

Paralegal Procedures

LS - 1030 001

Course Description

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. Requires a "B- " grade or higher to progress in the Paralegal program.

Semester: All

Course Student Learning Outcomes

- Interview clients and witnesses and appropriately interact with clients.
- Comply with the litigation process.
- Understand basic substantive and procedural legal principles.
- Perform Appropriate Calculations (Billing Time).

Engagement Plan

I do text but please identify yourself and which class you are in at the beginning of your text.

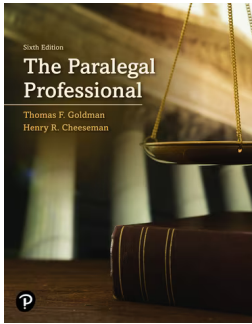
You should expect a reply to your email within 48 hours and grading within 7 days.

The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.

Keys for Success (how to succeed in the course)

The best way to do well in this course is to attend class and participate in class discussions and assignments. You should also complete assignments in Canvas on time.

Required Text or Materials



Title: The Paralegal Professional 6th Edition

ISBN: ISBN-13: 9780137574650

Authors: Thomas Goldman, Henry Cheeseman

Publisher: Pearson

Publication Date: 2021-02-12

Edition: 6th

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
9/7/25	Baseline Typing Speed	Assignment	0
9/7/25	Career Clusters Interest Survey	Assignment	20
9/7/25	Ch. 1 Class Discussion Questions	Assignment	12
9/7/25	Ch. 1 Critical Thinking and Writing Questions	Assignment	18
9/7/25	Ch. 1 Video Case Studies	Assignment	10
9/7/25	Holland Career Test	Assignment	20

Due Date	Assignment Name	Assignment Type	Points
9/7/25	SCOP Homework	Assignment	20
9/21/25	Ch. 2 Class Discussion Questions	Assignment	18
9/21/25	Ch. 2 Video Case Studies	Assignment	16
9/21/25	Ramirez v. Plough, Inc.	Assignment	10
10/2/25	Ch. 3 Class Discussion Questions	Assignment	16
10/5/25	Ch. 3 Critical Thinking and Writing Questions	Assignment	14
10/5/25	Ch. 3 Ethical Analysis and Discussion Questions	Assignment	4
10/5/25	Ch. 3 Video Case Studies	Assignment	18
10/9/25	Mock Interviews	Assignment	0
10/21/25	Resume Rough Draft	Assignment	20
10/26/25	Guest Speaker Worksheet	Assignment	20
10/28/25	Area of Law Reports	Assignment	40
10/28/25	Resume Final Draft	Assignment	35
11/4/25	Ch. 10 Class Discussion Questions	Assignment	4
11/4/25	Ch. 10 Critical Thinking and Writing Questions	Assignment	16

Due Date	Assignment Name	Assignment Type	Points
11/4/25	Ch. 10 Video Case Studies	Assignment	12
11/13/25	How to Brief a Case	Assignment	20
11/18/25	Ch. 11: Class Discussion Questions	Assignment	6
11/19/25	Brief-Rough Draft	Assignment	15
11/20/25	Ch. 11 Critical Thinking and Writing Questions	Assignment	18
12/14/25	Bluebook Exercises	Assignment	20
12/14/25	Brief-Final Draft	Assignment	21
12/14/25	Ch. 12 Class Discussion Questions	Assignment	15
12/14/25	Ch. 12 Critical Thinking and Writing Questions	Assignment	10
12/14/25	Enrichment Project	Assignment	100
12/14/25	Extra Credit Investigation Assignment	Assignment	0
12/14/25	Final Exam	Quiz	83
12/14/25	SLCC Course Evaluation-10 pts	Assignment	0
12/14/25	Typing Improvement	Assignment	35

Brief Description of Assignments/Exams

Rough Draft of Resume

Final Draft of Resume

Interviewing Activity

Ethical Scenarios

Case Brief

Typing Improvement

Final Exam

Guest speaker

Grading Scale

Percentages	Grade	Percentages	Grade	Percentages	Grade
93-100	A	80-82	B-	67-69	D+
90-92	A-	77-79	C+	63-66	D
87-89	B+	73-76	C	60-62	D-
83-86	B	70-72	C-	Below 60	F

I do not give full credit to 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. In class assignments such as Group Work cannot be made up if missed.

How to Navigate to Canvas

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.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

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, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. 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 in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

Enrichment Assignment

The enrichment assignment is an opportunity for you to dig deeper into the paralegal profession and to learn what it is like to be a paralegal. I have provided several options below for you to get involved and to learn. Please choose ONE of the options and start your experience. Waiting until the end of the term will detract from the experience and turn this opportunity into just another item on your "to do" list rather than an enjoyable learning experience. This experience is meant to be fun.

1. Attend a meeting of the Utah Paralegal Association. Go to their web site to research dates, times and places. At the meeting, take notes on the subject and what is discussed. Introduce yourself to two paralegals before or after the meeting. Learn their names and where they work. Ask questions about their education, how they got their job, what they like/dislike about their job, what they do at work etc... Prepare a short paper, PowerPoint, video etc... describing the meeting and introducing your new paralegal contacts. Conclude your presentation by explaining what you learned from the experience.
2. Arrange to shadow a working paralegal for part of a day as they perform their jobs. Be a silent observer but take notes on what you see. Afterwards, prepare a short paper, PowerPoint, video etc... explaining what you learned about being a paralegal. Explain what you saw that you liked and what seemed challenging. Explain what skills the paralegal used and how the paralegal interacted with others. Conclude your presentation by explaining what you learned from the experience. See me for names of paralegals.
3. Take a paralegal to lunch. Arrange to meet with a working paralegal and to interview them. Take notes on what you discuss. Learn about where they work, what their education is, how they got their job, what they like/dislike about their job, what they do at work on a daily basis. Be sure to ask for any advice the paralegal may have for you. Prepare a short paper, PowerPoint, video etc... describing the meeting and introducing your new paralegal contact. Conclude your presentation by explaining what you learned about being a paralegal from the experience. See me for names of paralegals.

4. Read three articles from the internet about real-life paralegal skills, workplaces, education etc... In a short paper, PowerPoint, video etc... explain to me what you learned about being a paralegal. Explain what skills, education, personal qualities etc... you will need to be an excellent paralegal. Conclude your presentation by explaining what you learned from the experience.