

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 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: adulded@marist.edu

Web: www.marist.edu

PROGRAM INFORMATION

Annamaria Maciocia, Program Director
Phone: (845) 575-3000 x2515
Email: annamaria.maciocia@marist.edu
Donna Tompkins, Program Manager
Phone: (845) 575-3000 x2205
Email: donna.tompkins@marist.edu

MARIST ABA-APPROVED WEEKEND PARALEGAL CERTIFICATE PROGRAM

The Spring 2024 Weekend cohort meets on the following weekends from 9am-5pm. Classes begin March 2024 and complete February 2025:

Spring I Session

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

March 2-3, March 16-17
April 6-7, No Break, April 13-14
April 27-28, No Break, May 4-5

Spring II Session

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

June 1-2, June 15-16
July 6-7, July 20-21
August 3-4, August 17-18

Fall I Session

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

September 7-8, September 21-22
October 5-6, October 18-20
November 2-3, November 16-17

Fall II Session

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

December 7-8, December 21-22
January 4-5, January 18-19
February 1-2, February 15-16

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.

Katherine Farley

Marist Weekend Paralegal Student

The coursework in Marist's program prepared me with the practical and ethical knowledge necessary to succeed in the legal field and set myself apart from other job applicants. Because of the program's excellent reputation and ABA approval, I was able to obtain gainful employment as a paralegal prior to graduation with my Certificate. I currently work at a law firm that handles exclusively personal injury and medical malpractice in Kingston, New York. The most rewarding part of my job is my ability to help our clients during what often becomes an extremely challenging time in their lives. Thank you to Annamaria and faculty.