

Policy and Procedure for Progression through PREP

Purpose:

The purpose of this policy is to set out for students the requirements and expectations they must meet in order to progress through PREP and be eligible to participate in the Capstone.

1. Foundation Modules

Successful Completion

- 1.1. Students must successfully complete all modules in the Foundation Modules and complete the Foundation Modules Survey before being eligible to progress to the Foundation Workshops.
- 1.2. To successfully complete the Foundation Modules, students must pass the quiz at the end of each module, where a quiz applies.

Foundation Module Quiz Attempts

- 1.3. Students will be provided with three attempts to successfully complete the quiz at the conclusion of each Foundation Module, where a quiz applies.
- 1.4. If a student is unsuccessful on their first attempt at a quiz, the second quiz will be automatically released to them.
- 1.5. If a student is unsuccessful on their second attempt at a quiz, the third quiz will be automatically released to them.
- 1.6. If a student is unsuccessful on their third attempt at a quiz the student will be permitted to proceed through the balance of the Foundation Modules and be required to complete a multi-topic exam on all the Foundation Modules.

Comprehensive Exam Attempts

- 1.7. Students will be provided three attempts to successfully complete the comprehensive exam.
- 1.8. Students must successfully complete the comprehensive exam within the time frame set by CPLED. Failure to complete successfully complete the comprehensive exam with the assigned time frame will result in a finding that the student was unsuccessfully in completing the comprehensive exam and the student will be suspended from PREP and not permitted to proceed to the Foundation Workshops.
- 1.9. If a student is unsuccessful on their first attempt at the exam, the second exam will be automatically released to them.
- 1.10. If a student is unsuccessful on their second attempt at the exam, the third exam will be automatically released to them.

- 1.11. If a student is unsuccessful on their third attempt at the exam the student will be suspended from PREP and not permitted to proceed to the Foundation Workshops.
- 1.12. The suspended student can be re-enrolled in a subsequent session of the Foundation Modules.

2. Foundation Workshops

Successful Completion

- 2.1. Students must successfully complete the Foundation Workshops and complete the Foundation Workshops Survey before being eligible to progress to the Virtual Law Firm.
- 2.2. To successfully complete the Foundation Workshops students must:
 - a. Submit all prework by the assigned deadline(s);
 - b. Meet the assignment requirements when completing the prework;
 - c. Complete all homework each evening;
 - d. Attend the entire five days of the Foundation Workshops;
 - e. Be punctual (arriving and returning on time);
 - f. Demonstrate engagement;
 - g. Demonstrate professionalism; and
 - h. Be appropriately attired (as set out in the Student Guide).

Pework

- 2.3. Pework is assigned to provide students with time to prepare assignments in advance of the Foundation Workshops.
- 2.4. Pework assignments will be used throughout the Foundation Workshops to assist in learning the assessment criteria as well as for peer assessment and group feedback.
- 2.5. Students that do not complete the prework in advance will not be prepared to participate in the Foundation Workshops.
- 2.6. The assignment requirements are set to ensure assignments are in a state that is effective for learning during the Foundation Workshops
- 2.7. The review of assignments against the assignment requirements is meant to ensure both that assignments meet the assignment requirements and to avoid embarrassment for students who have misunderstood either the assignment instructions or assignment requirements.
- 2.8. All prework must be completed by the assigned deadlines.
- 2.9. A student who fails to meet the assigned deadline for one prework assignment will have 24 hours from the assigned deadline to rectify the failure by submitting the assignment.

- 2.10.** A student who fails to rectify the missed assignment deadline as set out in 2.9 or who misses more than one assigned deadline for the prework assignments will be moved to a later session of the Foundation Workshops at a time set by CPLED.
- 2.11.** All prework will be reviewed prior to a student being eligible to attend the Foundation Workshops. Upon review, students must demonstrate they have meet the assignment requirements when completing their prework.
- 2.12.** The assignment requirements for each assignment in the prework is more fully set out in Schedule “A” of this Policy.
- 2.13.** Examples of submissions which would not meet the assignment requirements are: Uploading sample answers, uploading incomplete or unaltered assessment criteria or precedents, assignments which do not follow the assignment instructions, or uploading submissions which have been copied from or shared between students or others.
- 2.14.** A student who submits prework which does not meet the assignment requirements will be permitted a further opportunity to complete any unacceptable prework prior to attending the Foundation Workshops.
- 2.15.** A student who, after having further opportunity to complete the prework, fails to resubmit their assignment by the assigned resubmission deadline or submits an assignment that continues to not to meet the assignment requirements will be moved to a later session of the Foundation Workshops at a time set by CPLED.
- 2.16.** A student, after being moved as set out in paragraph 2.10 or 2.15, who on a subsequent attempt fails to meet the assignment requirements or any assignment submission deadline will be suspended from PREP and not be permitted to attend the Foundation Workshops.
- 2.17.** The suspended student can be re-enrolled in a subsequent intake of the Foundation Workshops.

Attendance

- 2.18.** Students are required to attend all five days of the Foundation Workshops. Students must be present for the entire day and should not schedule any activities, including work-related activities, during the entirety of the Foundation Workshops.
- 2.19.** Students must be punctual throughout the Foundation Workshops. Failure of a student to arrive or return on time throughout the Foundation Workshops will result in the following:
 - a.** on the first occasion, CPLED staff will speak to the student;
 - b.** on the second occasion, the student’s principal will be notified; and
 - c.** on the third or subsequent occasion, the student may be suspended from PREP and re-enrolled in a future session of the Foundation Workshops.

Engagement/Participation

- 2.20.** Students must demonstrate their engagement throughout the Foundation Workshops. This includes but is not limited to the completion of all prework and homework, active participation in large and small group discussions, active participation in small group assignments and use of electronic devices solely for the purposes of accessing Foundation Workshop materials.
- 2.21.** Students failing to demonstrate their engagement will be subject to the following:
- a.** on the first occasion, CPLED staff will speak to the student;
 - b.** on the second occasion, the student's principal will be notified; and
 - c.** on the third or subsequent occasion, the student may be suspended from PREP and re-enrolled in a future session of the Foundation Workshops.

Professionalism

- 2.22.** Students are bound by the Code of Conduct of their law society as well as CPLED's policy regarding Professionalism and Professional Integrity and the PREP student agreement. Students who fail to demonstrate behaviours that comply with these documents may be suspended or expelled from PREP or be subject to other consequences, after an investigation is conducted pursuant to CPLED's Professionalism and Professional Integrity Policy.
- 2.23.** Students who are suspended will be re-enrolled in an upcoming session of the Foundation Workshops provided they have demonstrated to CPLED an understanding of their behavior and a commitment to not demonstrate that behaviour in the future.
- 2.24.** Students must be appropriately attired, as set out in the Student Guide, throughout the Foundation Workshops.
- 2.25.** Students who fail to wear appropriate attire will be subject to the following:
- a.** on the first occasion, CPLED staff will speak to the student;
 - b.** on the second occasion, the student's principal will be notified; and
 - c.** on the third or subsequent occasion, the student may be suspended from PREP and re-enrolled in a future session of the Foundation Workshops.

3. Virtual Law Firm**Successful Completion**

- 3.1.** Students must successfully complete the Virtual Law Firm and complete the Virtual Law Firm Survey before being eligible to progress to the Capstone.
- 3.2.** To successfully complete the Virtual Law Firm students must:
- a.** Complete all assignments in each rotation by the assigned deadline; and
 - b.** Attend all Practice Management meetings.

- 3.3. Students have been provided with the assigned deadlines in the PREP schedule in advance of the Virtual Law Firm.
 - 3.4. Deadlines are set in the Virtual Law Firm to assess students in their practice management competencies.
 - 3.5. Students who miss one assigned deadline in a Virtual Law Firm rotation will have 24 hours from the assigned deadline to rectify the failure by submitting the assignment.
 - 3.6. Students who miss two assigned deadlines in a Virtual Law Firm rotation must still submit the assignments for the the assigned deadlines but will not receive feedback for those assignments.
 - 3.7. Students who miss more than three deadlines in a Virtual Law Firm rotation will not be permitted to move on to the next Virtual Law Firm rotation or, if it is the final Virtual Law Firm rotation, will not be permitted to move onto the Capstone.
 - 3.8. Students who do not complete the requirements in 3.2 or is not permitted to continue in the Virtual Law Firm under 3.7 will be suspended from PREP.
 - 3.9. Students who are suspended pursuant to 3.8 may be re-enrolled in a subsequent session of the Virtual Law Firm in a future intake.
- 4. Professionalism**
- 4.1. Students are required in all phases of PREP to demonstrate professionalism and comply with the content of the Code of Conduct of their law society.
 - 4.2. A student who fails to meet the required level of professionalism during any phase of PREP may not be eligible to progress to the next phase.

Schedule “A” – Assignment Requirements for Foundation Workshops Pre-work

Opinion Letter

1. Letter complies with the assignment instructions.
2. Letter is in the format for Opinion Letters set out in Written Communication Skills – Legal Writing.
3. Letter is at least 3 pages in length.
4. Letter has a similarity score of less than 70%.
5. Letter is not a copy of the sample answer.
6. Letter is not significantly cut and paste from the sample answer.
7. Letter does not have significant overlap with submissions of any past or present student of PREP.
8. Letter is in a file format that can be reviewed in D2L.

Affidavit of Substituted Service

1. Affidavit complies with the assignment instructions.
2. Affidavit is on the appropriate Court form.
3. Affidavit is at least 1.5 pages in length.
4. Affidavit has a similarity score of less than 80%.
5. Affidavit is not a copy of the sample answer.
6. Affidavit is not significantly cut and paste from the sample answer.
7. Affidavit does not have significant overlap with submissions of any past or present student of PREP.
8. Affidavit is in a file format that can be reviewed in D2L.

Legal Research

1. Research complies with the assignment instructions.
2. Legal Research Synopsis and Case Brief Template are submitted.
3. At least three cases are cited and briefed.
4. Research has a similarity score less than 70%.
5. Research is not a copy of the sample answer.

6. Research does not significantly cut and paste from the sample answer, case law or secondary sources.
7. Research does not have significant overlap with submissions of any past or present student of PREP.
8. Research is in a file format that can be reviewed in D2L.

Argument

1. Argument complies with the assignment instructions.
2. Argument is at least 1 page in length.
3. Argument has a similarity score less than 70%.
4. Argument is not a copy of the sample answer.
5. Argument does not significantly cut and paste from the sample answer, case law or secondary sources.
6. Argument does not have significant overlap with submissions of any past or present student of PREP.
7. Argument is in a file format that can be reviewed in D2L.

Agreement

1. Agreement complies with the assignment instructions.
2. If precedent is used, precedent has been completed.
3. If precedent is not used, Agreement is at least 2 pages in length.
4. Agreement does not include clauses with sections left blank.
5. Upload is not simply a blank precedent.
6. Agreement has a similarity score less than 70%.
7. Agreement is not a copy of the sample answer.
8. Agreement does not significantly cut and paste from the sample answer.
9. Agreement does not have significant overlap with submissions of any past or present student of PREP.
10. Agreement is in a file format that can be reviewed in D2L.

The uploading of blank files for any assignment will automatically not meet the assignment requirements.