

**Oakland Community College
Profile of Legal Assistant Graduates
Employee/ Employer Survey
Fall 2000**

- Of the 35 graduates contacted, there were 5 who reported working in the city of Detroit, 3 in Farmington Hills, and 2 in Troy, Birmingham, Pontiac, and Farmington. Other cities included Walled Lake, Ann Arbor, Southfield, and Huntington Woods.
- Of the 13 employers contacted, 7 employers reported having one employee who graduated from OCC, 4 reported having 2 OCC graduates employed, and 1 reported having 3 OCC graduates. One employer reported having 20 OCC graduates.
- Of the 13 employers contacted, 12 reported that OCC legal assistants were "adequately prepared," and all 13 employers reported that they would recommend OCC legal assistants to another attorney.

Hello, this is Oakland Community College calling in regard to the Legal Assistant program. We are interested in gathering some basic information from OCC graduates. The Legal Assistant program is preparing for its accreditation visit by the American Bar Association. The ABA requires that graduates of the program as well as employers of these graduates have the opportunity to provide feedback on the academic content of the program. As a graduate of the Legal Assistant program, we are seeking your help. This should only take about two minutes of your time, and will certainly help us tremendously.

1. Would you please tell us what your current employment status is? Are you **self-employed, employed full-time 35 hours or more per week, employed part-time 34 hours or less per week, employed full-time in the military, unemployed and actively seeking employment** or are you **not employed and not seeking employment** at this time?

- 0 _____ Self-employed
- 1 _____ Employed Full-time (35 Hours or more per week)
- 2 _____ Employed Part-time (34 Hours or less per week)
- 3 _____ Employed Full-time in Military Service
- 4 _____ Unemployed, seeking employment (SKIP)
- 5 _____ Not employed, not seeking employment (SKIP)

99-00 | 00-01
 FALL | WINTER FALL | WINTER
 # enrolled LGL

2. How long have you worked for your current employer?

full # part

3. And what is the name of your employer (company name)?
following statement: Please realize that the information we will use to evaluate your job performance, but rather will be used to provide input on the Legal Assistant program at OCC for the American Bar Association.

- race 1
 - gender

4. And what is the name of your supervisor? _____

5. In which city do you work? _____

6. And what is your work phone number? _____

7. What are your job responsibilities?

8. Any comments in regard to the Legal Assistant program at OCC?

Thank you for your time. If you have any questions, please feel free to contact us at (248) 522-3883. Thank you again, and have a wonderful day.

Frequencies

FALL '00

Frequency Table

AREAS other areas of law you would like legal assistant to have studied?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	43	100.0	100.0	100.0

BEST which areas were they best prepared?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	43	100.0	100.0	100.0

CITY which city do you work in?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Orchard Lake	1	2.3	3.2	3.2
	2 Detroit	6	14.0	19.4	22.6
	3 Walled Lake	1	2.3	3.2	25.8
	4 Ann Arbor	1	2.3	3.2	29.0
	5 Birmingham	2	4.7	6.5	35.5
	6 Southfield	2	4.7	6.5	41.9
	7 Bloomfield Township	1	2.3	3.2	45.2
	8 Pontiac	4	9.3	12.9	58.1
	9 Waterford	1	2.3	3.2	61.3
	10 Farmington	2	4.7	6.5	67.7
	11 Farmington Hills	3	7.0	9.7	77.4
	12 Auburn Hills	2	4.7	6.5	83.9
	13 Huntington Woods	1	2.3	3.2	87.1
	14 Troy	2	4.7	6.5	93.5
	15 Bingham Farms	1	2.3	3.2	96.8
	16 Royal Oak	1	2.3	3.2	100.0
	Total	31	72.1	100.0	
Missing	999	5	11.6		
	System	7	16.3		
	Total	12	27.9		
	Total	43	100.0		

EVAL are regular evaluations completed?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 no	4	9.3	26.7	26.7
	1 yes	11	25.6	73.3	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

EVAL2 if yes, how frequently?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 annually	11	25.6	100.0	100.0
Missing	System	32	74.4		
Total		43	100.0		

FIRMTYPE what type of firm are you?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 not part of legal dept.	3	7.0	20.0	20.0
	1 office of sole practioner	1	2.3	6.7	26.7
	2 law firm of 2-9 attorneys	9	20.9	60.0	86.7
	3 law firm of 10-20 attorneys	2	4.7	13.3	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

GRADS # of legal ass't grads employed at firm?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	7	16.3	46.7	46.7
	2	4	9.3	26.7	73.3
	3	2	4.7	13.3	86.7
	6	1	2.3	6.7	93.3
	20	1	2.3	6.7	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

LEAST which areas were they least prepared?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid		43	100.0	100.0	100.0

PREPARED to what extent are OCC grads prepared?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	1	2.3	7.1	7.1
	3 adequately prepared	13	30.2	92.9	100.0
	Total	14	32.6	100.0	
Missing	0	1	2.3		
	System	28	65.1		
	Total	29	67.4		
Total		43	100.0		

RECOMM would you recommend OCC legal assistant to another attorney?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 no	1	2.3	6.7	6.7
	1 yes	14	32.6	93.3	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

SKILLS other workplace skills LGL should learn

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid		43	100.0	100.0	100.0

SSN social security number

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	103409804	1	2.3	2.3	2.3
	299682135	1	2.3	2.3	4.7
	363060648	1	2.3	2.3	7.0
	363500947	1	2.3	2.3	9.3
	364067549	1	2.3	2.3	11.6
	365868193	1	2.3	2.3	14.0
	369523715	1	2.3	2.3	16.3
	369888578	1	2.3	2.3	18.6
	370701928	1	2.3	2.3	20.9
	370843272	1	2.3	2.3	23.3
	370987527	1	2.3	2.3	25.6
	371527763	1	2.3	2.3	27.9
	371565426	1	2.3	2.3	30.2
	371989641	1	2.3	2.3	32.6
	372741794	1	2.3	2.3	34.9
	373086780	1	2.3	2.3	37.2
	373745341	1	2.3	2.3	39.5
	373860393	1	2.3	2.3	41.9
	374721051	1	2.3	2.3	44.2
	374901676	1	2.3	2.3	46.5
	375745239	1	2.3	2.3	48.8
	377641029	1	2.3	2.3	51.2
	377928013	1	2.3	2.3	53.5
	378569006	1	2.3	2.3	55.8
	379049988	1	2.3	2.3	58.1
	379083745	1	2.3	2.3	60.5
	379769243	1	2.3	2.3	62.8
	379822207	1	2.3	2.3	65.1
	380566834	1	2.3	2.3	67.4
	380569847	1	2.3	2.3	69.8
	380723516	1	2.3	2.3	72.1
	380784495	1	2.3	2.3	74.4
	380842828	1	2.3	2.3	76.7
	381701463	1	2.3	2.3	79.1
	382118153	1	2.3	2.3	81.4
	383721441	1	2.3	2.3	83.7
	384708843	1	2.3	2.3	86.0
	385403060	1	2.3	2.3	88.4
	385644171	1	2.3	2.3	90.7
	385868340	1	2.3	2.3	93.0
	386542322	1	2.3	2.3	95.3
	386588864	1	2.3	2.3	97.7
	386826952	1	2.3	2.3	100.0
Total	43	100.0	100.0		

STATUS employment status

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 self-employed	1	2.3	2.3	2.3
	1 employed full-time	29	67.4	67.4	69.8
	2 employed part-time	6	14.0	14.0	83.7
	4 unemployed seeking employment	2	4.7	4.7	88.4
	5 unemployed not seeking employment	5	11.6	11.6	100.0
	Total	43	100.0	100.0	

SUGGEST any other suggestions?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid		43	100.0	100.0	100.0

SUPVALL does someone have overall supervision of paralegals

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 no	4	9.3	26.7	26.7
	1 yes	11	25.6	73.3	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

TITLES do you use other titles for paralegal related duties?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 no	6	14.0	40.0	40.0
	1 yes	9	20.9	60.0	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

WORK1 legal research skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	1	2.3	12.5	12.5
	3 adequately prepared	7	16.3	87.5	100.0
	Total	8	18.6	100.0	
Missing	8	7	16.3		
	System	28	65.1		
	Total	35	81.4		
Total		43	100.0		

WORK10 drafting motions

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	2 somewhat prepared	1	2.3	14.3	14.3
	3 adequately prepared	6	14.0	85.7	100.0
	Total	7	16.3	100.0	
Missing	8	8	18.6		
	System	28	65.1		
	Total	36	83.7		
Total		43	100.0		

WORK11 drafting wills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	2	4.7	100.0	100.0
Missing	8	13	30.2		
	System	28	65.1		
	Total	41	95.3		
Total		43	100.0		

WORK12 preparing commitment papers

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	2	4.7	100.0	100.0
Missing	8	13	30.2		
	System	28	65.1		
	Total	41	95.3		
Total		43	100.0		

WORK13 preparing divorce proceedings

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	4	9.3	100.0	100.0
Missing	8	11	25.6		
	System	28	65.1		
	Total	39	90.7		
Total		43	100.0		

WORK14 preparing trusts

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	2	4.7	100.0	100.0
Missing	8	13	30.2		
	System	28	65.1		
	Total	41	95.3		
Total		43	100.0		

WORK15 preparing bankruptcy documents

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	3	7.0	100.0	100.0
Missing	8	12	27.9		
	System	28	65.1		
	Total	40	93.0		
Total		43	100.0		

WORK16 preparing estate probates

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	3	7.0	100.0	100.0
Missing	8	12	27.9		
	System	28	65.1		
	Total	40	93.0		
Total		43	100.0		

WORK2 word processing skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	1	2.3	6.7	6.7
	3 adequately prepared	14	32.6	93.3	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

WORK3 other computer software skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	1	2.3	6.7	6.7
	2 somewhat prepared	1	2.3	6.7	13.3
	3 adequately prepared	13	30.2	86.7	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

WORK4 file management

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	2	4.7	13.3	13.3
	2 somewhat prepared	1	2.3	6.7	20.0
	3 adequately prepared	12	27.9	80.0	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

WORK5 preparing documents for trial

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	1	2.3	14.3	14.3
	2 somewhat prepared	1	2.3	14.3	28.6
	3 adequately prepared	5	11.6	71.4	100.0
	Total	7	16.3	100.0	
Missing	8	8	18.6		
	System	28	65.1		
	Total	36	83.7		
Total		43	100.0		

WORK6 attending trials

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	3	7.0	100.0	100.0
Missing	8	12	27.9		
	System	28	65.1		
	Total	40	93.0		
Total		43	100.0		

WORK7 assisting with depositions

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	3	7.0	100.0	100.0
Missing	8	12	27.9		
	System	28	65.1		
	Total	40	93.0		
Total		43	100.0		

WORK8 preparing interrogatories

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	2 somewhat prepared	1	2.3	16.7	16.7
	3 adequately prepared	5	11.6	83.3	100.0
	Total	6	14.0	100.0	
Missing	8	9	20.9		
	System	28	65.1		
	Total	37	86.0		
Total		43	100.0		

WORK9 drafting complaints

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	5	11.6	100.0	100.0
Missing	8	10	23.3		
	System	28	65.1		
	Total	38	88.4		
Total		43	100.0		

WORKTIME how long have you been employed w/ curent employer (in months)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	3	7.0	8.6	8.6
	2	1	2.3	2.9	11.4
	3	2	4.7	5.7	17.1
	4	1	2.3	2.9	20.0
	9	1	2.3	2.9	22.9
	10	2	4.7	5.7	28.6
	12	1	2.3	2.9	31.4
	13	1	2.3	2.9	34.3
	17	2	4.7	5.7	40.0
	18	1	2.3	2.9	42.9
	20	1	2.3	2.9	45.7
	24	3	7.0	8.6	54.3
	26	1	2.3	2.9	57.1
	27	1	2.3	2.9	60.0
	30	3	7.0	8.6	68.6
	34	1	2.3	2.9	71.4
	36	5	11.6	14.3	85.7
	96	1	2.3	2.9	88.6
	120	1	2.3	2.9	91.4
	146	1	2.3	2.9	94.3
156	1	2.3	2.9	97.1	
240	1	2.3	2.9	100.0	
	Total	35	81.4	100.0	
Missing	999	1	2.3		
	System	7	16.3		
	Total	8	18.6		
Total		43	100.0		

Frequencies

Statistics

CURRIC

N	Valid	179
	Missing	0

CURRIC

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	LGL	179	100.0	100.0	100.0

Frequencies

Statistics

		ETHNIC Students Race	SEX	EMPLYR
N	Valid	179	179	179
	Missing	0	0	0

Frequency Table

ETHNIC Students Race

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid		2	1.1	1.1	1.1
	1 White	121	67.6	67.6	68.7
	2 African-American	35	19.6	19.6	88.3
	3 American Indian (uncertified)	2	1.1	1.1	89.4
	4 Asian	3	1.7	1.7	91.1
	5 Hispanic	8	4.5	4.5	95.5
	6 Other	8	4.5	4.5	100.0
	Total	179	100.0	100.0	

SEX

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	F	159	88.8	88.8	88.8
	M	20	11.2	11.2	100.0
	Total	179	100.0	100.0	

Frequencies

Statistics

CREDREG

N	Valid	179
	Missing	0

CREDREG

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	1	.6	.6	.6
	2	2	1.1	1.1	1.7
	3	32	17.9	17.9	19.6
	4	15	8.4	8.4	27.9
	5	7	3.9	3.9	31.8
	6	30	16.8	16.8	48.6
	7	31	17.3	17.3	65.9
	8	11	6.1	6.1	72.1
	9	10	5.6	5.6	77.7
	10	10	5.6	5.6	83.2
	11	6	3.4	3.4	86.6
	12	11	6.1	6.1	92.7
	13	6	3.4	3.4	96.1
	14	6	3.4	3.4	99.4
	16	1	.6	.6	100.0
	Total		179	100.0	100.0

Frequencies

Statistics

		CREDREG	CURRIC	ETHNIC	SEX
N	Valid	164	164	164	164
	Missing	0	0	0	0

Frequency Table

CREDREG

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	2	1	.6	.6	.6
	3	27	16.5	16.5	17.1
	4	25	15.2	15.2	32.3
	5	2	1.2	1.2	33.5
	6	23	14.0	14.0	47.6
	7	22	13.4	13.4	61.0
	8	18	11.0	11.0	72.0
	9	4	2.4	2.4	74.4
	10	8	4.9	4.9	79.3
	11	8	4.9	4.9	84.1
	12	11	6.7	6.7	90.9
	13	7	4.3	4.3	95.1
	14	6	3.7	3.7	98.8
	15	2	1.2	1.2	100.0
	Total	164	100.0	100.0	

CURRIC

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	LGL	164	100.0	100.0	100.0

ETHNIC

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid		3	1.8	1.8	1.8
	1	107	65.2	65.2	67.1
	2	31	18.9	18.9	86.0
	4	8	4.9	4.9	90.9
	5	7	4.3	4.3	95.1
	6	7	4.3	4.3	99.4
	8	1	.6	.6	100.0
	Total	164	100.0	100.0	

SEX

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	F	149	90.9	90.9	90.9
	M	15	9.1	9.1	100.0
	Total	164	100.0	100.0	

Frequencies

Statistics

		CREDREG	CURRIC	ETHNIC	SEX
N	Valid	167	167	167	167
	Missing	0	0	0	0

Frequency Table

CREDREG

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	1	.6	.6	.6
	2	4	2.4	2.4	3.0
	3	36	21.6	21.6	24.6
	4	14	8.4	8.4	32.9
	5	4	2.4	2.4	35.3
	6	26	15.6	15.6	50.9
	7	30	18.0	18.0	68.9
	8	9	5.4	5.4	74.3
	9	6	3.6	3.6	77.8
	10	13	7.8	7.8	85.6
	11	1	.6	.6	86.2
	12	9	5.4	5.4	91.6
	13	6	3.6	3.6	95.2
	14	5	3.0	3.0	98.2
	15	2	1.2	1.2	99.4
	16	1	.6	.6	100.0
Total		167	100.0	100.0	

CURRIC

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	LGL	167	100.0	100.0	100.0

ETHNIC

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid		2	1.2	1.2	1.2
	1 White	112	67.1	67.1	68.3
	2 African American	33	19.8	19.8	88.0
	3 American Indian/ Alaskan Native	1	.6	.6	88.6
	4 Asian/ Pacific Islander	7	4.2	4.2	92.8
	5 Hispanic	3	1.8	1.8	94.6
	6 Other	8	4.8	4.8	99.4
	8	1	.6	.6	100.0
Total		167	100.0	100.0	

SEX

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	F	149	89.2	89.2	89.2
	M	18	10.8	10.8	100.0
	Total	167	100.0	100.0	

Frequencies

Statistics

		CREDREG	CURRIC	ETHNIC	SEX
N	Valid	159	159	159	159
	Missing	0	0	0	0

Frequency Table

CREDREG

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	1	.6	.6	.6
	2	3	1.9	1.9	2.5
	3	38	23.9	23.9	26.4
	4	20	12.6	12.6	39.0
	6	27	17.0	17.0	56.0
	7	17	10.7	10.7	66.7
	8	13	8.2	8.2	74.8
	9	7	4.4	4.4	79.2
	10	13	8.2	8.2	87.4
	11	5	3.1	3.1	90.6
	12	10	6.3	6.3	96.9
	13	3	1.9	1.9	98.7
	14	1	.6	.6	99.4
	15	1	.6	.6	100.0
	Total		159	100.0	100.0

CURRIC

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	LGL	159	100.0	100.0	100.0

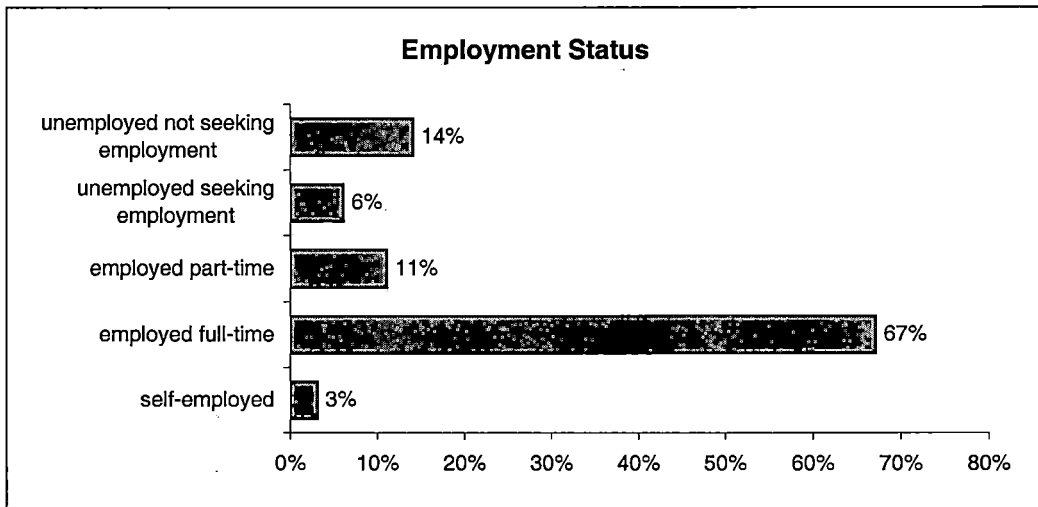
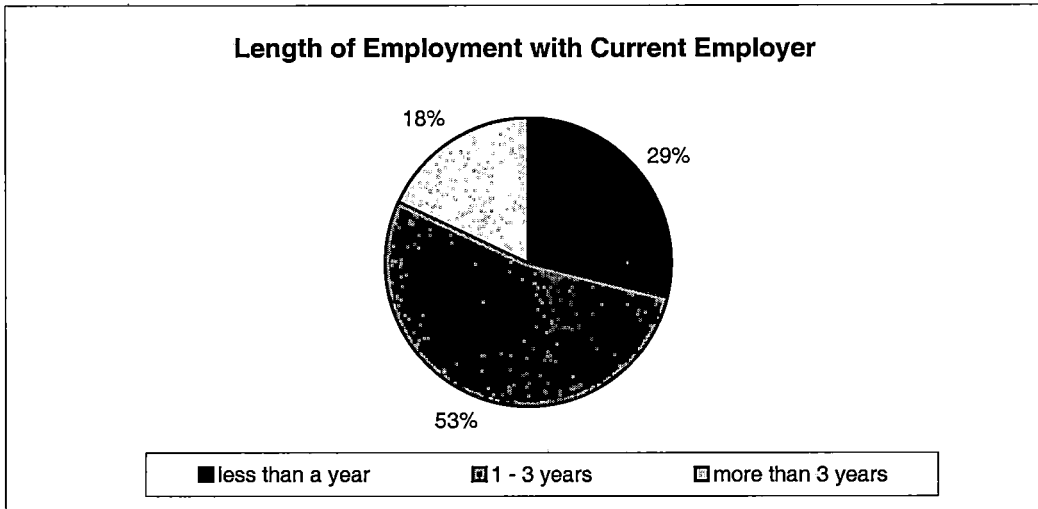
ETHNIC

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid		1	.6	.6	.6
	1	97	61.0	61.0	61.6
	2	39	24.5	24.5	86.2
	3	1	.6	.6	86.8
	4	8	5.0	5.0	91.8
	5	4	2.5	2.5	94.3
	6	8	5.0	5.0	99.4
	8	1	.6	.6	100.0
	Total	159	100.0	100.0	

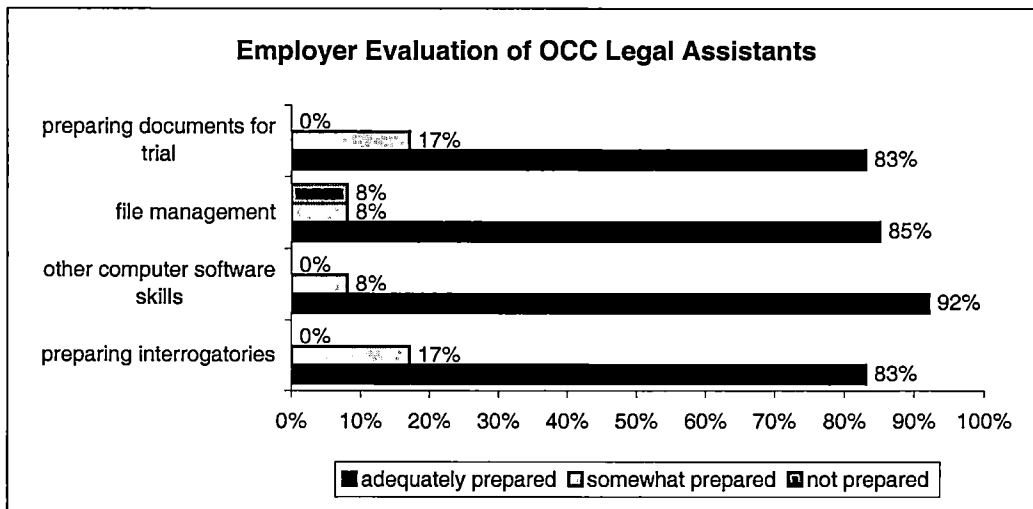
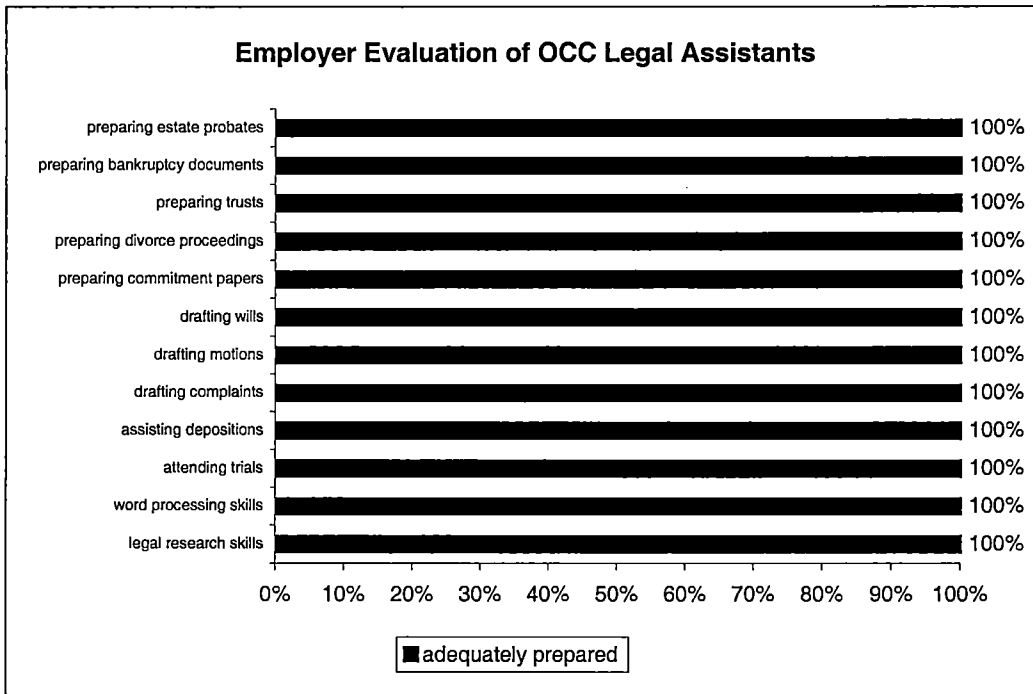
SEX

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	F	136	85.5	85.5	85.5
	M	23	14.5	14.5	100.0
	Total	159	100.0	100.0	

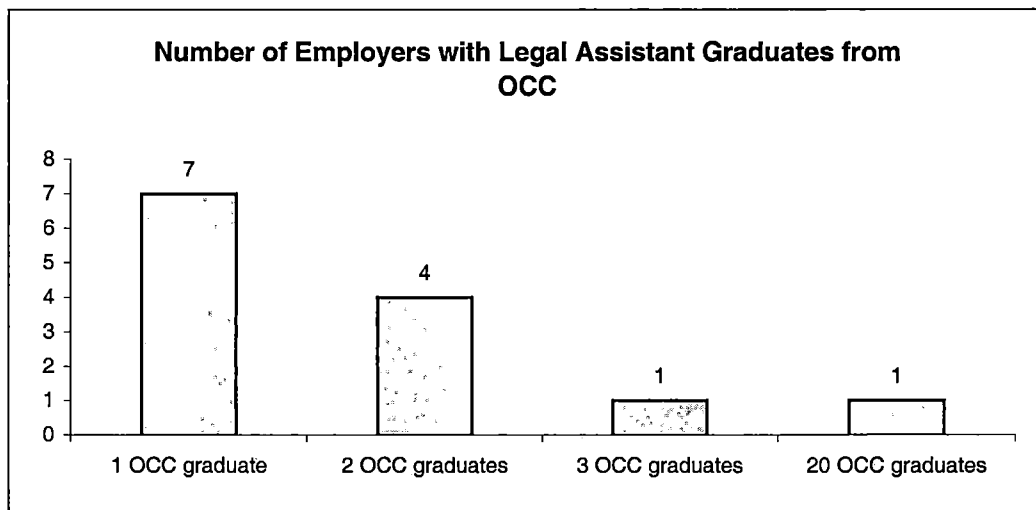
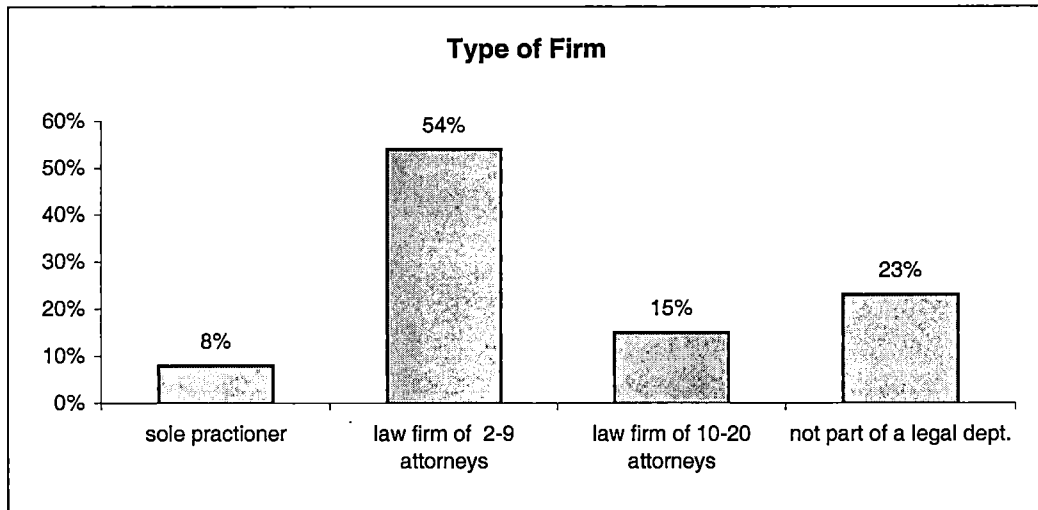
Oakland Community College
Profile of Legal Assistant Graduates
Employee/ Employer Survey
Fall 2000



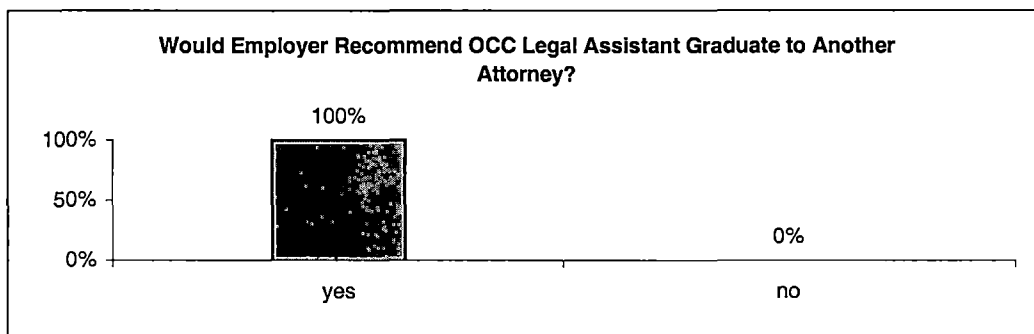
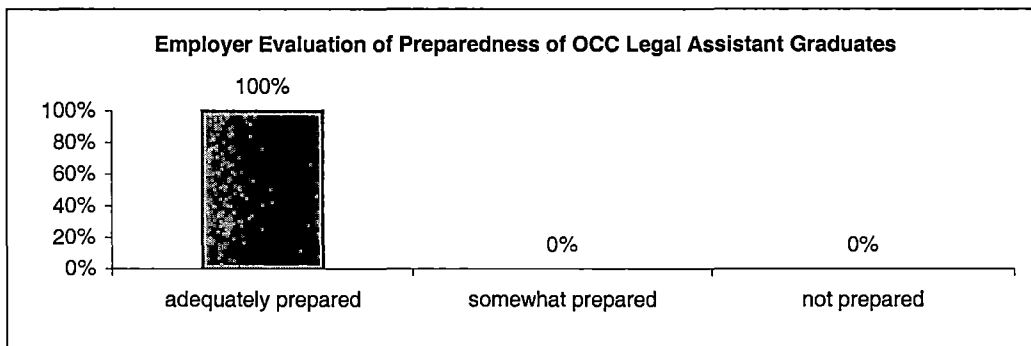
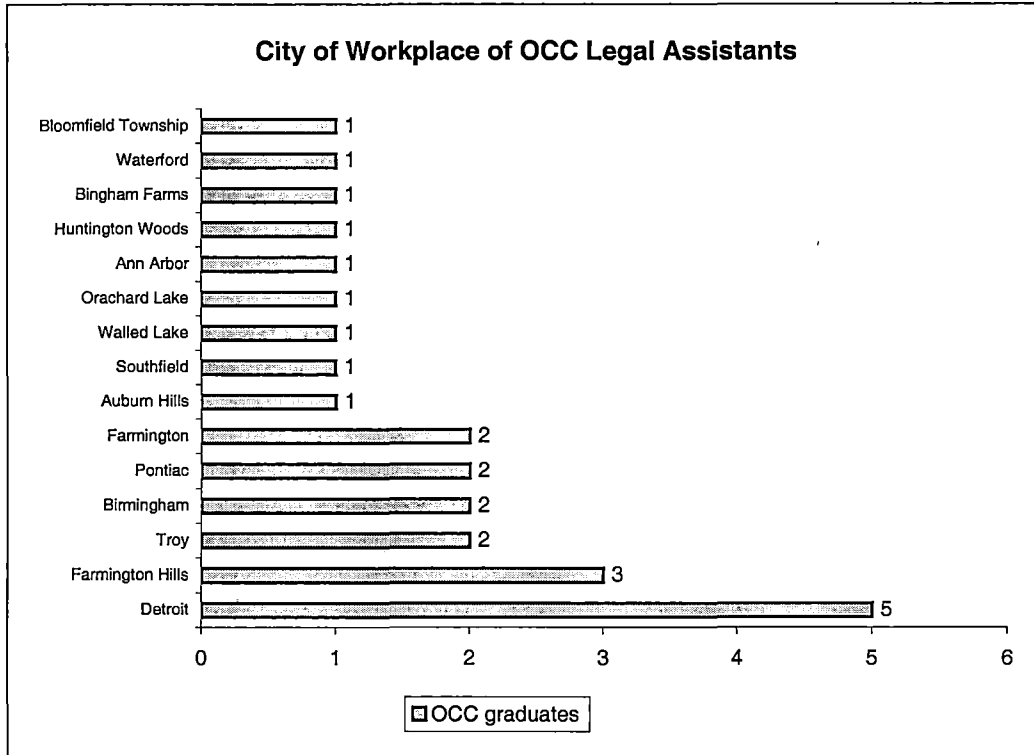
**Oakland Community College
Profile of Legal Assistant Graduates
Employee/ Employer Survey
Fall 2000**



Oakland Community College
Profile of Legal Assistant Graduates
Employee/ Employer Survey
Fall 2000



**Oakland Community College
Profile of Legal Assistant Graduates
Employee/ Employer Survey
Fall 2000**



WORK2 word processing skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	1	2.3	6.7	6.7
	3 adequately prepared	14	32.6	93.3	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

WORK3 other computer software skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	1	2.3	6.7	6.7
	2 somewhat prepared	1	2.3	6.7	13.3
	3 adequately prepared	13	30.2	86.7	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

WORK4 file management

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	2	4.7	13.3	13.3
	2 somewhat prepared	1	2.3	6.7	20.0
	3 adequately prepared	12	27.9	80.0	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

WORK5 preparing documents for trial

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	1	2.3	14.3	14.3
	2 somewhat prepared	1	2.3	14.3	28.6
	3 adequately prepared	5	11.6	71.4	100.0
	Total	7	16.3	100.0	
Missing	8	8	18.6		
	System	28	65.1		
	Total	36	83.7		
Total		43	100.0		

Frequencies

Frequency Table

AREAS other areas of law you would like legal assistant to have studied?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	43	100.0	100.0	100.0

BEST which areas were they best prepared?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	43	100.0	100.0	100.0

CITY which city do you work in?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Orchard Lake	1	2.3	3.2	3.2
	2 Detroit	6	14.0	19.4	22.6
	3 Walled Lake	1	2.3	3.2	25.8
	4 Ann Arbor	1	2.3	3.2	29.0
	5 Birmingham	2	4.7	6.5	35.5
	6 Southfield	2	4.7	6.5	41.9
	7 Bloomfield Township	1	2.3	3.2	45.2
	8 Pontiac	4	9.3	12.9	58.1
	9 Waterford	1	2.3	3.2	61.3
	10 Farmington	2	4.7	6.5	67.7
	11 Farmington Hills	3	7.0	9.7	77.4
	12 Auburn Hills	2	4.7	6.5	83.9
	13 Huntington Woods	1	2.3	3.2	87.1
	14 Troy	2	4.7	6.5	93.5
	15 Bingham Farms	1	2.3	3.2	96.8
	16 Royal Oak	1	2.3	3.2	100.0
	Total	31	72.1	100.0	
Missing	999	5	11.6		
	System	7	16.3		
	Total	12	27.9		
	Total	43	100.0		

EVAL are regular evaluations completed?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 no	4	9.3	26.7	26.7
	1 yes	11	25.6	73.3	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

EVAL2 if yes, how frequently?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 annually	11	25.6	100.0	100.0
Missing	System	32	74.4		
Total		43	100.0		

FIRMTYPE what type of firm are you?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 not part of legal dept.	3	7.0	20.0	20.0
	1 office of sole practioner	1	2.3	6.7	26.7
	2 law firm of 2-9 attorneys	9	20.9	60.0	86.7
	3 law firm of 10-20 attorneys	2	4.7	13.3	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

GRADS # of legal ass't grads employed at firm?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	7	16.3	46.7	46.7
	2	4	9.3	26.7	73.3
	3	2	4.7	13.3	86.7
	6	1	2.3	6.7	93.3
	20	1	2.3	6.7	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

LEAST which areas were they least prepared?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	43	100.0	100.0	100.0

PREPARED to what extent are OCC grads prepared?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	1	2.3	7.1	7.1
	3 adequately prepared	13	30.2	92.9	100.0
	Total	14	32.6	100.0	
Missing	0	1	2.3		
	System	28	65.1		
	Total	29	67.4		
Total		43	100.0		

RECOMM would you recommend OCC legal assistant to another attorney?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 no	1	2.3	6.7	6.7
	1 yes	14	32.6	93.3	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

SKILLS other workplace skills LGL should learn

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	43	100.0	100.0	100.0

SSN social security number

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	103409804	1	2.3	2.3	2.3
	299682135	1	2.3	2.3	4.7
	363060648	1	2.3	2.3	7.0
	363500947	1	2.3	2.3	9.3
	364067549	1	2.3	2.3	11.6
	365868193	1	2.3	2.3	14.0
	369523715	1	2.3	2.3	16.3
	369888578	1	2.3	2.3	18.6
	370701928	1	2.3	2.3	20.9
	370843272	1	2.3	2.3	23.3
	370987527	1	2.3	2.3	25.6
	371527763	1	2.3	2.3	27.9
	371565426	1	2.3	2.3	30.2
	371989641	1	2.3	2.3	32.6
	372741794	1	2.3	2.3	34.9
	373086780	1	2.3	2.3	37.2
	373745341	1	2.3	2.3	39.5
	373860393	1	2.3	2.3	41.9
	374721051	1	2.3	2.3	44.2
	374901676	1	2.3	2.3	46.5
	375745239	1	2.3	2.3	48.8
	377641029	1	2.3	2.3	51.2
	377928013	1	2.3	2.3	53.5
	378569006	1	2.3	2.3	55.8
	379049988	1	2.3	2.3	58.1
	379083745	1	2.3	2.3	60.5
	379769243	1	2.3	2.3	62.8
	379822207	1	2.3	2.3	65.1
	380566834	1	2.3	2.3	67.4
	380569847	1	2.3	2.3	69.8
	380723516	1	2.3	2.3	72.1
	380784495	1	2.3	2.3	74.4
	380842828	1	2.3	2.3	76.7
	381701463	1	2.3	2.3	79.1
	382118153	1	2.3	2.3	81.4
	383721441	1	2.3	2.3	83.7
	384708843	1	2.3	2.3	86.0
	385403060	1	2.3	2.3	88.4
	385644171	1	2.3	2.3	90.7
	385868340	1	2.3	2.3	93.0
	386542322	1	2.3	2.3	95.3
	386588864	1	2.3	2.3	97.7
	386826952	1	2.3	2.3	100.0
Total		43	100.0	100.0	

STATUS employment status

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 self-employed	1	2.3	2.3	2.3
	1 employed full-time	29	67.4	67.4	69.8
	2 employed part-time	6	14.0	14.0	83.7
	4 unemployed seeking employment	2	4.7	4.7	88.4
	5 unemployed not seeking employment	5	11.6	11.6	100.0
	Total	43	100.0	100.0	

SUGGEST any other suggestions?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid		43	100.0	100.0	100.0

SUPVALL does someone have overall supervision of paralegals

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 no	4	9.3	26.7	26.7
	1 yes	11	25.6	73.3	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

TITLES do you use other titles for paralegal related duties?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 no	6	14.0	40.0	40.0
	1 yes	9	20.9	60.0	100.0
	Total	15	34.9	100.0	
Missing	System	28	65.1		
Total		43	100.0		

WORKTIME how long have you been employed w/ curent employer (in months)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	3	7.0	8.6	8.6
	2	1	2.3	2.9	11.4
	3	2	4.7	5.7	17.1
	4	1	2.3	2.9	20.0
	9	1	2.3	2.9	22.9
	10	2	4.7	5.7	28.6
	12	1	2.3	2.9	31.4
	13	1	2.3	2.9	34.3
	17	2	4.7	5.7	40.0
	18	1	2.3	2.9	42.9
	20	1	2.3	2.9	45.7
	24	3	7.0	8.6	54.3
	26	1	2.3	2.9	57.1
	27	1	2.3	2.9	60.0
	30	3	7.0	8.6	68.6
	34	1	2.3	2.9	71.4
	36	5	11.6	14.3	85.7
	96	1	2.3	2.9	88.6
	120	1	2.3	2.9	91.4
	146	1	2.3	2.9	94.3
156	1	2.3	2.9	97.1	
240	1	2.3	2.9	100.0	
	Total	35	81.4	100.0	
Missing	999	1	2.3		
	System	7	16.3		
	Total	8	18.6		
Total		43	100.0		

WORK13 preparing divorce proceedings

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	4	9.3	100.0	100.0
Missing	8	11	25.6		
	System	28	65.1		
	Total	39	90.7		
Total		43	100.0		

WORK14 preparing trusts

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	2	4.7	100.0	100.0
Missing	8	13	30.2		
	System	28	65.1		
	Total	41	95.3		
Total		43	100.0		

WORK15 preparing bankruptcy documents

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	3	7.0	100.0	100.0
Missing	8	12	27.9		
	System	28	65.1		
	Total	40	93.0		
Total		43	100.0		

WORK16 preparing estate probates

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	3	7.0	100.0	100.0
Missing	8	12	27.9		
	System	28	65.1		
	Total	40	93.0		
Total		43	100.0		

WORK1 legal research skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 not prepared	1	2.3	12.5	12.5
	3 adequately prepared	7	16.3	87.5	100.0
	Total	8	18.6	100.0	
Missing	8	7	16.3		
	System	28	65.1		
	Total	35	81.4		
Total		43	100.0		

WORK10 drafting motions

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	2 somewhat prepared	1	2.3	14.3	14.3
	3 adequately prepared	6	14.0	85.7	100.0
	Total	7	16.3	100.0	
Missing	8	8	18.6		
	System	28	65.1		
	Total	36	83.7		
Total		43	100.0		

WORK11 drafting wills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	2	4.7	100.0	100.0
Missing	8	13	30.2		
	System	28	65.1		
	Total	41	95.3		
Total		43	100.0		

WORK12 preparing commitment papers

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	2	4.7	100.0	100.0
Missing	8	13	30.2		
	System	28	65.1		
	Total	41	95.3		
Total		43	100.0		

WORK6 attending trials

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	3	7.0	100.0	100.0
Missing	8	12	27.9		
	System	28	65.1		
	Total	40	93.0		
Total		43	100.0		

WORK7 assisting with depositions

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	3	7.0	100.0	100.0
Missing	8	12	27.9		
	System	28	65.1		
	Total	40	93.0		
Total		43	100.0		

WORK8 preparing interrogatories

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	2 somewhat prepared	1	2.3	16.7	16.7
	3 adequately prepared	5	11.6	83.3	100.0
	Total	6	14.0	100.0	
Missing	8	9	20.9		
	System	28	65.1		
	Total	37	86.0		
Total		43	100.0		

WORK9 drafting complaints

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	3 adequately prepared	5	11.6	100.0	100.0
Missing	8	10	23.3		
	System	28	65.1		
	Total	38	88.4		
Total		43	100.0		

The Legal Assistant program is preparing for its accreditation visit by the American Bar Association. The ABA requires that graduates of the program as well as employers of these graduates have the opportunity to provide feedback on the academic content of the program. As a graduate of the Legal Assistant program we are seeking your help.

Frequencies

Statistics

PREFIX Course Prefix Code

N	Valid	83
	Missing	0

Duplicated Head Count
(ACS DATA)
MASTER ACS.SAV

PREFIX Course Prefix Code

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	LGL	83	100.0	100.0	100.0

Crosstabs

Case Processing Summary

	Cases					
	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
STUDTOT Total Number of Students * AY	83	100.0%	0	.0%	83	100.0%

LGL

STUDTOT Total Number of Students * AY Crosstabulation

Count

		AY						
		9192	9293	9394	9495	9596	9697	9798
STUDTOT Total Number of Students	3.00							
	4.00							
	5.00						1	
	7.00					1		1
	8.00							
	9.00				1			
	10.00							2
	12.00					1	1	
	13.00			1		1		
	14.00						1	
	15.00					1	1	
	18.00							
	23.00							
	26.00		1					
	28.00						1	
	29.00							
	30.00						1	
	31.00							
	32.00						1	
	38.00							
	41.00							
	42.00			1				
	43.00		1					
	44.00						1	1
	46.00					1		
	49.00							
	50.00						2	1
	51.00		1			1		1
	54.00					1		1
	55.00							
	57.00					1		
	58.00						1	
	60.00	1						
61.00		1		1				
63.00		1						
64.00							1	
65.00				1				
66.00							1	
67.00			1					
68.00			1					
69.00								
70.00		1						
76.00	1		1					

STUDTOT Total Number of Students * AY Crosstabulation

Count

		AY						
		9192	9293	9394	9495	9596	9697	9798
STUDTOT Total Number of Students	77.00			1		1		
	78.00				1			
	80.00	1				2		1
	84.00	1		1				
	87.00				1			
	90.00		1		1			
	96.00		1	1				
	97.00	1						
	104.00				1			
	109.00	1						
	122.00				1			
Total		6	8	8	8	11	11	10

STUDTOT Total Number of Students * AY Crosstabulation

Count

		AY		Total
		9899	9900	
STUDTOT Total Number of Students	3.00	1	1	2
	4.00		1	1
	5.00			1
	7.00			2
	8.00		1	1
	9.00			1
	10.00		1	3
	12.00			2
	13.00			2
	14.00	1		2
	15.00			2
	18.00		1	1
	23.00	1		1
	26.00			1
	28.00			1
	29.00	1		1
	30.00			1
	31.00		1	1
	32.00		1	2
	38.00	1		1
	41.00		1	1
	42.00			1
	43.00	1		2
	44.00			2
	46.00			1
	49.00	1	1	2
	50.00			3
	51.00			3
	54.00			2
	55.00		1	1
	57.00	1		2
	58.00			1
	60.00			1
	61.00			2
	63.00			1
	64.00	1		2
	65.00			1
	66.00			1
	67.00			1
	68.00			1
69.00	1	1	2	
70.00			1	
76.00			2	

STUDTOT Total Number of Students * AY Crosstabulation

Count

		AY		Total
		9899	9900	
STUDTOT Total Number of Students	77.00			2
	78.00			1
	80.00			4
	84.00			2
	87.00			1
	90.00			2
	96.00			2
	97.00			1
	104.00			1
	109.00			1
	122.00			1
Total		10	11	83

List

AY	STUDTOT
9192	109.00
9192	97.00
9192	84.00
9192	76.00
9192	80.00
9192	60.00
9293	96.00
9293	43.00
9293	90.00
9293	70.00
9293	63.00
9293	61.00
9293	51.00
9293	26.00
9394	96.00
9394	68.00
9394	84.00
9394	77.00
9394	76.00
9394	42.00
9394	67.00
9394	13.00
9495	122.00
9495	78.00
9495	104.00
9495	90.00
9495	87.00
9495	61.00
9495	65.00
9495	9.00
9596	80.00
9596	57.00
9596	51.00
9596	77.00

9596	46.00
9596	80.00
9596	54.00
9596	7.00
9596	15.00
9596	13.00
9596	12.00
9697	58.00
9697	30.00
9697	50.00
9697	44.00
9697	32.00
9697	50.00
9697	28.00
9697	5.00
9697	12.00

AY	STUDTOT
9697	14.00
9697	15.00
9798	80.00
9798	50.00
9798	66.00
9798	51.00
9798	44.00
9798	54.00
9798	7.00
9798	64.00
9798	10.00
9798	10.00
9899	23.00
9899	29.00
9899	69.00
9899	64.00
9899	57.00
9899	49.00
9899	43.00
9899	38.00
9899	3.00
9899	14.00
9900	69.00
9900	49.00
9900	55.00
9900	41.00
9900	32.00
9900	31.00
9900	3.00
9900	8.00
9900	10.00
9900	18.00
9900	4.00

Number of cases read: 83 Number of cases listed: 83

Frequencies

Statistics

CURRIC

N	Valid	167
	Missing	0

CURRIC

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	LGL	167	100.0	100.0	100.0

FALL 2000

Frequencies

Statistics

CURRIC

N	Valid	179
	Missing	0

CURRIC

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	LGL	179	100.0	100.0	100.0

FALL 1999