

# **GRADUATION PORTFOLIO REQUIREMENT**

## **FOR LEGAL STUDIES MAJORS, 3-3 MAJORS, AND PARALEGAL CERTIFICATE RECIPIENTS:**

All students above must submit a Graduation Portfolio before graduation. These portfolios are a sampling of your mastery of basic skills expected of graduates. They also allow faculty to review samples of your work for recommendations or references. You are encouraged to produce a second copy to use as a sample of your academic work to share with prospective employers.

You will have produced each of the requirements listed below during the course of your study in the Legal Studies Department. It is imperative that you archive your student work in a safe location for inclusion in your graduation portfolio.

You are **NOT** eligible to receive your degree or certificate until your portfolio is submitted.

### **GRADUATION PORTFOLIO REQUIRED CONTENTS:**

#### **For ALL students:**

- ✓ **CASE SUMMARY/BRIEF**
- ✓ **LEGAL MEMORANDUM OR PERSUASIVE PIECE**
- ✓ **LAW RELATED DOCUMENT**
- ✓ **YOUR RESUME AT GRADUATION**

#### **For students who have taken Civil Litigation and Trial Practice Fall 2006 or later:**

- ✓ **POWER POINT PRESENTATION ASSIGNMENT SUBMITTED IN PRINT OR ON CD-ROM\***

*\*Legal Studies and 3-3 majors who are not seeking the Paralegal Certificate and therefore did not take Civil Litigation are exempt from Power Point Presentation submission.*

Submit Portfolios in a 3-ring binder to Assistant Director Karen Nelson in GLC 133W according to the Due Date Timetable below.

Contact Karen Nelson with questions at 651-523-2857.

## Paralegal Certificate Requirements Due Dates for 2009-2010 Graduates

Required Item	Due Date for December 2009/ Winter 2010 Graduates	Due Date for Spring/Summer 2010 Graduates	Due Date for December 2010/Winter 2011 Graduates	Where to find
<b>Declaration of Completion of Paralegal Certificate Requirements</b>	Immediately	December 11, 2009	May 14, 2010	Outside Karen Nelson's office (GLC 133W)
<b>Graduation Portfolio</b>	December 11, 2009	May 14, 2010	December 10, 2010	Requirements for portfolio found on LGST homepage and posted on each LGST department member's office door

**Turn in all requirements to the Assistant Director of the Paralegal Certificate Program, Karen Nelson, in GLC 133W.**

Contact Karen with questions at x2857 or knelson36@hamline.edu.