

## 2016/2017 CPLED PROGRAM AGREEMENT

In consideration of the Canadian Centre for Professional Legal Education (“CPLED”) accepting my registration in the CPLED Program, I \_\_\_\_\_ agree to the following:

1. “CPLED Program” means the program administered by the Legal Education Society of Alberta (“LESA”) on behalf of the Law Society of Alberta as the Law Society of Alberta’s bar admission course and bar admission examination requirement under the *Legal Profession Act*, R.S.A. 2000, c. L-8, and the Rules of the Law Society of Alberta, both as amended from time to time.
2. I will abide by and comply with:
  - a. CPLED’s Professional Integrity Policy (attached hereto);
  - b. the CPLED Alberta Student Guide;
  - c. CPLED protocols (e.g. Submission Protocol and Competency Evaluation Protocols);
  - d. LESA’s policies and procedures;
  - e. LESA’s terms of use for the LESA Library and LESA Classroom;
  - f. the Rules of the Law Society of Alberta;
  - g. the Law Society of Alberta’s Code of Conduct;
  - h. the Law Society of Alberta’s Articling Handbook; and
  - i. the Law Society of Alberta’s Articling Manual;each as amended from time to time.
3. I understand and acknowledge that the CPLED materials provided to me are proprietary. The CPLED module content and materials are for my use only.
4. I am responsible for any work I produce as a result of participating in the CPLED Program.
5. I will not lend, give, or sell my CPLED work or materials to any other students, prospective students, or individuals. If I am found to have participated in or assisted another student’s plagiarism in any way, directly or indirectly, I may be subject to disciplinary action by CPLED or the Law Society of Alberta.
6. Breaches of professional integrity, including plagiarism, are not tolerated by CPLED and may result in investigation, suspension, failure in the program and disciplinary action by CPLED, or referral to the Law Society of Alberta for investigation and disciplinary action.

### **Personal Information**

7. I consent to the following collection, use, and disclosure of my personal information:
  - a. CPLED and LESA may collect and use my personal information for the following purposes:
    - i. To assist in the operation of the CPLED Program, including processing my application for enrolment in the CPLED Program, administering the CPLED Program and my participation in it, and monitoring my performance in the CPLED Program;
    - ii. To prevent, detect, sanction or report any breach of the requirements of professional behavior, professional integrity, and academic integrity; and

- iii. To provide evidence relevant to a breach of the requirements of professional behavior, professional integrity, and academic integrity.
  - b. CPLED and LESA may disclose my personal information to the Law Society of Alberta for the following purposes, in accordance with the Rules of the Law Society of Alberta:
    - i. To prevent, detect, sanction or report any breach of the requirements of professional behavior, professional integrity and academic integrity;
    - ii. To advise the Law Society of Alberta of any actions taken by a student that are unprofessional, without academic integrity, or without professional integrity;
    - iii. To provide evidence relevant to a breach of the requirements of professional behavior, professional integrity, and academic integrity;
    - iv. To monitor student performance;
    - v. To assist in the operation of the CPLED Program; and
    - vi. To govern the articling process.
  - c. CPLED and LESA may disclose my CPLED grades to my principal in accordance with the Rules of the Law Society of Alberta for the purpose of governing the articling process.
  - d. CPLED and LESA may disclose to my instructors, facilitators, and evaluators my personal information, including my name and the name of the organization(s) where I am completing my articles, for the purposes of assisting in the operation of the CPLED Program and determining whether there are any conflicts involved in a particular individual assessing my assignments and competency evaluations.
  - e. CPLED and LESA may collect, use, and disclose my personal information, such as my submitted assignments and competency evaluations, for the purposes of evaluating and improving the CPLED Program. I understand that any materials with personally identifying information will only be disclosed for this purpose to individuals and organizations who are obligated to keep the information confidential pursuant to an agreement with CPLED or LESA.
  - f. CPLED and LESA may collect and use my contact information to send me information regarding educational resources for articling students.
  - g. All other collection, use, and disclosure of personal information as may be required by LESA and CPLED for the purposes of carrying out the CPLED Program in accordance with LESA's Privacy Policy as posted at [www.lesa.org](http://www.lesa.org).
- 8. I give permission for my image and voice, captured during the in-person portions of the CPLED Program through video, photo and digital cameras, and audio recording devices, to be collected, used, and disclosed solely for the purposes of the CPLED Program, including evaluating student performance, giving effect to approved accommodations, training facilitators and evaluators, and monitoring and assessing facilitator and evaluator performance, and waive any rights of compensation or ownership thereto.

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(Signature of Student)

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(Date)

*For questions, please contact CPLED Alberta c/o Legal Education Society of Alberta 2610, 10104 – 103 Avenue, Edmonton, AB T5J 0H8 (780) 420-1987 or (Toll Free Within Alberta) 1-800-282-3900.*

## PROFESSIONAL INTEGRITY POLICY

*(Revised July 3, 2014)*

1. CPLED students must conduct themselves with the honesty and professional integrity expected of a lawyer. To ensure licensing requirements are met and to protect the integrity of the CPLED Program, students are bound by the additional provisions in this policy.
2. The onus is on the student to seek clarification from the CPLED Director concerning any activity that could violate this policy.

### **DEFINITIONS**

3. In this policy:
  - a. “Assignment” means the instructions, fact scenarios and supporting documentation relating to the educational component of the CPLED Program.
  - b. “Assignment Submission” means the materials created or submitted by a student completing an Assignment.
  - c. “Assignment Feedback” means comments provided by Facilitators on Assignment Submissions.
  - d. “Competency Evaluation” means the instructions, fact scenarios and supporting documentation relating to the licensing component of the CPLED Program.
  - e. “Competency Evaluation Submission” means all materials created, presented or submitted by a student completing a Competency Evaluation.
  - f. “Competency Evaluation Marking Sheet” means the marking sheet completed by the Facilitators in the marking of Competency Evaluation Submissions.
  - g. “CE Documents” means all past and present CPLED Competency Evaluations, Competency Evaluation Submissions and Competency Evaluation Marking Sheets.
  - h. “CPLED Director” means the Director of the CPLED Program in each province.
  - i. “CPLED Staff” means the staff of the CPLED Program in each province.
  - j. “Facilitators” means persons retained by the CPLED Program in each province to provide Assignment Feedback to students and assist them in developing their skills and knowledge.

## **GENERAL PERMISSIONS**

4. Subject to paragraph 5, as much as possible, students should engage in CPLED activities in the same way they engage in the practice of law. Students may discuss and analyze the general law, background materials, precedents and learning exercises.
5. CPLED's primary role is to evaluate students to ensure that they meet licensing requirements for admission to the profession. When students are engaged in CPLED evaluation activities they must ensure that the work they submit or present represents their own knowledge, skills and abilities. This Professional Integrity Policy restricts students' ability to share information when they are completing Assignments and Competency Evaluations.

## **ORIGINAL WORK**

6. All Assignment Submissions and Competency Evaluation Submissions must be the student's own original work. Students may use precedents, including their own CPLED work, to prepare Assignment Submissions and Competency Evaluation Submissions.
7. To prepare their Assignment Submissions and Competency Evaluation Submissions students may use and discuss precedents from:
  - a. their offices,
  - b. the CPLED resource materials,
  - c. the CPLED skills materials,
  - d. commercial providers, and
  - e. other sources, except Assignment Submissions or Competency Evaluation Submissions from current or previous CPLED students.
8. Copying, paraphrasing or incorporating precedents as permitted in paragraph 7 is not plagiarism, but students must provide the source of any precedent that they copy, paraphrase or incorporate. Students may be asked to produce any precedent they copy, paraphrase or incorporate.
9. Students who copy, paraphrase, or incorporate all or any part of primary or secondary research materials, including CPLED resource materials, into their Assignment Submissions or Competency Evaluation Submissions must provide proper attribution.

## **CONFIDENTIALITY**

10. Students may discuss and analyze Assignments, Assignment Submissions and Assignment Feedback with others.
11. Students must not obtain, disclose or discuss CE Documents with anyone except the CPLED Director, Staff, or Facilitators. Students may discuss their CE Documents with counsel in the event of an appeal or disciplinary procedures.
12. Students must ensure that their CE Documents remain confidential by storing them securely through the use of password protection or in a place accessible only to the student.
13. To ensure confidentiality, CPLED recommends that students destroy all CE Documents after they complete the CPLED Program.

## **CONSEQUENCES OF BREACH**

14. A student who inadvertently breaches this policy must immediately advise the CPLED Director.
15. A student who breaches this policy may be subject to imposition of a grade of competency not yet demonstrated, suspension, or other consequences.