

CLAYTON STATE UNIVERSITY
Professional Qualification Statement for Degree/Concentration/Certificate

Date:	November 11, 2009
College/School/Department:	College of Arts and Sciences/Department of Social Sciences
Degree/Concentration/Certificate:	B.S., Legal Studies A.A.S., Paralegal Studies Certificate, Paralegal Studies
Coordinator:	Matthew S. Cornick
Coordinator Responsibilities:	Ensure that program maintains standards of American Bar Association; work with faculty and Advisory Committee in proposing new courses and changes to the curriculum.
Degrees:	Juris Doctor
Experience:	Practicing attorney for 10 years; full-time paralegal educator since 1989.
Certifications:	Licensed to practice law in Georgia since 1982.
Courses taught at CSU:	Introduction to Law and Ethics; Civil Litigation, Legal Research and Writing, Criminal Litigation, Bankruptcy and Debtor/Creditor Relations, Occupational Internship, Family Law, Administrative Law, Advanced Civil Litigation, Advanced Legal Research and Writing, Paralegal Practicum

Narrative Statement of Qualifications (to be completed by chair or dean):

1. What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

Professor Cornick served as the Director of Education for a proprietary paralegal program for seven leading a staff of 25 adjunct faculty. He is the author of *A Practical Guide to Family Law*, West Publishing, 1995 and *Using Computers in the Law Office*, Delmar/Cengage, to be published in January, 2011. He has served as a Commissioner for the Standing Committee on Paralegals, Approval Commission of the American Bar Association and still serves as the Specially Designated Chair for approval and re-approval site visits. Professor Cornick wrote the Request for Approval that ultimately resulted in the approval of the Paralegal/Legal Studies program by the American Bar Association.

2. What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

Professor Cornick is an active member of the American Association for Paralegal Education (AAfPE). He has made presentations at annual and regional meetings of AAfPE almost every year since 2003. He coordinates the meetings of the Paralegal/Legal Studies faculty (twice each year) and the Advisory Committee (twice each year). Both the faculty and Advisory Committee provide valuable insight regarding recent trends and changes in the paralegal profession. Professor Cornick has also provided professional development opportunities to the Paralegal/Legal Studies faculty to ensure that they are providing relevant and up-to-date information in a manner that engages students and properly assesses student learning.