



# 21st Century **PARALEGAL**

AMERICAN ASSOCIATION FOR PARALEGAL EDUCATION

AAPE



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AAPE 28TH ANNUAL CONFERENCE • PORTLAND, OREGON • OCTOBER 28-31, 2009



## Please Join Us!

It's time to think about making all the arrangements necessary to meet your peers at the AAFPE 28th Annual Conference. With pre-conferences workshops and 50 quality educational sessions to choose from, this year's program promises to be the best ever! Our vendors will provide a look at the future of paralegal education while giving us tools for today. Of course, the ABA will be a presence at the conference. The ABA Approval, Re-Approval, and Interim Report sessions will return, as well as the Open Forum and other ABA sessions. Software demonstrations will be back again for your educational enhancement, thanks to support from our vendors. They continue to show how much they believe in AAFPE by participating in a number of ways. Please be sure to stop by the Exhibit Hall to thank them! We've made sure that there is ample time during the breaks for you to mingle without worrying about missing any of the sessions.

### **The Exhibit Hall will be open**

6:15 pm – 7:30 pm on Wednesday for the Welcome Reception  
9:30 am – 4:00 pm on Thursday and  
7:45 am – 2:45 pm on Friday.

### **Check out all of the dedicated exhibit hall time:**

#### **Wednesday, October 28th**

6:15 pm – 7:30 pm - Welcome Reception

#### **Thursday, October 29th**

11:00 am - 11:30 am - Morning Break with the Exhibitors

12:45 pm – 1:15 pm - Lunch (before regional meetings)

3:30 pm – 4:00 pm - Afternoon Break with the Exhibitors

#### **Friday, October 30th**

7:45 am – 8:30 am - Continental Breakfast with the Exhibitors

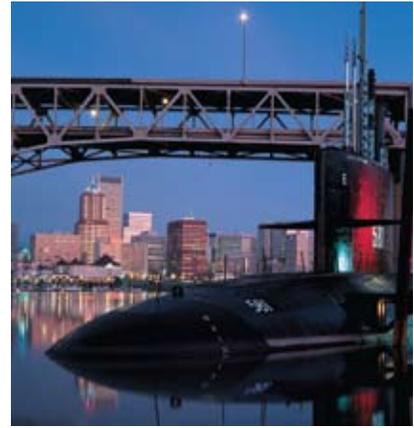
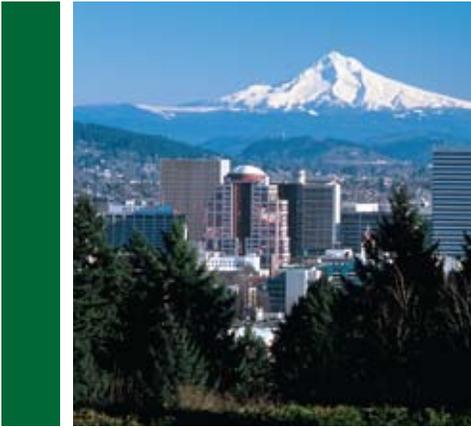
9:45 am – 10:15 am - Morning Break with the Exhibitors

2:15 pm – 2:45 pm - Afternoon Break with the Exhibitors

### **Information Exchange**

*Back by popular demand!*

Bring 30 copies of your best practices in paralegal education to share at the Information Exchange, where you can meet, greet and exchange with your fellow colleagues. Submit electronic copies of your material to AAFPE Headquarters by September 28, 2009, to be included on the conference CD.



## Message from the President...

I am looking forward to the Portland National conference. It is going to be a superb one. Kathryn Myers and the National Conference Committee have put together a broad topic program. This conference will provide members with excellent resources and ideas that can be implemented when you return to your institution.

This year's conference theme, 21st Century Paralegal, truly underscores the central mission of our organization. The conference is designed to provide us with information that will help us as educators to prepare our students for the legal environment. The future demands new challenges that we must address, including ever-developing technology, the many varying ways to communicate, and a wider global perspective.

Look through the brochure, and you will probably have the same reaction that I do – there are too many great choices. What is so exciting about this organization is that we can come together and share ideas in an open manner. I know my program benefits tremendously from my attendance at the national conferences. Each conference offers so much information and such helpful networking opportunities, it is impossible not to enjoy the experience.

The conference offers a forum for all of our members to share their work with others. It provides an opportunity to socialize with colleagues and to visit a beautiful city. Take time to enjoy Portland, which is very easy to navigate by walking directly from your hotel or by a free train service. In addition to the panoramic views and local attractions, you are invited to the AAFPE-sponsored optional social event Friday night and the dine-arounds Thursday night. I look forward to seeing you in Portland.

Sincerely,

**Carolyn Smoot**

*AAfPE President 2008-2009*

## Message from the National Conference Committee

The 21st Century Paralegal will arrive in Portland October 28 - 31, 2009. We want you to be part of the excitement! While you are enjoying your summer solstice, remember that October is just around the corner. The National Conference Committee invites you to meet your peers for some foundational sessions, a little technology, and a look at the future. We have created a vast array of opportunities to learn some new things or enhance what you do, participate in the operation of the association through the business meeting, collaborate with the ABA and other law-related organizations, and visit with vendors. We think you will find plenty to do and take home lots of information to use long after you leave Portland.

We begin with a bang on Wednesday so plan to arrive early. There will be pre-conference, ABA report-centered, and program sessions. If you are a new director, new faculty, or are a first-time attendee at conference, plan to attend the Newcomer Orientation and learn about the association and how you can become involved. Thursday is full with the Open Forum and Meet the Candidates first thing. Thursday has two teaching competitions. The first is our annual teaching competition sponsored by Cengage. The second, sponsored by Prentice-Hall, is a competition focusing on teaching in distance education. We also have sessions on program assessment from the ABA gurus. Friday starts with the annual business meeting and then a full day of sessions. Saturday's sessions are nothing to take lightly. From client management to meeting with recruiters, the sessions will be worth your time.

*Come early and stay late. AAFPE and Portland have a lot to offer you in 2009. We look forward to seeing you!*

Sincerely,

The National Conference Committee

**Kathryn Myers, Committee Chair**

*Saint Mary-of-the-Woods College*

**Jill Martin**

*Quinnipiac College*

**Nicholas Riggs**

*Sullivan University- Louisville*

**Karn Weirman**

*University of New Orleans*

**Paul Guymon**

*William Rainey Harper College*

**Sybil Taylor Aytch**

*Phoenix College*



Wednesday, October 28, 2009

## Pre-Conference Workshops\* (additional fee of \$75 each)

Join us for two pre-conference sessions sponsored by the AAFPE Technology Committee. These three-hour hands-on sessions will explain why you need to incorporate more technology training in your program and then how you can do so without losing your mind. We will offer a simple approach to teaching Practice Management Software to your students.

*Jeff Rubel, University of Cincinnati - Clermont College; Dora Dye, City College of San Francisco;  
Page Beetem, University of Cincinnati - Clermont College*

## MORNING PRE-CONFERENCE

**8:00 am – 11:00 am**

### Learning/Teaching Case Management Software: Facing Your Fears Head-On

Introduction to Practice Management software - Why train your students - Approaches to the training - Hands on training with Amicus Attorney

Participants need a laptop computer. Pre-registration is required; software must be loaded prior to attendance.

## AFTERNOON PRE-CONFERENCE

**12:00 pm – 3:00 pm**

### Learning/Teaching Case Matters and Related Software: Facing Your Fears Head-On

Introduction to Practice Management software - Why train your students - Approaches to the training - Hands on training with Nexis-Lexis Front Office (Time Matters)

Participants need a laptop computer. Pre-registration is required; software must be loaded prior to attendance.

## AFTERNOON OPENING SESSIONS

**3:15 – 4:30 PM**

### Utilizing Service Learning to Provide Access to Justice and as a Catalyst for Student Engagement

Incorporate volunteer work in the classroom content to create an atmosphere of learning and engagement.

*Facilitator: Mary Kubichek, Casper College*

*Presented by: Toni Marsh, George Washington University; David Tushaus, Missouri Western State University*

### From Paralegal to Law School

Many paralegal students often consider law school, either directly after graduation or within a few years. Is the paralegal profession a good transition to law school? This panel will discuss ways to prepare students, and discuss teaching paralegal courses to students with different goals.

*Facilitator and Panelist: Jessica Hynes, Quinnipiac University*

*Panelists: Patricia Adongo, University of LaVerne; Kathleen Reed, University of Toledo*

### ABA Initial Approval

Learn what you need to know about getting your program ABA approved directly from those who manage the approval process.

*Presented by: Mattie Evans, ABA Approval Process Manager*

Wednesday, October 28, 2009

## AFTERNOON OPENING SESSIONS (CONT.)

**3:15 – 4:30 PM**

### **Diversity and Beyond: Embedding Cultural Education in the Curriculum**

Learn how to incorporate diversity and cultural education into the paralegal curriculum so that your students incorporate and internalize the importance of this topic.

*Presented by: Leondra M. Hanson, Hamline University; Carolyn Bekhor, University of LaVerne; Nancy Gallo, Sussex County Community College*

## CONCURRENT SESSIONS

**4:45 PM – 6:00 PM**

### **ABA Session: Interim Reports**

Learn what you need to know about filing Interim Reports to the ABA, directly from those involved in the approval process. Learn what the interim report requires, what you need to prepare for, and what pitfalls exist in the reporting process.

*Presented by: Jean Hellman Ryan, ABA Educational Consultant*

### **Newcomers Orientation**

If you are a new director, new faculty, or a first-time attendee at conference, plan to attend the Newcomers Orientation and learn about the Association and how you can become involved. Meet the Board of Directors and past presidents and discover how AAFPE operates, what benefits AAFPE offers, what tools are available and what the future may hold.

### **Student Centered Teaching Across the Gender Divide**

This session presents the results of a literature review on gender learning differences in online higher education. Knowledge of gender differences provides important tools for curriculum development, classroom instruction, student retention, and overall success.

*Martin J. Connor and Valerie J. Connor, Kaplan University*

### **Jobs From A to Z that You Didn't think Fit a Paralegal**

This session provides a variety of employment opportunities available for paralegals without the title of Paralegal. Learn how marketable a paralegal degree can be.

*Facilitator: Dora Dye, City College of San Francisco*

*Panelists: Edward Kissling, Ocean County College; Mary Noe, St. John's University*

### **Encouraging Student-centered Learning with Student Response Systems (SRA)**

Using SRAs to engage students in taking class quizzes, competing in teams, and giving opinions is the focus of this session.

*Presenters: Georgana Taggart, College of Mount St. Joseph; Caroline Murray, Elms College*

## OPENING WELCOME RECEPTION IN THE EXHIBIT HALL

**6:15 pm – 7:30 pm**

Join us for the grand opening of the 2009 Exhibit Hall. Speak with peers, meet and/or reacquaint yourself with our many vendors. Making contacts and developing strong working relationships provide an intrinsic reward with numerous benefits. There will be plenty of hors d'oeuvres and a cash bar. *Optional Dine-arounds will be available after the reception.*

Thursday, October 29, 2009

## OPENING GENERAL SESSION / MEET THE CANDIDATES

**8:00 AM - 9:30 AM**

This is the official opening of the 2009 AAFPE Annual Conference. Join us in meeting the candidates for the 2009 Board of Directors, as well as mingling with fellow conference goers, and enjoying a wonderful breakfast as you start the day. Back by popular demand is the AAFPE Open Forum, a place to bring forth questions and/or concerns that can be addressed at this session or later in the conference.

## CONCURRENT SESSIONS

**9:45 AM - 11:00 AM**

### **Best Practices: Teaching Competition sponsored by Cengage**

Want to see your peers strut their stuff? Well, this is the place! Brave educators exhibit their unique teaching styles in live adjudicated presentations, while competing for a cash prize.

*Facilitators: Mary Kubicheck, Casper College; Diane Tallarita, Lehigh Carbon Community College*

Thursday, October 29, 2009

## CONCURRENT SESSIONS (CONT.)

9:45 AM - 11:00 AM

### Peer Research

Many AAFPE members have to present and publish research for promotion and tenure. This panel will provide an opportunity to hear the research our colleagues are doing- in any and all fields.

*Facilitator: Jill Martin, Quinnipiac University*

*Presenters: Susan Harrell, University of West Florida; Suzanne Kissock, Missouri Western State University;*

*Tom McClure, Illinois State University*

### Best Practices for Engaging Students Outside the Classroom

Activities that engage students outside the classroom, such as student clubs, Law Day, learning communities, and mock trials will be presented.

*Facilitator: Lynn Noblitt, Eastern Kentucky University*

*Panelists: Linda Chin, St. John's University; Marci Johns, Faulkner University; Laurel Vietzen, Elgin Community College*

### Advisory Boards: Using Them to Your Advantage

Are you unsure of what to do with your Advisory Board? This panel will discuss ways to get your advisory board members involved in your program, and use them to help your program thrive.

*Anita G. Haworth, RP, NFPA Immediate Past President & Board Advisor*

*Donna Decker Morris, University of New Haven; Flora Hessling, Wesley College*

### Delmar Technology/Software Showcase - Delmar Cengage eLearning Solution

With both custom-built and off the shelf eLearning solutions, Delmar Cengage Learning offers innovative and interactive products that fit your needs for today and for the future. We are excited to showcase our Comprehensive Online Courses: Case Study CDs: and other top resources in this session.

*Shelley Esposito, Senior Acquisitions Editor and Erin Brennan, Marketing Manager*

## MORNING BREAK WITH THE EXHIBITORS

11:00 AM - 11:30 AM - Coffee, tea, and soft drinks will be provided in the Exhibit Hall.

## CONCURRENT SESSIONS

11:30 AM – 12:45 PM

### Best Practices: Teaching Competition: On-Line/Distance sponsored by Pearson/Prentice Hall

Do you teach in distance format? Do you have a class that grabs the students attention and keeps them motivated? This competition is for you. Submit your material and compete for a cash prize.

### Best Practices – Using Video in the Classroom

Video is here to stay but how do we use it effectively? This session will focus on the manual and technical issues that may arise when using video in the classroom. The discussion will cover such items as YouTube, Windows movie maker, copyright laws and students taping themselves.

*Facilitator: Bruce Davis, University of Cincinnati, Clermont*

*Panelists: Chris Whaley, Roane State Community College; Susan Jaworowski, Kapi`olani Community College;*

*Deborah Orlik, Author, Prentice Hall*

### Measurable Goals and Objectives for ABA Reports

ABA Guidelines require programs to have measurable goals and explicit objectives stated in terms of the educational results to be achieved. This discussion will include appropriate goals and objectives for different program options.

*Katherine Currier, Elms College; Laura Barnard, Lakeland Community College; Ellen A. Grena, Widener University Law Center*

### Special Projects to Enhance Education

Have you directed your students to create a mini law-review article? Have you thought about mock trial and moot court? These are a few options to enhance the curriculum and increase the writing and thinking abilities of your students.

*Meg Hobday, Hamline University; Constantinos Scaros, Katherine Gibbs School*



Thursday, October 29, 2009

## CONCURRENT SESSIONS (CONT.)

11:30 AM – 12:45 PM

### Pearson Technology/Software Showcase

Join us for an opportunity to explore our new CourseConnect Online Paralegal Courses. Offering and documenting an online course just became easy! This interactive session will provide you with hands-on access to thirteen CourseConnect Paralegal Courses. On individual laptops, we will facilitate your investigation of the CourseConnect courses of interest to you.

*Presenters: Barb Parnell and Gabi Singh, Pearson Learning Solutions; Kathryn Myers, Saint Mary-of-the-Woods College*

## BOX LUNCH IN EXHIBIT HALL

12:45 PM – 1:15 PM - Stop by the exhibit hall, chat with our exhibitors, and pick up your box lunch before heading to your regional meeting!

## REGIONAL MEETINGS

1:15 PM – 2:00 PM

## CONCURRENT SESSIONS

2:15 PM – 3:30 PM

### 21st Century Litigation Paralegals: Trial Support in the Electronic Courtroom

Development, construction, and curriculum implementation of an electronic courtroom facility and its integration into and supplementation of the existing paralegal curriculum will be explored.

*Facilitator: Scott Hauert, Phoenix College*

*Panelists: Sybil Taylor Aytch, Phoenix College; Mary Carol Parker, Maryville University; Tom Goldman, Bucks County Community College*

### Technology for Beginners: A Hands-On Guide to Teaching Litigation Software

We know we must teach litigation software to students but who teaches us, particularly if we never learned it ourselves? This session will give you the best practices for selecting software programs, working with vendors, finding training resources, planning courses, creating assignments, and conquering the "fear factor".

*Matthew Cornick, Clayton State University; Heather Bupp-Habuda, Georgetown University*

### How to Assess Goals and Close the Loop

ABA Guidelines allow the use of various tools to measure your goals. This discussion will cover appropriate techniques and the analysis and use of your results.

*Panelists: Joyce Becker, Stevenson University, ABA Educational Consultant;*

*Jean Hellman Ryan, Loyola University, Chicago, ABA Educational Consultant*

### Integrating the Core Curriculum with Paralegal Programs

This panel will discuss the ways that the goals of the core curriculum can be integrated into the paralegal program, and include ways of expanding the reach of the paralegal program through the core curriculum.

*Mary Sue Donsky, New York City College of Technology; Lisa Hutton, John F. Kennedy University; Tom Jackson, Norwalk Community College*

### Delmar Technology/Software Showcase - Delmar Cengage eLearning Solution

See Breakout 13 for description

*Shelley Esposito, Senior Acquisitions Editor and Erin Brennan, Marketing Manager*

## AFTERNOON BREAK WITH THE EXHIBITORS

3:30 PM – 4:00 PM - Coffee, tea, and soft drinks, and snacks will be provided in the Exhibit Hall.

## CONCURRENT SESSIONS

4:00 PM – 5:15 PM

### ABA Re-approval

Learn what you need to know about getting your program ABA re-approved directly from those involved in the approval process. What makes the report successful? How do you plan for the process? Get the tools you need to make the re-approval process run smoothly.

*Joyce Becker, ABA Educational Consultant*

Thursday, October 29, 2009

## CONCURRENT SESSIONS (CONT.)

**4:00 PM – 5:15 PM**

### **Tackling Online or Distance Learning Courses**

Are you interested in delivering alternate format courses but are unsure how to create the content and interact with students? How do you explain the course on ABA forms? This session is for you.

*Loretta Calvert, Volunteer State Community College; Monica Jayroe, Faulkner University*

### **Green Priorities: The Need for Environmental Training in Paralegal**

The environmental issues on our horizon will affect many categories of parties seeking representation; many environmental laws and regulations that will most affect potential clients are being written now. This session will suggest areas of environmental law and emphases to prepare students for potential employment.

*Christopher Brown, Texas State University*

### **Use of Cooperative Learning and Classroom Assessment**

This session presents teaching methods designed for student interaction and engagement. Cooperative learning techniques and other strategies for creative course delivery will be explored.

*Facilitator: Susan Howery, Yavapai College*

*Panelists: Marsha Stiles, St. Louis Community College; Kimee D. Steinmetz, Everest College*

### **Pearson Technology/Software Showcase**

See Breakout 18 for description

*Presenters: Barb Parnell and Gabi Singh, Pearson Learning Solutions; Kathryn Myers, Saint Mary-of-the-Woods College*

## FREE TIME

**5:15 PM – 6:30 PM**

## OPTIONAL EVENING DINE AROUNDS

**6:30 PM – 9:30 PM**

Friday, October 30, 2009

## CONTINENTAL BREAKFAST IN EXHIBIT HALL

**7:45 AM – 8:30 AM** - While it lasts!

## AAFPE COMMITTEE/TASK FORCE MEETINGS

**8:00 AM - 8:30 AM**

## CONCURRENT SESSIONS

**8:30 AM – 9:45 AM**

### **Recruitment and Retention - The Age of Old Battle**

Want some new ideas fighting the age old battle to recruit and keep students? This session will offer some timely marketing tips for motivating future students to join your program and ideas for keeping your active students enrolled.

*Facilitator: Wendy B. Edson, Hilbert College*

*Panelists: Michael Allen, Highline Community College; Marcy Delesandri, Lone Star College - North Harris*

### **Ethics for the 21st Century Paralegal**

This session will update paralegal program directors and faculty on the latest developments and trends in legal ethics and professional responsibility and cover innovative and effective ways to enhance student learning of ethics. Included will be ethics student learning outcomes at the program and course levels; sample assignments, tests and other learning experiences; and methods to align student work with outcomes.

*Therese Cannon, Accrediting Commission for Senior Colleges & Universities*



Friday, October 30, 2009

## CONCURRENT SESSIONS (CONT.)

**8:30 AM – 9:45 AM**

### **21st Century Research: Manual is Still Alive and Kicking**

Convincing students that manual legal research still has value may be a challenge. Join your peers in discussing why hands-on use of law books and hard copy materials is essential even in today's modern world of technology. Part of the discussion will focus on the cost of hard copy materials vs. the cost of electronic legal research databases.

*Facilitator: Bruce Davis, University of Cincinnati - Clermont College*

*Panelists: Mary Meinzinger Urisko, Madonna University; Catherine Dunn Whittinghill, College of Saint Mary*

### **Tenure**

Are you on a tenure track? This panel will discuss ways to prepare yourself for the tenure review, including ideas on documenting and producing research, service and teaching.

*Jill Martin, Quinnipiac College; Barry Puett, Manatee Community College*

### **Aspen/Summation Technology/Software Showcase - CT Summation Academics**

This session is designed to prepare paralegal students to meet the challenge of case review and management technologies. With free access to advanced litigation software and specialized training, learn how to re-enact the real-world use of software to develop a case and manage the discovery process.

*Kate Paslin, Business Development Manager*

## COFFEE BREAK WITH THE EXHIBITORS

**9:45 AM – 10:15 AM**

## CONCURRENT SESSIONS

**10:15 AM – 11:30 AM**

### **Plagiarism, Paralegals and Online Learning**

Technology brings new challenges to the classroom. One of the key issues is how to enforce and maintain high ethical standards in our classes. This session will share ideas on responding to student plagiarism and share results of a study regarding what students think about the ethics of cheating.

*Konnie Kustron, Eastern Michigan University*

### **Legal Memos Made Easy**

The 21st Century paralegal needs to be comfortable with creating legal memos. Come experience some techniques for firing up students, breaking the assignment into less daunting chunks and mnemonic devices to assist the student in using citation manuals. Be ready to share your own ideas as well!

*Facilitator: Patricia Lyons, Roger Williams University*

*Panelists: Virgil Costley, DeKalb Technical College; Bruce Davis, University of Cincinnati, Clermont College;*

*Kathryn Myers, Saint Mary-of-the-Woods College*

### **Working Together: Pre-, Post-, and Certification Exams**

To give or not to give an exam? That is the question that will be part of this session. Learn how to overcome competitive concerns to create and administer successful refresher courses.

*Page Beetem, University of Cincinnati, Clermont College; Donna Schoebel, Capital University*

### **The Americans with Disabilities Act as Amended: One Year Later –**

In October 2008, President Bush signed the ADA into law. What changes occurred? Where do we stand one year later? How does it impact our teaching? Those questions will be answered.

*William Goren, South Suburban College*

### **Aspen/Summation Technology/Software Showcase - CT Summation Academics**

See Breakout 33 for description

*Kate Paslin, Business Development Manager*

Friday, October 30, 2009

## AWARDS LUNCHEON

**11:45 PM – 12:45 PM**

Join AAFPE in honoring your friends and colleagues for their contributions to the Association, and to the paralegal education community. (Luncheon included with all full-conference registrations.)

## AAFPE ANNUAL BUSINESS MEETING

**1:00 PM – 2:15 PM**

This is an important part of the conference wherein AAFPE holds its annual elections, presents strategic planning initiatives and board reports, propose changes to Bylaws, and more. This meeting is open to all attendees. If you can't come, send your proxy!

## AFTERNOON BREAK WITH THE EXHIBITORS

**2:15 PM – 2:45 PM**

Last chance to meet with the exhibitors before the Exhibit Hall closes for good! Coffee, tea, and soft drinks, and snacks will be provided in the Exhibit Hall.

## CONCURRENT MEETINGS

**2:45 PM – 4:00 PM**

### ABA Open Forum

This session allows AAFPE members to talk with ABA representatives about current issues.

*Chairs of the Standing Committee and Approval Commission will moderate*

### Publications Committee Meeting

If you are interested in writing for AAFPE publications, or if you would like more information, then this meeting is for you.

*Moderators: Steve Dayton, Fullerton College; Janet Olejar, Tacoma Community College*

### National Conference Committee Meeting

Are you interested in presenting at next year's conference? Do you have ideas for exciting sessions? Join the NCC as it begins discussions for the 2010 Conference Program.

*Moderator: Kathryn L. Myers, Saint Mary-of-the-Woods College*

### Regional Conference Committee Meeting

All regional hosts for 2010 and 2011 are encouraged to attend

*Moderators: Gene Terry, AAFPE Executive Director, Wendy Stevens, AAFPE Meetings & Exhibits Manager*

### Access to Justice Task Force Meeting

Are you interested in Access to Justice? Do you have ideas about incorporating work into the paralegal curriculum or co-curricular clubs and/or organizations? Or, do you just want to learn about the concept or participate on the committee? This meeting is for you.

*Moderator: Linda Chin, St. John's University*

## OPTIONAL EVENING JOINT ACTIVITY WITH NFPA

**5:30PM**

AAFPE and the National Federation of Paralegal Associations are both meeting in Portland at the same time. We are planning a networking, dinner and entertainment social Friday, October 30. The event will be held at the Red Lion Hotel, where NFPA's annual meeting is taking place.

Transportation will be provided. Cost: \$60 per person



Saturday, October 31, 2009

## COFFEE AND DONUTS

8:00 AM – 8:30 AM

## CONCURRENT MEETINGS

8:30 AM – 9:45 AM

### Quality Electronic Research on a Budget

CALR is a vital part of the paralegal curriculum yet it is the most expensive part. This session provides strategies for delivering quality electronic research that meets ABA guidelines using the resources available.

*Ruth Stevens, Grand Valley State University; Aaron Bartholomew, Utah Valley University*

### Paralegal Professionalism and Empowerment

This session will look at the role of the paralegal educator in increasing professionalism and empowerment in their students and in expanding the perception of paralegals as professionals. Covers professional dress, conduct, communication, and grooming as well as ten teaching tips to assist students in the job search.

*Robert E. Mongue, University of Mississippi; Jill Jaspersen, Utah Valley University; Lynn A. Kenneally, Ocean County College*

### Bankruptcy and the New Age

This session will discuss a class on bankruptcy for paralegals in the current economy, conversion to and from electronic filing in federal courts, and protecting sensitive information in electronic transmittal with practical encryption, as well as mortgage workouts versus mortgage cramdowns, how mortgage cramdowns might work, and dealing with insolvency through organized bankruptcies versus the bailout experiment.

*Facilitator and Panelist: Dan Silver, Southern Illinois University*

*Panelists: Darrel Harrison, Miramar College; Tina Adams, College of Lake County*

### The Aviary – Teaching Client Management to Paralegals

This session covers strategies for teaching client management. Have you seen a Blue Jay (angry and vindictive) or a Magpie (always talking but not listening)? Learning to deal with diverse clients can make a paralegal extremely valuable in the office system.

*Virginia Henson, East Central University*

## BRUNCH/2010: LOOKING FORWARD

9:45 AM - 10:45 AM

## CONCURRENT MEETINGS

11:00 AM – 12:15 PM

### 21st Century Paralegal: What Employers Need

This session includes information from those who market, hire, employ and manage paralegals, including the essential skills to maximize employability in today's challenging economy.

*Facilitator: Bruce Hamm, Syracuse University*

*Panelists: Meredith Larabee, Snell & Wilmer LLP*

### Recruitment and Retention – The Age Old Battle

This session will look at both sides of the student coin: how to get them and how to keep them. It will provide some new ideas for fighting the age old battle and offer some timely marketing tips for motivating future students to join your program and ideas for keeping your active students enrolled.

*Facilitator: Jennifer W. Coté, Madonna University*

*Panelists: Karen McGuffee, University of Tennessee at Chattanooga; Claire Bennion, Utah Career College West Jordan*

### Developing and Implementing a Bachelor's Degree

This session will provide an in-depth look into the challenges and issues surrounding the development and implementation of a four-year degree and will include a synopsis of existing four-year programs, a checklist for developing a curriculum, a discussion of obtaining regional accreditation and ABA approval, and an overview of logistical issues.

*Mara Mooney, Clayton State University; Sherry Richardson, Clayton State University*



## Sunday, September 19, 2009 (midnight), is the cut-off date to qualify for the “early bird” registration fees.

1. Each attendee **MUST** complete an individual registration form in its entirety, including payment information. Registration is also available online by visiting the AAfPE website at [www.aafpe.org](http://www.aafpe.org) and clicking the **ONLINE REGISTRATION LINK**.
2. Registrations paid by credit card will be accepted via fax to 856-423-3420. **DO NOT** mail registration form if faxing as it may result in duplicate charges to your credit card.
3. All fees must be payable to AAfPE, paid in U.S. funds, and drawn on a U.S. bank. No registration will be processed without receipt of payment.
4. Full registration includes the following events:
  - Wednesday Welcome Reception
  - Thursday Breakfast
  - Daily Morning Coffee, Tea and Soft Drinks with Exhibitors
  - Thursday-Friday Afternoon Refreshment Breaks with Exhibitors
  - Thursday “Brown Bag” Lunch
  - Friday Awards Luncheon
  - Saturday Brunch

Note: Tickets may be purchased for guests not registered for the meeting. Advance purchases are encouraged.

## CANCELLATIONS

All cancellations or requests for refunds must be received in writing by mail, e-mail or fax to AAfPE Headquarters as follows:

- a) Registrations cancelled on or before September 20, 2009 are eligible for a full refund. All fees paid will be refunded minus a \$50.00 processing fee.
- b) Registrations cancelled between September 21 – October 14, 2009 are eligible for a 50% refund.
- c) Registrations cancelled after October 14, 2009 are non-refundable and cannot be applied as “credit” to the following year.
- d) Member substitutions may be made at any time upon payment of a \$25.00 administrative fee.
- e) Attendees are responsible for making their own hotel and travel reservations, as well as any cancellations for these arrangements.

## GUEST POLICIES

Unregistered guests who intend to accompany you to any food functions must purchase a ticket for the event. Availability of tickets is limited and advance purchase is encouraged. Please indicate the name of any registered guest(s) at the time of your registration. Registration includes all on-site meals.

## REGISTRATION CONFIRMATION

Attendees will receive registration confirmation via email or standard mail after receipt of payment either by check or credit card. Please allow two weeks for receipt of your confirmation. Purchase orders will not be accepted unless accompanied by payment. Should you not receive a registration confirmation after payment is received, please call 856-423-2829.

## PAYMENT INFORMATION

1. Checks should be made payable to: AAfPE (drawn on a U.S. bank in U.S. funds). Checks should be mailed to: AAfPE, ATTN: Conference Registration, 19 Mantua Road, Mt. Royal, NJ 08061
2. Credit card payments may be made by mail, or you may fax to (856) 423-3420. NOTE: PLEASE! If faxing registration, **DO NOT** also mail as duplicate charges may be incurred.
3. Purchase order registration requests will not be processed until payment is received. Purchase Orders will not be accepted at the conference as payment for registration.

## PHOTOGRAPHY

Please Note: On occasion, an AAfPE photographer may take photos of participants at AAfPE’s annual conference, or of people participating in conference functions or activities. Please be aware these photos are for AAfPE use only, and may appear in AAfPE’s conference programs, brochures, newsletter, Web site and other publications and materials. Your attendance constitutes your permission and consent for this photography and subsequent usage.

## CONFERENCE HANDOUTS

In an effort to save paper and reduce the amount of materials to carry home, AAfPE will not be providing printed handouts at this year’s or future conferences. AAfPE will be providing to all attendees a complimentary “thumb drive” compilation of abstracts, handouts and speaker presentations. Additionally, one week prior to the conference, attendees will have the opportunity to download and print handouts from the conference website.



**Educational Session Choices** - Help us assure adequate seating. Take a minute to select your choice for each session you are most likely to attend. NOTE: Schedule is subject to change.

**WEDNESDAY, OCTOBER 28, 2009**

**AFTERNOON OPENING SESSIONS (3:15 – 4:30 PM)**

- Utilizing Service Learning to Provide Access to Justice . . .
- From Paralegal to Law School
- ABA Initial Approval
- Diversity and Beyond: Embedding Cultural Education in the Curriculum

**CONCURRENT SESSIONS (4:45 PM – 6:00 PM)**

- ABA Interim Reports
- Newcomers Orientation**
- Student Centered Teaching Across the Gender Divide
- Jobs From A to Z that You Didn't think Fit a Paralegal
- Encouraging Student-centered Learning with Student Response . . .

**THURSDAY, OCTOBER 29, 2009**

**OPENING GENERAL SESSION / MEET THE CANDIDATES (8:00 AM - 9:30 AM)**

**CONCURRENT SESSIONS (9:45 AM - 11:00 AM)**

- Best Practices: Teaching Competition sponsored by Cengage
- Peer Research
- Best Practices for Engaging Students Outside the Classroom
- Advisory Boards: Using them to Your Advantage
- Delmar Technology/Software Showcase

**CONCURRENT SESSIONS (11:30 AM – 12:45 PM)**

- Best Practices Teaching Competition: OnLine/Distance . . .
- Best Practices: Using Video in the Classroom
- Measurable Goals and Objectives for ABA Reports
- Special Projects to Enhance Education
- Pearson Technology/Software Showcase

**REGIONAL MEETINGS (1:15 PM – 2:15 PM)**

- North Central
- Northeast
- Pacific
- South Central
- Southeast

**CONCURRENT SESSIONS (2:15 PM – 3:30 PM)**

- 21st Century Litigation Paralegals: Electronic Courtroom . . .
- Technology for Beginners: A Hands-On Guide to Teaching Litigation
- How to Assess Goals and Close the Loop
- Integrating the Core Curriculum with Paralegal Programs
- Delmar Technology/Software Showcase

**CONCURRENT SESSIONS (4:00 PM – 5:15 PM)**

- ABA Re-approval
- Tackling Online or Distance Learning Courses
- Green Priorities: The Need for Environmental Training in Paralegal
- Use of Cooperative Learning and Classroom Assessment
- Pearson Technology/Software Showcase

**FRIDAY, OCTOBER 30, 2009**

**CONCURRENT SESSIONS (8:30 AM – 9:45 AM)**

- Recruitment and Retention - The Age Old Battle
- Ethics for the 21st Century Paralegal
- 21st Century Research: Manual is still Alive and Kicking
- Tenure
- Aspen/Summation Technology/Software Showcase - CT Summation . . .

**CONCURRENT SESSIONS (10:15 AM – 11:30 AM)**

- Plagiarism, Paralegals and Online Learning
- Legal Memos Made Easy
- Working Together: Pre-, Post-, and Certification Exams
- The Americans with Disabilities Act as Amended: One Year Later
- Aspen/Summation Technology/Software Showcase - CT Summation . . .

**AAFPE ANNUAL AWARDS LUNCHEON (11:45 AM – 12:45 PM)**

**AAFPE ANNUAL BUSINESS MEETING (1:00 PM – 2:15 PM)**

**CONCURRENT MEETINGS (2:45 PM – 4:00 PM)**

- ABA Open Forum
- Publications Committee Meeting
- National Conference Committee Meeting
- Regional Conference Committee Meeting
- Access to Justice Task Force Meeting

**SATURDAY, OCTOBER 31, 2009**

**CONCURRENT MEETINGS (8:30 AM – 9:45 AM)**

- Quality Electronic Research on a Budget
- Paralegal Professionalism and Empowerment
- Bankruptcy and the New Age
- The Aviary - Teaching Client Management to Paralegals

**Brunch/Closing Session (9:45 AM – 10:45 AM)**

**CONCURRENT MEETINGS (11:00 AM – 12:15 PM)**

- 21st Century Paralegal: What Employers Need
- Recruitment and Retention – The Age Old Battle
- Developing and Implementing a Bachelor's Degree

**CONTACT INFORMATION - PLEASE PRINT:**

Full Name \_\_\_\_\_

First Name on Badge \_\_\_\_\_

Title \_\_\_\_\_

Institution/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (please include area code) \_\_\_\_\_ Fax (please include area code) \_\_\_\_\_

Email \_\_\_\_\_

Spouse/Guest – Full Name (only if paying Spouse/Guest registration fee) \_\_\_\_\_

Please check here if you are a "Newcomer" to the annual conference. If you are a new director, new faculty, or are a first-time attendee at the conference, plan to attend the **Newcomer Orientation** and learn about the association and how you can become involved. This is a great way to start a successful conference and meet fellow attendees!

Special Needs? AafPE complies with ADA requirements. If you have special needs, please contact the AafPE Meeting Manager at info@aafpe.org

Dietary Need? Vegetarian, Kosher

**REGISTRATION FEES**

|  |                     |                |
|--|---------------------|----------------|
|  | <b>EARLY BIRD</b>   | <b>ON or</b>   |
|  | <b>REGISTRATION</b> | <b>AFTER</b>   |
|  |                     | <b>9.20.09</b> |

**1. Full Conference – All Tickets Included in Registration**

|  |       |       |          |
|--|-------|-------|----------|
| <input type="checkbox"/> First AafPE Member        | \$420 | \$475 | \$ _____ |
| <input type="checkbox"/> Additional Representative | \$355 | \$400 | \$ _____ |
| <input type="checkbox"/> Non-Member                | \$520 | \$575 | \$ _____ |
| <input type="checkbox"/> Additional Non-Member     | \$455 | \$500 | \$ _____ |

**2. Pre-Conference Workshops**

|   |      |       |          |
|---|------|-------|----------|
| <input type="checkbox"/> Pre-Conference 1 | \$75 | \$125 | \$ _____ |
| <input type="checkbox"/> Pre-Conference 2 | \$75 | \$125 | \$ _____ |

**3. One-Day Fee – Indicate which single day (cannot combine day)**

|   |                                 |                                   |          |
|---|---------------------------------|-----------------------------------|----------|
| <input type="checkbox"/> Thursday             | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday |          |
| <input type="checkbox"/> Educators/Paralegals | \$170                           | \$195                             | \$ _____ |
| <input type="checkbox"/> Students             | \$ 50                           | \$ 80                             | \$ _____ |

**4. Spouse/Guest Registration** \$ 95 \$115 \$ \_\_\_\_\_  
(includes all on-site dinners-please list name above)

**5. AafPE Optional Activity:**

Joint Dinner/Entertainment Event  
\$60.00 pp/transportation will be provided Qty: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL REGISTRATION FEES: \$ \_\_\_\_\_**

**PAYMENT INFORMATION:**

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card (Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

*Your signature authorizes AafPE to charge your credit card the amount due. AafPE reserves the right to charge the correct amount if different from TOTAL REGISTRATION FEES DUE above.*

**Cancellation/Refund/Substitution Policy**

All cancellations or requests for refunds must be received in writing by mail, e-mail, or fax to AafPE Headquarters as follows: a) Registrations cancelled on or before **September 20, 2009** are eligible for a full refund. All fees paid will be refunded minus a \$50.00 processing fee. b) Registrations cancelled between September 21 – October 14, 2009 are eligible for a 50% refund. c) Registrations cancelled after October 14, 2009 are non-refundable and cannot be applied as "credit" to the following year. d) Member substitutions may be made at any time upon payment of a \$25.00 administrative fee. e) Attendees are responsible for making their own hotel and travel reservations and any cancellations for these arrangements.

**FOR MORE INFORMATION PLEASE CONTACT:**

**American Association for Paralegal Education, 19 Mantua Road, Mt. Royal, NJ 08061 • Phone: 856-423-2829 • Fax: 856-423-3420 • Email: info@aafpe.org**



## Hotel Information

The 28th Annual Conference will take place at the Marriott Portland Downtown Waterfront Hotel, in Portland, Oregon. Located on the scenic Willamette River with beautiful views of Mt. Hood, the Portland Marriott Downtown Waterfront Hotel is best known for its award winning service. Now, guests of the Portland hotel will love it even more as they have just completed an \$8.5 million guest room improvement project. Updates include 32" LCD TVs, modern bathroom decor, local art work, and wireless internet. Outside of their rooms, guests will enjoy the indoor pool, whirlpool, on-site fitness center, and nearby golf and spas. After a day at work or play, enjoy the meals of the Executive Chef, who is known for his creative flair and amazingly memorable cuisine. Dining options are provided in Allie's American Grille, Champion's Sports Bar, and banquet meals. This hotel is Green Seal Certified and has earned the prestigious ENERGY STAR label from the U.S. Environmental Protection Agency (EPA) for its efforts to conserve water and energy and protect the environment. The guaranteed AAfPE room rate for the Conference is \$169 single/double occupancy plus applicable state and local taxes. To make your reservations, call 503-226-7600 or 800-546-9513. Please identify yourself as attending the American Association for Paralegal Education or AAfPE Conference. Hotel reservations must be made by Monday, October 12, 2009 to receive the conference rate and are based on availability. Reservations made after October 12th, will be based on availability at the Hotel's prevailing rates. Guests checking out of the hotel earlier than the date indicated on the reservation will be charged an early departure surcharge of one night's sleeping room revenue plus current hotel sales tax. You must cancel your hotel reservation by 6pm of your arrival date.



## Join AAfPE in Portland Oregon!

Portland...The City of Roses. Big city excitement and small town charm make Portland one of the favorite destinations in the West. Getting around Portland is a breeze. It's easy to find limitless recreation, dining and flourishing culture, and, oh yes – the nation's largest variety of local microbreweries.

### WHAT TO SEE AND DO

- Drown out the city noise in the **Portland Classical Chinese Garden**, an entire city block of tranquility.
- Ride the **only three-door elevator west of the Mississippi at Powell's City of Books**, the world's largest independent bookstore. Powell's spans a full city block and rises three stories to house its selection of 1 million new, used and out-of-print titles.
- Visit the **Oregon Zoo**, where more Asian elephants have been born than in any other North American city – including baby Samudra, whose birthday was Aug. 23, 2008.
- Get caught in an earthquake registering 5.5 on the Richter scale at the **Oregon Museum of Science & Industry**.
- Visit turn-of-the-century Victorian and Georgian homes along the tree-lined blocks of Northwest 21st and 23rd avenues that have been reincarnated, housing more than 250 unique shops, brewpubs, art outlets and eateries.
- Learn about the mysterious past and “shanghai tunnels” of the **Old Town/Chinatown District**. Or experience some of the nightlife that Old Town is best known for today.
- Catch dramatic city views as you stroll or bike along the **Eastbank Esplanade**, a pathway along the **Williamette River**.

### MAX LIGHT RAIL

The award-winning MAX light rail system runs on 44.5 miles of track connecting downtown to the east and west suburbs and the airport. The PDX light rail station is conveniently located next to the south baggage claim area. Also, Airport MAX's low-floor trains mean that luggage rolls easily on and off the cars; riders never have to struggle with stairs. Downtown-to-airport travel time is approximately 38 minutes. MAX service begins around 4:30 a.m. and runs every 3-10 minutes until midnight.

### Tax-Free Shopping

With no sales tax, Portland is a haven for shoppers regardless of budget, transportation or personal style. Haute couture and hot cuisine rule Portland's Pearl District, where converted warehouses and factories now house stylish shops and eye-catching eateries. You can also find great shopping areas in bustling Nob Hill/Northwest Portland, another of the city's hippest hubs, where Eclectic, whimsical and sophisticated boutiques offer everything from tiaras to topiaries. Portland Saturday Market is the nation's largest open-air market for handcrafted goods. Located in the Old Town District, the market offers more than 350 craft booths, as well as an international food court and live entertainment. Open Saturdays and Sundays March through December 24.

Local Information.....[www.travelportland.com](http://www.travelportland.com)



AAFPE 28TH ANNUAL CONFERENCE  
PORTLAND, OREGON  
OCTOBER 28-31, 2009

## Save The Dates!

### 29TH ANNUAL CONFERENCE

October 27 – 30, 2010  
Hyatt Regency Indianapolis  
Indianapolis, Indiana

### 30TH ANNUAL CONFERENCE

November 2 – 5, 2011  
Hyatt Regency Baltimore on the Inner Harbor  
Baltimore, Maryland

### 31ST ANNUAL CONFERENCE

November 14-17, 2012  
Hyatt Regency Savannah  
Savannah, Georgia

register today - [www.aafpe.org](http://www.aafpe.org)



AAFPE  
19 Mantua Road  
Mt Royal, NJ 08061  
[www.aafpe.org](http://www.aafpe.org)

Address Correction Requested

BULK  
PRE SORT  
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