

LS 2080 Ethics Syllabus

SALT LAKE COMMUNITY COLLEGE

Instructor:

Email: Telephone:

Office hours:

Course Description: This 3 credit course explores the ethical standards of attorneys and paralegals. Topics include the unauthorized practice of law, confidentiality, conflicts of interest, attorney fees, advertising, and professionalism, among others. The disciplinary process is also discussed. Student must have completed LS 1040 before taking LS 2080. Requires a "C" grade or higher to progress in the Paralegal program.

Required Text: Cannon, Therese A., *Ethics and Professional Responsibility for Paralegals 9th Edition* Aspen Law & Business, New York, New York. ISBN: 978-1-5438-2054-6

Preparation: This course will be taught online 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 be prepared for each class by completing the required reading and watching recorded lecture videos so that the student will be able to complete the course assignments.

Student Accommodation Requests: Students with special accommodation needs or disabilities should contact the Disability Resource Center (TDD)).

Late Assignment Policy

- I do not give full credit 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.
- Once the assignments are open you can complete them early in case you have an unexpected challenge in your personal life.
- There are two extra credit assignment provided to those of you who, for one reason or another, miss an assignment so that you can recapture some of the points missed. If you are unable to submit an assignment, please do this assignment to recover some of the points you will miss.

Grading

- All assignments will be turned in on Canvas
- All quizzes and tests will be taken on-line and will be timed.
- Do not begin testing too close to the appointed cut-off time as the test will close as programmed whether you are still working on it or not.
- If you 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 your assignment.

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%

Questions: In online courses 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.

Participation: Participation is essential to your success in this class. In distance education courses you are required to participate just as if you were in a face-to-face course. This means that in order to get full credit for participation, you will have to complete your 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. You can access these through the “Modules” link on the left-navigation list.

- If you 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 your assignment.
- The assignments are open as of the morning of the first day of the semester and you can work ahead so you will have wiggle room in case you do have an unanticipated problem in your personal life.
- 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 are two extra credit assignment provided to those of you who, for one reason or another, miss an assignment so that you can recapture some of the points missed. If you are unable to submit an assignment, please do these assignments to recover some of the points you will miss.
- All assignments will be turned in on Canvas. All quizzes and tests will be taken on-line and will be timed.

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.

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/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

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 College’s learning outcomes, the Paralegal Studies program is committed to achieving the following course learning outcomes for S 2080:

Course Objectives	Activities and Assignments Used to Assess Student Achievement of course objectives.
Relate basic substantive and procedural legal ethical rules and principles to hypotheticals.	*Students will be assessed using one or more of the following: Chapter Quizzes Test1-3 Homework Video Discussions
Extract relevant data from complex information, process it appropriately, and draw reasonable conclusions within the applicable rules of ethics.	Case briefs Homework Video Discussions
Convey understanding of ethical rules and principles by drafting a variety of papers.	Confidentiality Paper Fear Article Case Briefs Homework Bar Discipline Written or Oral Reports
Analyze potential ethical issues in legal scenarios and apply appropriate rules of professional responsibility.	Bar Discipline Written or Oral Reports Video Discussions
Illustrate competence in ethical and moral reasoning within the legal environment and the broader legal community.	Advertising Activity Case Briefs

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	Regulation of Lawyers	Homework 1 Quiz 1 Fear Article
2	Ethical Guidelines and Regulation of Legal Assistants	Homework 2 Quiz 2 Case Briefs <ul style="list-style-type: none">• Struthers• Lawless,• Divine
3	Unauthorized Practice of Law	Homework 3 Quiz 3 Video Discussions: <ul style="list-style-type: none">• Disclosure of Status• UPL Issue: Working with a Witness• When Friends Ask for Legal Advice Case Briefs <ul style="list-style-type: none">• Furman,• Petersen• Moffett• Landlords Professional Services• Morin• Beach
4	Test	Test 1 (Chapters 1, 2 & 3)
5	Confidentiality	Homework 4 Quiz 4 Confidentiality Paper Video Discussions: <ul style="list-style-type: none">• Confidentiality Issue: Attorney Client Privilege• Confidentiality Issue: Family Exception?• Assignment Confidentiality Issue: Public Information Case Briefs: <ul style="list-style-type: none">• Mitchell• Samaritan Foundation• HDP v. Clorox• Bloss• Stanley• Richards v. Jain

		<ul style="list-style-type: none"> • Rico v. Mitsubishi
6	Conflicts of Interest	<p>Homework 5 Quiz 5 Video Discussions:</p> <ul style="list-style-type: none"> • Senior Citizen Consults a New Lawyer: Conflict of Interest <p>Case Briefs:</p> <ul style="list-style-type: none"> • Asbestos Cases • Phoenix v. Founders • Lamb v. Pralex • Zimmerman • Nicholas
7	Advertising and Solicitation	<p>Homework 6 Quiz 6 Lionel Hutz: Solicitation Attorney Ads Case Briefs:</p> <ul style="list-style-type: none"> • Bates • Went for it, Inc. • Cartmel • Ohralik • Bergman
8	Test	Test 2 (Chapters 4, 5 and 6)
9	Fees and Client Funds	<p>Homework 7 Quiz 7 Video Discussion:</p> <ul style="list-style-type: none"> • Assignment Fees and Billing Issues • Case Briefs: • Missouri v. Jenkins • Richlin • Taylor • New Mexico Citizens • Mogck • Music Merchants • Kooritzky • Great America Leasing • Bass • Sanford • Hessinger
10	Competence	<p>Homework 8 Quiz 8 Case Briefs:</p> <ul style="list-style-type: none"> • Gillaspy • DeVaux

		<ul style="list-style-type: none"> • Mississippi • Smith • Pincay • Tegman • Zamora • Biakanja
11	Special Issues in Advocacy	Homework 9 Quiz 9 Case Briefs: <ul style="list-style-type: none"> • Massey • Jorgenson • Crane • Omaha • Eaton • Ositis Video Discussions: <ul style="list-style-type: none"> • Zealous Representation Issue: When You are Asked to Lie
12	Professionalism	Bar Discipline Reports
13		Homework 10 Quiz 10
14	Test	Test 3 (Chapters 7, 8, 9 and 10)