



SINCE 1890

**Blackstone
Career Institute™**



Paralegal Program

LEGAL TRAINING SINCE 1890

Hundreds of thousands of inmate students have changed their lives by taking a paralegal course through Blackstone.

Blackstone Career Institute is the oldest distance learning school in the country providing quality education for over 125 years.

In fact, inmates from 1,800 facilities across the nation have turned to Blackstone to improve their lives. Our paralegal program provides an opportunity to learn the law, help others, and increase earning potential now and in the future. Continuing education shows the parole board that they have been working hard on a positive endeavor. Offenders may qualify for earned time - consult with the education director for eligibility and the

policies that apply to your state. Whatever the reason for enrolling, now is the time to begin!

Blackstone makes it easy for students to complete the Paralegal program entirely by mail without computer or Internet access:

- Students receive everything they need for their program by mail.
- Students may mail their exams to us for grading and receive grade reports back on their progress.
- Handwritten correspondence and home work assignments are acceptable.

Program Overview

Students receive pre-addressed envelopes with each Study Package.

Study Package 1

Volume I Modern American Law: Law-Its Origin, Nature and Development & Contracts

- Lesson 1 Introduction to Law
- Lesson 2 Contracts: An Introduction
- Lesson 3 Contractual Law
- Lesson 4 Types of Contracts

Study Package 2

Volume II Modern American Law: Torts

- Lesson 5 Torts: An Introduction
- Lesson 6 Negligence
- Lesson 7 Defamation and Damages
- Lesson 8 Right of Privacy and Relationships
 - Blackstone Law Glossary

Study Package 3

Volume III Modern American Law: Criminal Law

- Lesson 9 Crimes, Intent, and Criminal Capacity
- Lesson 10 Burglary, Arson, and Offenses Against Property

Study Package 4

Volume IV Modern American Law: Real Property—Part I

- Lesson 11 Real and Personal Property: Introduction and History
- Lesson 12 Conversion, Remainders, and Perpetuities

Study Package 5

Volume V Modern American Law: Real Property—Part II

- Lesson 13 Dower
- Lesson 14 Licenses, Titles, Covenants, and Powers

Study Package 6

Volume VI Modern American Law: Pleadings and Practice in Civil Actions, Criminal Procedure

- Lesson 15 Pleadings in Civil Actions
- Lesson 16 Pleadings in Civil Actions (continued)
- Lesson 17 Practice in Civil Actions
- Lesson 18 Criminal Procedure

Study Package 7

Volume VII Modern American Law: Wills and Trusts

- Lesson 19 An Introduction to Wills
- Lesson 20 How Wills May be Revoked
- Lesson 21 An Introduction to Trusts

- **Merriam-Webster Dictionary of Law**
(must be financially and academically current to receive)

Study Package 8

Volume VIII Modern American Law: Partnerships and Corporations

- Lesson 22 Private Corporations, Part I
- Lesson 23 Private Corporations, Part II
- Lesson 24 Partnerships

Study Package 9

Volume IX Modern American Law: Constitutional Law—Part I

- Lesson 25 Definitions and General Principles
- Lesson 26 Organization and Power of the United States Government

Study Package 10

Volume X Modern American Law: Constitutional Law—Part II

- Lesson 27 Constitutional Guaranties of Fundamental Rights

Study Package 11

Volume XI: Legal Research and Writing Study Unit

- Lesson 28 Legal Research and Writing—Part I

Study Package 12

Volume XII: Legal Research and Writing Study Unit

- Lesson 29 Legal Research and Writing—Part II

Study Package 13

Volume XIII: How to Find a Job as a Paralegal Study Unit

- Lesson 30 Employability Skills

Study Package 14

Volume XIV: Ethics for Paralegals Study Unit

- Lesson 31 Ethics for Paralegals

Graduation Package

Official Transcript
Blackstone Career Institute Certificate
Writing to Win: The Legal Writer (mailed separately)

B.C.I. reserves the right to change its program content at any time.



Program Components

Modern American Law

Ten volumes based on the historic Modern American Law series provide an overview of the evolution of the legal system in the U.S. and a thorough background in the basics of the law. Books average 155 pages with almost 2,150 pages in all.

Blackstone Law Glossary

This extra volume gives concise definitions of legal terms and phrases that the paralegal student is likely to encounter, plus the phonetic pronunciation of all words—a valuable asset to keep as a reference.

Additional Blackstone Study Units

In addition to the ten-volume Modern American Law series, students will receive four more exclusive Blackstone study units to guide them through their studies: *Legal Research and Writing—Parts I and II*, *How to Find a Job as a Paralegal*, and *Ethics for Paralegals*.

Thorough Testing

Thirty one exams and six assignments assist us in assessing students' understanding of the concepts taught.

Ample Time

Students may finish as quickly as 4 months, or use the two full years they are permitted to complete the program. One additional six month extensions is available for a nominal fee.

Affordable Tuition

Tuition cost covers the entire program including all textbooks, study guides, exam and homework evaluation, and the certificate. The tuition fee can be found on the Enrollment Agreement. Blackstone offers an interest-free, low monthly payment plan to help students finance their education.

Graduation Documents

Upon successful completion of the entire program, students receive an official transcript and certificate. A copy of the transcript will be on permanent file and available at a nominal fee.

Getting Started

Blackstone makes every effort to accommodate the enrollment of incarcerated students in our Paralegal Certificate Program. Our program uses soft-covered books and materials that are approved by most facilities. No computer access, proctors, or instructors are required to complete the program.

It is important to understand, however, that it remains the responsibility of the prospective student to be aware of his or her facility's own rules, regulations and policies regarding enrollment. Failure by the student to properly abide by his or her facility's rules may result in returned shipments to Blackstone. The student will be responsible for the cost to re-ship materials.

Please check the following information before submitting an Enrollment Agreement to Blackstone:

- The student's facility allows participation in educational correspondence programs.
- The student has received approval from his or her Education Department or Warden (if necessary).
- Tuition payments have been arranged, either through the student's account or a sponsor's account.
- The student has researched whether or not his or her facility allows for payment plans.
- If the student needs to pay in full, he or she has confirmed with the facility that all books can be shipped at once.
- The student has researched whether there are limitations on the number of books/materials he or she can receive at one time.
- The student has asked whether the shipment of educational materials into his or her facility requires additional approval or documentation.
- The student knows whether the educational materials can be shipped directly to him or her or if a third party recipient at the institution is required.
- The Student has asked whether Blackstone's readily identifiable padded envelopes addressed to him or her are acceptable or whether the institution requires special packaging such as cardboard only.
- The address on the Enrollment Agreement provides adequate information to get shipments to the student.

"Blackstone's Paralegal program gave me a direction in life; a sense of accomplishment. I would recommend it to anyone interested in the field."

-Vincent E.

Frequently Asked Questions from Prospective Students

What's important when you're choosing a school?

This is a question that many sponsors and prospective students ask. Selection of a program and a school are typically based on three factors: personal interest, accreditation, and programs that qualify graduates to sit for certification. You can be confident in choosing Blackstone because our school is nationally and regionally accredited, and our 915 clock hour program meets the education requirements given by the National Association of Legal Assistants (NALA) as well as NALS...the association for legal professionals. These credentials ensure that our school meets quality education and business standards.

I've never taken a correspondence program. How does it work?

Correspondence, also called distance education, is a method of learning which brings the study materials and the student together in the student's own environment or in your case, facility. After you enroll in the program, everything you need to complete the program will be sent to you in monthly shipments. You study at your own pace on the schedule you set. You interact with the school and our staff using the mail system. After reading each study unit, students then complete the required exams and mail the answer sheets to our office in pre-addressed envelopes. Grade reports are returned to you accompanied by page references for incorrect answers.

How long does it take to complete the program?

Our average student takes between 12 and 15 months.* Some complete in less time and others take longer. This is one of the major advantages of studying independently—you set the pace.

What is required to graduate and get my certificate?

You must satisfactorily complete all 31 exams and 6 required homework assignments as well as have your account paid in full to graduate. Our staff is available through written correspondence to provide whatever support you may need to meet this goal. A student who is committed to finishing should have no problem doing so.

Do you have admissions requirements?

We require a High School or General Equivalency Diploma. All applicants must complete and return the Enrollment Agreement along with the required down payment. Applications will only be processed when accompanied by the required payment.

Students are expected to be able to read at the high school level. If a student has difficulty with the first lesson and exam, our Education Department will assess the reason for the difficulty. If reading comprehension is a problem, we will offer the student our help. If the issue cannot be resolved, Blackstone will allow the student to cancel.

Tuition reduction will be considered for similarly completed college coursework within two years preceding entrance into our program. Determination of credit will be made by Blackstone upon receipt and evaluation of an official school transcript and course description.

What if I need a break from my studies due to illness or other issues?

Leaves of absence for a maximum of three months will be granted for good cause. Requests should be made in writing to the Student Services Department. A leave of absence does not extend the required time for completion nor suspend the tuition payment plan. A course extension is available for a nominal fee if two years is not sufficient time to complete your studies.

How can I make sure my enrollment goes through smoothly?

First, fill out the Enrollment Agreement completely!

Second, make sure all the information is correct, such as the spelling of your name, your DOC number, and your shipping address. Gain institutional approval if needed. If you have a sponsor paying your tuition, make sure all the sponsor information is filled out correctly and remember that they must sign for credit card payments. If there are any special shipping/mailroom requirements in your facility, make sure you tell us.

Third, make sure you include your required down payment with your Enrollment Agreement so we can process your enrollment easily.

Finally, review the checklist on the previous page.

*Requires payment in full or accelerated payments under BCI's payment plan.



Blackstone Career Institute™

Licensure, Accreditation and Memberships

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations.

Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA
- Member of the National Association of Legal Assistants
- Member of the National Federation of Paralegal Associations
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce
- Selected by *G.I. Jobs* magazine as a Military-Friendly School

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