

LAW CLERK (LCK)

About the Program

Are you looking forward to working in the fast-paced legal industry? This two-year legal paraprofessional program will equip you with the knowledge and skills required to work alongside lawyers on their cases in a corporate, government or law firm setting. The curriculum is taught by legal professionals with extensive experience who will focus your learning on real estate, corporate and commercial law, litigation, wills and estates, and family law. Through workshops, law firm tours, court visits, career preparation events, a field placement and speaking engagements, you'll acquire the technical skills, principles and ethics required for practise.

Your fluency in English is critical for your success and there is a strong focus on effective communication skills, both verbal and written, throughout the program.

This program is also offered in an accelerated format (<http://www.senecapolytechnic.ca/programs/fulltime/LCKA.html>) which allows the completion of the program in three semesters instead of four, if you have:

- Substantial completion of a degree or completion of a postsecondary diploma, with the academic equivalents of three general education subjects and College English Academic equivalents of three general education credits and COM101 Communicating Across Contexts.

Part-time option is available > (<http://www.senecapolytechnic.ca/ce/business/legal/law-clerk.html>)

Credential Awarded

Ontario College Diploma

Duration

4 Semesters (2 Years)

Starts

January, September

Program and Course Delivery

This program is offered in Seneca's hybrid delivery format. Some coursework is online and some must be completed in person. Students will need to come on campus to complete in-person learning requirements.

Skills

Throughout this program you will develop the following skills:

- Professional communication and proofreading
- Legal drafting
- Problem-solving
- Organization and time management
- Ability to conduct research, review legislation and synthesize relevant information
- Ability to collaborate and work in group settings
- Proficiency in word processing and legal technology

Work Experience

Field Placement

Meet all the necessary academic requirements and you will have the opportunity to participate in an unpaid field placement. This provides you with practical work experience and exposure to potential employers. With the support and assistance of the School's faculty and staff, you will play an active role in securing your placement.

Your Career

When you graduate from this program, these are the types of career options you can explore:

- Small to large law firms
- Legal departments of corporations
- Financial institutions
- Government offices

Program of Study

Course Code	Course Name	Weekly Hours
Semester 1		
COM101 or COM111	Communicating Across Contexts Communicating Across Contexts (Enriched)	3
LCP100	Professional Communication for Law Clerks	3
LGL140	Canadian Legal System and Immigration Law	4
LGL142	Legal Contracts in Everyday Life and Social Media	2
LXY150	Legal Document Production	3
LXY250	Legal Office Procedures and Project Management	3
Semester 2		
LXA300	Criminal Law and Access to Justice in Canada	3
LXC212	Corporate and Commercial Law I	3
LXD220	Litigation I and Personal Injury	3
LXM211	Family Law I	3
LXP215	Professional Conduct and Career Development	3
LXR216	Real Estate I	3
	plus: General Education Course (1)	3
Semester 3		
FPL330	Field Placement I	1
LXC312	Corporate and Commercial Law II	3
LXD311	Litigation II	3
LXM322	Family Law II	2
LXR350	Real Estate Law II and Technology	4
	plus: General Education Course (1)	3
Semester 4		
FPL430	Field Placement II	1
LGL411	Legal Research	3
LXE411	Estates	3
LXJ432	Debtor Creditor	3

LXY350	Legal Software Applications I	3
LXY450	Legal Software Applications II	3
plus: General Education Course (1)		3

Additional

A typing speed of 50 words per minute is required to graduate from this program.

Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Support the needs of clients and legal professionals through the use of accurate terminology and professional communication strategies, both orally and in writing.
- Complete all work within routine and unexpected time lines and limitation periods within the legal environment.
- Use current and relevant electronic and print resources, within the legal environment, to conduct legal research, to assist with file and evidentiary management, to facilitate communication and generate legal documentation, complying with current regulations and procedures.
- Research and summarize the presenting legal issues, applying knowledge of substantive law, to support the legal team.
- Apply rules of procedure to support best legal practices.
- Conduct oneself professionally in adherence to the guidelines of the Law Society of Upper Canada.
- Carry out clerical and administrative duties for the operation of a variety of legal environments.
- Outline strategies for ongoing professional development to ensure continuing competence as a Law Clerk.
- Act equitably and justly with diverse populations.
- Provide support for legal professionals in courts and administrative tribunals within the legal system.

Admission Requirements

- Ontario Secondary School Diploma (OSSD), or equivalent, or a mature applicant (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)
- English: Grade 12 C or U, or equivalent course

Canadian citizens and permanent residents may satisfy the English requirements for this program through successful Seneca pre-admission testing. (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)

Recommended upgrading for applicants who do not meet academic subject requirements. (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/upgrading-options.html>)

Notes

Although not required for admission, completion of Grade 12 mathematics and Grade 11 Canadian history are recommended for your success in the program.

Good keyboarding skills are essential for success in this program.

International Student Information

International admissions requirements vary by program and in addition to English requirements (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/english-requirements.html>), programs may require credits in mathematics, biology, and chemistry at a level equivalent to Ontario's curriculum, or a postsecondary degree or diploma, equivalent to an Ontario university or college. Program-specific pre-requisite courses and credentials are listed with the admission requirements on each program page. To review the academic requirements please visit: Academic Requirements - Seneca, Toronto, Canada ([senecapolytechnic.ca](https://www.senecapolytechnic.ca)) (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html>).

Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (<https://www.senecapolytechnic.ca/pathways.html>) web page.