

Law Clerk

A Two-Year Ontario College Diploma with Co-operative Education Endorsement

1001 Fanshawe College Blvd. – Room D1063
 London, ON N5Y 5R6
 Phone: 519-452-4294 Fax: 519-452-4572
coop@fanshawec.ca



The Program

To meet the challenges of this ever changing field, graduates of the Law Clerk program 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 interest 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

Sample Co-op Progression Chart:

Fall Intake			
	Fall	Winter	Summer
Year 1	Acad. 1	Acad. 2	Work 1
Year 2	Work 2	Acad. 4	Acad. 3

Winter Intake			
	Winter	Summer	Fall
Year 1	Acad. 1	Acad. 2	Acad. 3
Year 2	Work 1	Work 2	Acad. 4

Course Outline

For the official Degree Audit, please see Registrar's Office

Level 1 – Take all of the following Mandatory Courses

BUSI-1156	Strategies for Success
COMP-1330	Computer Applications Law Clerk
LAWS-1004	Introduction to Legal Materials
LAWS-1007	Civil Procedure
LAWS-1036	Torts & Contracts
WRIT-1032 or WRIT-1034	Reason & Writing

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 - Advanced
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 – Advanced
LAWS-5007	Commercial Transactions – Advanced
LAWS-3020	Legal Applications

Program Requirements:

- Take one 3-credit General Education (Gen.Ed.) elective Course
- Program Residency

Students must complete a minimum of 21 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program.

Why Should You Hire a Co-operative Education Student?

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

Eligible employers can claim a payroll tax credit for each qualifying work placement for up to \$3000.

Co-operative Education students are ultimately looking ahead to careers in businesses such as yours. For this reason they are not expecting to simply put in time on the job, but are eager to get involved and make a worthwhile contribution. Participation in co-operative education 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 organizations.

The working experience will ideally increase in difficulty and responsibility as the student progresses academically. However, the College realizes it is often difficult in practice to do this.

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 gain from the working experience, i.e. an attitude for success and the ability to get along with co-workers at all levels.

