

LAW CLERK (ACCELERATED) (LCKA)

About the Program

This is an accelerated version of our Law Clerk program (<http://www.senecapolytechnic.ca/programs/fulltime/LCK.html>). If you have a previous postsecondary degree or diploma, you will finish this program in nine months instead of four semesters. The program will prepare you to work under the supervision of a lawyer in a fast-paced legal environment. In addition to learning about legal principles and ethics, you will obtain practical, hands-on training that will equip you for success in the workplace. The curriculum focuses on criminal, immigration, intellectual property, personal injury, real estate, corporate and commercial, and family law as well as litigation, wills and estates, etc. with an emphasis on the technological skills needed in these practice areas.

Taught by lawyers and law clerks with excellent professional experience, the program offers students opportunities to engage with current law clerks, leading industry experts, and legal recruiters through workshops, law firm tours, court visits, career preparation events, field placement, and various speaking engagements.

Fluency in English is critical to your success in the program and the legal environment, and there is a strong focus on communicating effectively from the beginning of your program to graduation.

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

Credential Awarded

Ontario College Diploma

Duration

2 Semesters (9 Months)

Starts

January, September

Program and Course Delivery

This program is offered in Seneca's flexible delivery format. Using innovative learning spaces and technology, professors teach students in a classroom or lab and broadcast in real time to students attending remotely. In flexible courses, students have the choice of coming on campus or learning online.

Skills

Throughout this program you will develop the following skills:

- Liaising with clients, courts and other legal professionals
- Conducting legal research, reviewing legislation and synthesizing relevant information
- Editing legal forms and court documents
- Co-ordinating and organizing evidence
- Managing client records and billing procedures
- Helping interview witnesses and industry experts
- Drafting correspondence and documents using cutting-edge legal software

- Carrying out complex tasks with minimal supervision
- Proofreading and professional communication

Work Experience

Field Placement

If you meet all necessary academic requirements, you will be eligible to participate in 20 days of unpaid field placement at the end of your final semester, which gives you practical work experience, networking opportunities, 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. Successful completion of field placement is a requirement for graduation.

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		
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
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
LXR216	Real Estate I	3
LXY150	Legal Document Production	3
LXY250	Legal Office Procedures and Project Management	3
Semester 2		
FPL435	Field Placement for LCKA	1
LGL411	Legal Research	3
LXC312	Corporate and Commercial Law II	3
LXD311	Litigation II	3
LXE411	Estates	3
LXJ432	Debtor Creditor	3
LXM322	Family Law II	2
LXP215	Professional Conduct and Career Development	3
LXR350	Real Estate Law II and Technology	4
LXY350	Legal Software Applications I	3
LXY450	Legal Software Applications II	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 university or college degree or equivalent, or an Ontario college diploma or equivalent.

Applicants with substantial completion of a degree (75%) and a minimum of three postsecondary general education or liberal studies credits may be considered for admission.

Canadian citizens or permanent residents educated outside of Canada must provide a World Education Services (WES) or ICAS Canada credential evaluation.

Additional Information

Postsecondary English course equivalency can be demonstrated through the following:

- Completed postsecondary credential from an institution and country where English is the primary language spoken (Canada or one of the countries listed here (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/english-proficiency.html#exempt-list>))

Notes

Good keyboarding skills are essential for success in this program.

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.