

Fanshawe College

## FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

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Documentation (Approvals etc...)

Law Clerk

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2012

### LCK1 LCK2 Curriculum Modification for 2013-14

Fanshawe College

Follow this and additional works at: [https://first.fanshawec.ca/cae\\_publicsafety\\_lawclerk\\_documentation](https://first.fanshawec.ca/cae_publicsafety_lawclerk_documentation)

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**Course/Program Curriculum Changes: Principles**

Program Title:	Law Clerk	
Program Alpha & Number:	LCK 1 & LCK 2	
Effective Catalog Year:	2013/14	
Late Request:		

Reviews are likely to be a response to currency, flexibility and access issues. This review should:

- Clearly describe the reasons for and benefits of the change;
- Answer the questions regarding the effects of the changes – see Program/Curriculum "Rationale"

**Note:** The Faculty Dean must approve the changes at this point before any further work is to be done. Part of this approval will require that program mapping has been completed – see Note for #2 and #3 below. It may also require VPA's Office approval if significant changes are being proposed.

Changes must be to the benefit of the student with no disadvantages; therefore, if courses needed to complete the program are no longer offered, the School must develop a viable pathway to graduation.

Quality assessment of existing programs is achieved through continuous monitoring by the program team.

Reviews validate that the program learning outcomes are relevant/current and that they continue to be met by the graduation requirements in the program.

The essence of a program is represented in its learning outcomes; the graduation requirements identify the courses & activities whose successful completion is necessary to the mastery of the learning outcomes.

Process should be lean – no unnecessary new steps.

Once students start a program in a specific catalog, no changes to that degree audit may be made, e.g., a course change is proposed for third level. December 1<sup>st</sup>, 2010 for 2011/2012 catalogue means the new course would not be delivered until September 2012.

Changes must be documented – retained by the School as well as archived with the Office of the Registrar.

Communication of changes must be made to all affected stakeholders.

Comments:

Recommended for Approval  Yes  No

Signature *July Geddes* Date *Dec 31/12*

PROGRAM/CURRICULUM "RATIONALE FOR CHANGES"

REGISTRAR

All requests for changes to programs of instruction must be submitted to the Registrar's Office by December 1st each year for changes to be implemented for the following September intake. All changes require the approval of the Dean and possibly the VPA's Office, if significant.

REMINDER: We need to ensure that changes are made properly and in a timely manner to: maximize student success; optimize employment preparation; meet all quality and integrity responsibilities to MTCU, PQAPA and our Board of Governors; and meet community expectations.

- ↳ The **Program/Curriculum "Rationale for Changes"** should be completed using this template and all areas must be completed. An electronic copy of this document should be submitted to the Registrar's Office.
- ↳ The Dean/Chair responsible for the program should consult with other affected schools and obtain the appropriate sign-offs on a paper copy of this document. Once all consultations and sign-offs have occurred, the paper copy should be submitted to the RO
- ↳ Course Request Forms must also be submitted electronically to Strategy and Planning for all new courses. These will be forwarded to Scheduling following approval of the changes by the Dean and possibly the VPA's Office.

1.0 Program Requiring Changes

Program Title:	LAW CLERK	
Program Alpha & Number:	LCK1 and LCK2	
Effective Catalog Year:	2013/14	

*Please answer each of the questions below, if applicable. Missing or incomplete information may delay approval and/or implementation of the proposed changes.*

2.0 Rationale for Changes

2.01 Provide a brief description of the reasons for the proposed changes.

We are proposing that the FINA 3033 (Canadian Financial Systems) course be dropped from the Law Clerk Program. The FINA 3033 course has not been offered for 2 years. It has been pulled from our mapping and dropping it will not impact Program cost, students, third party relationships or Program Fit. There are also no resource implications flowing from the proposed change.

2.02 Students

- Are changes a response to student feedback? Or our Programs Data Report - Weak Factors? (summarize how changes address this issue)  
The course has not been offered in 2 years due to feedback from employers and students. It was left as an OR on the DA so students out of sync could complete. It is now time to remove it.
- How will changes affect student learning and success? (describe evidence to support this)

No affect.

- How will changes affect cost of the program for students? (e.g., materials fees; equipment fees - laptop program; OSAP implications)

No affect.

- How will changes affect the flow of the program?

No affect.

### 2.03 Relationship of Program to Industry

- How do changes reflect trends in the field or in industry? (Provide data regarding industry and/or professional trends.)

The finance course was a mandatory gen ed course and has been replaced with a gen ed insurance course to reflect general knowledge needed in industry.

### 2.04 Program Learning Outcomes

- How do the changes align with Ministry outcomes? (Provide a copy of the completed program map indicating gaps/overlaps that are being corrected)

No impact - FINA was removed from mapping two years ago.

### 2.05 Relationships with Other Fanshawe College Programs

- Is this course in a ladder program or part of any other Fanshawe College program?

No impact.

### 2.06 Relations with Other Post-Secondary Programs

- How will the changes affect transfer agreements with other post-secondary institutions?
- What discussions have been initiated with these institutions regarding the changes?

No impact.

### 2.07 Changes on Fit of Program with general College Requirements for Programs

- How do changes affect the fit of the program with the College's strategic plan, program mix, general education requirements, marketing?

No affect.

- Are changes consistent with Colleges policies/practices? (Identify specific areas where policies/practices need to be altered if program changes approved.)

Yes.

## 3.0 Consultation Regarding Proposed Changes

### 3.01 Consultation With Program Advisory Committee

- Indicate feedback from the program advisory committee regarding the changes.  
Introduction of Insurance course in place of FINA was recommended by Law Clerk external focus group and supported in full program review. This change is only to clean up the DA.

### 3.02 Consultation With Other Programs/Schools/Services

- What programs/schools/services have been consulted?
- What feedback and suggestions have been offered through consultation?  
LLS was consulted at time of developing new mandatory gen ed.

4.0 Resource Implications of Proposed Changes

4.01 Staffing

- Outline all staffing consequences, both for the program and related areas.  
No changes.

4.02 Services

- Outline all consequences on other areas.  
No changes.

4.03 Space or Technology Requirements

- Outline how changes affect space and/or technology requirements.  
No changes.

4.04 Budgetary Implications

- Outline budgetary implications (include consequences on other schools such as increase/decrease in teaching hours required)
- Outline changes to materials fees.  
No changes.

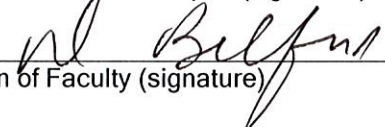
Approvals: Chair of School and Dean of Faculty; possibly VPA's Office, if significant

Approved

Not Approved / Requires Changes

  
Chair of School/Campus (signature)

*Nov. 21/12*  
Date

  
Dean of Faculty (signature)

*Nov. 27, 2012*  
Date

Chair of Servicing School, if required (signature)

Date

Vice-President, Academic, if required (signature)

Date

**Degree Audit Report**

  
 NOV 28 2012  
 REGISTRAR

**Catalog:** 2013/2014

**Program:** LCK1

**Name:** Law Clerk

**Department:** ITY - Information Technology

**Academic Level:** PS

**CCD:** 8 - 4AcadSem/1200-1400hrs

**Grade Scheme:** LG2

**Major:** LCK1 - Law Clerk

**Div:** ITY - Information Technology Division

**Co-Op Indicator:** Optional Co-op

**Academic Program Requirement**

**Total Credits:** 83.00

**Residency Reqmt:** 21.00

**GPA Requirement:** 2.000

**Residency Reqmt GPA:** 2.000

**Minimum Grade:** D

**Academic Requirement:** LCK1.13 Law Clerk

**Major:** LCK1

**Grade Scheme:** LG2

**Minimum GPA:** 2.000

**Minimum Grade:**

**Subrequirement:** Level 1

Take all of the following Mandatory Courses:

Group 1

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
BUSI-1060	Strategies for Success	15.00	1.00	
COMP-1330	Computer Applications Law Clerk	42.00	3.00	
LAWS-1004	Introduction to Legal Materials	60.00	4.00	
LAWS-1007	Civil Procedure	60.00	4.00	
LAWS-1036	Torts & Contracts	60.00	4.00	

Group 2

TAKE WRIT-1032 OR WRIT-1034

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
WRIT-1034	Reason & Writing 1 - EAP	60.00	4.00	

**Subrequirement:** Level 2

Take all of the following Mandatory Courses:

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
LAWS-1006	Introductory Estates	60.00	4.00	
LAWS-1008	Introduction to Real Estate	60.00	4.00	
LAWS-1010	Creditors' Rights	60.00	4.00	
LAWS-1012	Corporate Law	60.00	4.00	
COMM-3044	Prof. Communications for Law Clerks	45.00	3.00	
MGMT-3052	Understanding Workplace Behaviours	45.00	3.00	**

**Subrequirement:** Level 3

Take all of the following Mandatory Courses:

**Degree Audit Report**

Group 1

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
LAWS-3002	Advanced Estates	60.00	4.00	
LAWS-3006	Family Law	60.00	4.00	
LAWS-5006	Civil Procedure-Adv	45.00	3.00	
LAWS-1039	Real Estate Title Searching	60.00	4.00	
LAWS-1040	Legal Research & Writing	60.00	4.00	

MOVE →

~~Group 2~~  
~~TAKE INSR-1006 OR FINA-3033~~

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
INSR-1006	Fundamentals of Insurance for Consumers	45.00	3.00	**
<del>FINA-3033</del>	<del>Canadian Financial System</del>	<del>45.00</del>	<del>3.00</del>	<del>**</del>

Delete

**Subrequirement: Level 4**

Gen Ed - Take a 3 credit General Education elective course  
Take all of the following Mandatory Courses:

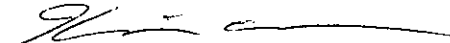
		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
ACCT-1083	Systems for the Modern Law Office	45.00	3.00	
LAWS-3052	Landlord & Tenant Law	45.00	3.00	
LAWS-3043	Real Estate Procedure-Adv	60.00	4.00	
LAWS-5007	Commercial Transactions-Adv	60.00	4.00	
LAWS-3020	Legal Applications	45.00	3.00	

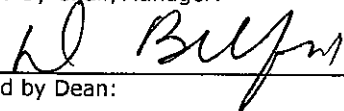
**Subrequirement: Gen Ed - Electives**

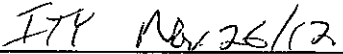
Take 3 General Education Credits -  
Normally taken in Level 4

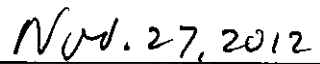
**Subrequirement: Check Residency**

Students Must Complete a Minimum of 21 of the Program  
Credits at Fanshawe to meet the Residency Requirement and  
Graduate from this Program.

  
Approved By Chair/Manager:

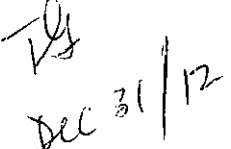
  
Approved by Dean:

  
Department and Date:

  
Date:

General Education Approved By(as appropriate):

Date:



**Degree Audit Report**

**RECEIVED**

NOV 28 2012

**REGISTRAR**

**Catalog:** 2013/2014

**Program:** LCK2

**Name:** Law Clerk (Co-op)

**Department:** ITY - Information Technology

**Academic Level:** PS

**CCD:** 8 - 4AcadSem/1200-1400hrs

**Grade Scheme:** LG2

**Major:** LCK1 - Law Clerk

**Div:** ITY - Information Technology Division

**Co-Op Indicator:** Mandatory Co-op

**Academic Program Requirement**

**Total Credits:** 83.00                      **Residency Reqmt:** 21.00  
**GPA Requirement:** 2.000                **Residency Reqmt GPA:** 2.000  
**Minimum Grade:** D

**Academic Requirement:** LCK1.13 Law Clerk

**Major:** LCK1  
**Grade Scheme:** LG2  
**Minimum GPA:** 2.000  
**Minimum Grade:**

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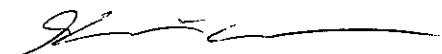
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\_\_\_\_\_  
Approved By Chair/Manager:

  
\_\_\_\_\_  
Approved by Dean:

*JTY Nov 26/12*  
\_\_\_\_\_  
Department and Date:

*Nov. 27, 2012*  
\_\_\_\_\_  
Date:

\_\_\_\_\_  
General Education Approved By(as appropriate):

\_\_\_\_\_  
Date:

*TJ  
Dec 31/12*