

# LS 1030 Paralegal Procedures Syllabus

SALT LAKE COMMUNITY COLLEGE

Instructor:

Email: Telephone:

Office hours:

**Course Structure:** This course is conducted entirely in person, which means you will need to be on campus during class times. To submit some assignments, you will participate in the course using SLCC's learning management system called CANVAS.

## Textbook

Required Text: The Paralegal Professional

Edition: 6th edition

Author: Thomas F. Goldman and Henry R. Cheeseman

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ISBN-10 0135724546

**\*\*\*DO NOT BUY THE BOOK WITH "THE ESSENTIALS" IN THE TITLE.** That is a condensed book that will not contain all the chapters you will need.

**Course Description:** This course covers principles and practice of legal interviewing and fact investigation. Students practice initial client interviews, field investigation, follow up interviews, office skills and develop effective human relations and communication skills. This course requires a "B-" grade or higher to progress in the Paralegal program.

**Preparation:** This course will be taught in person using Canvas as outlined below. The schedule is subject to change to suit the needs of the students and the instructor. It is essential to complete the required reading so that the student will be able to complete the course assignments.

**Grades:** Students can view their grades using the GRADES button in the course navigation links. Students should check your grades regularly to make certain that their instructor has received all assignments. If students have a question about a grade, they should email their instructor through CONVERSATIONS.

A	Excellent	93-100%
A-	Excellent	90-92%
B+	Good	86-89%
B	Good	83-85%
B-	Good	80-82%
C+	Average	76-79%
C	Average	73-75%
C-	Average	70-72%
D+	Below Average	66-69%
D	Below Average	63-65%
D-	Below Average	60-62%
E	Failing	0-59%

**Communication:** In this course students should use the CONVERSATIONS feature on the help corner (located in the upper right hand navigation links) to send email for private messages.

Students can either check their messages in the CANVAS system or set up notifications to their preferred method of contact. Students should check their messages regularly.

If students do need to email their instructor through a personal email account, students should include their name and the class name in the subject line. All messages they should be submitted through Canvas rather than by email.

**Questions:** It is normal for students to have many questions about things that relate to the course, such as clarification about assignments, course materials, or assessments. **There are NO dumb questions in this course.**

If students have a concern and send me a message, they can expect a response within 24 hours.

**Participation:** Participation is essential to student success in this class. In order to get full credit for participation, students will have to complete their readings, module assignments, chapter quizzes and module tests on a timely basis.

**Assignments & Testing:** The due dates for each assignment can be found in their individual modules. Students can access these through the “Modules” link on the left-navigation list on our Canvas homepage.

If students are travelling outside of Utah, please be aware that Canvas will continue to use the Mountain Time Zone as a basis for determining the exact deadline for assignments.

Exams cannot be taken after the due dates, but they can be taken early after you finish the assignments and quizzes in the course.

There is one extra credit assignment provided to students who, for one reason or another, miss an assignment so that they can recapture some of the points missed. If students are unable to submit an assignment, they can complete this assignment to recover some of the points missed.

All assignments will be turned in on Canvas.

Tests will be taken either on-line or in person.

**Late Assignment Policy:** Late policies are as follows: full credit will not be given for late assignments. Once the due date has passed, you can and should still submit your work with a 25% reduction in credit for the late submission.

### **Additional Policies**

**Withdrawal and Incomplete Grades:** The last day to drop this class with a refund is listed in the official college schedule but is approximately 3 weeks after the first day of class; the last day to withdraw (without refund) is also listed in the official college schedule but is approximately 12 weeks after the first day of class. Any requests to withdraw after that date will require documentation from a physician or an employer stating that you are unable to continue in the class for health or work-related reasons. Poor performance in the class is not a legitimate reason for withdrawal. It is the responsibility of the student to drop/withdraw from this class, not the instructor. Students who do not attend during the first week of class may be dropped at the discretion of the instructor.

**Dropping the Course:** If you decide for any reason to discontinue this class, you must go through the process of dropping the class with SLCC. I cannot and will not do it for you. If you stop submitting work and do not drop the class, I am required to give you a grade based on the limited amount of work you have submitted, which could result in an “E”.

**Incomplete Grades:** Sometimes life gets in the way for all of us to do our best. Car accidents happen – pandemics destroy our plans – things change at work. That’s why incomplete grades exist; however, awarding an incomplete grade is rarely in a student’s best interest. Most “I” grades become failing grades after the required one-year grace period expires. The school policy is that a grade of “I” (Incomplete) may be available at the instructor’s option but is only given in the most extenuating of circumstances (for example health reasons) for which there is verifiable written documentation. In order to receive an incomplete, nearly all course work must have been completed (>75%) with a passing grade. When an incomplete grade is awarded, a contract must be completed to finish the missing work.

### **Institutional Policies**

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

### **Learning Support and Tutoring Services**

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you

**Accommodations for students with disabilities:** Students with medical, psychological, learning or other disabilities desiring accommodations or services under ADA, should contact the Disability Resource Center (DRC). The DRC determines eligibility for and authorizes the provision of these accommodations and services for the college. Please contact the DRC at the Student Center, Suite 244, Redwood Campus, 4600 So. Redwood Rd, 84123. Phone: (801) 957-4659, TTY: 957-4646, Fax: 957- 4947 or by [drc@slcc.edu](mailto:drc@slcc.edu).

**Academic honesty and the SLCC Student Code of Conduct:** Students are both bound and protected by the SLCC Student Code of Conduct. If you are unaware of this Code and the requirements it makes of you as well as the protection it gives you, contact Student Services for a copy (of either the complete code or the abbreviated version). Personal integrity and responsibility are requirements of this class, as are all other guidelines of the Student Code.

Plagiarism is theft. Any time you present another person's work as your own—even if that other person is a friend and/or spouse—you have plagiarized. The penalty for a first offense of academic dishonesty is no credit for the assignment, which cannot be redone. A second offense means that you fail the course and will be reported to the Division Chair and Student Advising.

**Title IX Information:**

20 U.S.C.A. Section 1681 (a): TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving federal funds.”

Examples of violations (but not limited to):

- Sexual advances, requests for sexual favors and sexually motivated physical conduct
- Overt or subtle pressure for sexual activity
- Sexually offensive verbalization including remarks, “teasing”, slurs, and innuendo.
- Repeated inappropriate jokes or comments about sex or gender specific traits.
- Conduct that is demeaning or derisive and occurs substantially because of one's gender.
- Sexual assault
- Sexual Violence
- Gender based disparate treatment.

Violations can occur in any college environment, such as (but not limited to):

- Field Trips
- Classrooms
- Student Clubs
- Athletics
- Transportation
- On Campus Events

If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Students-: Dr. Marlin Clark, Dean of Students, 801-957-4776, STC 276 A (Redwood)

Employees or Community members: Ken Stonebrook, Title IX & Discrimination Manager, 801-957-5027, AAB 211G (Redwood)

Online Reporting Form:

<http://www.slcc.edu/eeo/title-ix/complaint.aspx> Salt Lake Community College has a strong prohibition against retaliation. The college does not tolerate acts of retaliation against anyone for engaging in filing a complaint or participating in an investigation.

**Institutional Syllabus:** See the Institutional Syllabus for more information about:

- Institutional Policies
- Advising
- Counseling
- Learning Support
- Tutoring Services
- DRC
- and many other support services

## **STUDENT LEARNING OUTCOMES**

**Program Learning Outcomes:** Consistent with the College's learning outcomes, the Paralegal Studies program is committed to achieving the following program learning outcomes:

1. Demonstrate a clear understanding of legal concepts and terminology in several substantive areas of the law.
2. Perform professional caliber legal research and writing using legal reasoning skills in the reading and interpretation of legal materials such as statutes, court decisions and other legal documents.
3. Analyze the procedural rules in both the civil and criminal areas of the law and the relationship between procedural rules and substantive law.
4. Demonstrate effective oral and written communication.
5. Describe the ethical responsibilities of paralegals, the rules of professional conduct governing lawyers, and the application of these rules to paralegals.

**Course Learning Outcomes:** Consistent with the Paralegal Studies Program learning outcomes, the Program is committed to achieving the following course learning outcomes for LS 1030:

<b>Course Objectives</b>	<b>Activities and Assignments Used to Assess Student Achievement of course objectives.</b>
	*Students will be assessed using one or more of the following:
Summarize the skills and responsibilities assumed by paralegals in law firms, corporations, and government environments.	Exam
Identify ethical, educational, and regulatory issues with the paralegal profession.	Exam
Prepare for a client/witness interview.	Interviewing Activity
Explain the tools used in the discovery stage of a lawsuit.	Exam
Demonstrate effective resume and interview processes to obtain employment as a paralegal.	Resume Assignment Mock Interview

## COURSE OUTLINE

This is a tentative course schedule and is subject to change based on the instructor's and students' needs.

<b>Week</b>	<b>Unit</b>	<b>Topic</b>	<b>Activities and Assignments Used to Assess Student Achievement of course objectives.</b>  *Students will be assessed using one or more of the following:
1	Chapter 1	The Paralegal Profession	Ch. 1 Group Work Doe v. Condon Video Case Studies Holland Career Survey SCOPE Homework Baseline Typing Speed Ethical Analysis and Discussion Questions
3	Chapter 2	Ethics and Professional Responsibility	Group Work Aretakis Case Analysis Ethical Analysis and Discussion Questions Video Case Studies Ramirez v. Plough, Inc. Ethical Analysis and Discussion Questions
5	Chapter 3	The Paralegal Workplace	Group Work Video Case Studies Resume Rough Draft Ethical Analysis and Discussion Questions Mock Interviews Paralegal Video
7	Chapter 10	Interviewing and	Group Work In Class Interview

		Investigation Skills	Area of Law Reports Ethical Analysis and Discussion Questions
9	Chapter 11	Legal Writing and Critical Legal Thinking	Group Work How to Brief a Case Legal Research Activity Blue Book Activity In Class Brief Video Case Studies
11	Chapter 12	Legal Research	Group Work American Geophysical Union v. Texaco, Inc. How to Read a Case Typing Test
12	Exam		