



## Major of the Month: Business Administration-Legal Management

Legal Management recently became the fifth area of study within the business administration degree program at LSSU. The legal administrator or law office manager has become a critical part of the team approach in the practice of law.

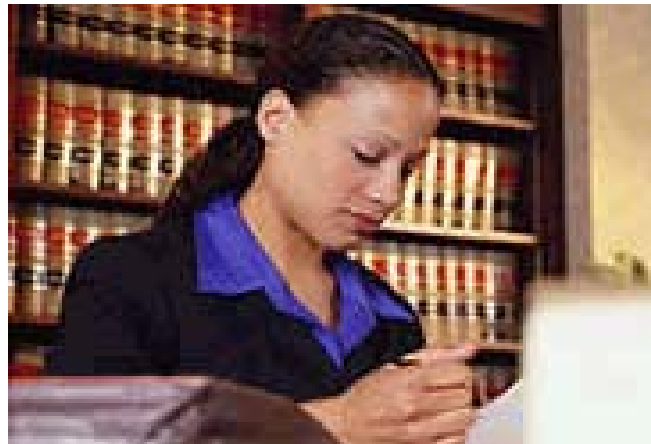
"Business and law go hand-in-hand whether one seeks a career in the area of human resources, contract administration, insurance, employee benefits, labor issues, conflict resolution, worker's compensation, among others," explained Carol Andary, coordinator of legal studies/pre-law advisor.

The program targets at least four different career tracks including legal administrator or law office manager, business major with a legal emphasis, paralegal manager/supervisor and law school bound

business majors.

"The multifaceted aspects of this program which combines business and law should enhance a student's value, flexibility and opportunities that lie ahead in their

Lake Superior State University is one of only two institutions in Michigan to offer the four-year degree in legal management or administration.



*Legal Management graduate managing law firm.*

respective employment or post-graduate studies," said Andary. An internship is also required at a law firm, corporate legal department or other legal or governmental agency so students can obtain practical experience in their field. In today's job market, such experience is critical.

To learn more about this new major contact Carol Andary, 635-2104 or e-mail [candary@lssu.edu](mailto:candary@lssu.edu). Career Services will also be happy to discuss this or any other major with you. Just stop by our Center in LBR119A.

### CAREER FACTS

#### EDUCATION

Bachelor of Science in Business Administration-Legal Management

#### SKILLS

Ability to clearly communicate ideas and concepts to others; proficiency in reading, writing, and speaking; proficiency in organizing, planning, coordinating, and directing activities; ability to solve problems and make appropriate decisions.

#### VALUES and ATTRIBUTES

Achievement; prestige; willingness to work beyond expectations; tendency to be responsible, show initiative, and exercise patience; leadership; decisiveness

#### JOB OUTLOOK

Growth expected to be average through 2012.

#### SALARY RANGE

Varies greatly depending on the employer, specialty, and geographic area.  
 Small Firm: \$39,500-52,500  
 Large Firm: \$74,000-105,750

Mark your calendar now!

## LSSU Spring Job Fair — March 22, 2005

Start working on your resume today-Contact Employment Services for help. #2233, LBR107

# Legal Assistant/Paralegal programs get American Bar Association approval

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Students earning degrees in legal assistant studies at Lake Superior State University will now have the distinction of doing so at one of only three programs at a public university in the state approved by the American Bar Association, with LSSU's program the only college program approved in northern Michigan and the Upper Peninsula.

the program, gaining on-the-job experience that may lead to more job opportunities, including work in private law firms, corporations, financial institutions, government agencies, real estate offices, insurance companies, special interest groups and more. The legal assistant program is also excellent preparation for law school, Andary said, noting that many LSSU graduates have gone

“Our students will benefit from this in so many ways, including the fact that they can note on their resumes that they graduated from an ABA-approved school”, said Prof. Carol Andary, coordinator of legal studies at LSSU and a

LSSU is 1 of 3 Michigan public universities to offer a Legal Assistant Studies program that is approved by the American Bar Association. Less than 30% of programs nationwide are ABA approved.

on to successfully complete a law degree. Seven LSSU legal assistant graduates are attending law school now.

practicing Sault Ste. Marie attorney. “Some employers, particularly in larger population areas, will only consider graduates from an ABA-approved program,” Andary said.

In addition, Andary noted that the legal assistant field is projected by the Dept. of Labor to be one of the fastest growing occupations through 2008. She said an annual LSSU alumni survey has shown excellent job placement for legal assistant alumni, who are working throughout the U.S. and Canada.

Students complete an internship or practicum in a law office as part of



Students participate in a mock trial as part of their Evidence & Trial Practice Class

Welcome back to Spring Semester 2005. As students all of you are settling into a new course load and acclimating yourself to a new set of requirements for each class. This transition between semesters allows each of us a fresh start. Some students may have decided to change their course of study or some of you may be working on obtaining better grades this semester. Whatever situation you are in, the second semester experience is an important time to start preparation for making decisions about major and minor programs of study.

A bachelor's degree is comprised of at least 124 semester credit hours. An Associate's Degree requires at least 62 semester credit hours. If you have declared a minor area of study this is made up of at least 20 credit hours.

Each student needs to be aware of the requirements for their particular program. You should request an audit sheet from your advisor and begin the process of looking ahead, investigating what courses need to be taken. It is a student's responsibility to become educated about degree requirements.

The Career Services office can certainly help with questions and concerns relating to your degree choices. If you have questions or need direction on careers, stop down and visit our office. We can help point you in the right direction!  
-Mary Jo Meehan, LPC



## Career Services

A division of Academic Services  
Lake Superior State University  
Library 119A

(across from the Learning Center)

906-635-2733

[www.lssu.edu/counseling](http://www.lssu.edu/counseling)

Hours: Monday-Thursday 8am-6pm

Friday 8am-5pm

*"If you don't set goals for yourself, you are doomed to work to achieve the goals of someone else." -Brian Tracy*