LS 2010 Paralegal Practicum Syllabus

SALT LAKE COMMUNITY COLLEGE

Instructor:
E-mail:
Office:
Phone

Course Description: This 3-credit course will explore the rapidly developing role of software in the area of legal data, eDiscovery, and information governance. We will take an in-depth look at the role of software in the litigation lifecycle from data collection and document review to production and presentation at trial. Exploration of technology used in the litigation support department and by litigation teams in the acquisition of data and eDiscovery processing.

Course Outcome: It is anticipated that each student will finish the course having met all the requirements and been awarded their *NSLT/ACEDS eDiscovery Technology Certificate (eDTech)* being jointly presented by *NSLT – National Society for Legal Technology* & *ACEDS – Association of Certified Electronic Discovery Specialists.*

Required Material: There is no hard-copy textbook required for this course. Students must join the National Society for Legal Technology (NSLT). The membership fee for the eDiscovery Technology Certificate is $160 and grants you 1-year access to all the eDiscovery learning material. This is a different membership than the NSLT's Law Office Technology Certificate. Memberships are also available through the College bookstore.

Course Information: This course will be conducted partially online with some in class meetings. On the first day of class, we will meet and register for the NSLT program which will be used during this course. Other in person meetings will be as needed and your instructor will notify you by email. Even when we do not meet in person, your instructor will be available for consultation, one on one assistance and to answer questions.

Attendance: Students enrolled in this course, for which weekly campus attendance is not required, must fulfill the following attendance requirements:

- Students must register for membership with the NSLT before the end of week two.

- You will have homework due every week of this course. If you don't register with the NSLT, you cannot do your homework.

- This course builds upon itself, and each unit requires completion of the prior unit before you can access the material and submit the required work. If you miss completing one week's homework, the next week's material will NOT unlock and be accessible to you. You will need to complete the missed week's work before you can access the current material. If you get behind, this means you will still need to do the work you missed (even if you don't get a grade for it) before you can proceed.

- Because it is so difficult to make up missed work in this class, I may be forced to drop you from the course if you have more than 2 consecutive or non-consecutive weeks where you did not log in and participate in discussions and assignment submissions.

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%

Grading Percentages:

Discussion Posts	10%
NSLT Learning Lessons	50%
eDiscovery Certificate	10%
Midterm Exam	10%
Final Exam	20%

Late Assignments: Late assignments (work submitted after the submission deadline) get an automatic deduction of 10% of the project grade **per day** the assignment is late. You need to plan ahead and give yourself time to deal with unexpected problems that may arise before the deadline. I will grade strictly in this course, but I also allow unlimited amounts of extra credit. **It is very possible for each of you to earn an A in this course.**

Extra Credit Points: Extra credit points are only available to **restore points you missed on specific assignments**. Extra credit points may not be used to exceed your score beyond the number of points possible for any given assignment. Extra credit points may NOT be used to makeup points lost on the Final Exam. Extra credit projects will vary based on the number of points you want to recoup. Extra credit assignments may include such projects as: 1) writing a report about a given Blog post on the NSLT website, 2) researching and writing a report about a legal software program not discussed during this course, 3) creating a presentation about a legal technology software or current topic.

 <u>**Additional Policies**</u>

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 kills, 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.

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

STUDENTLEARNING 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 2010:

Course Objectives	Activities and Assignments Used to Assess Student Achievement of course objectives.
Explain the types of forensic collections: Full-forensic, Logical, and Targeted.	Proof of completion of the Implementation and Data Processing, Data Culling and **TimeMap** learning units. Discussion post Midterm Exam
Describe and analyze different eDiscovery tools and their uses.	Proof of completion of the Introduction to eDiscovery, Budgeting Considerations and Project Planning, International Discovery and **Sanction** learning units. Discussion post Midterm Exam
Describe types of digital evidence and explain factors affecting digital evidence collection.	Proof of completion of the Project Management, Legal Framework & Obligation **Cloudnine Review** and **CaseMap** learning units. Discussion post. Midterm Exam
Summarize U.S. Federal Rules on digital evidence.	Proof of completion of the Technology Assisted Review and **Everlaw** learning units. Discussion post Midterm Exam

Use the Electronic Discovery Reference Model.	Proof of completion of the Review Planning, Document Review, **iConnect** and **VenioOne** learning units. Discussion post Midterm Exam
Define the required data deliverable items in responding to, or propounding, a Request for Production of Documents.	Proof of completion of the Data Culling, Technology Issues **Cloudnine Concordance**, and **Cloudnine Explore** learning units. Discussion post Final Exam
Explain when to use eDiscovery Consultants, Special Masters, and Forensic Mediators.	Proof of completion of the Ethics in E-Discovery learning unit. Final Exam
Use software tools to identify and review relevant data.	Proof of completion of the Information Management, Litigation Readiness, Litigation Hold Implementation and **TimeMap** learning units. Proof of completion of Collection, Planning, Implementation, Data Processing and **TextMap** learning units. Discussion post Final Exam

Course Outline:

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

WEEK	UNIT	ASSIGNMENTS
1	INTRODUCTION TO E-DISCOVERY	Complete the following ACEDS Lecture modules: • Module 1 Introduction to E-Discovery • Module 2 Budgeting Considerations • Module 3 Project Planning Discussion Post
2	INFORMATION MANAGEMENT AND LITIGATION READINESS	Complete the following ACEDS Lecture modules: • Module 4 Information Management and Litigation Readiness • Module 5 Litigation Hold Implementation Complete the TimeMap NSLT learning path Discussion post

3	PROJECT MANAGEMENT	Complete the following ACEDS module: • Module 6 Project Management • Module 7 Legal Framework and Obligation Complete the CaseMap NSLT learning path Discussion post
4	COLLECTION AND PROCESSING	Complete the following ACEDS modules: • Module 8 Collection Planning and Implementation • Module 9 Data Processing Complete the TextMap NSLT learning path. Discussion post
5	DATA CULLING	Complete the following ACEDS module: • Module 10 Data Culling Complete the Cloudnine Concordance NSLT learning path Discussion post
6	TECHNOLOGY ISSUES	Complete the following ACEDS module: • Module 11 Technology Issues Complete the Cloudnine Explore NSLT learning path Discussion post
7	MIDTERM EXAM and iConect	Complete Midterm Exam Complete the iCONECT NSLT learning path Discussion post
8	DOCUMENT REVIEW	Complete the following ACEDS modules: • Module 12 Review Planning • Module 13 Document Review Complete the VenioOne NSLT learning path
9	TECHNOLOGY ASSISTED REVIEW	Complete the following ACEDS module: • Module 14 Technology Assisted Review Complete the Everlaw NSLT learning path Discussion post
10	DATA PRODUCTION	Complete the following ACEDS module: • Module 15 Data Production Complete the Cloudnine Review NSLT learning path Discussion post
11	TRIAL PRESENTATION	• Complete the following ACEDS module: • Module 16 International Discovery Complete the Sanction NSLT learning path Discussion post
12	ETHICS IN E-DISCOVERY	Complete the following ACEDS modules: • Module 17 Ethics in E-Discovery Discussion post
13	NSLT/ACEDS CERTIFICATE	Submit eDiscovery Technology Certificate (eDTech) Discussion post
14	FINAL EXAM	FINAL EXAM