

OAKLAND COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM SURVEY
(Winter 1990)

Question: Where do you work?

01

Law Firm of Schafert Weiner, P.C.

02

Hudsons

04

Collins, Blaha, Slatkin

05

Muir Bros Funeral Home

06

Collins & Blaha, P.C.

08

Oakland Community College - B.P.I.

10

Pavilion

11

Uptown Associates

12

Oakland County Friend of the Court

13

Andrew Foltyn Inc.

14

Madison Height Police Department

15

Frederic M. Rosen, P.C.

16

Record Copy Services, Detroit, MI

18
Law firm Charters, Heck & O'Donnell, P.C.

19
State of Michigan

20
Michigan Mutual Insurance Company, Legal Dept.

21
Goodman and Eklund-Easley

23
Law Offices of Earle I. Erman

25
Red Ford Office Product

26
Botsford General Hospital

27
Bukers Hwn & Leisure, Inc.

29
Pear, Sperling, Eggan & Muskourtz

31
CO-OP Optical, Dearborn, MI

32
Miller, Canfield, Paddock & Stone

33
UMS of America

34
Service Merchandise

35
Fried, Saperstein, DeVine & Kohn, P.C.

36
Patrick, Johnson & King, P.C.

37
Michigan Bell

38
Michigan Bell

41
UAW-GM HRC

44
Sheldon G. Larky, Attorney

45
Michigan National Bank - Commercial Real Estate Division

46
T.J. Maxx - Loss Prevention

OAKLAND COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM SURVEY
(Winter 1990)

Question: Where do you work?

Andrew Foltyn Inc.
Botsford General Hospital
Bukers Hawn & Leisure, Inc.
CO-OP Optical, Dearborn, MI
Collins, Blaha & Slatkin, P.C.
Frederic M. Rosen, P.C.
Fried, Saperstein, DeVine & Kohn, P.C.
Goodman and Eklund-Easley
Hudsons
Law Firm Charters, Heck & O'Donnell, P.C.
Law Offices of Earle I. Erman
Law Firm of Schafert Weiner, P.C.
Madison Height Police Department
Michigan National Bank - Commercial Real Estate Division
Michigan Bell
Michigan Mutual Insurance Company, Legal Dept.
Miller, Canfield, Paddock & Stone
Muir Bros Funeral Home
Oakland County Friend of the Court
Oakland Community College - B.P.I.
Patrick, Johnson & King, P.C.
Pavilion
Pear, Sperling, Eggan & Muskourtz
Record Copy Services, Detroit, MI
Red Ford Office Product
Service Merchandise
Sheldon G. Larky, Attorney
State of Michigan
T.J. Maxx - Loss Prevention
UAW-GM HRC
UMS of America
Uptown Associates

OAKLAND COMMUNITY COLLEGE
 INSTITUTIONAL PLANNING AND ANALYSIS

11:19 Thursday, July 11, 1996

UNDUPLICATED HEADCOUNT OF STUDENTS DECLARING LGL CURRICULUM

TABLE OF ETHNIC BY YEAR AND SESSION

ETHNIC	YEAR AND SESSION				TOTAL
	SUMM 95	FALL 95	WINTER96	SPRING96	
Frequency					
Percent					
Row Pct					
COL PCT					
AMERICAN INDIAN/ DECLARED	0 0.00 0.00 0.00	3 0.86 75.00 1.74	0 0.00 0.00 0.00	1 0.29 25.00 2.78	4 1.14
AMERICAN INDIAN/ CERTIFIED	0 0.00 0.00 0.00	1 0.29 100.00 0.58	0 0.00 0.00 0.00	0 0.00 0.00 0.00	1 0.29
ASIAN AMERICAN	2 0.57 28.57 2.41	4 1.14 57.14 2.33	1 0.29 14.29 1.69	0 0.00 0.00 0.00	7 2.00
BLACK AMERICAN	15 4.29 28.85 18.07	21 6.00 40.38 12.21	6 1.71 11.54 10.17	10 2.86 19.23 27.78	52 14.86
HISPANIC AMERICA	1 0.29 12.50 1.20	4 1.14 50.00 2.33	3 0.86 37.50 5.08	0 0.00 0.00 0.00	8 2.29
WHITE AMERICAN	65 18.57 23.38 78.31	139 39.71 50.00 80.81	49 14.00 17.63 83.05	25 7.14 8.99 69.44	278 79.43
Total	83 23.71	172 49.14	59 16.86	36 10.29	350 100.00

*Sent to
 Sarah Fiedler
 7/11/96*

Frequency Missing = 58
 (unreported)



OAKLAND COMMUNITY COLLEGE

ORCHARD RIDGE CAMPUS • 27055 ORCHARD LAKE RD. • FARMINGTON HILLS, MICHIGAN 48018 • 313-471-7500

July 15, 1990

Dear OCC Legal Assistant Program Students and Graduates;

Enclosed is a questionnaire which we would like you to take a few minutes to fill out and return in the self addressed envelope. Please mail it back within one week so we can get your input before Fall Semester.

As you know, we are preparing the Legal Assistant Program for review by the American Bar Association. Your comments will help us make both short term and long term improvements in the program. We are always striving to improve the quality of the program and the quality of your educational experience.

We would very much appreciate your comments and your help in making the program one of the best training programs for legal assistants.

Very truly yours,

A handwritten signature in black ink, appearing to read 'J.M.K.' followed by a stylized flourish.

J. Michael Kinney
Faculty Coordinator

**OAKLAND COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM STUDENT SURVEY
Spring, 1990**

Your views and opinions on the following items will assist OCC in evaluating and planning for the future development of the Legal Assistant Program. Be assured that your responses will be held in strict confidence and will be revealed only in summary or statistical form. We thank you for your participation in this effort to improve your Legal Assistant Program. (Also, if you have further comments, suggestions, or ideas, you are invited and encouraged to contact Professor Michael Kinney who is the college's coordinator of the program and discuss them. He is available at 471-7750.)

1. In what year did you first enroll in LGL classes at OCC?

- 1990
- 1989
- 1988
- 1987
- 1986 or before

2. In what semester did you first enroll in LGL classes at OCC?

- Fall
- Winter
- Spring
- Summer

3. When you first enrolled in a LGL course, your primary intention was:

- To improve skills for a job you then held.
- To prepare for a promotion in the same firm.
- To prepare for a career shift.
- To satisfy a personal interest in a particular subject.
- Other (write in) _____

4. Why did you select OCC for your LGL training?

- Location convenient to home or work.
- Less expensive than alternatives.
- General reputation of college.
- Specific reputation of OCC's LGL Program.
- Already attending OCC and switched program.
- Other (write in) _____

5. Which institutions did you consider as alternatives for your LGL training?

- No other institution.
- Henry Ford Community College.
- Macomb Community College.
- Madonna College.
- Oakland University.
- Other (write in) _____

6. How did you first become aware of the OCC LGL program? (Please check only one response.)

- Referred by an attorney.
- Referred by a college counselor.
- Referred by a high school counselor.
- Referred by a practicing Legal Assistant.
- Read a LGL program information booklet from OCC.
- Noticed program in College Catalog.
- Noticed course in College Schedule of Classes.
- Other (write in) _____

7. When you first began your LGL training at OCC, did you receive the assistance/advice of a College Counselor?

- Yes
- No

8. How would you rate the effectiveness of the academic counseling you have received at OCC?

- Very effective.
- Somewhat effective.
- Not at all effective.
- Have never received any.

9. Are you currently employed?

- Yes (If "yes", please continue with question #10)
- No (If "no", please go to question #25)

10. Approximately how many hours (weekly) do you work on average? _____ hours.

11. Is your employment in a position related to your Legal Assistant training?

- Yes
- No

12. Were you employed in this position prior to enrolling in the OCC Legal Assistant Program?

- Yes
- No

13. What is the Job Title of your current position?

(Please Fill In) _____

14. How did you find your current job?

- Family connection.
- Personal friend or associate.
- College placement agency.
- General placement agency.
- Newspaper advertizement.
- College personnel referral.
- Other (please indicate) _____

15. Approximately what is your hourly rate of pay?

(Please indicate to nearest dollar) \$ _____

16. Was your experience in the OCC Legal Assistant Program important in your getting your present job?

- Yes
- No

17. Where do you work? (Please indicate Name of company or firm; if a large company, please indicate also the name of area or department.)

18. What kind of firm or company do you work for?

- Private Legal firm.
- Corporate Legal Department.
- Government Agency.
- Legal Aid Agency.
- Other (write in) _____

19. In general, how do you feel about your current position?

- Very Satisfied.
- Satisfied.
- Neutral.
- Disappointed.
- Very Disappointed.

Why do you feel this way? _____

20. In your present job, how important are each of the following skills or tasks to your overall success?
(Circle number which applies.)

	Not Import.	Import.	Very Import.
a. Legal Research	1	2	3
b. Maintaining law library	1	2	3
c. Drafting Correspondence	1	2	3
d. Drafting Complaints	1	2	3
e. Word Processing	1	2	3
f. Office management	1	2	3
g. Bookkeeping	1	2	3
h. Billing	1	2	3
i. Liaison w/ court clerk	1	2	3
j. Typing	1	2	3
k. Filling out forms	1	2	3
l. Proofreading/Correcting	1	2	3
m. Scheduling meetings, etc	1	2	3
n. Calendaring	1	2	3
o. Filing	1	2	3
p. Messenger/Courier papers	1	2	3
q. Reception/Phone handling	1	2	3

21. Are you active in any of the following professional associations or organizations? (Please check all that apply.)

- Do not belong to any.
 Legal Assistant Association of Michigan.
 National Association of Legal Assistants.
 Other (write in) _____

22. Please rank the following Job Titles in order as you see them from most (1) to least (9) prestigious.

- Legal Assistant
 Court Reporter
 Law Clerk
 Legal Secretary
 Lawyer
 Secretary
 Paralegal
 Clerk
 Legal Intern

23. To what job do you next realistically aspire within the next 3 to 5 years? (Use above list or other job title and write in your answer.) _____

24. To what job do you eventually realistically aspire within the next 10 to 15 years? (Use list in question #22 or other job title and write in your answer.) _____

25. In retrospect, how would you rate the learning experience you had in each of the following courses? (Circle the appropriate value.)

	Not Applicable	Very Low	Low	High	Very High
Legal Research I	0	1	2	3	4
Legal Research II	0	1	2	3	4
Discovery	0	1	2	3	4
Litigation	0	1	2	3	4
Substantive Law	0	1	2	3	4
Rules of Evidence	0	1	2	3	4
Trial Preparation	0	1	2	3	4

26. From your present perspective, how would you rate the long-term usefulness of the information/training you received in each of the following courses?

	Not Applicable	Very Useful	Somewhat Useful	Not Useful	Useful
Legal Research I	0	1	2	3	4
Legal Research II	0	1	2	3	4
Discovery	0	1	2	3	4
Litigation	0	1	2	3	4
Substantive Law	0	1	2	3	4
Rules of Evidence	0	1	2	3	4
Trial Preparation	0	1	2	3	4

27. Please indicate any skills or specific information which you think should be added to or included in the LGL program:

28. Please indicate any courses you think should be added to the LGL program:

29. Please indicate any courses you think should be deleted from the LGL program:

30. Do you have any other recommendations for change in OCC's Legal Assistant program?

31. Are you currently taking courses in the LGL program at OCC?

- a. Yes (Please go to question #33)
- b. No (Please go to question #32)

32. What is the **primary** reason you are no longer taking courses in LGL at OCC? (Check only one answer.)

- Have completed my Certificate or Degree program in LGL AST.
- Am now taking supportive general education courses for program
- Disliked experience in program or courses.
- Found a better Legal Assistant program elsewhere.
- Substance of program less as useful than expected.
- Decided to change to another program.
- Learned all I wanted; not interested in whole program.
- Financial considerations have postponed my continuation.
- Personal/Family priorities have postponed my continuation.
- Other (write in) _____

Thank you for your help and advice in making the OCC Legal Assistant program serve you and future students better. The following information will be processed separately to preserve the confidentiality of your replies.

Would your employer be a good contact to participate in a Legal Assistant internship program?

Yes ___ No ___

If yes, Company or Firm Name: _____

Contact Person: _____

Work address: _____

City: _____

Zip: _____

Phone: _____

Would you like to remain on our permanent mailing list for future information and opportunities?

Yes ___ No ___

Would you like to receive a copy of the survey results

Yes ___ No ___

If yes on either of the above questions

Name: _____

Address: _____

City: _____

Zip: _____

Phone: _____

Thank you for your responses. Please place the completed survey in the postage paid, self-addressed envelope and drop it in the mail today. Thank you.

FREQUENCIES VARIABLES=TERM TO GET.

***** Memory allows a total of 7888 Values, accumulated across all Variables.
There also may be up to 955 Value Labels for each Variable.

Page 3 LGL90 PROGRAM SURVEY 11/16/90

TERM FIRST SEMESTER IN OCC LGL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
FALL	1	33	71.7	73.3	73.3
WINTER	2	7	15.2	15.6	88.9
SPRING	3	5	10.9	11.1	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 45 Missing Cases 1

Page 4 LGL90 PROGRAM SURVEY 11/16/90

INTENT PRIMARY INTENTION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
TO IMPROVE SKILLS	1	3	6.5	7.0	7.0
FOR PROMOTION	2	2	4.3	4.7	11.6
FOR A CAREER SHIFT	3	31	67.4	72.1	83.7
TO SATISFY PERSONAL	4	4	8.7	9.3	93.0
OTHER	5	3	6.5	7.0	100.0
NO RESPONSE/UNKNOWN	9	3	6.5	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 43 Missing Cases 3

Page 5 LGL90 PROGRAM SURVEY 11/16/90

SELECT WHY SELECTING OCC LGL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
CONVENIENT LOCATION	1	10	21.7	33.3	33.3
LESS EXPENSIVE	2	2	4.3	6.7	40.0
GENERAL REPUTATION	3	4	8.7	13.3	53.3
SPECEIFIC REPUTATION	4	4	8.7	13.3	66.7
ALREADY ATTENDING OC	5	7	15.2	23.3	90.0
OTHER	6	3	6.5	10.0	100.0
NO RESPONSE/UNKNOWN	9	16	34.8	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 30 Missing Cases 16

Page 6 LGL90 PROGRAM SURVEY 11/16/90

INSTITUT ALTERNATIVE INSTITUTION

Valid Cum

Value Label	Value	Frequency	Percent	Percent	Percent
NO OTHER INSTITUTION	1	23	50.0	54.8	54.8
HENRY FORD COMMUNITY	2	2	4.3	4.8	59.5
MADONNA COLLEGE	4	2	4.3	4.8	64.3
OAKLAND UNIV	5	12	26.1	28.6	92.9
OTHER	6	3	6.5	7.1	100.0
NO RESPONSE/UNKNOWN	9	4	8.7	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 42 Missing Cases 4

Page 7 LGL90 PROGRAM SURVEY 11/16/90

LEARN HOW YOU BECOME AWARE OF OCC LGL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
REFERRED BY AN ATTOR	1	1	2.2	3.1	3.1
REFERRED BY A COLLEG	2	2	4.3	6.3	9.4
REFERRED BY A PRACTI	4	3	6.5	9.4	18.8
READ A LGL PROGRAM I	5	7	15.2	21.9	40.6
NOTICED PROGRAM IN C	6	17	37.0	53.1	93.8
NOTICED COURSES IN C	7	2	4.3	6.3	100.0
NO RESPONSE/UNKNOWN	9	14	30.4	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 32 Missing Cases 14

Page 8 LGL90 PROGRAM SURVEY 11/16/90

COUNSEL ADVICE FROM COUNSELOR

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	24	52.2	52.2	52.2
NO	5	22	47.8	47.8	100.0
	TOTAL	46	100.0	100.0	

Valid Cases 46 Missing Cases 0

Page 9 LGL90 PROGRAM SURVEY 11/16/90

RATE RATE OF COUNSELING EFFCT

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY EFFECTIVE	1	8	17.4	17.8	17.8
SOMEWHAT EFFECTIVE	2	28	60.9	62.2	80.0
NOT AT ALL EFFECTIVE	3	6	13.0	13.3	93.3
NEVER RECEIVE ANY	4	3	6.5	6.7	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 45 Missing Cases 1

Page 10 LGL90 PROGRAM SURVEY 11/16/90

EMPLOYED CURRENT EMPLOYMENT

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	37	80.4	80.4	80.4
NO	5	9	19.6	19.6	100.0
	TOTAL	46	100.0	100.0	

Valid Cases 46 Missing Cases 0

Page 11 LGL90 PROGRAM SURVEY 11/16/90

HOURS WEEKLY WORKING HOURS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	20	1	2.2	2.8	2.8
	22	1	2.2	2.8	5.6
	25	1	2.2	2.8	8.3
	30	2	4.3	5.6	13.9
	35	3	6.5	8.3	22.2
	37	1	2.2	2.8	25.0
	38	3	6.5	8.3	33.3
	40	16	34.8	44.4	77.8
	43	1	2.2	2.8	80.6
	50	6	13.0	16.7	97.2
	70	1	2.2	2.8	100.0
NO RESPONSE/UNKNOWN	99	10	21.7	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 36 Missing Cases 10

Page 12 LGL90 PROGRAM SURVEY 11/16/90

RELATE RELATION TO LGL TRAINING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	14	30.4	38.9	38.9
NO	5	22	47.8	61.1	100.0
NO RESPONSE/UNKNOWN	9	10	21.7	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 36 Missing Cases 10

Page 13 LGL90 PROGRAM SURVEY 11/16/90

PRIOR PRIOR EMPLOYMENT BEFORE LGL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	27	58.7	73.0	73.0
NO	5	10	21.7	27.0	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 37 Missing Cases 9

Page 14 LGL90 PROGRAM SURVEY 11/16/90

TITLE JOB TITLE

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
CASHIER	2	1	2.2	2.7	2.7
COMPUTER SPECIALIST	3	1	2.2	2.7	5.4
CUSTOMER SERVICE SUP	4	1	2.2	2.7	8.1
DEPARTMENTAL AIDE	5	1	2.2	2.7	10.8
FUNERAL DIRECTOR	6	1	2.2	2.7	13.5
GENERAL OFFICE SUPPO	7	2	4.3	5.4	18.9
LEGAL SECRETARY	8	7	15.2	18.9	37.8
LEGAL ASSISTANT	9	6	13.0	16.2	54.1
NAIL TECHNICIAN	10	1	2.2	2.7	56.8
NEWS MONITOR	11	1	2.2	2.7	59.5
OPTICIAN	12	1	2.2	2.7	62.2
ORDER ENTRY	13	1	2.2	2.7	64.9
PARALEGAL	14	2	4.3	5.4	70.3
PERSONAL ADMINISTRAT	15	1	2.2	2.7	73.0
POLICE CLERK	16	1	2.2	2.7	75.7
RECEPTIONIST	17	1	2.2	2.7	78.4
SECRETARY	19	2	4.3	5.4	83.8
SECURITY OFFICER	20	1	2.2	2.7	86.5

Page 15 LGL90 PROGRAM SURVEY 11/16/90

TITLE	JOB TITLE	Value	Frequency	Percent	Valid Percent	Cum Percent
STUDENT INTERN		22	1	2.2	2.7	89.2
TELEPHONE OPERATOR		23	1	2.2	2.7	91.9
VENDOR RETURN COORDI		25	1	2.2	2.7	94.6
WAITRESS		26	1	2.2	2.7	97.3
STORE DETECTIVE		27	1	2.2	2.7	100.0
NO RESPONSE/UNKNOWN		99	9	19.6	MISSING	
TOTAL			46	100.0	100.0	

Valid Cases 37 Missing Cases 9

Page 16 LGL90 PROGRAM SURVEY 11/16/90

FIND HOW YOU FIND YOUR JOB

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
FAMILY CONNECTION	1	5	10.9	14.3	14.3
PERSONAL FRIEND OR A	2	9	19.6	25.7	40.0
COLLEGE PLACEMENT AG	3	1	2.2	2.9	42.9
GENERAL PLACEMENT AG	4	3	6.5	8.6	51.4
NEWSPAPER ADVERTISEM	5	10	21.7	28.6	80.0
OTHER	7	7	15.2	20.0	100.0
NO RESPONSE/UNKNOWN	9	11	23.9	MISSING	
TOTAL			46	100.0	100.0

Valid Cases 35 Missing Cases 11

Page 17 LGL90 PROGRAM SURVEY 11/16/90

PAY HOURLY RATE OF PAY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	5 00	2	4.3	5.9	5.9

5.14	1	2.2	2.9	8.8
5.50	1	2.2	2.9	11.8
6.00	2	4.3	5.9	17.6
7.00	3	6.5	8.8	26.5
8.00	2	4.3	5.9	32.4
8.75	1	2.2	2.9	35.3
8.90	1	2.2	2.9	38.2
9.00	1	2.2	2.9	41.2
9.13	1	2.2	2.9	44.1
10.00	4	8.7	11.8	55.9
11.00	2	4.3	5.9	61.8
11.50	1	2.2	2.9	64.7
11.77	1	2.2	2.9	67.6
12.50	1	2.2	2.9	70.6
13.00	2	4.3	5.9	76.5
14.00	3	6.5	8.8	85.3
15.00	2	4.3	5.9	91.2

Page 18 LGL90 PROGRAM SURVEY 11/16/90

PAY HOURLY RATE OF PAY

18.00	1	2.2	2.9	94.1
20.00	2	4.3	5.9	100.0
NO RESPONSE/UNKNOWN	99.99	12	26.1	MISSING
TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 19 LGL90 PROGRAM SURVEY 11/16/90

GETJOB HELP TO GET YOUR JOB

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	6	13.0	13.0	13.0
NO	5	31	67.4	67.4	80.4
NO RESPONSE/UNKNOWN	9	9	19.6	19.6	100.0
TOTAL		46	100.0	100.0	

Valid Cases 46 Missing Cases 0

Page 20 LGL90 PROGRAM SURVEY 11/16/90

EMPLOYER PLACE OF WORK

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	36	78.3	97.3	97.3
NO	5	1	2.2	2.7	100.0
	9	9	19.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 37 Missing Cases 9

Page 21 LGL90 PROGRAM SURVEY 11/16/90

FIRM TYPE OF FIRM YOU WORK FOR

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
-------------	-------	-----------	---------	---------------	-------------

PRIVATE LEGAL FIRM	1	12	26.1	35.3	35.3
GOVERNMENT AGENCY	3	3	6.5	8.8	44.1
LEGAL AID AGENCY	4	1	2.2	2.9	47.1
OTHER	5	18	39.1	52.9	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 22 LGL90 PROGRAM SURVEY 11/16/90

FEEL HOW YOU FEEL ABOUT YOUR JOB

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY SATISFIED	1	5	10.9	13.5	13.5
SATISFIED	2	14	30.4	37.8	51.4
NEUTRAL	3	11	23.9	29.7	81.1
DISAPPOINTED	4	4	8.7	10.8	91.9
VERY DISAPPOINTED	5	3	6.5	8.1	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 37 Missing Cases 9

Page 23 LGL90 PROGRAM SURVEY 11/16/90

EXPLAIN EXPLANATION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	30	65.2	96.8	96.8
NO	5	1	2.2	3.2	100.0
NO RESPONSE/UNKNOWN	9	15	32.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 31 Missing Cases 15

Page 24 LGL90 PROGRAM SURVEY 11/16/90

RESEARCH LEGAL RESEARCH

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	26	56.5	76.5	76.5
IMPORTANT	2	6	13.0	17.6	94.1
VERY IMPORTANT	3	2	4.3	5.9	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 25 LGL90 PROGRAM SURVEY 11/16/90

LIBRARY MAINTAINING LAW LIBRARY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
-------------	-------	-----------	---------	---------------	-------------

NOT IMPORTANT	1	28	60.9	82.4	82.4
IMPORTANT	2	4	8.7	11.8	94.1
VERY IMPORTANT	3	2	4.3	5.9	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 26 LGL90 PROGRAM SURVEY 11/16/90

CORRESP DRAFTING CORRESPONDENCE

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	15	32.6	44.1	44.1
IMPORTANT	2	4	8.7	11.8	55.9
VERY IMPORTANT	3	15	32.6	44.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 27 LGL90 PROGRAM SURVEY 11/16/90

COMPLAIN DRAFTING COMPLAIN

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	23	50.0	67.6	67.6
IMPORTANT	2	6	13.0	17.6	85.3
VERY IMPORTANT	3	5	10.9	14.7	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 28 LGL90 PROGRAM SURVEY 11/16/90

WORD WORD PROCESSING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	14	30.4	41.2	41.2
IMPORTANT	2	8	17.4	23.5	64.7
VERY IMPORTANT	3	12	26.1	35.3	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 29 LGL90 PROGRAM SURVEY 11/16/90

MANAGE OFFICE MANAGEMENT

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	16	34.8	47.1	47.1
IMPORTANT	2	10	21.7	29.4	76.5
VERY IMPORTANT	3	12	26.1	35.3	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

TOTAL 46 100.0 100.0

Valid Cases 34 Missing Cases 12

Page 34 LGL90 PROGRAM SURVEY 11/16/90

FORMS FILLING OUT FORMS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	9	19.6	26.5	26.5
IMPORTANT	2	10	21.7	29.4	55.9
VERY IMPORTANT	3	15	32.6	44.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 35 LGL90 PROGRAM SURVEY 11/16/90

PROOF PROOFREADING/CORRECTING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	4	8.7	12.1	12.1
IMPORTANT	2	9	19.6	27.3	39.4
VERY IMPORTANT	3	20	43.5	60.6	100.0
NO RESPONSE/UNKNOWN	9	13	28.3	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 33 Missing Cases 13

Page 36 LGL90 PROGRAM SURVEY 11/16/90

SCHED SCHEDULING MEETINGS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	15	32.6	44.1	44.1
IMPORTANT	2	3	6.5	8.8	52.9
VERY IMPORTANT	3	16	34.8	47.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 37 LGL90 PROGRAM SURVEY 11/16/90

CALEND CALENDARING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	13	28.3	38.2	38.2
IMPORTANT	2	5	10.9	14.7	52.9
VERY IMPORTANT	3	16	34.8	47.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 38 LGL90 PROGRAM SURVEY 11/16/90

FILE FILING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	8	17.4	23.5	23.5
IMPORTANT	2	14	30.4	41.2	64.7
VERY IMPORTANT	3	12	26.1	35.3	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 39 LGL90 PROGRAM SURVEY 11/16/90

MESSAGE MESSENGER

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	20	43.5	58.8	58.8
IMPORTANT	2	8	17.4	23.5	82.4
VERY IMPORTANT	3	6	13.0	17.6	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 40 LGL90 PROGRAM SURVEY 11/16/90

PHONE RECEPTION/PHONE HANDLING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	5	10.9	14.7	14.7
IMPORTANT	2	10	21.7	29.4	44.1
VERY IMPORTANT	3	19	41.3	55.9	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 41 LGL90 PROGRAM SURVEY 11/16/90

ASSOCIA1 DO NOT BELONG TO ANY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	26	56.5	70.3	70.3
NO	5	11	23.9	29.7	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 37 Missing Cases 9

ASSOCIA2 LEGAL ASSISTANT ASSOCIATION OF MICH"

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	10	21.7	27.0	27.0
NO	5	27	58.7	73.0	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 37 Missing Cases 9

ASSOCIA3 NATIONAL ASSOCIA OF LEGAL ASSISTANT

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	1	2.2	2.7	2.7
NO	5	36	78.3	97.3	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 37 Missing Cases 9

ASSOCIA4 OTHER

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	6	13.0	16.2	16.2
NO	5	31	67.4	83.8	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 37 Missing Cases 9

RANK1 LEGAL ASSISTANT

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	2	4	8.7	13.3	13.3
	3	9	19.6	30.0	43.3
	4	6	13.0	20.0	63.3
	5	7	15.2	23.3	86.7
	6	4	8.7	13.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
MOST PRESTIGIOUS	1	1	2.2	3.3	3.3
	2	1	2.2	3.3	6.7
	3	8	17.4	26.7	33.3
	4	4	8.7	13.3	46.7
	5	3	6.5	10.0	56.7
	6	6	13.0	20.0	76.7
	7	3	6.5	10.0	86.7
	8	3	6.5	10.0	96.7
LEAST PRESTIGIOUS	9	1	2.2	3.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 30 Missing Cases 16

RANK3 LAW CLERK

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	2	10	21.7	33.3	33.3
	3	3	6.5	10.0	43.3
	4	5	10.9	16.7	60.0
	5	6	13.0	20.0	80.0
	6	5	10.9	16.7	96.7
	8	1	2.2	3.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 30 Missing Cases 16

RANK4 LEGAL SECRETARY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	2	1	2.2	3.3	3.3
	3	2	4.3	6.7	10.0
	4	2	4.3	6.7	16.7
	5	4	8.7	13.3	30.0
	6	7	15.2	23.3	53.3
	7	12	26.1	40.0	93.3
	8	2	4.3	6.7	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 30 Missing Cases 16

RANK5 LAWYER

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
MOST PRESTIGIOUS	1	27	58.7	90.0	90.0

MOST PRESTIGIOUS	1	2.2	3.3	93.3
	3	2.2	3.3	96.7
	8	2.2	3.3	100.0
LEAST PRESTIGIOUS	9	1	2.2	3.3
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING

TOTAL 46 100.0 100.0

Valid Cases 30 Missing Cases 16

Page 50 LGL90 PROGRAM SURVEY 11/16/90

RANK6 SECRETARY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	2	1	2.2	3.3	3.3
	3	1	2.2	3.3	6.7
	4	1	2.2	3.3	10.0
	5	2	4.3	6.7	16.7
	7	4	8.7	13.3	30.0
	8	12	26.1	40.0	70.0
LEAST PRESTIGIOUS	9	9	19.6	30.0	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	

TOTAL 46 100.0 100.0

Valid Cases 30 Missing Cases 16

Page 51 LGL90 PROGRAM SURVEY 11/16/90

RANK7 PARALEGAL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
MOST PRESTIGIOUS	1	1	2.2	3.3	3.3
	2	7	15.2	23.3	26.7
	3	7	15.2	23.3	50.0
	4	9	19.6	30.0	80.0
	5	3	6.5	10.0	90.0
	6	2	4.3	6.7	96.7
	7	1	2.2	3.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	

TOTAL 46 100.0 100.0

Valid Cases 30 Missing Cases 16

Page 52 LGL90 PROGRAM SURVEY 11/16/90

RANK8 CLERK

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
MOST PRESTIGIOUS	1	1	2.2	3.3	3.3
	2	1	2.2	3.3	6.7
	7	8	17.4	26.7	33.3
	8	7	15.2	23.3	56.7
LEAST PRESTIGIOUS	9	13	28.3	43.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	

TOTAL 46 100.0 100.0

RANK9 LEGAL INTERN

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	2	6	13.0	20.0	20.0
	3	1	2.2	3.3	23.3
	4	4	8.7	13.3	36.7
	5	5	10.9	16.7	53.3
	6	6	13.0	20.0	73.3
	7	3	6.5	10.0	83.3
	8	3	6.5	10.0	93.3
LEAST PRESTIGIOUS	9	2	4.3	6.7	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

HOPEA JOB ASPIRATION FOR THE NEXT 3 TO 5 YEARS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
LEGAL ASSISTANT	1	12	26.1	31.6	31.6
LEGAL SECRETARY	4	3	6.5	7.9	39.5
LAWYER	5	3	6.5	7.9	47.4
PARALEGAL	7	16	34.8	42.1	89.5
LEGAL INTERN	9	1	2.2	2.6	92.1
OTHER	10	3	6.5	7.9	100.0
NO RESPONSE/UNKNOWN	99	8	17.4	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 38 Missing Cases 8

HOPEB JOB ASPIRATION FOR THE NEXT 10 TO 15 YEA

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
LEGAL ASSISTANT	1	6	13.0	20.0	20.0
LAW CLERK	3	2	4.3	6.7	26.7
LAWYER	5	8	17.4	26.7	53.3
PARALEGAL	7	7	15.2	23.3	76.7
OTHER	10	7	15.2	23.3	100.0
NO RESPONSE/UNKNOWN	99	16	34.8	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

LRIA LEGAL RESEARCH I

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
-------------	-------	-----------	---------	---------------	-------------

VERY LOW	1	9	19.6	21.4	21.4
LOW	2	12	26.1	28.6	50.0
HIGH	3	13	28.3	31.0	81.0
VERY HIGH	4	8	17.4	19.0	100.0
NO RESPONSE/UNKNOWN	9	4	8.7	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 42 Missing Cases 4

Page 57 LGL90 PROGRAM SURVEY 11/16/90

LRIIA LEGAL RESEARCH II

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY LOW	1	4	8.7	12.1	12.1
LOW	2	9	19.6	27.3	39.4
HIGH	3	12	26.1	36.4	75.8
VERY HIGH	4	8	17.4	24.2	100.0
NO RESPONSE/UNKNOWN	9	13	28.3	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 33 Missing Cases 13

Page 58 LGL90 PROGRAM SURVEY 11/16/90

DISA DISCOVERY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY LOW	1	12	26.1	29.3	29.3
LOW	2	15	32.6	36.6	65.9
HIGH	3	10	21.7	24.4	90.2
VERY HIGH	4	4	8.7	9.8	100.0
NO RESPONSE/UNKNOWN	9	5	10.9	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 41 Missing Cases 5

Page 59 LGL90 PROGRAM SURVEY 11/16/90

LITA LITIGATION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
LOW	2	5	10.9	12.2	12.2
HIGH	3	12	26.1	29.3	41.5
VERY HIGH	4	24	52.2	58.5	100.0
NO RESPONSE/UNKNOWN	9	5	10.9	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 41 Missing Cases 5

Page 60 LGL90 PROGRAM SURVEY 11/16/90

SUBA SUBSTANTIVE LAW

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
-------------	-------	-----------	---------	---------------	-------------

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
LOW	2	3	6.5	8.6	8.6
HIGH	3	11	23.9	31.4	40.0
VERY HIGH	4	21	45.7	60.0	100.0
NO RESPONSE/UNKNOWN	9	11	23.9	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 35 Missing Cases 11

Page 61 LGL90 PROGRAM SURVEY 11/16/90

RULESA RULES OF EVIDENCE

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY LOW	1	4	8.7	11.4	11.4
LOW	2	11	23.9	31.4	42.9
HIGH	3	14	30.4	40.0	82.9
VERY HIGH	4	6	13.0	17.1	100.0
NO RESPONSE/UNKNOWN	9	11	23.9	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 35 Missing Cases 11

Page 62 LGL90 PROGRAM SURVEY 11/16/90

TRIALA TRIAL PREPARATION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY LOW	1	3	6.5	8.8	8.8
LOW	2	6	13.0	17.6	26.5
HIGH	3	9	19.6	26.5	52.9
VERY HIGH	4	16	34.8	47.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

Page 63 LGL90 PROGRAM SURVEY 11/16/90

LRIB LEGAL RESEARCH I

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	11	23.9	28.2	28.2
SOMEWHAT USEFUL	2	18	39.1	46.2	74.4
NOT USEFUL	3	3	6.5	7.7	82.1
USEFUL	4	7	15.2	17.9	100.0
NO RESPONSE/UNKNOWN	9	7	15.2	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 39 Missing Cases 7

Page 64 LGL90 PROGRAM SURVEY 11/16/90

LRIB LEGAL RESEARCH II

Valid Cum

Value Label	Value	Frequency	Percent	Percent	Percent
VERY USEFUL	1	12	26.1	38.7	38.7
SOMEWHAT USEFUL	2	13	28.3	41.9	80.6
NOT USEFUL	3	2	4.3	6.5	87.1
USEFUL	4	4	8.7	12.9	100.0
NO RESPONSE/UNKNOWN	9	15	32.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 31 Missing Cases 15

Page 65 LGL90 PROGRAM SURVEY 11/16/90

DISB DISCOVERY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	10	21.7	27.8	27.8
SOMEWHAT USEFUL	2	13	28.3	36.1	63.9
NOT USEFUL	3	7	15.2	19.4	83.3
USEFUL	4	6	13.0	16.7	100.0
NO RESPONSE/UNKNOWN	9	10	21.7	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 36 Missing Cases 10

Page 66 LGL90 PROGRAM SURVEY 11/16/90

LITB LITIGATION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	23	50.0	62.2	62.2
SOMEWHAT USEFUL	2	6	13.0	16.2	78.4
NOT USEFUL	3	1	2.2	2.7	81.1
USEFUL	4	7	15.2	18.9	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 37 Missing Cases 9

Page 67 LGL90 PROGRAM SURVEY 11/16/90

SUBB SUBSTANTIVE LAW

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	18	39.1	58.1	58.1
SOMEWHAT USEFUL	2	4	8.7	12.9	71.0
NOT USEFUL	3	3	6.5	9.7	80.6
USEFUL	4	6	13.0	19.4	100.0
NO RESPONSE/UNKNOWN	9	15	32.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 31 Missing Cases 15

Page 68 LGL90 PROGRAM SURVEY 11/16/90

DISB RULES OF EVIDENCE

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	8	17.4	25.8	25.8
SOMEWHAT USEFUL	2	10	21.7	32.3	58.1
NOT USEFUL	3	5	10.9	16.1	74.2
USEFUL	4	8	17.4	25.8	100.0
NO RESPONSE/UNKNOWN	9	15	32.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 31 Missing Cases 15

Page 69 LGL90 PROGRAM SURVEY 11/16/90

TRIALB TRIAL PREPARATION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	11	23.9	35.5	35.5
SOMEWHAT USEFUL	2	5	10.9	16.1	51.6
NOT USEFUL	3	5	10.9	16.1	67.7
USEFUL	4	10	21.7	32.3	100.0
NO RESPONSE/UNKNOWN	9	15	32.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 31 Missing Cases 15

Page 70 LGL90 PROGRAM SURVEY 11/16/90

SKILLS SKILLS TO BE INCLUDED IN LGL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
BANKRUPCY	2	1	2.2	3.8	3.8
BRIEFS WRITTEN	3	1	2.2	3.8	7.7
CASE APPLICATION	4	1	2.2	3.8	11.5
COMMUNICATION	5	1	2.2	3.8	15.4
COMPUTER ASSISTED LE	6	1	2.2	3.8	19.2
DRAFTING DISCOVERY	10	1	2.2	3.8	23.1
FAMILY LAW	11	1	2.2	3.8	26.9
INTERNSHIP PROGRAM	13	3	6.5	11.5	38.5
JOB PLACEMENT	14	1	2.2	3.8	42.3
LAW OFFICES	15	1	2.2	3.8	46.2
LIBRARY WORK	17	1	2.2	3.8	50.0
LOGICAL REASONING	18	1	2.2	3.8	53.8
MORE FORMS	20	1	2.2	3.8	57.7
PERSONAL INJURY	21	1	2.2	3.8	61.5
PROOFREADING	23	1	2.2	3.8	65.4
RESEARCH SKILLS	25	3	6.5	11.5	76.9
RESUME WRITING	26	1	2.2	3.8	80.8
TRIAL PREPARATION	27	1	2.2	3.8	84.6

Page 71 LGL90 PROGRAM SURVEY 11/16/90

SKILLS SKILLS TO BE INCLUDED IN LGL

WEST LAW	28	1	2.2	3.8	88.5
SPECIALIZED FIELDS	30	2	4.3	7.7	96.2
LEGAL ASSISTANT ACTI	31	1	2.2	3.8	100.0
NO RESPONSE/UNKNOWN	99	20	43.5	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 26 Missing Cases 20

Page 72 LGL90 PROGRAM SURVEY 11/16/90

COURSES COURSES TO BE ADDED

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
ACCOUNTING COURSE	1	1	2.2	5.0	5.0
BASIC LAW	3	1	2.2	5.0	10.0
CONSTITUTIONAL LAW	6	1	2.2	5.0	15.0
CONTRACT LAW	7	1	2.2	5.0	20.0
CRIMINAL LAW	9	1	2.2	5.0	25.0
DRAFTING OF DOCUMENT	11	1	2.2	5.0	30.0
COMPUTER TRAINING	12	1	2.2	5.0	35.0
FAMILY LAW	13	2	4.3	10.0	45.0
INTERNATIONAL LAW	14	1	2.2	5.0	50.0
INTRO PARALEGAL	16	1	2.2	5.0	55.0
LEGAL WRITING	18	2	4.3	10.0	65.0
PROBATE LAW	21	3	6.5	15.0	80.0
PROCESSING MED INFO	22	2	4.3	10.0	90.0
TORTS	27	1	2.2	5.0	95.0
WILLS AND TRUST	28	1	2.2	5.0	100.0
NO RESPONSES/UNKNOWN	99	26	56.5	MISSING	
	TOTAL	46	100.0	100.0	

Page 73 LGL90 PROGRAM SURVEY 11/16/90

COURSES COURSES TO BE ADDED

Valid Cases 20 Missing Cases 26

Page 74 LGL90 PROGRAM SURVEY 11/16/90

DELETED COURSES TO BE DELETED

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
BASIC COURSES	1	1	2.2	11.1	11.1
DISCOVERY	2	3	6.5	33.3	44.4
INTRO TO COMPUTER	3	1	2.2	11.1	55.6
RULES OF EVIDENCE	5	3	6.5	33.3	88.9
TRIAL PREPARATION	6	1	2.2	11.1	100.0
NO RESPONSE/UNKNOWN	9	37	80.4	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 9 Missing Cases 37

Page 75 LGL90 PROGRAM SURVEY 11/16/90

SUGGEST SUGGESTION FOR THE LGL PROGRAM

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	35	76.1	94.6	94.6
NO	5	2	4.3	5.4	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

CURRENT CURRENTLY TAKING LGL COURSES

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	21	45.7	46.7	46.7
NO	5	24	52.2	53.3	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 45 Missing Cases 1

REASON REASONS NOT TAKING LGL CLASSES

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
COMPLETED LGL PROGRA	1	10	21.7	47.6	47.6
TAKING GENERAL EDUC.	2	2	4.3	9.5	57.1
FOUND LGL ELSEWHERE	4	1	2.2	4.8	61.9
PROGRAM LESS USEFUL	5	1	2.2	4.8	66.7
FINANCIAL CONSIDERAT	8	2	4.3	9.5	76.2
PERSONAL PRIORITIES	9	2	4.3	9.5	85.7
OTHER	10	3	6.5	14.3	100.0
NO RESPONSE/UNKNOWN	99	25	54.3	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 21 Missing Cases 25

WILLING WILLING TO JOIN LGL INTERN

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	2	4.3	6.3	6.3
NO	5	30	65.2	93.8	100.0
NO RESPONSE/UNKNOWN	9	14	30.4	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 32 Missing Cases 14

LIST REMAIN IN PERMANENT MAILING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	41	89.1	91.1	91.1
NO	5	4	8.7	8.9	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 45 Missing Cases 1

GET GET A COPY OF THE SURVEY RESULTS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	42	91.3	93.3	93.3
NO	5	3	6.5	6.7	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 45 Missing Cases 1

This procedure was completed at 14:04:06

SAVE OUTFILE='LGL90.JOB'.

The SPSS/PC+ system file is written to file LGL90.JOB

79 variables (including system variables) will be saved.

0 variables have been dropped.

The system file consists of:

- 432 Characters for the header record.
- 2528 Characters for variable definition.
- 7816 Characters for labels.
- 29184 Characters for data.
- 39960 Total file size.

46 out of 46 cases have been saved.

This procedure was completed at 14:04:09

FINISH.

End of Include file.

OFFICE OF INSTITUTIONAL RESEARCH
LGL PROGRAM SURVEY
CODE BOOK

Variable	Description/Code	Column
=====		
RECORD #1		
ID	Survey identification number. (actual number)	1-2
YEAR	1. In what year did you first enroll in LGL classes at OCC? 1= 1990 2= 1989 3= 1988 4= 1987 5= 1986 or before 9= No Response/Unknown	3
TERM	2. In what semester did you first enroll in LGL classes at OCC? 1= Fall 2= Winter 3= Spring 4= Summer 9= No Response/Unknown	4
INTENT	3. When you first enrolled in a LGL course, your primary intention was: 1= To improve skills for a job you then held 2= To prepare for a promotion in the same company 3= To prepare for a career shift 4= To satisfy a personal interest in a particular subject 5= Other 9= No Response/Unknown	5
SELECT	4. Why did you select OCC for your LGL training? 1= Location convenient to home or work 2= Less expensive than alternatives 3= General reputation 4= Specific reputation of OCC's LGL Program 5= Already attending OCC and switched program 6= Other 9= No Response/Unknown	6
INSTITUT	5. Which institutions did you consider as alternatives for your LGL training? 1= No other institution 2= Henry Ford Community College 3= Macomb Community College 4= Madonna College 5= Oakland University 6= Other 9= No Response/Unknown	7

LEARN	6. How did you first become aware of the OCC LGL program? 1= Referred by an attorney 2= Referred by a college counselor 3= Referred by a high school counselor 4= Referred by a practicing Legal Assistant 5= Read a LGL program information booklet from OCC booklet 6= Noticed program in College Catalog 7= Noticed courses in College Schedule of Classes 8= Other 9= No Response/Unknown	8
COUNSEL	7. When you first began your LGL training at OCC, did you receive the assistance/advice of a College Counselor? 1= Yes 5= No 9= No Response/Unknown	9
RATE	8. How would you rate the effectiveness of the academic counseling you have received at OCC? 1= Very effective 2= Somewhat effective 3= Not at all effective 4= Never receive any 9= No Response/Unknown	10
EMPLOYED	9. Are you currently employed? 1= Yes 5= No 9= No Response/Unknown	11
HOURS	10. Approximately how many hours (weekly) do you work on average? (actual number) 88= Does not apply 99= No Response/Unknown	12-13
RELATE	11. Is your employment in a position related to your Legal Assistant training? 1= Yes 5= No 8= Does not apply 9= No Response/Unknown	14
PRIOR	12. Were you employed in this position prior to enrolling in the OCC Legal Assistant Program? 1= Yes 5= No 8= Does not apply 9= No Response/Unknown	15

TITLE	13. What is the Job Title of your current position?	16-17
	01= Administrative Assistant	
	02= Cashier	
	03= Computer Specialist Clerk	
	04= Customer Service Supervisor	
	05= Departmental Aide	
	06= Funeral Director	
	07= General Office Support Staff	
	08= Legal Secretary	
	09= Legal Assistant	
	10= Nail Technician	
	11= News Monitor	
	12= Optician	
	13= Order Entry	
	14= Paralegal	
	15= Personnel Administrator	
	16= Police Clerk	
	17= Receptionist	
	18= Sales Representative	
	19= Secretary	
	20= Security Officer	
	21= Skating Instructor	
	22= Student Intern	
	23= Telephone Operator	
	24= Treasurer	
	25= Vendor Return Coordinator	
	26= Waitress	
	27= Store Detective	
	88= Does not apply	
	99= No Response/Unknown	
FIND	14. How did you find your current job?	18
	1= Family connection	
	2= Personal friend or associate	
	3= College placement agency	
	4= General placement agent	
	5= Newspaper advertizement	
	6= College personal referral	
	7= Other	
	8= Does not apply	
	9= No Response/Unknown	
PAY	15. Approximately what is your hourly rate of pay? (actual amount)	19-22
	8888= Does not apply	
	9999= No Response/Unknown	
GETJOB	16. Was your experience in the OCC Legal Assistant Program important in your getting your present job?	23
	1= Yes	
	5= No	
	8= Does not apply	
	9= No Response/Unknown	
EMPLOYER	17. Where do you work?	24
	1= Yes (give an answer)	
	5= No (no answer given)	
	8= Does not apply	

FIRM	18.What kind of firm do you work for? 1= Private Legal firm 2= Corporate Legal Department 3= Government Agency 4= Legal Aid Agency 5= Other 8= Does not apply 9= No Response/Unknown	25
FEEL	19a.In general, how do you feel about your current position? 1= Very Satisfied 2= Satisfied 3= Neutral 4= Disappointed 5= Very Disappointed 8= Does not apply 9= No Response/Unknown	26
EXPLAIN	19b.Why do you feel this way? 1= Yes (narrative provided) 5= No (narrative provided) 8= Does not apply 9= No Response/Unknown	27
RESEARCH	20.In your present job, how important are each of the following skills or tasks to your overall success? a.Legal research 1= Not Important 2= Important 3= Very Important 8= Does not apply 9= No Response/Unknown	28
LIBRARY	b.Maintaining law library (same as 20a)	29
CORRESP	c.Drafting correspondence (same as 20a)	30
COMPLAIN	d.Drafting complaints (same as 20a)	31
WORD	e.Word Processing (same as 20a)	32
MANAGE	f.Office management (same as 20a)	33
BOOK	g.Bookkeeping (same as 20a)	34
BILL	h.Billing (same as 20a)	35
CLERK	i.Liaison w/ court clerk (same as 20a)	36
TYPING	j.Typing (same as 20a)	37

FORMS	k. Filling out forms (same as 20a)	38
PROOF	l. Proofreading/correcting (same as 20a)	39
SCHED	m. Scheduling meetings, etc (same as 20a)	40
CALEND	n. Calendaring (same as 20a)	41
FILE	o. Filing (same as 20a)	42
MESSAGE	p. Messenger/Courier papers (same as 20a)	43
PHONE	q. Reception/Phone handling (same as 20a)	44
	21. Are you active in any of the following professional associations or organizations?	
ASSOCIA1	a. Do not belong to any. 1= Yes 5= No 8= Does not apply 9= No response	45
ASSOCIA2	b. Legal Assistant Association of Michigan (same as 21a)	46
ASSOCIA3	c. National Association of Legal Assistant (same as 21a)	47
ASSOCIA4	d. Other (same as 21a)	48
	22. Please rank the following Job Titles in order as you see them from most (1) to least (9) prestigious.	
RANK1	a. Legal Assistant 0= No Response/Unknown 1= Most prestigious 2= 3= 4= 5= 6= 7= 8= 9= Least prestigious x= Does not apply	49
RANK2	b. Court Reporter (same as 22a)	50
RANK3	c. Law Clerk (same as 22a)	51
RANK4	d. Legal Secretary (same as 22a)	52

RANK5	e.Lawyer (same as 22a)	53
RANK6	f.Secretary (same as 22a)	54
RANK7	g.Paralegal (same as 22a)	55
RANK8	h.Clerk (same as 22a)	56
RECORD #2		
ID2	Survey identification number. (actual number)	1-2
RANK9	i.Legal Intern (same as 22a)	3
HOPEA	23.To what job do you next realistically aspire within the next 3 to 5 years? 01= Legal Assistant 02= Court Reporter 03= Law Clerk 04= Legal Secretary 05= Lawyer 06= Secretary 07= Paralegal 08= Clerk 09= Legal Intern 10= Other 88= Does not apply 99= No Response/Unknown	4-5
HOPEB	24.To what job do you eventually realistically aspire within the next 10 to 15 years? (same as 23)	6-7
LRIA	25.In retrospect, how would you rate the learning experience you had in each of the following courses? a.Legal Research I 0= Not Applicable 1= Very Low 2= Low 3= High 4= Very High 9= No Response/Unknown	8
LRIIA	b.Legal Research II (same as 25a)	9
DISA	c.Discovery (same as 25a)	10
LITA	d.Litigation (same as 25a)	11
SUBA	e.Substantive Law (same as 25a)	12

RULESA	f.Rules of Evidence (same as 25a)	13
TRIALA	g.Trial Preparation (same as 25a)	14
	26.From your present perspective, how would you rate the long-term usefulness of the information/ training you received in each of the following courses?	
LRIB	a.Legal Research I 0= Not Applicable 1= Very Useful 2= Somewhat Useful 3= Not Useful 4= Useful 9= No Response/Unknown	15
LRIIB	b.Legal Research II (same as 26a)	16
DISB	c.Discovery (same as 26a)	17
LITB	d.Litigation (same as 26a)	18
SUBB	e.Substantive Law (same as 26a)	19
RULESB	f.Rules of Evidence (same as 26a)	20
TRIALB	g.Trial Preparation (same as 26a)	21
SKILLS	27.Please indicate any skills or specific information which you think should be added to or included in the LGL program.	22-23
	01= Analytical	
	02= Bankruptcy	
	03= Briefs Written	
	04= Case/Specific Applications	
	05= Communication	
	06= Computer Assisted Legal Research	
	07= Computer skills	
	08= Corporate Law	
	09= Court Room Field Trips	
	10= Drafting Discovery Responses	
	11= Family Law	
	12= Imagination	
	13= Internship Program	
	14= Job Placement	
	15= Law offices	
	16= Law Library	
	17= Library work	
	18= Logical reasoning	
	19= Medical Malpractice	
	20= More forms	
	21= Personal Injury	
	22= Probate Law	
	23= Proofreading	
	24= Real Estate law	

- 25= Research Skills
- 26= Resume writing
- 27= Trial Preparation course
- 28= West law
- 29= Writing skills
- 30= Specialized fields
- 31= Legal Assistant Activities
- 99= No Response/Unknown

COURSES	<p>28. Please indicate any courses you think should be added to the LGL program:</p> <ul style="list-style-type: none"> 01= Accounting course 02= Bankruptcy law 03= Basic law 04= Bonds 05= Business law 06= Constitutional law 07= Contract law 08= Corporate law 09= Criminal law 10= Domestic law 11= Drafting of documents 12= Entry level computer training 13= Family law 14= International Law 15= Interviewing and investigation 16= Introduction to paralegalism 17= Legal analysis and logic 18= Legal Writing 19= Medical Malpractice 20= Practicum 21= Probate law 22= Processing medical information 23= Public law 24= Real Estate law 25= Specialty of the law profession 26= Steno 27= Torts 28= Wills and Trust 99= No Response/Unknown 	24-25
DELETED	<p>29. Please indicate any courses you think should be deleted from the LGL program:</p> <ul style="list-style-type: none"> 1= Basic courses 2= Discovery 3= Introduction to computer classes 4= Legal Terminology 5= Rules of evidence 6= Trial preparation 9= No Response/Unknown 	26
SUGGEST	<p>30. Do you have any other recommendation for change in OCC's Legal Assistant program?</p> <ul style="list-style-type: none"> 1= Yes 5= No 9= No Response/Unknown 	27
CURRENT	<p>31. Are you currently taking courses in the LGL program at OCC?</p> <ul style="list-style-type: none"> 1= Yes 5= No 9= No Response/Unknown 	28

REASON	<p>32. What is the primary reason you are no longer taking courses in LGL at OCC?</p> <p>01= Have completed my Certificate or Degree program in LGL AST</p> <p>02= Am now taking supportive general education courses for program</p> <p>03= Disliked experience in program or courses</p> <p>04= Found a better Legal Assistant program elsewhere</p> <p>05= Substance of program less as useful than expected</p> <p>06= Decided to change to another program</p> <p>07= Learned all I wanted; not interested in whole program</p> <p>08= Financial considerations have postponed my continuation</p> <p>09= Personal/Family priorities have postponed my continuation</p> <p>10= Other</p> <p>88= Does not apply</p> <p>99= No Response/Unknown</p>	29-30
WILLING	<p>33. Would your employer be a good contact to participate in a Legal Assistant internship program?</p> <p>1= Yes</p> <p>5= No</p> <p>8= Does not apply</p> <p>9= No Response/Unknown</p>	31
LIST	<p>34. Would you like to remain on our permanent mailing list for future information and opportunities?</p> <p>1= Yes</p> <p>5= No</p> <p>9= No Response/Unknown</p>	32
GET	<p>35. Would you like to receive a copy of the survey results?</p> <p>1= Yes</p> <p>5= No</p> <p>9= No Response/Unknown</p>	33

FREQUENCIES VARIABLES=YEAR TO GET.

***** Memory allows a total of 7635 Values, accumulated across all Variables.
There also may be up to 954 Value Labels for each Variable.

Page 3 FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990 12/13/90

YEAR YEAR FIRST ENROLL AT OCC

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
1990	1	3	6.5	6.7	6.7
1989	2	18	39.1	40.0	46.7
1988	3	13	28.3	28.9	75.6
1987	4	7	15.2	15.6	91.1
1986 OR BEFORE	5	4	8.7	8.9	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 45 Missing Cases 1

Page 4 FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990 12/13/90

TERM FIRST SEMESTER IN OCC LGL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
FALL	1	33	71.7	73.3	73.3
WINTER	2	7	15.2	15.6	88.9
SPRING	3	5	10.9	11.1	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 45 Missing Cases 1

Page 5 FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990 12/13/90

INTENT PRIMARY INTENTION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
TO IMPROVE SKILLS	1	3	6.5	7.0	7.0
FOR PROMOTION	2	2	4.3	4.7	11.6
FOR A CAREER SHIFT	3	31	67.4	72.1	83.7
TO SATISFY PERSONAL	4	4	8.7	9.3	93.0
OTHER	5	3	6.5	7.0	100.0
NO RESPONSE/UNKNOWN	9	3	6.5	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 43 Missing Cases 3

SELECT WHY SELECTING OCC LGL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
CONVENIENT LOCATION	1	10	21.7	33.3	33.3
LESS EXPENSIVE	2	2	4.3	6.7	40.0
GENERAL REPUTATION	3	4	8.7	13.3	53.3
SPECEFIC REPUTATION	4	4	8.7	13.3	66.7
ALREADY ATTENDING OC	5	7	15.2	23.3	90.0
OTHER	6	3	6.5	10.0	100.0
NO RESPONSE/UNKNOWN	9	16	34.8	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 30 Missing Cases 16

INSTITUT ALTERNATIVE INSTITUTION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NO OTHER INSTITUTION	1	23	50.0	54.8	54.8
HENRY FORD COMMUNITY	2	2	4.3	4.8	59.5
MADONNA COLLEGE	4	2	4.3	4.8	64.3
OAKLAND UNIV	5	12	26.1	28.6	92.9
OTHER	6	3	6.5	7.1	100.0
NO RESPONSE/UNKNOWN	9	4	8.7	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 42 Missing Cases 4

LEARN HOW YOU BECOME AWARE OF OCC LGL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
REFERRED BY AN ATTOR	1	1	2.2	3.1	3.1
REFERRED BY A COLLEG	2	2	4.3	6.3	9.4
REFERRED BY A PRACTI	4	3	6.5	9.4	18.8
READ A LGL PROGRAM I	5	7	15.2	21.9	40.6
NOTICED PROGRAM IN C	6	17	37.0	53.1	93.8
NOTICED COURSES IN C	7	2	4.3	6.3	100.0
NO RESPONSE/UNKNOWN	9	14	30.4	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 32 Missing Cases 14

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	24	52.2	52.2	52.2
NO	5	22	47.8	47.8	100.0
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 46 Missing Cases 0

RATE RATE OF COUNSELING EFFECT

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY EFFECTIVE	1	8	17.4	17.8	17.8
SOMEWHAT EFFECTIVE	2	28	60.9	62.2	80.0
NOT AT ALL EFFECTIVE	3	6	13.0	13.3	93.3
NEVER RECEIVE ANY	4	3	6.5	6.7	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 45 Missing Cases 1

EMPLOYED CURRENT EMPLOYMENT

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	37	80.4	80.4	80.4
NO	5	9	19.6	19.6	100.0
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 46 Missing Cases 0

HOURS WEEKLY WORKING HOURS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	20	1	2.2	2.8	2.8
	22	1	2.2	2.8	5.6
	25	1	2.2	2.8	8.3
	30	2	4.3	5.6	13.9
	35	3	6.5	8.3	22.2
	37	1	2.2	2.8	25.0
	38	3	6.5	8.3	33.3
	40	16	34.8	44.4	77.8
	43	1	2.2	2.8	80.6
	50	6	13.0	16.7	97.2
	70	1	2.2	2.8	100.0
NO RESPONSE/UNKNOWN	99	10	21.7	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

HOURS WEEKLY WORKING HOURS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	20	1	2.2	2.8	2.8
	22	1	2.2	2.8	5.6
	25	1	2.2	2.8	8.3
	30	2	4.3	5.6	13.9
	35	3	6.5	8.3	22.2
	37	1	2.2	2.8	25.0
	38	3	6.5	8.3	33.3
	40	16	34.8	44.4	77.8
	43	1	2.2	2.8	80.6
	50	6	13.0	16.7	97.2
	70	1	2.2	2.8	100.0
NO RESPONSE/UNKNOWN	99	10	21.7	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 36 Missing Cases 10

Page 13 FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990 12/13/90

RELATE RELATION TO LGL TRAINING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	14	30.4	38.9	38.9
NO	5	22	47.8	61.1	100.0
NO RESPONSE/UNKNOWN	9	10	21.7	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 36 Missing Cases 10

Page 14 FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990 12/13/90

PRIOR PRIOR EMPLOYMENT BEFORE LGL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	27	58.7	73.0	73.0
NO	5	10	21.7	27.0	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 37 Missing Cases 9

TITLE JOB TITLE

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
CASHIER	2	1	2.2	2.7	2.7
COMPUTER SPECIALIST	3	1	2.2	2.7	5.4
CUSTOMER SERVICE SUP	4	1	2.2	2.7	8.1
DEPARTMENTAL AIDE	5	1	2.2	2.7	10.8
FUNERAL DIRECTOR	6	1	2.2	2.7	13.5
GENERAL OFFICE SUPPO	7	2	4.3	5.4	18.9
LEGAL SECRETARY	8	7	15.2	18.9	37.8
LEGAL ASSISTANT	9	6	13.0	16.2	54.1
NAIL TECHNICIAN	10	1	2.2	2.7	56.8
NEWS MONITOR	11	1	2.2	2.7	59.5
OPTICIAN	12	1	2.2	2.7	62.2
ORDER ENTRY	13	1	2.2	2.7	64.9
PARALEGAL	14	2	4.3	5.4	70.3
PERSONAL ADMINISTRAT	15	1	2.2	2.7	73.0
POLICE CLERK	16	1	2.2	2.7	75.7
RECEPTIONIST	17	1	2.2	2.7	78.4
SECRETARY	19	2	4.3	5.4	83.8
SECURITY OFFICER	20	1	2.2	2.7	86.5

Page 16

FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990

12/13/90

TITLE JOB TITLE

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
STUDENT INTERN	22	1	2.2	2.7	89.2
TELEPHONE OPERATOR	23	1	2.2	2.7	91.9
VENDOR RETURN COORDI	25	1	2.2	2.7	94.6
WAITRESS	26	1	2.2	2.7	97.3
STORE DETECTIVE	27	1	2.2	2.7	100.0
NO RESPONSE/UNKNOWN	99	9	19.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 37

Missing Cases 9

Page 17

FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990

12/13/90

FIND HOW YOU FIND YOUR JOB

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
FAMILY CONNECTION	1	5	10.9	14.3	14.3
PERSONAL FRIEND OR A	2	9	19.6	25.7	40.0
COLLEGE PLACEMENT AG	3	1	2.2	2.9	42.9
GENERAL PLACEMENT AG	4	3	6.5	8.6	51.4
NEWSPAPER ADVERTISEM	5	10	21.7	28.6	80.0
OTHER	7	7	15.2	20.0	100.0
NO RESPONSE/UNKNOWN	9	11	23.9	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 35

Missing Cases 11

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	5.00	2	4.3	5.9	5.9
	5.14	1	2.2	2.9	8.8
	5.50	1	2.2	2.9	11.8
	6.00	2	4.3	5.9	17.6
	7.00	3	6.5	8.8	26.5
	8.00	2	4.3	5.9	32.4
	8.75	1	2.2	2.9	35.3
	8.90	1	2.2	2.9	38.2
	9.00	1	2.2	2.9	41.2
	9.13	1	2.2	2.9	44.1
	10.00	4	8.7	11.8	55.9
	11.00	2	4.3	5.9	61.8
	11.50	1	2.2	2.9	64.7
	11.77	1	2.2	2.9	67.6
	12.50	1	2.2	2.9	70.6
	13.00	2	4.3	5.9	76.5
	14.00	3	6.5	8.8	85.3
	15.00	2	4.3	5.9	91.2

PAY HOURLY RATE OF PAY

	18.00	1	2.2	2.9	94.1
	20.00	2	4.3	5.9	100.0
NO RESPONSE/UNKNOWN	99.99	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

GETJOB HELP TO GET YOUR JOB

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	6	13.0	13.0	13.0
NO	5	31	67.4	67.4	80.4
NO RESPONSE/UNKNOWN	9	9	19.6	19.6	100.0
TOTAL		46	100.0	100.0	

Valid Cases 46 Missing Cases 0

EMPLOYER PLACE OF WORK

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	36	78.3	97.3	97.3
NO	5	1	2.2	2.7	100.0
	9	9	19.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 37 Missing Cases 9

FIRM TYPE OF FIRM YOU WORK FOR

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
PRIVATE LEGAL FIRM	1	12	26.1	35.3	35.3
GOVERNMENT AGENCY	3	3	6.5	8.8	44.1
LEGAL AID AGENCY	4	1	2.2	2.9	47.1
OTHER	5	18	39.1	52.9	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

FEEL HOW YOU FEEL ABOUT YOUR JOB

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY SATISFIED	1	5	10.9	13.5	13.5
SATISFIED	2	14	30.4	37.8	51.4
NEUTRAL	3	11	23.9	29.7	81.1
DISAPPOINTED	4	4	8.7	10.8	91.9
VERY DISAPPOINTED	5	3	6.5	8.1	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 37 Missing Cases 9

EXPLAIN EXPLANATION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	30	65.2	96.8	96.8
NO	5	1	2.2	3.2	100.0
NO RESPONSE/UNKNOWN	9	15	32.6	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 31 Missing Cases 15

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	26	56.5	76.5	76.5
IMPORTANT	2	6	13.0	17.6	94.1
VERY IMPORTANT	3	2	4.3	5.9	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

LIBRARY MAINTAINING LAW LIBRARY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	28	60.9	82.4	82.4
IMPORTANT	2	4	8.7	11.8	94.1
VERY IMPORTANT	3	2	4.3	5.9	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

CORRESP DRAFTING CORRESPONDENCE

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	15	32.6	44.1	44.1
IMPORTANT	2	4	8.7	11.8	55.9
VERY IMPORTANT	3	15	32.6	44.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

COMPLAIN DRAFTING COMPLAIN

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	23	50.0	67.6	67.6
IMPORTANT	2	6	13.0	17.6	85.3
VERY IMPORTANT	3	5	10.9	14.7	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

WORD WORD PROCESSING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	14	30.4	41.2	41.2
IMPORTANT	2	8	17.4	23.5	64.7
VERY IMPORTANT	3	12	26.1	35.3	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

MANAGE OFFICE MANAGEMENT

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	16	34.8	47.1	47.1
IMPORTANT	2	10	21.7	29.4	76.5
VERY IMPORTANT	3	8	17.4	23.5	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

BOOK BOOKKEEPING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	23	50.0	67.6	67.6
IMPORTANT	2	5	10.9	14.7	82.4
VERY IMPORTANT	3	6	13.0	17.6	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

BILL BILLING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	16	34.8	47.1	47.1
IMPORTANT	2	10	21.7	29.4	76.5
VERY IMPORTANT	3	8	17.4	23.5	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

CLERK LIASON OR COURT CLERK

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	20	43.5	58.8	58.8
IMPORTANT	2	6	13.0	17.6	76.5
VERY IMPORTANT	3	8	17.4	23.5	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

TYPING TYPING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	8	17.4	23.5	23.5
IMPORTANT	2	10	21.7	29.4	52.9
VERY IMPORTANT	3	16	34.8	47.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

FORMS FILLING OUT FORMS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	9	19.6	26.5	26.5
IMPORTANT	2	10	21.7	29.4	55.9
VERY IMPORTANT	3	15	32.6	44.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

PROOF PROOFREADING/CORRECTING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	4	8.7	12.1	12.1
IMPORTANT	2	9	19.6	27.3	39.4
VERY IMPORTANT	3	20	43.5	60.6	100.0
NO RESPONSE/UNKNOWN	9	13	28.3	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 33 Missing Cases 13

SCHED SCHEDULING MEETINGS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	15	32.6	44.1	44.1
IMPORTANT	2	3	6.5	8.8	52.9
VERY IMPORTANT	3	16	34.8	47.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

CALEND CALENDARING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	13	28.3	38.2	38.2
IMPORTANT	2	5	10.9	14.7	52.9
VERY IMPORTANT	3	16	34.8	47.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

FILE FILING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	8	17.4	23.5	23.5
IMPORTANT	2	14	30.4	41.2	64.7
VERY IMPORTANT	3	12	26.1	35.3	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

MESSAGE MESSENGER

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	20	43.5	58.8	58.8
IMPORTANT	2	8	17.4	23.5	82.4
VERY IMPORTANT	3	6	13.0	17.6	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

PHONE RECEPTION/PHONE HANDLING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
NOT IMPORTANT	1	5	10.9	14.7	14.7
IMPORTANT	2	10	21.7	29.4	44.1
VERY IMPORTANT	3	19	41.3	55.9	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 34 Missing Cases 12

ASSOCIA1 DO NOT BELONG TO ANY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	26	56.5	70.3	70.3
NO	5	11	23.9	29.7	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 37 Missing Cases 9

ASSOCIA2 LEGAL ASSISTANT ASSOCIATION OF MICH"

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	10	21.7	27.0	27.0
NO	5	27	58.7	73.0	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 37 Missing Cases 9

ASSOCIA3 NATIONAL ASSOCIA OF LEGAL ASSISTANT

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	1	2.2	2.7	2.7
NO	5	36	78.3	97.3	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 37 Missing Cases 9

ASSOCIA4 OTHER

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	6	13.0	16.2	16.2
NO	5	31	67.4	83.8	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 37 Missing Cases 9

Page 46 FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990 12/13/90

RANK1 LEGAL ASSISTANT

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	2	4	8.7	13.3	13.3
	3	9	19.6	30.0	43.3
	4	6	13.0	20.0	63.3
	5	7	15.2	23.3	86.7
	6	4	8.7	13.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 30 Missing Cases 16

Page 47 FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990 12/13/90

RANK2 COURT REPORTER

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
MOST PRESTIGIOUS	1	1	2.2	3.3	3.3
	2	1	2.2	3.3	6.7
	3	8	17.4	26.7	33.3
	4	4	8.7	13.3	46.7
	5	3	6.5	10.0	56.7
	6	6	13.0	20.0	76.7
	7	3	6.5	10.0	86.7
	8	3	6.5	10.0	96.7
LEAST PRESTIGIOUS	9	1	2.2	3.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
		-----	-----	-----	
TOTAL		46	100.0	100.0	

Valid Cases 30 Missing Cases 16

RANK3 LAW CLERK

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	2	10	21.7	33.3	33.3
	3	3	6.5	10.0	43.3
	4	5	10.9	16.7	60.0
	5	6	13.0	20.0	80.0
	6	5	10.9	16.7	96.7
	8	1	2.2	3.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

RANK4 LEGAL SECRETARY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	2	1	2.2	3.3	3.3
	3	2	4.3	6.7	10.0
	4	2	4.3	6.7	16.7
	5	4	8.7	13.3	30.0
	6	7	15.2	23.3	53.3
	7	12	26.1	40.0	93.3
	8	2	4.3	6.7	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

RANK5 LAWYER

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
MOST PRESTIGIOUS	1	27	58.7	90.0	90.0
	3	1	2.2	3.3	93.3
	8	1	2.2	3.3	96.7
LEAST PRESTIGIOUS	9	1	2.2	3.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

RANK6 SECRETARY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	2	1	2.2	3.3	3.3
	3	1	2.2	3.3	6.7
	4	1	2.2	3.3	10.0
	5	2	4.3	6.7	16.7
	7	4	8.7	13.3	30.0
	8	12	26.1	40.0	70.0
LEAST PRESTIGIOUS	9	9	19.6	30.0	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

RANK7 PARALEGAL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
MOST PRESTIGIOUS	1	1	2.2	3.3	3.3
	2	7	15.2	23.3	26.7
	3	7	15.2	23.3	50.0
	4	9	19.6	30.0	80.0
	5	3	6.5	10.0	90.0
	6	2	4.3	6.7	96.7
	7	1	2.2	3.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

RANK8 CLERK

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
MOST PRESTIGIOUS	1	1	2.2	3.3	3.3
	2	1	2.2	3.3	6.7
	7	8	17.4	26.7	33.3
	8	7	15.2	23.3	56.7
LEAST PRESTIGIOUS	9	13	28.3	43.3	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

RANK9 LEGAL INTERN

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	2	6	13.0	20.0	20.0
	3	1	2.2	3.3	23.3
	4	4	8.7	13.3	36.7
	5	5	10.9	16.7	53.3
	6	6	13.0	20.0	73.3
	7	3	6.5	10.0	83.3
	8	3	6.5	10.0	93.3
LEAST PRESTIGIOUS	9	2	4.3	6.7	100.0
NO RESPONSE/UNKNOWN	0	16	34.8	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

HOPEA JOB ASPIRATION FOR THE NEXT 3 TO 5 YEARS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
LEGAL ASSISTANT	1	12	26.1	31.6	31.6
LEGAL SECRETARY	4	3	6.5	7.9	39.5
LAWYER	5	3	6.5	7.9	47.4
PARALEGAL	7	16	34.8	42.1	89.5
LEGAL INTERN	9	1	2.2	2.6	92.1
OTHER	10	3	6.5	7.9	100.0
NO RESPONSE/UNKNOWN	99	8	17.4	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 38 Missing Cases 8

HOPEB JOB ASPIRATION FOR THE NEXT 10 TO 15 YEA

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
LEGAL ASSISTANT	1	6	13.0	20.0	20.0
LAW CLERK	3	2	4.3	6.7	26.7
LAWYER	5	8	17.4	26.7	53.3
PARALEGAL	7	7	15.2	23.3	76.7
OTHER	10	7	15.2	23.3	100.0
NO RESPONSE/UNKNOWN	99	16	34.8	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 30 Missing Cases 16

p. 17

LRIA LEGAL RESEARCH I

Value Label	Valid Percent	Cum Percent
VERY LOW	21.4	21.4
LOW	28.6	50.0
HIGH	31.0	81.0
VERY HIGH	19.0	100.0
NO RESPONSE/UNKNOWN	MISSING	

	100.0	

Valid Cases 42 Missing Cases 4

LRIIA LEGAL RESEARCH II

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY LOW	1	4	8.7	12.1	12.1
LOW	2	9	19.6	27.3	39.4
HIGH	3	12	26.1	36.4	75.8
VERY HIGH	4	8	17.4	24.2	100.0
NO RESPONSE/UNKNOWN	9	13	28.3	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 33 Missing Cases 13

DISA DISCOVERY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY LOW	1	12	26.1	29.3	29.3
LOW	2	15	32.6	36.6	65.9
HIGH	3	10	21.7	24.4	90.2
VERY HIGH	4	4	8.7	9.8	100.0
NO RESPONSE/UNKNOWN	9	5	10.9	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 41 Missing Cases 5

LITA LITIGATION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
LOW	2	5	10.9	12.2	12.2
HIGH	3	12	26.1	29.3	41.5
VERY HIGH	4	24	52.2	58.5	100.0
NO RESPONSE/UNKNOWN	9	5	10.9	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 41 Missing Cases 5

Page 61 FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990 12/13/90

SUBA SUBSTANTIVE LAW

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
LOW	2	3	6.5	8.6	8.6
HIGH	3	11	23.9	31.4	40.0
VERY HIGH	4	21	45.7	60.0	100.0
NO RESPONSE/UNKNOWN	9	11	23.9	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 35 Missing Cases 11

Page 62 FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990 12/13/90

RULESA RULES OF EVIDENCE

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY LOW	1	4	8.7	11.4	11.4
LOW	2	11	23.9	31.4	42.9
HIGH	3	14	30.4	40.0	82.9
VERY HIGH	4	6	13.0	17.1	100.0
NO RESPONSE/UNKNOWN	9	11	23.9	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 35 Missing Cases 11

Page 63 FREQUENCIES FOR THE LGL PROGRAM SURVEY 1990 12/13/90

TRIALA TRIAL PREPARATION

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY LOW	1	3	6.5	8.8	8.8
LOW	2	6	13.0	17.6	26.5
HIGH	3	9	19.6	26.5	52.9
VERY HIGH	4	16	34.8	47.1	100.0
NO RESPONSE/UNKNOWN	9	12	26.1	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 34 Missing Cases 12

LRIB LEGAL RESEARCH I

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	11	23.9	28.2	28.2
SOMEWHAT USEFUL	2	18	39.1	46.2	74.4
NOT USEFUL	3	3	6.5	7.7	82.1
USEFUL	4	7	15.2	17.9	100.0
NO RESPONSE/UNKNOWN	9	7	15.2	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 39 Missing Cases 7

LRIIB LEGAL RESEARCH II

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	12	26.1	38.7	38.7
SOMEWHAT USEFUL	2	13	28.3	41.9	80.6
NOT USEFUL	3	2	4.3	6.5	87.1
USEFUL	4	4	8.7	12.9	100.0
NO RESPONSE/UNKNOWN	9	15	32.6	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 31 Missing Cases 15

DISB DISCOVERY

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	10	21.7	27.8	27.8
SOMEWHAT USEFUL	2	13	28.3	36.1	63.9
NOT USEFUL	3	7	15.2	19.4	83.3
USEFUL	4	6	13.0	16.7	100.0
NO RESPONSE/UNKNOWN	9	10	21.7	MISSING	
		-----	-----	-----	
	TOTAL	46	100.0	100.0	

Valid Cases 36 Missing Cases 10

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	23	50.0	62.2	62.2
SOMEWHAT USEFUL	2	6	13.0	16.2	78.4
NOT USEFUL	3	1	2.2	2.7	81.1
USEFUL	4	7	15.2	18.9	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 37 Missing Cases 9

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	18	39.1	58.1	58.1
SOMEWHAT USEFUL	2	4	8.7	12.9	71.0
NOT USEFUL	3	3	6.5	9.7	80.6
USEFUL	4	6	13.0	19.4	100.0
NO RESPONSE/UNKNOWN	9	15	32.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 31 Missing Cases 15

RULESB RULES OF EVIDENCE

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	8	17.4	25.8	25.8
SOMEWHAT USEFUL	2	10	21.7	32.3	58.1
NOT USEFUL	3	5	10.9	16.1	74.2
USEFUL	4	8	17.4	25.8	100.0
NO RESPONSE/UNKNOWN	9	15	32.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 31 Missing Cases 15

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
VERY USEFUL	1	11	23.9	35.5	35.5
SOMEWHAT USEFUL	2	5	10.9	16.1	51.6
NOT USEFUL	3	5	10.9	16.1	67.7
USEFUL	4	10	21.7	32.3	100.0
NO RESPONSE/UNKNOWN	9	15	32.6	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases 31 Missing Cases 15

SKILLS SKILLS TO BE INCLUDED IN LGL

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
BANKRUPCY	2	1	2.2	3.8	3.8
BRIEFS WRITTEN	3	1	2.2	3.8	7.7
CASE APPLICATION	4	1	2.2	3.8	11.5
COMMUNICATION	5	1	2.2	3.8	15.4
COMPUTER ASSISTED LE	6	1	2.2	3.8	19.2
DRAFTING DISCOVERY	10	1	2.2	3.8	23.1
FAMILY LAW	11	1	2.2	3.8	26.9
INTERNSHIP PROGRAM	13	3	6.5	11.5	38.5
JOB PLACEMENT	14	1	2.2	3.8	42.3
LAW OFFICES	15	1	2.2	3.8	46.2
LIBRARY WORK	17	1	2.2	3.8	50.0
LOGICAL REASONING	18	1	2.2	3.8	53.8
MORE FORMS	20	1	2.2	3.8	57.7
PERSONAL INJURY	21	1	2.2	3.8	61.5
PROOFREADING	23	1	2.2	3.8	65.4
RESEARCH SKILLS	25	3	6.5	11.5	76.9
RESUME WRITING	26	1	2.2	3.8	80.8
TRIAL PREPARATION	27	1	2.2	3.8	84.6

SKILLS SKILLS TO BE INCLUDED IN LGL

WEST LAW	28	1	2.2	3.8	88.5
SPECIALIZED FIELDS	30	2	4.3	7.7	96.2
LEGAL ASSISTANT ACTI	31	1	2.2	3.8	100.0
NO RESPONSE/UNKNOWN	99	20	43.5	MISSING	
TOTAL		46	100.0	100.0	

Valid Cases

26

Missing Cases

20

COURSES COURSES TO BE ADDED

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
ACCOUNTING COURSE	1	1	2.2	5.0	5.0
BASIC LAW	3	1	2.2	5.0	10.0
CONSTITUTIONAL LAW	6	1	2.2	5.0	15.0
CONTRACT LAW	7	1	2.2	5.0	20.0
CRIMINAL LAW	9	1	2.2	5.0	25.0
DRAFTING OF DOCUMENT	11	1	2.2	5.0	30.0
COMPUTER TRAINING	12	1	2.2	5.0	35.0
FAMILY LAW	13	2	4.3	10.0	45.0
INTERNATIONAL LAW	14	1	2.2	5.0	50.0
INTRO PARALEGAL	16	1	2.2	5.0	55.0
LEGAL WRITING	18	2	4.3	10.0	65.0
PROBATE LAW	21	3	6.5	15.0	80.0
PROCESSING MED INFO	22	2	4.3	10.0	90.0
TORTS	27	1	2.2	5.0	95.0
WILLS AND TRUST	28	1	2.2	5.0	100.0
NO RESPONSES/UNKNOWN	99	26	56.5	MISSING	
TOTAL		46	100.0	100.0	

COURSES COURSES TO BE ADDED

Valid Cases 20 Missing Cases 26

DELETED COURSES TO BE DELETED

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
BASIC COURSES	1	1	2.2	11.1	11.1
DISCOVERY	2	3	6.5	33.3	44.4
INTRO TO COMPUTER	3	1	2.2	11.1	55.6
RULES OF EVIDENCE	5	3	6.5	33.3	88.9
TRIAL PREPARATION	6	1	2.2	11.1	100.0
NO RESPONSE/UNKNOWN	9	37	80.4	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 9 Missing Cases 37

SUGGEST SUGGESTION FOR THE LGL PROGRAM

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	35	76.1	94.6	94.6
NO	5	2	4.3	5.4	100.0
NO RESPONSE/UNKNOWN	9	9	19.6	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 37 Missing Cases 9

CURRENT CURRENTLY TAKING LGL COURSES

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	21	45.7	46.7	46.7
NO	5	24	52.2	53.3	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 45 Missing Cases 1

REASON REASONS NOT TAKING LGL CLASSES

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
COMPLETED LGL PROGRA	1	10	21.7	47.6	47.6
TAKING GENERAL EDUC.	2	2	4.3	9.5	57.1
FOUND LGL ELSEWHERE	4	1	2.2	4.8	61.9
PROGRAM LESS USEFUL	5	1	2.2	4.8	66.7
FINANCIAL CONSIDERAT	8	2	4.3	9.5	76.2
PERSONAL PRIORITIES	9	2	4.3	9.5	85.7
OTHER	10	3	6.5	14.3	100.0
NO RESPONSE/UNKNOWN	99	25	54.3	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 21 Missing Cases 25

WILLING WILLING TO JOIN LGL INTERN

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	2	4.3	6.3	6.3
NO	5	30	65.2	93.8	100.0
NO RESPONSE/UNKNOWN	9	14	30.4	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 32 Missing Cases 14

LIST REMAIN IN PERMANENT MAILING

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	41	89.1	91.1	91.1
NO	5	4	8.7	8.9	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 45 Missing Cases 1

GET GET A COPY OF THE SURVEY RESULTS

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
YES	1	42	91.3	93.3	93.3
NO	5	3	6.5	6.7	100.0
NO RESPONSE/UNKNOWN	9	1	2.2	MISSING	
	TOTAL	46	100.0	100.0	

Valid Cases 45 Missing Cases 1

This procedure was completed at 13:38:07

SAVE OUTFILE='LGL90.JOB'.

The SPSS/PC+ system file is written to
file LGL90.JOB

79 variables (including system variables) will be saved.

0 variables have been dropped.

The system file consists of:

432 Characters for the header record.

2528 Characters for variable definition.

7832 Characters for labels.

29184 Characters for data.

39976 Total file size.

46 out of 46 cases have been saved.

This procedure was completed at 13:38:11

FINISH.

End of Include file.

OAKLAND COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM SURVEY
(Winter 1990)

List of employers who may be interested in participating in a Legal Assistant internship program.

18

Charters, Heck & O'Donnell, P.C.
John Charters
500 N. Woodward
Suite #320
Bloomfield Hills, Mi. 48013
(313) 540-0330

21

Goodman and Eklund-Easley
Morris H. Goodman
18212 Grand River Avenue
Detroit, Mi. 48223
(313) 837-1111

32

Miller, Canfield, Paddock & Stone
Bill Parsons
180 W. Jefferson
Detroit, Mi. 48226
(313) 963-6420

36

Patrick, Johnson & King, P.C.
Patrick King
27777 Franklin Rd.
Suite #1100
Southfield, Mi. 48034
(313) 356-8590

37

Michigan Bell Telephone
Legal Department
444 Michigan Avenue
Detroit, Mi.
(313) 223-8000

OAKLAND COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM SURVEY
(Winter 1990)

List of employers who may be interested in participating in a Legal Assistant internship program.

Charters, Heck & O'Donnell, P.C.
John Charters
500 N. Woodward
Suite #320
Bloomfield Hills, Mi. 48013
(313) 540-0330

Goodman and Eklund-Easley
Morris H. Goodman
18212 Grand River Avenue
Detroit, Mi. 48223
(313) 837-1111

Miller, Canfield, Paddock & Stone
Bill Parsons
180 W. Jefferson
Detroit, Mi. 48226
(313) 963-6420

Patrick, Johnson & King, P.C.
Patrick King
27777 Franklin Rd.
Suite #1100
Southfield, Mi. 48034
(313) 356-8590

Michigan Bell Telephone
Legal Department
444 Michigan Avenue
Detroit, Mi.
(313) 223-8000

OAKLAND COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM SURVEY
(Winter 1990)

Question: In general, how do you feel about your current position?

01 Very Satisfied

"I am treated with respect."

02 Neutral

"Stagnating."

04 Satisfied

"It is interesting work - Labor Law."

06 Satisfied

"Enjoy the work."

08 Neutral

"I'm looking for a full-time, legal assistant position."

09 Very Satisfied

"\$"

10 Neutral

"Not in my field."

11 Neutral

"Because the job helps me through school. However, I am very eager for a prestigious career."

12 Disappointed

"Need something more challenging."

13 Very Disappointed

"No challenges."

15 Satisfied

"At the moment but would like to move on."

16 Satisfied

"I'm happy with my position and salary; unhappy with Detroit location and benefits."

18 Satisfied

"Prefer more litigation (Pers Inj) work."

19 Satisfied

"It's not what I want to do all my life. It is not a career."

20 Neutral

"Not challenging."

21 Satisfied

"Flexibility."

23 Very Satisfied

"My work is interesting and challenging and my coworkers are intelligent and pleasant."

26 Neutral

"It is not what I really want."

27 Satisfied

"The position I hold currently is considerably better than what I could get practicing in the legal field."

29 Very Satisfied

"Utilizing skills acquired in OCC LGL Program."

31 Very Disappointed

"Because it is not in the field I went to school for and want to pursue."

32 Disappointed

"No responsibilities, low pay."

34 Disappointed

"I would like to get a job in my field."

35 Neutral

"No room for advancement."

36 Very Satisfied

"Learning, challenged, allowed to expand and advance as abilities allow."

37 Very Disappointed

"No job satisfaction."

38 Disappointed

"Want to change careers, employed with Bell since 1974, I want something different."

44 Neutral
"Amount of Pay."

45 Neutral
"I'm ready to transfer to our in-house legal department, or pursue a legal assistant career with an outside law firm."

46 Satisfied
"Flexible Hours - many times excited about position."

OAKLAND COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM SURVEY
(Winter 1990)

Question: In general, how do you feel about your current position?

Very Satisfied

"I am treated with respect."

Neutral

"Stagnating."

Satisfied

"It is interesting work - Labor Law."

Satisfied

"Enjoy the work."

Neutral

"I'm looking for a full-time, legal assistant position."

Very Satisfied

"\$"

Neutral

"Not in my field."

Neutral

"Because the job helps me through school. However, I am very eager for a prestigious career."

Disappointed

"Need something more challenging."

Very Disappointed

"No challenges."

Satisfied

"At the moment but would like to move on."

Satisfied

"I'm happy with my position and salary; unhappy with Detroit location and benefits."

Satisfied

"Prefer more litigation (Pers Inj) work."

Satisfied

"It's not what I want to do all my life. It is not a career."

Neutral

"Not challenging."

Satisfied

"Flexibility."

Very Satisfied

"My work is interesting and challenging and my coworkers are intelligent and pleasant."

Neutral

"It is not what I really want."

Satisfied

"The position I hold currently is considerably better than what I could get practicing in the legal field."

Very Satisfied

"Utilizing skills acquired in OCC LGL Program."

Very Disappointed

"Because it is not in the field I went to school for and want to pursue."

Disappointed

"No responsibilities, low pay."

Disappointed

"I would like to get a job in my field."

Neutral

"No room for advancement."

Very Satisfied

"Learning, challenged, allowed to expand and advance as abilities allow."

Very Disappointed

"No job satisfaction."

Disappointed

"Want to change careers, employed with Bell since 1974, I want something different."

Neutral

"Amount of Pay."

Neutral

"I'm ready to transfer to our in-house legal department, or pursue a legal assistant career with an outside law firm."

Satisfied

"Flexible Hours - many times excited about position."

OAKLAND COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM SURVEY
(Winter 1990)

Question: Do you have any other recommendation for change in OCC's Legal Assistant Program?

01

"A good legal sect book is useful. Use of West's (Law in a nutshell) might be better than own notes. Convince Services L.A. not to get cheap Dict & get Black Low Dict. Local Catalogues of sources for legal supplies. Provide outline of Law Topics for Personal Files. Get minimum Law Books/Prof. Journals in Orchard Ridge Library."

02

"Internship programs."

03

"I had twelve credits from courses I took in Massachusetts in Legal Research Litigation and American Legal System which was similar to Substantive Law and OCC only transferred four. Taking Litigation and Research has been a waste of time and money for me."

04

"3 teachers in the courses were absolutely not teachers. We are here to be instructed not to be torn down in an vindicative manner - i.e. Barb Listner, Mr. Douglas. Get more teachers like Austin Howard and judge Golden."

06

"Never offer Legal Research in a 7 1/2 week program. I was familiar with procedures and the instructor's teaching patterns had me confused due to the tight syllabus (too much in too little time)."

07

"An internship program should be included. Combined with book knowledge could be effective. OCC should also include job placement."

08

"All attorneys don't necessarily make good instructors."

10

"The teachers need to get some kind of planning lesson. Some of the teachers that were just hired didn't have a planning lesson."

11

"Teachers should not be paralegals. Teachers should only be attorneys with Master Degrees or better. Teachers should be chosen in advance (not at the last minute). Books should be apart of every course. An intern must be added. Updated Law Books should be in the OCC library. Please take this program seriously. I did and certainly did not get my money worth!"

12

"More in-depth focus on few topics rather than covering many topics and spending little time on them."

13

"Make it longer to include specialties that would land us jobs. Isn't that what we're after anyway."

14

"Legal Research to me more organized; therefore, more motivational. More assignments (projects) in Discovery (this course was very interesting)."

15

"Adding more electives is about it. LGL assistant orientation class. Perhaps a class to find the people who are really interested in the profession or make the requirements harder."

16

"Stricker reviews of teachers. Legal Research and Discovery could be very useful courses if properly taught. I transferred to Madonna and was required to retake the Legal Research to my benefit."

17

"I wish it was offered by correspondence! It's an excellent program and I don't know of any legal assistant programs offered as independent study."

19

"To get law books at the school library."

21

"I feel that Litigation should be broken down into various areas of law and not taken as a whole, such as, civil procedure and criminal procedure, torts, probate, real estate, estate planning and bankruptcy, so that the student can receive an in depth, thorough and complete training in these various areas of law."

23

"Work toward having more established guidelines for the courses but of course leaving some room for flexibility."

25

"You should know that I am considering changing institutions as I talk with students who have taken courses I have not. When I hear some of their comments about instructors I tend to have second thoughts. So far the biggest complaint has been the discovery class with LGL Research "I" following."

26

"Improve the school's law library-make it comparable to the Oakland Co. Law Library for the public attorneys and students of South Oakland Co. Provide a better job assistance program. Provide courses in specific areas of law so that the student may obtain some experience and expertise in one or more areas of law to enhance their chances of getting a job. Review transcript of our taped interview. Develop an advanced Legal Assistant program with a second degree possible. Develop a recognition program for students in the top five to ten percent. An honors type program."

27

"Further insight into program. Useful and day to day operation skills. The law gives us a good understanding to continue into other duties that should be performed."

29

"Need a better teacher for Discovery. Need better selection of textbooks."

30

"Teachers should teach the program or law professors not lawyers, as a lark."

31

"The legal Research I and II courses should be a hands on course taught by the instructor. Also the job placement could be improved."

32

"Do not ever ask Brenda Thornton to teach at OCC - she was the worst instructor I've ever had. Do not schedule Legal Research I & II for 7 1/2 weeks; these need to be 15 week courses Definitely."

33

"Improve program organization."

34

"I feel some of the teachers should try and help the students (ex Research) instead of expecting them to know what to do. Not every student who enrolls in the program has ever had experience before."

36

"Courses need to inter-relate more than standing independent; themes, theories and processes need to follow through. Texts need to be reviewed - probably replaced with more practical aids. Have current paralegals discuss with students their view of the profession rather than just the attorney's view."

37

"Internship - how to get experience? What job opportunities are available besides law firm? How to apply for positions in legal field? Students need to be encouraged in order to excel, not babied, but positively reinforced. Also an instructor who acts like they enjoy teaching imparts much more than those who are joyless!"

39

"Internship program should be added. I think the program should be the forerunner for a 4 yr. Pol. Sci degree at Wayne State like the program at Oakland University."

40

"It has been my experience that OCC needs to find more dedicated instructors for the legal program. Not just someone looking for an extra paycheck. Please - get accredited for this program - job prospects are slim to none because of non-accredited program. I've had many rejections from potential employers because of this."

43

"Try to get retired judges or lawyers to teach Legal classes and hire a counselor for the legal program."

44

"Don't hire attorneys at the last moment, drop 7 1/2 week courses make them all 15 week courses, require a syllabus for every course, add courses in more specialized areas, certain classes should be taught by attorneys only, drop rules of evidence, dissatisfied with course instructors and after 1 year in program, finally getting some action from coordinator, get program ABA accredited as soon as possible."

46

"More support in relation to finding employment AND re-evaluate LEGAL RESEARCH I AND II to find an easier way to teach and learn. Very difficult courses."

OAKLAND COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM SURVEY
(Winter 1990)

Question: Do you have any other recommendation for change in OCC's Legal Assistant Program?

"A good legal sect book is useful. Use of West's (Law in a nutshell) might be better than own notes. Convince Services L.A. not to get cheap Dict & get Black Low Dict. Local Catalogues of sources for legal supplies. Provide outline of Law Topics for Personal Files. Get minimum Law Books/Prof. Journals in Orchard Ridge Library."

"Internship programs."

"I had twelve credits from courses I took in Massachusetts in Legal Research Litigation and American Legal System which was similar to Substantive Law and OCC only transferred four. Taking Litigation and Research has been a waste of time and money for me."

"3 teachers in the courses were absolutely not teachers. We are here to be instructed not to be torn down in an vindicative manner - i.e. Barb Listner, Mr. Douglas. Get more teachers like Austin Howard and judge Golden."

"Never offer Legal Research in a 7 1/2 week program. I was familiar with procedures and the instructor's teaching patterns had me confused due to the tight syllabus (too much in too little time)."

"An internship program should be included. Combined with book knowledge could be effective. OCC should also include job placement."

"All attorneys don't necessarily make good instructors."

"The teachers need to get some kind of planning lesson. Some of the teachers that were just hired didn't have a planning lesson."

"Teachers should not be paralegals. Teachers should only be attorneys with Master Degrees or better. Teachers should be chosen in advance (not at the last minute). Books should be apart of every course. An intern must be added. Updated Law Books should be in the OCC library. Please take this program seriously. I did and certainly did not get my money worth!"

"More in-depth focus on few topics rather than covering many topics and spending little time on them."

"Make it longer to include specialties that would land us jobs. Isn't that what we're after anyway."

"Legal Research to me more organized; therefore, more motivational. More assignments (projects) in Discovery (this course was very interesting)."

"Adding more electives is about it. LGL assistant orientation class. Perhaps a class to find the people who are really interested in the profession or make the requirements harder."

"Stricker reviews of teachers. Legal Research and Discovery could be very useful courses if properly taught. I transferred to Madonna and was required to retake the Legal Research to my benefit."

"I wish it was offered by correspondence! It's an excellent program and I don't know of any legal assistant programs offered as independent study."

"To get law books at the school library."

"I feel that Litigation should be broken down into various areas of law and not taken as a whole, such as, civil procedure and criminal procedure, torts, probate, real estate, estate planning and bankruptcy, so that the student can receive an in depth, thorough and complete training in these various areas of law."

"Work toward having more established guidelines for the courses but of course leaving some room for flexibility."

"You should know that I am considering changing institutions as I talk with students who have taken courses I have not. When I hear some of their comments about instructors I tend to have second thoughts. So far the biggest complaint has been the discovery class with LGL Research "I" following."

"Improve the school's law library-make it comparable to the Oakland Co. Law Library for the public attorneys and students of South Oakland Co. Provide a better job assistance program. Provide courses in specific areas of law so that the student may obtain some experience and expertise in one or more areas of law to enhance their chances of getting a job. Review transcript of our taped interview. Develop an advanced Legal Assistant program with a second degree possible. Develop a recognition program for students in the top five to ten percent. An honors type program."

"Further insight into program. Useful and day to day operation skills. The law gives us a good understanding to continue into other duties that should be performed."

"Need a better teacher for Discovery. Need better selection of textbooks."

"Teachers should teach the program or law professors not lawyers, as a lark."

"The legal Research I and II courses should be a hands on course taught by the instructor. Also the job placement could be improved."

"Do not ever ask Brenda Thornton to teach at OCC - she was the worst instructor I've ever had. Do not schedule Legal Research I & II for 7 1/2 weeks; these need to be 15 week courses Definitely."

"Improve program organization."

"I feel some of the teachers should try and help the students (ex Research) instead of expecting them to know what to do. Not every student who enrolls in the program has ever had experience before."

"Courses need to inter-relate more than standing independent; themes, theories and processes need to follow through. Texts need to be reviewed - probably replaced with more practical aids. Have current paralegals discuss with students their view of the profession rather than just the attorney's view."

"Internship - how to get experience? What job opportunities are available besides law firm? How to apply for positions in legal field? Students need to be encouraged in order to excel, not babied, but positively reinforced. Also an instructor who acts like they enjoy teaching imparts much more than those who are joyless!"

"Internship program should be added. I think the program should be the forerunner for a 4 yr. Pol. Sci degree at Wayne State like the program at Oakland University."

"It has been my experience that OCC needs to find more dedicated instructors for the legal program. Not just someone looking for an extra paycheck. Please - get accredited for this program - job prospects are slim to none because of non-accredited program. I've had many rejections from potential employers because of this."

"Try to get retired judges or lawyers to teach Legal classes and hire a counselor for the legal program."

"Don't hire attorneys at the last moment, drop 7 1/2 week courses make them all 15 week courses, require a syllabus for every course, add courses in more specialized areas, certain classes should be taught by attorneys only, drop rules of evidence, dissatisfied with course instructors and after 1 year in program, finally getting some action from coordinator, get program ABA accredited as soon as possible."

"More support in relation to finding employment AND re-evaluate LEGAL RESEARCH I AND II to find an easier way to teach and learn. Very difficult courses."

OAKLAND COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM SURVEY
(Winter 1990)

Question: Do you have any other recommendation for change in OCC's Legal Assistant Program?

"A good legal sect book is useful. Use of West's (Law in a nutshell) might be better than own notes. Convince Services L.A. not to get cheap Dict & get Black Low Dict. Local Catalogues of sources for legal supplies. Provide outline of Law Topics for Personal Files. Get minimum Law Books/Prof. Journals in Orchard Ridge Library."

"Internship programs."

"I had twelve credits from courses I took in Massachusetts in Legal Research Litigation and American Legal System which was similar to Substantive Law and OCC only transferred four. Taking Litigation and Research has been a waste of time and money for me."

"3 teachers in the courses were absolutely not teachers. We are here to be instructed not to be torn down in a vindictive manner - i.e. _____, _____. Get more teachers like _____ and _____."

"Never offer Legal Research in a 7 1/2 week program. I was familiar with procedures and the instructor's teaching patterns had me confused due to the tight syllabus (too much in too little time)."

"An internship program should be included. Combined with book knowledge could be effective. OCC should also include job placement."

"All attorneys don't necessarily make good instructors."

"The teachers need to get some kind of planning lesson. Some of the teachers that were just hired didn't have a planning lesson."

"Teachers should not be paralegals. Teachers should only be attorneys with Master Degrees or better. Teachers should be chosen in advance (not at the last minute). Books should be apart of every course. An intern must be added. Updated Law Books should be in the OCC library. Please take this program seriously. I did and certainly did not get my money worth!"

"More in-depth focus on few topics rather than covering many topics and spending little time on them."

"Make it longer to include specialties that would land us jobs. Isn't that what we're after anyway."

"Legal Research to me more organized; therefore, more motivational. More assignments (projects) in Discovery (this course was very interesting)."

"Adding more electives is about it. LGL assistant orientation class. Perhaps a class to find the people who are really interested in the profession or make the requirements harder."

"Stricker reviews of teachers. Legal Research and Discovery could be very useful courses if properly taught. I transferred to Madonna and was required to retake the Legal Research to my benefit."

"I wish it was offered by correspondence! It's an excellent program and I don't know of any legal assistant programs offered as independent study."

"To get law books at the school library."

"I feel that Litigation should be broken down into various areas of law and not taken as a whole, such as, civil procedure and criminal procedure, torts, probate, real estate, estate planning and bankruptcy, so that the student can receive an in depth, thorough and complete training in these various areas of law."

"Work toward having more established guidelines for the courses but of course leaving some room for flexibility."

"You should know that I am considering changing institutions as I talk with students who have taken courses I have not. When I hear some of their comments about instructors I tend to have second thoughts. So far the biggest complaint has been the discovery class with LGL Research "I" following."

"Improve the school's law library-make it comparable to the Oakland Co. Law Library for the public attorneys and students of South Oakland Co. Provide a better job assistance program. Provide courses in specific areas of law so that the student may obtain some experience and expertise in one or more areas of law to enhance their chances of getting a job. Review transcript of our taped interview. Develop an advanced Legal Assistant program with a second degree possible. Develop a recognition program for students in the top five to ten percent. An honors type program."

"Further insight into program. Useful and day to day operation skills. The law gives us a good understanding to continue into other duties that should be performed."

"Need a better teacher for Discovery. Need better selection of textbooks."

"Teachers should teach the program or law professors not lawyers, as a lark."

"The legal Research I and II courses should be a hands on course taught by the instructor. Also the job placement could be improved."

"Do not ever ask _____ to teach at OCC - she was the worst instructor I've ever had. Do not schedule Legal Research I & II for 7 1/2 weeks; these need to be 15 week courses Definitely."

"Improve program organization."

"I feel some of the teachers should try and help the students (ex Research) instead of expecting them to know what to do. Not every student who enrolls in the program has ever had experience before."

"Courses need to inter-relate more than standing independent; themes, theories and processes need to follow through. Texts need to be reviewed - probably replaced with more practical aids. Have current paralegals discuss with students their view of the profession rather than just the attorney's view."

"Internship - how to get experience? What job opportunities are available besides law firm? How to apply for positions in legal field? Students need to be encouraged in order to excel, not babied, but positively reinforced. Also an instructor who acts like they enjoy teaching imparts much more than those who are joyless!"

"Internship program should be added. I think the program should be the forerunner for a 4 yr. Pol. Sci degree at Wayne State like the program at Oakland University."

"It has been my experience that OCC needs to find more dedicated instructors for the legal program. Not just someone looking for an extra paycheck. Please - get accredited for this program - job prospects are slim to none because of non-accredited program. I've had many rejections from potential employers because of this."

"Try to get retired judges or lawyers to teach Legal classes and hire a counselor for the legal program."

"Don't hire attorneys at the last moment, drop 7 1/2 week courses make them all 15 week courses, require a syllabus for every course, add courses in more specialized areas, certain classes should be taught by attorneys only, drop rules of evidence, dissatisfied with course instructors and after 1 year in program, finally getting some action from coordinator, get program ABA accredited as soon as possible."

"More support in relation to finding employment AND re-evaluate LEGAL RESEARCH I AND II to find an easier way to teach and learn. Very difficult courses."