank lists full-time and part-time opportunities.****In addition, the following services are available to all students:**
  - **A full-service Library/Resource Centre, including a Virtual Library for easy 24/7 access and media loans**
  - **Financial Aid Office, including bursary assistance**
  - **Awards and Scholarships**
  
7. What percentage of students who are enrolled in the course successfully complete it? **No metrics at this time as this is the first year we are offering this Program**
  
8. What academic counselling is available prior to starting school and during the training period?  
**Staff offers pre-admission planning and academic advice and information for those considering admission to Fanshawe College.**  
  
**Fanshawe College has a Student Success Advisor in every school and campus who is dedicated to helping students achieve academic success. Student Success Advisors can discuss program progression as well as helping students connect with tutoring, study skills workshops and other academic supports. In addition, due to their close ties with faculty they are notified about students experiencing academic challenges early in the**

**program.**

9. How does the school accommodate the needs of adult learners?  
**The College has considerable experience with adult learners and has specialists available to assist learners with study skills, success strategies, learning and other disabilities. Program coordinators are familiar with the needs of adult learners and will provide assistance to students on a one to one basis**
10. What are the qualifications of the instructor(s)?  
**Licensees in good standing with the Law Society of Upper Canada, Paralegal Certificate or Law Degree or Master Level University Education with work experience**
11. Do students have the opportunity to evaluate the instructor and the course?  
**Yes. Instructional feedback surveys are completed for each course**
12. Does the institution have publicized policies dealing with human rights issues? **Yes**
13. Are you allowed to audit a few classes? **Yes, with a fee**
14. Will the school provide references (e.g. signed release forms, past graduates and /or current students)? If not, why? **Yes**
15. Will there be a practicum or work placement? When and how long is it? Is it a paid or unpaid placement?  
**Work/field placement is mandatory and is to be completed in April (for the entire month) at the end of Semester/Level 2. Work/field placement is unpaid employment.**
16. How does the institution support continuing education/upgrading for graduates in this field of work?  
**Fanshawe College offers Continuing Education courses for anyone requiring upgrading of skills. Fanshawe also provides custom training to employers on an as requested basis**
17. How does the institution make an effort to place its graduates in jobs after completion of the program?  
**Job Connect and Career Services works with graduates to help them achieve meaningful employment.**
18. What percentage of graduates from this training find work in a field related to their training?  
**No data is available at this time as the Program has not been run before.**
19. List employers who hire graduates from this course.  
**We have not had any graduates from this Program yet as it is running for the first time from September 2012 to August 2013.**  
**Some firms that have hired our graduates in the *Law Clerk Program* directly through Career Services within the past 2 years include:**
- **Brown Beattie O'Donovan (London)**
  - **Cohen Highley (London)**
  - **Doyle and Prendergast (Aylmer)**
  - **Gunn & Associates (St. Thomas)**

- **Harrison Pensa (London)**
- **John R Park Law Office (Woodstock)**
- **Lerners LLP (London)**
- **Ledroit Beckett Litigation Lawyers (London)**
- **Libro Financial Group (London)**
- **Mckenzie Lake (London)**
- **Miller Thomson Limited Liability Partnership (Guelph)**
- **Ministry of Government Services (London)**
- **Scotia Bank (Toronto)**

20. How will the credentials you receive be recognized by the industry/employer/sector?

**Fanshawe College is well recognized across Ontario and across Canada and has been in business since 1967. As one of the largest Community Colleges in Ontario our graduates are sought after by employers. Fanshawe College is the largest Cooperative Education College in Canada and as such has strong linkages with employers in the communities it serves. All Fanshawe Programs are evaluated by employers every 3-5 years.**