

If you enjoy dealing with legal issues, you should consider a career as a paralegal. As the only American Bar Association approved (ABA) paralegal program in the upper Mid- Hudson Valley, the Marist Paralegal Certificate Program offers students specialized education and training in legal theory combined with practical hands on experience. This 60-credit Paralegal Certificate Program teaches the knowledge and skills required to be a successful paralegal in a law office, corporate setting, or public agency.

### CURRICULUM

#### Weekend Format

Students are required to take eight Paralegal classes (24 credits) which pair with to 36 general education transfer credits. Classes are offered in a cohort (group) model and together students build a career in 24 weekends. Weekend paralegal students may be eligible for financial aid, as they are registered for 12 credits each semester.

#### Evening Format

Evening paralegal courses are offered Monday through Thursday from 6:30pm-9pm. Each class meets one night per week for 15 weeks. Students who do not have 36 transfer credits can attend classes in the evening format and may also take the general education credits. Students can take one to four paralegal classes per semester.

### BENEFITS

- Access to Westlaw computerized legal research
- Develop a professional portfolio
- Instructors are practicing attorneys
- Draft and analyze legal documents, complete a will, real estate closing procedures, memorandum of law
- Workshops on resume writing, interviewing skills, and career search assistance

### DISTINCTIVENESS

- Program has had American Bar Association (ABA) approval for over 30 continuous years
- Program Director received the 2014 Board of Trustees Faculty Award for Distinguished Teaching
- Paralegal Advisory Board comprised of attorneys, paralegals, and higher education administrators
- Internship opportunities
- Enter a profession with a projected growth of 12 percent until 2030, according to the U.S. Bureau of Labor Statistics

### REQUIREMENTS-WEEKEND PROGRAM

- Completed undergraduate application
- \$50.00 application fee (non-refundable)
- 36 transferable college credits with a grade of C or better (minimum of 18 of the 36 credits in liberal arts)
- Official transcripts from all institutions
- Official high school transcript
- Personal interview
- College writing proficiency
- Fall and spring rolling application deadline

### TUITION & COSTS-WEEKEND PROGRAM

Tuition: \$495.00 per credit  
Books: \$850.00 approx.  
Tuition Deposit: \$100.00

### CONTACT INFORMATION

**Marist College Office of Adult Admission  
Poughkeepsie, New York 12601-1387 Phone:  
(888) 877-7900**

Email: [adulted@marist.edu](mailto:adulted@marist.edu)

Web: [www.marist.edu](http://www.marist.edu)

### PROGRAM INFORMATION

Annamaria Maciocia, Program Director

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## MARIST ABA-APPROVED WEEKEND PARALEGAL CERTIFICATE PROGRAM

The Spring 2023 Weekend cohort meets on the following weekends from 9am-5pm. Classes begin March 2023 and complete February 2024:

### **Spring I Session**

*Intro to Law* PRLG-101L331  
*Criminal Law* PRLG-312L331

March 4-5, March 18-19

April 1-2, April 15-16

No Break

April 22-23, May 6-7

### **Spring II Session**

*Intro to Research* PRLG-210N331  
*Family Law* PRLG-311L331

June 3-4, 2 Week Break, June 24-25

July 8-9, July 22-23

August 5-6, August 19-20

### **Fall I Session**

*Real Property* PRLG-313N331  
*Civil Litigation & Practice* PRLG-422N331

September 9-10, September 23-24

October 7-8, October 21-22

November 4-5, November 18-19

### **Fall II Session**

*Business Law I* PRLG-380N331  
*Wills, Trusts & Estates* PRLG-420N331

December 2-3, December 16-17

January 6-7, January 20-21

February 3-4, February 17-18

**Note: Students must earn a 2.5 minimum GPA in law related and specialty coursework.**

\*Paralegals may not establish the attorney's relationship with the client or set fees to be charged, and may not give legal advice to a client. (Guideline 3 of the ABA Model Guidelines for the Utilization of Paralegal Services.)

## MEET THE PARALEGAL PROGRAM DIRECTOR

### **Annamaria Maciocia**

*Senior Professional Lecturer of Paralegal Studies 2014*  
*Marist College Distinguished Teaching Award*

Professor Maciocia joined the Marist faculty in 1995 as a Professional Lecturer. In 2011, she became Director of the Marist College Paralegal Program. The Paralegal Program has over 30 years distinction of being approved by the American Bar Association, which is largely due to Annamaria's efforts. Being a lawyer, judge, pre-law advisor and professor allows her to offer her students a unique perspective on the legal world. Every paralegal student has Professor Maciocia for at least two legal specialty course and she is known for creating a culture of support within the Marist Paralegal Program. Her professional experience enables her to teach and advise students with an insider's perspective on the current framework of legal practice.

## ALUMNI TESTIMONIALS

### **Melissa Campisi**

*Marist Weekend Paralegal Student*  
*Paralegal Program Advisory Board*  
*Member*

The Paralegal Program at Marist has opened countless doors for me. The education that I received in this program has not only given me the knowledge and skills necessary to be successful in the workplace, it's given me the confidence to take on new challenges. The instructors are by far some of the best I have encountered in all of the institutions in which I have studied. They not only teach the course material, but because they have the relevant work experience, they are able to provide students with "real-life" application. It is truly something that makes this program shine, and contributes to the success of students and the program as a whole. This Marist College Paralegal Program is truly a gem.

### **Mary Heubel**

*Marist Weekend Paralegal Student*  
*Paralegal Program Advisory Board Member*

By offering both evening and weekend classes, Marist has made paralegal education accessible to all who wish to pursue this career. I attended the very first weekend program, as these classes fit my schedule. Upon graduation, I was offered a paralegal position in the legal department of a corporation I was working in. Over the years, I worked my way up to Corporate Compliance Manager. The paralegal education I received at Marist has served me well.