



Suffolk University Paralegal Studies Program

What is a Paralegal?

Paralegals are not licensed to practice law independently but work as valued members of legal teams under the supervision of one or more attorneys.

What Do Paralegals Do?

Paralegals assist attorneys in a variety of ways. Paralegals conduct investigations, draft legal documents, maintain legal records, prepare pleadings, work with witnesses, perform legal research, and do a variety of other tasks.

Where Do Paralegals Work?

Paralegals are found in many settings where attorneys work. Paralegals work in law offices, corporations, government agencies, insurance companies, and a variety of other settings under the supervision of one or more attorneys.

Is the Paralegal Profession Growing?

The paralegal profession continues to be one of the fastest growing occupations in the United States. As the paralegal profession continues to expand, paralegals have been assuming new and greater responsibilities.

What Sort of Education Do Paralegals Have?

The educational background of paralegals ranges quite widely. Some paralegals have specialized training and education, while some paralegals have none at all. Specialized training and education is not required in the paralegal profession, but it is increasingly being demanded by the job market. In today's market of competitive commerce, paralegals who possess specialized training and education are faring quite well and filling many of the profession's most highly prized positions.

Paralegal education and training can be obtained in a variety of settings and programs, from programs that last for several weekends to four-year programs leading to a bachelor's degree. Paralegal education and training programs that meet several exacting criteria are approved by the American Bar Association (ABA).

What Difference Does ABA Approval Make?

Graduation from an ABA-approved program is recognized as the most prized educational credential a paralegal can have. More and more employers choose to hire only graduates of ABA-approved paralegal studies programs.

Is the Suffolk University Paralegal Studies Program ABA Approved?

Yes. The Suffolk University Paralegal Studies Program is the only ABA-approved paralegal studies program in Boston.

What Sorts of Degrees in Paralegal Studies Does Suffolk Offer?

If you are interested in the paralegal profession, you have three courses of study to choose from at Suffolk: a bachelor's degree program, an associate degree program, and a certificate program. All three of these programs are designed to prepare you to work as a paralegal in one of the law-related settings described above.

Bachelor's Degree Programs

In this four-year program, you will combine core courses in liberal arts and sciences with 7 required courses in paralegal studies and 4 elective courses in paralegal studies. You may pursue either a Bachelor of Arts (BA) or Bachelor of Science (BS) degree. The required paralegal studies courses are Introduction to Law and the Legal System, Fundamentals of Paralegal Practice, Legal Research and Writing I, Legal Research and Writing II, Civil Litigation, Law of Contracts, and a Paralegal Internship with an accompanying seminar component. Suffolk currently offers more than 20 elective courses in a variety of subject areas. In today's job market, many employers seeking paralegals are looking for job candidates who possess a bachelor's degree, making a bachelor's degree in paralegal studies a strong employment credential.

Associate Degree Program

In this two-year program, you may pursue an Associate in Science (AS) degree. In addition to core courses in liberal arts and sciences, you must take 5 required courses in paralegal studies and 3 elective courses in paralegal studies. The required paralegal studies courses are Fundamentals of Paralegal Practice, Legal Research and Writing I, Legal Research and Writing II, Civil Litigation, and Law of Contracts. Suffolk currently offers more than 20 elective courses in a variety of subject areas.

Certificate Program

To be accepted into the Certificate Program, you must have either 30 credits in liberal arts from an accredited college or university or have a bachelor's degree from an accredited college or university. If you already have a degree and are interested in furthering your education with a concentration in paralegal studies, this program may be for you. You may obtain your certificate in as little as one year. Certificate students must complete 5 required courses in paralegal studies and 3 elective courses in paralegal studies. The required paralegal studies courses are Fundamentals of Paralegal

Practice, Legal Research and Writing I, Legal Research and Writing II, Civil Litigation, and Law of Contracts. Suffolk currently offers more than 20 elective courses in a variety of subject areas.

Minor in Paralegal Studies

Students pursuing another degree at Suffolk University may elect to minor in paralegal studies by taking Fundamentals of Paralegal Practice, Legal Research and Writing I, Civil Litigation, and any other 2 paralegal studies/legal specialty courses.

A Flexible and Convenient Schedule

Paralegal classes and the required core courses in liberal arts and sciences are offered during the day and in the evening. You may elect to attend courses only during the day, only during the evening, or to combine the two. This makes it easy for you to pursue a paralegal studies degree while working.

Placement of Graduates

Our graduates have gone on to work as paralegals or in a related field, or to further their educations. Graduates have found work in small, medium, and large law firms, in corporations, in insurance companies, in state and federal agencies, and in a variety of other law-related placements. While the paralegal studies program is not designed primarily to be a pre-law program, some of our graduates do choose to attend law school. Other graduates have pursued advanced degrees in other areas such as Communications or Criminal Justice.

Faculty and Class Size

Paralegal studies classes have a small average class size of 15 students per class. Full-time faculty members are Mary Flaherty, JD, program director; Alan Tow, JD; and Graham Kelder, JD.

Tuition Rates and Other Costs

For current tuition rates, fees, and room and board charges, visit www.suffolk.edu/bursar and choose from the menu on the left.

For Further Information

For further information about the Paralegal Studies Program, contact one of our full-time faculty members:

Mary Flaherty, JD, Director	mflahert@suffolk.edu	617-305-1958
Graham Kelder, JD	gkelder@suffolk.edu	617-973-5328

To obtain information about applying to the Paralegal Studies Program, contact the Admissions Office at admissions@suffolk.edu or 617-573-8460.