

# Co-operative Education

## Information for Employers



### Law Clerk

A Two-Year Ontario College Diploma with Co-op

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### The Program

To meet the challenges of this ever changing field, Law Clerks will receive training in all key legal practice areas including civil litigation, corporate/commercial, real estate and estates areas.

### Content

Amongst other things, students prepare litigation documents, assist with e-discovery processes, draft corporate/commercial documentation, complete Family Law financial statements, and will learn about administering estates and contracts, drafting leases, and franchise agreements. Additionally, they will complete legal research, search titles and process real estate transactions. They also get trained on all the latest office productivity/legal software including MS-Office, ACL, DivorceMate, Teraview, Estate-a-base, Fast Company Concordance and PC-Law.

### Outcomes

Law Clerk graduates work for law firms, corporate legal departments, financial institutions, insurance companies, legal technology providers, title insurance companies and government at all levels.

A Law Clerk education is also extremely beneficial to anyone interested in our Paralegal Graduate – Certificate Program.

### Skill Levels

#### Year One

- Understand the law as it pertains to statutory requirements and procedures

#### Year Two

- Collect, analyze and organize relevant and necessary information with regard to legal research
- Apply substantive and procedural law knowledge to given fact scenarios
- Evaluate the validity of arguments based upon qualitative and quantitative information in order to accept or challenge a given legal perspective.

## Course Outline

**Level 1** – Take all of the following Mandatory Courses

### Group 1

BUSI-1060	Strategies for Success
COMP-1330	Computer Applications Law Clerk
LAWS-1004	Introduction to Legal Materials
LAWS-1007	Civil Procedure
LAWS-1036	Torts & Contracts

### Group 2

Take WRIT-1032 or WRIT-1034	
WRIT-1032	Reason & Writing – Business I
WRIT-1034	Reason & Writing I – EAP

**Level 2** – Take all of the following Mandatory Courses

LAWS-1006	Introductory Estates
LAWS-1008	Introduction to Real Estate
LAWS-1010	Creditors' Rights
LAWS-1012	Corporate Law
COMM-3044	Prof Communication for Law Clerks
MGMT-3052	Understanding Workplace Behaviours
COOP-1020	Co-op Ed Employment Prep

**Level 3** – Take all of the following Mandatory Courses

LAWS-3002	Advanced Estates
LAWS-3006	Family Law
LAWS-5006	Civil Procedure - Adv
LAWS-1039	Real Estate Title Searching
LAWS-1040	Legal Research & Writing
INSR-1006	Fundamentals of Ins for Consumers

**Level 4** – Take all of the following Mandatory Courses

Gen Ed – Take a 3 credit Gen. Ed. elective course	
ACCT-1083	Systems for the Modern Law Office
LAWS-3052	Landlord & Tenant Law
LAWS-3043	Real Estate Procedure – Adv
LAWS-5007	Commercial Transactions – Adv
LAWS-3020	Legal Applications

### Please Note:

For complete Degree Audit details please contact the Office of the Registrar at Fanshawe College.

## September Intake

	Sept-Dec	Jan-Apr	May-Aug
<b>Year 1</b>	Acad. 1	Acad. 2	Work 1
<b>Year 2</b>	Work 2	Acad. 4	Acad. 3

## January Intake

	Jan-Apr	May-Aug	Sept-Dec
<b>Year 1</b>	Acad. 1	Acad. 2	Acad. 3
<b>Year 2</b>	Work 1	Work 2	Acad. 4

## Why Should You Hire a Co-op Student?

Many employers feel today's graduates have no concepts of the "real" world of work; we are providing this experience in Co-op. Any job that gives the student related background in your business would be suitable.

Co-op students are ultimately looking ahead to careers in businesses such as yours. For this reason they're not expecting to simply put in time on the job, but are eager to get involved and make a worthwhile contribution. Participation in Co-op also gives the employer the opportunity to try out a student's capabilities without obligation or commitment to permanent employment.

This work oriented educational system integrates classroom study and paid, on-the-job work experience, by alternating periods in College with periods of employment by co-operating companies.

It is essential that the work experience be a normal one; that the student be treated like a regular company employee so that a realistic picture of the working environment in that field may be obtained. Perhaps most important is what students may gain from the working experience, ie. what is to be discovered, attitude to work, and the ability to get along with co-workers at all levels.

