

LS 2000 Legal Studies Co-Op Syllabus

Salt Lake Community College

Instructor:

E-mail:

Office:

Phone:

Course Information: (3-6 Credits) Students participate in supervised work experience in a business, industrial or government environment related to paralegals. Credit is awarded for successful completion of specific learning objectives that provide new learning on the job.

Prerequisites: Student must have faculty approval for registration.

Textbook: None

Communication: In this course we will use the INBOX feature on the course navigation links (located in the left-hand navigation links) to send email for private messages.

You can either check your messages in the Canvas system or set your notifications to your preferred method of contact. Please check your messages regularly.

If you do need to email me through my personal email account, please include your name and the class name in the subject line. Do not submit your assignments by email, they should all be submitted through Canvas.

Questions: It is normal to have many questions about things that relate to the course, such as clarification about assignments, course materials, or assessments. I am happy to address any question you may have. **There are NO dumb questions in my courses.**

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

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

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.”

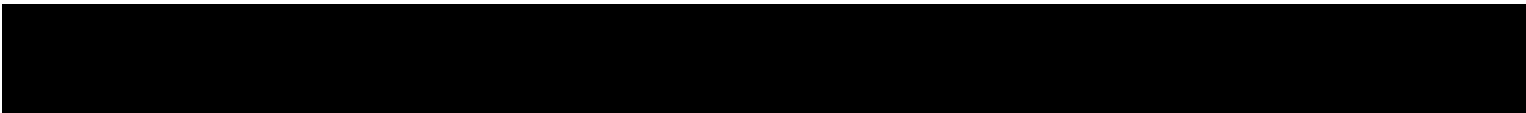
Examples of violations (but not limited to):

- 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:



Online Reporting Form: <http://www.slcc.edu/eo/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: Consistent with the College’s learning outcomes, the Legal 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: Students in co-op will be expected to draft their own learning objectives relevant to the student's individual experiences. Those objectives should align with the program student learning outcomes listed above.

Hours: Students are required to spend 2-3 hours per week total working on their learning objectives for every one hour of credit they are seeking, as determined between the student, their supervisor, and the faculty coordinator. Students must keep a careful log of the hours they spend working on their learning objectives in compliance with the format below. Students should submit a copy of their log to their faculty coordinator every week via e-mail or fax.

Name			S Number
Date	Time in 1/10 of an hour increment	Client Name/Number	Description of the work that was done and why it was done

Contacts: During the semester students will be required to report to their Faculty Coordinator a minimum of six (6) times concerning their progress on their learning objectives. Students are also required to attend a Program Orientation meeting before meeting with their faculty coordinator for the first time. Their Faculty Coordinator will contact the student's employment supervisor at least twice during the semester to evaluate the student's progress, more often if required.

Course Work: Students must attend an orientation session with the cooperative education department. Additionally, students must attend an orientation session with the Paralegal Studies Faculty Coordinator. Times of these sessions may be found in the current semester's class schedule or by calling the department directly. After orientation, students simply follow the information provided through the orientation by preparing their semester objectives and goals with the supervisor and then submitting that information to the faculty coordinator during their initial meeting.

Grading: Your final grade will be calculated using your self-evaluation and your employment supervisor's evaluation. You will find the evaluation forms in your co-op packet. Each grade should be based on reviewing the success of your progress on the goals decided between you, your supervisor, and the faculty coordinator.

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%