By Megan Jachim

PLSA hosted the HR/Recruiter Roundtable on February 25, 2013, and it was a great success. Our guest presenters were Michael Baker, a recruiter from Robert Half; Elaine Tinker, an HR Manager from the law firm of Hamre, Schumann, Mueller & Larson; and Sandy Callen, Director of Human Resources from the law firm of Maslon, Edelman, Borman & Brand.

They spent time answering questions and offered valuable advice. Here are some of the suggestions and advice they mentioned:

Resumes
- Use names. Do some research to know to whom correspondence should be addressed.
- Proofread. Have someone else look it over too.

Experience
- Take temporary positions and work with a recruiter.
- Make past experience relate by saying what you learned, what you liked, and the skills in which you excelled.

Interviewing
- Get information from HR ahead of time on how best to prepare.
- Practice your “elevator speech” in the mirror or in front of friends.
- Do a dry run to the office so you don’t get lost or arrive late.
- Say why you would be good at the job, but also that you want the job.
- Don’t wear brand new clothes or shoes.
- Be conscious of tattoos, piercings, and grooming.

Salary
- Ask what the range is before the interview.
- Consider the value of other, non-monetary compensation such as experience, PTO, medical insurance.
- Look up published salaries ranges and averages.
- Do not negotiate, prove yourself first.

By Rich Klobuchar

During the last fifteen years, I have lived in a townhouse association development. Many issues associations face require interaction with legal teams and legal research. The ability to understand and communicate with the legal teams is very helpful.

Hence, I became a new paralegal student at NHCC beginning January, 2013. Two classes—Introduction to Law and Computer Applications in the Legal Profession fill my time.

I am glad I made the decision to attend NHCC because the paralegal program at NHCC has many positives. Following is my list:
- ABA—approved
- Computer availability—lab
- Cost of credits—reasonable as compared to other institutions
- Courses—good selection and offered during the entire year
- Faculty—intelligent and helpful—variety of assignments
- Hours buildings are open—permits flexibility
- Library—law books and law magazines available
- Placement coordinator—helpful

Continued on Pg. 2
New Student Cont’d.

- Paralegal Student Association—chance to work with individuals on a personal basis within a group and hear from speakers that otherwise we would not get to hear
- Legal Studies Seminar—bridge between classes and job
- Students—diverse and friendly

- Tutors—good that we have them—supportive
- Wi-Fi—possible to connect to the internet wirelessly while on campus

Volunteering for CAPSH Legal Clinic

By Mai Yang

The NHCC Paralegal Program joined hand in hand with the legal clinic of Community Action Partnership of Suburban Hennepin (CAPSH) on March 1st, 2013.

It was a success and great learning experience for paralegal students. The legal clinic helped provide me with an opportunity to enrich my legal education and earn hands-on practical work experience in the legal field.

Working with CAPSH allowed me to demonstrate and articulate a strong work ethic by assisting individuals and communities in suburban Hennepin County.

NHCC paralegal students help enroll walk in clients or clients who have an appointment and assists them with the program that best fits their situation. I worked closely with Maria, who works with the Planning and Development Agency for immigration that offers a program called DACA. This program helps young immigrants to become legal residents.

There are other programs that CAPSH also provides such as the employment counseling and assistance, budget counseling, mortgage counseling, providing assistance to low-income first-time home buyers and current homeowners, and an energy assistance program.

Paralegal students will also work closely with Marcy, the director of the legal clinic, Carol, who works with the planning development group, and Cheryl, who does the intake for the legal clinic.

With the work of CAPSH joining hands with NHCC Paralegal Program, this will benefit not only the legal clinic and paralegal students with experience to gain, but it can contribute and make a difference for an individual and the community.

Volunteering for CAPSH showed me how this experience benefits both the community and the volunteer. When someone donates a handful of time, the difference made is tremendous and it shapes a community for the better while the experience improves the person who donated the time.

Volunteering is what makes a community because it brings people together to work on a goal.

There are future clinics scheduled for April 19th and May 31st. Volunteer slots are full for these dates, but watch your campus email for additional clinic dates this summer.

Did you know . . . ?

You can access Westlaw (including the new Westlaw Next program) in the NHCC Library, even if you aren’t enrolled in the Legal Research and Writing I & II courses. Ask for either Craig Larson or Lisa Forslund (the NHCC librarians) and they will help you get logged in on the library computers. Westlaw access is only available in the NHCC library on NHCC library computers and is for educational use only.
Still on the Books—England

Want to buy a TV? Get a license!

Those wishing to purchase a television must also buy a license.

Unlike the commercial TV channels of the United States the two major stations in the UK are government paid for (BBC1 and BBC2) and have no commercials. This is also the case for the 4 government stations of Sweden as well. The license pays for the shows and the costs needed to run the stations. It also covers various taxes not noticed in the US. The taxes exist in the States, but with several hundred million people more in the States the tax is divided up into MUCH smaller bits.

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The MPA 2013 Winter Gala

By Jennifer Cary

The Minnesota Paralegal Association (MPA) held its annual Winter Gala event at the Science Museum of Minnesota. I attended along with several NHCC paralegal students and working paralegals.

The evening started with an opportunity to mingle. We were able to put our names in a drawing for some wonderful door prizes and a cash bar was provided. We also had the ability, for a small fee, to attend the current exhibit which was the Body Works event.

The buffet dinner was fantastic: Chicken with artichokes in a wine, cream sauce, goat cheese mashed potatoes, a tossed salad, penne pasta, fruit and vegetable platter, and a very nice assortment of breads. The dessert buffet was loaded with a wide assortment of sweet treats.

We were assigned seats, which I was a little concerned about at first; however, I think it was a great idea to get us to mingle with people we otherwise wouldn’t talk to. I sat at a table with Debbie Dorr, the Secretary and Director of Operations for the MPA, and several paralegals who attended the NHCC Paralegal Program. They were familiar with the instructors we have and the classes we are taking. This made it very easy to talk with everyone and do a little networking.

Vendors provided a great assortment of door prizes, ranging from a Kindle Fire, a beautiful Coach bag, an iPod touch, several gift baskets, and several gift certificates ranging in dollar values from $100 on down to places like Macy’s, Spalon Montage, and Target. Megan Jachim won a gift certificate to Ruby Tuesday’s!

The MPA puts on some wonderful events that are great for networking, which is critical in our line of work, and these events are a genuinely fun time.

I highly suggest you consider attending the next event, which will be the 2013 Annual Convention. This event is still in its planning stages, so watch the MPA website for future updates.

www.mnparalegals.org

Technology in the Legal Workplace

By Jacqueline Stai

At a recent MPA event, the topic of conversation centered on the rapidly increasing use of information technology in the law office. Use of technology is shaping the criteria law firms are using for hiring paralegals and other support professionals.

This new challenge will require proficiency in the areas of e-discovery, information management, and technology–based litigation support. Professional training and experience in IT programs like Word, Excel, Access, Outlook and Visio should be listed on a resume to highlight these skills.

Technology is an invaluable tool and the more we understand how to use it the more it can aid us in the law office.

Additional Sources: Robert Half Legal; www.futurelawoffice.com
Upcoming Events

MPA EMPLOYMENT LAW SECTIONAL

When: March 28, 2013. Noon - 1:00

Where: Thrivent Financial for Lutherans
625 Fourth Ave. S.
Minneapolis, MN 55415
2nd floor conference rooms behind the cafeteria
(P) 612-844-6436

Speaker/Topic: Legal Holds and E-Discovery: A Corporate Perspective. The Employment Law sectional will have a presentation by Shannon Mahoney and Amy Scearcy from U.S. Bank. Ms. Mahoney is the Legal Records Hold Coordinator and Ms. Scearcy is the Litigation eDiscovery Manager/VP. They will provide an overview of their work on managing legal holds and the e-discovery process.

NHCC ADVISING WEEK—SUMMER AND FALL SEMESTERS

DROP IN HOURS:

Monday, April 1—9:00 am-12:00 pm
Tuesday, April 2—3:00-6:00 pm
Wednesday, April 3—1:00-4:00 pm
Thursday, April 4—9:00 am-3:00 pm
Friday, April 5—9:00 am-3:00 pm

PARALEGAL STUDENT ASSOCIATION—SEE FLYERS FOR DETAILS

GENERAL MEETING

NEW GRADUATE ROUNDTABLE
The New Paralegal Graduates Round Table
Wed. April 17, 2013
5:00-6:15 p.m.
Room CBT 166

Learn how new graduates of the NHCC Paralegal Program have obtained their jobs!

Please join us!!

North Hennepin Community College is a member of the Minnesota State Colleges and Universities System and an Equal Opportunity Educator and Employer. For disability accommodations call 763-493-0555. Minnesota Relay users may call 1-800-627-3529.

Hosted by the Paralegal Student Association and sponsored by Student Life.
Paralegal Student Association Meeting!

Wed., April 24, from 5-6:15 pm in CBT 178

Discussion and possible Spring Elections for Next Year!

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Hosted by the Paralegal Student Association and sponsored by Student Life.
Paralegal Courses
Summer Session 2013

These courses are offered during the eight week summer session that runs June 10 – August 2 unless otherwise noted.

Each course meets as indicated below:

<table>
<thead>
<tr>
<th>MEETS MON/WED</th>
<th>MEETS TUES/THURS</th>
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<tbody>
<tr>
<td><strong>PLEG 2510</strong></td>
<td><strong>PLEG 1310</strong></td>
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<tr>
<td>Contracts and Business Organizations</td>
<td>Family Law</td>
</tr>
<tr>
<td>3:15 p.m. – 5:45 p.m. (3 credits), Instr.: Carrie Vaia</td>
<td>3:00 – 6:20 p.m. (3 credits), Instr.: Bor Yang</td>
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<tr>
<td>Late Start Session – 8 weeks</td>
<td>Summer Session I – 6 weeks</td>
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<tr>
<td><strong>PLEG 2930</strong></td>
<td><strong>PLEG 1210</strong></td>
</tr>
<tr>
<td>Legal Studies Seminar</td>
<td>Computer Applications in the Legal Profession</td>
</tr>
<tr>
<td>6:00 – 9:20 p.m. (3 credits), Instr.: Mary Fenske</td>
<td>3:30 – 5:50 p.m. (2 credits), Instr.: Shawn Woodbury</td>
</tr>
<tr>
<td>Summer Session I – 6 weeks</td>
<td>Summer Session II – 6 weeks</td>
</tr>
<tr>
<td><strong>PLEG 1111</strong></td>
<td><strong>PLEG 2310</strong></td>
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<tr>
<td>Introduction to Law and Paralegal Studies</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>6:00 – 8:30 p.m. (3 credits), Instr.: Carrie Vaia</td>
<td>6:30 p.m. – 9:50 p.m. (3 credits), Instr.: Bor Yang</td>
</tr>
<tr>
<td>Late Start Session – 8 weeks</td>
<td>Summer Session I – 6 weeks</td>
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**See Note Below**

Note: This schedule is subject to change.
Revised Aug. 2012

**Both Internship and Practicum Students meet on Mondays; Practicum Students only meet on Wednesdays. Any student who has not submitted an Internship Learning Contract signed by their host site supervisor is considered a practicum student and must attend on Wednesdays.**
### PARALEGAL COURSES

#### FALL 2013

<table>
<thead>
<tr>
<th></th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLEG</td>
<td>PLEG 2212-01 Legal Research and Writing II  3:30 – 6:10 p.m. 3 credits Instr: Lattimore</td>
<td>PLEG 1111-01 Intro to Law and Paralegal Studies  12:00 – 2:40 p.m. 3 credits Instr: Vaia</td>
<td>PLEG 2211-01 Legal Research and Writing I  12:00 – 2:40 p.m. 3 credits Instr: Fenske</td>
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<td></td>
<td>PLEG 2930-71 Legal Studies Seminar  9:00 – 2:00 p.m. 3 credits Every other weekend Instr: Fenske</td>
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<tr>
<td>PLEG</td>
<td>PLEG 1210-91 Computer Applications 4:30 – 6:10 p.m. 2 credits Instr: Woodbury</td>
<td>PLEG 2510-01 Contracts/Business Organizations  3:30 - 6:10 p.m. 3 credits</td>
<td>PLEG 1411-01 Litigation I  3:30 – 6:10 p.m. 3 credits Instr: Yang</td>
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<tr>
<td>PLEG</td>
<td>1210-92 Computer Applications 6:30 – 8:10 pm 2 credits Instr: Woodbury</td>
<td>PLEG 1412-91 Litigation II  6:30 – 9:10 p.m. 3 credits Instr: Yang</td>
<td>PLEG 1411-91 Litigation I  6:30 – 9:10 p.m. 3 credits Instr: Yang</td>
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<tr>
<td>PLEG</td>
<td>2211-91 Legal Research and Writing I  6:30 – 9:10 p.m. 3 credits Instr: Fenske</td>
<td>PLEG 1111-91 Intro to Law and Paralegal Studies  6:30 - 9:10 p.m. 3 credits</td>
<td>PLEG 2710-91 Wills, Trusts, Estates  6:30 – 9:10 p.m. 3 credits Instr: Lattimore</td>
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<tr>
<td></td>
<td>PLEG 2212 Legal Research and Writing II  6:30 – 9:10 p.m. 3 credits Instr: Lattimore</td>
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Paralegal Courses Fall Semester 2013

Revised August 2012

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