

**MISSISSIPPI UNIVERSITY FOR WOMEN PARALEGAL STUDIES PROGRAM**

**GRADUATE SURVEY**

Current Name: \_\_\_\_\_

Graduating Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
City State Zip

Permanent Address: \_\_\_\_\_  
City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Check the Highest Level of Education You Have Completed:

\_\_\_\_ High School \_\_\_\_ College Graduate \_\_\_\_ Graduate School \_\_\_\_ Law School

Name of Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

1. A. How long have you worked at your current job? \_\_\_\_\_

B. Are you currently employed (please check one):

\_\_\_\_ Part-time \_\_\_\_ Full-time

C. Is your job \_\_\_\_ Paralegal \_\_\_\_ Law Clerk \_\_\_\_ File Clerk

\_\_\_\_ Secretary \_\_\_\_ Other (Please describe) \_\_\_\_\_

2. Please check the appropriate salary range (CONFIDENTIAL)

Less than \$8,000 \_\_\_\_\_

\$8,000 to \$11,999 \_\_\_\_\_

\$12,000 to \$16,000 \_\_\_\_\_

\$16,001 and Above \_\_\_\_\_

Job Title \_\_\_\_\_

3. Since your graduation from Mississippi University for Women, how many paralegal jobs have you had (Including your current job)? \_\_\_\_\_

4. In your current job, how often do you perform each of the following tasks?

FREQUENTLY    OCCASIONALLY    NEVER

**RESEARCH:**

Legal Research    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Factual Research    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Shepardizing    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Cite Checking    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

**WRITING:**

Writing Legal Memo    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Writing Briefs    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Writing Letters    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Preparing Legal    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

FREQUENTLY    OCCASIONALLY    NEVER

**Documents:**

Reviewing and/or

Digesting documents \_\_\_\_\_

Filling out Forms \_\_\_\_\_

**CLIENT CONTACT:**

Interviewing Clients:

In Person: \_\_\_\_\_

Speaking w/ Clients

On the phone \_\_\_\_\_

Attending Meetings w/

Clients and/or Lawyers \_\_\_\_\_

**COURT RELATED:**

Assisting w/Trial

Preparation \_\_\_\_\_

Assisting w/ Preparation

For Appeal \_\_\_\_\_

Attending court Hearings \_\_\_\_\_

Attending Calendar Calls \_\_\_\_\_

Filing Papers \_\_\_\_\_

**CLERICAL:**

Photocopying \_\_\_\_\_

Typing \_\_\_\_\_

Filing \_\_\_\_\_

Office Management: \_\_\_\_\_

Serving Papers : \_\_\_\_\_

OTHER: Please describe work performed:

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5. With respect to the tasks picked in Question #4, how well do you feel the Mississippi University for Women Paralegal Studies Program prepared you to perform each of those tasks?

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6. Overall, do you feel the Program prepared you adequately to work as a Paralegal?

\_\_\_\_\_ Yes \_\_\_\_\_ No

7. How could it have better prepared you? \_\_\_\_\_

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8. Which courses, if any, would you suggest be added to the Program? \_\_\_\_\_

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9. A. Would you be interested in a continuing education program for graduates of the Paralegal Program? \_\_\_\_\_ Yes \_\_\_\_\_ No

B. If yes, which subjects would you want offered?

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10. Would you be interested in joining a Paralegal Alumni Association sponsored by the College?

\_\_\_\_\_ Yes \_\_\_\_\_ No

11. Please share with us any additional information or comments you may have:

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\*The return of this survey is incredibly important due to the fact that MUW has to report responses to the ABA when re-approval time appears. We appreciate your taking a few moments to complete and return this. Thank you.