

ITT Technical Institute
PL1110
Introduction to Paralegal
Onsite Course

SYLLABUS

Credit hours: 4.5

Contact/Instructional hours: 45 (45 Theory Hours)

Prerequisite(s) and/or Corequisite(s):

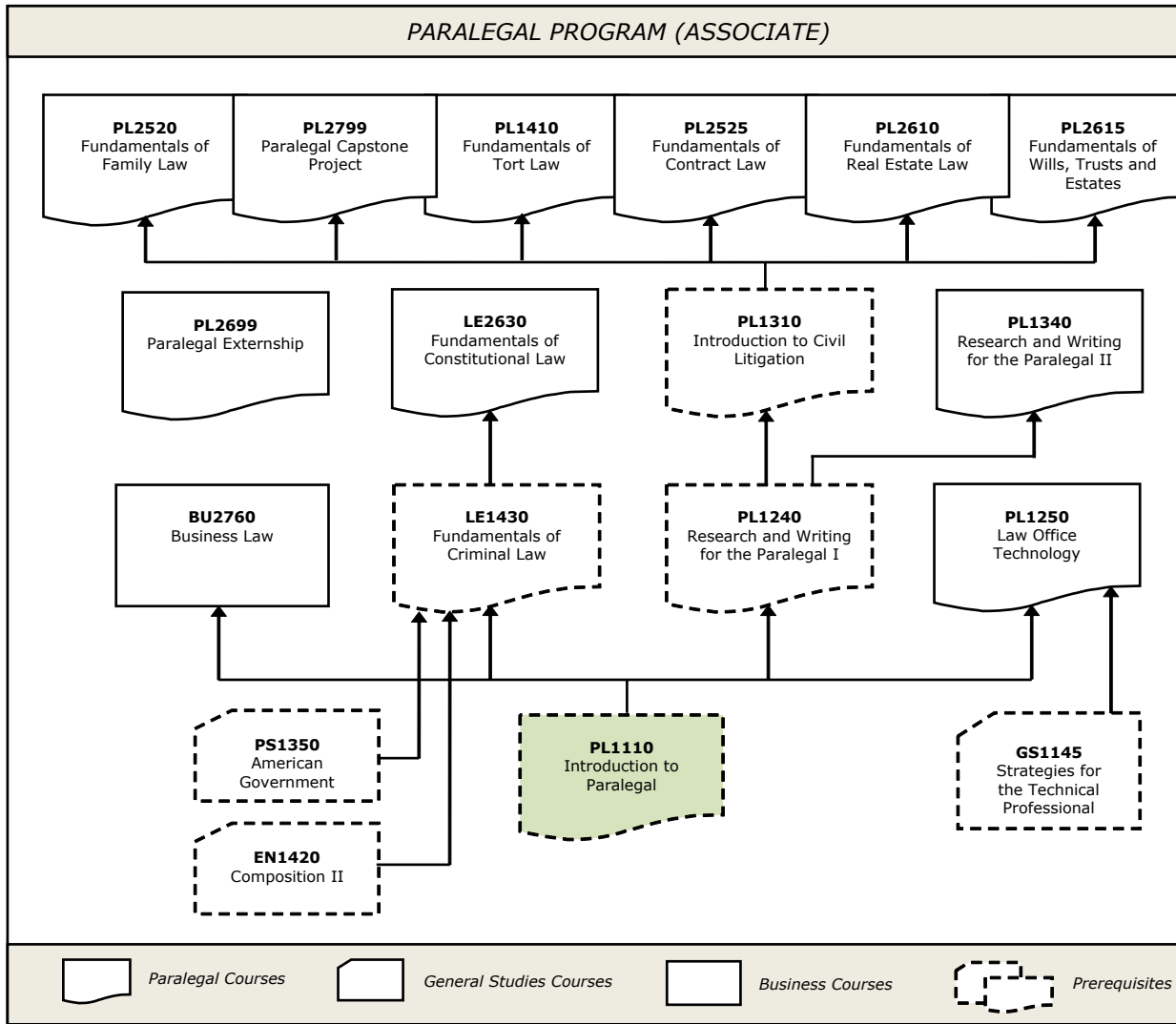
None.

Course Description:

This course provides an overview of the paralegal's role in the legal services industry, including an introduction to client interaction, case preparation, legal research, courtroom assistance and related ethical considerations. The structure of the American legal system and its processes are examined.

Where Does This Course Belong?

The following diagram demonstrates how this course fits in the standard program:



NOTE: Refer to the catalog for the state-specific course and program information, if applicable.

This course is required for the Paralegal Studies program. This program covers the following core areas:

- Ethics and Professional Responsibility
- Legal Research and Writing
- Technology
- The American Judicial System

Course Summary

Major Instructional Areas

1. The paralegal profession and workplace
2. Technology and critical skills for the paralegal
3. Ethics, regulation, and professional responsibility
4. Sources of American law
5. The court system
6. Civil litigation and alternative dispute resolution (ADR)
7. Administrative law
8. Interviewing and investigation skills
9. Traditional and computer-assisted legal research
10. Legal writing and critical legal thinking

Course Objectives

1. Summarize the responsibilities assumed by paralegals in law firms, corporations, and government agencies.
2. List the necessary skills, characteristics, attitudes, and education required to become an effective paralegal.
3. Describe the benefits of joining professional associations to the paralegal professional.
4. Develop interview skills and begin a résumé for the paralegal profession.
5. Identify regulatory issues within the paralegal profession.
6. Assess ethical issues encountered within the paralegal profession.
7. Analyze the Unauthorized Practice of Law and implications for the Paralegal.
8. Analyze the evolution of American law.
9. Describe the structure of the federal and state court systems.
10. Summarize the types of alternative dispute resolutions (ADR).
11. Explain the civil litigation process.
12. Differentiate the authority and functioning of administrative agencies.
13. Prepare for a client/witness interview.
14. Diagram a legal research plan to organize the legal writing process.
15. Apply critical legal thinking skills to evaluate paralegal scenarios to determine if the actions of the paralegals involved are in compliance with acceptable standard practices.

Detailed Topical Outline

1. Unit 1 - The Paralegal Profession: Education, Skills and Roles in the Workplace
 - 1.1 Introduction to paralegal profession
 - 1.1.1 What is a paralegal?
 - 1.1.2 What do paralegals do?
 - 1.1.3 Professional skills
 - 1.1.4 Career planning
 - 1.1.5 Regulating the practice of law
 - 1.1.6 Opportunities for paralegals
 - 1.1.7 The future
 - 1.2 The paralegal workplace
 - 1.2.1 Arrangement and organization of law offices and firms
 - 1.2.2 Specialty practices
 - 1.2.3 Paralegal tasks and functions
 - 1.2.4 Preparing your résumé
 - 1.2.5 Interviewing for a job
2. Unit 2 - Professional Responsibility and Regulation of the Paralegal Profession
 - 2.1 Introduction to ethics and professional responsibility
 - 2.2 Regulation of the practice of law
 - 2.3 Unauthorized practice of law (UPL)
 - 2.4 Ethical obligations, guidelines, and rules
 - 2.5 The duty of confidentiality, attorney-client privilege, and work-product doctrine
 - 2.6 Candor and fairness in litigations
 - 2.7 Administrative procedures in law offices
 - 2.8 Accounting in the law office
3. Unit 3 - Paralegal Skills and Technology
 - 3.1 Technology in the law office
 - 3.1.1 Need for computer skills
 - 3.1.2 Understanding the language
 - 3.1.3 Computer hardware
 - 3.1.4 Operating systems
 - 3.1.5 Applications software
 - 3.1.6 Graphics programs
 - 3.1.7 Specialty application programs
 - 3.1.8 Electronic courtroom and paperless office
 - 3.1.9 Networks

- 3.1.10 The Internet
- 3.1.11 Online computer resources
- 3.1.12 Formats of available information
- 3.1.13 Electronic filing
- 3.1.14 Computer and network security
- 3.1.15 Future trends in law office technology
- 3.2 Traditional and computerized legal research
 - 3.2.1 Legal research defined
 - 3.2.2 Creating a research plan
 - 3.2.3 Finding the law
 - 3.2.4 Personal research strategy
 - 3.2.5 Using printed legal reference works
 - 3.2.6 Constructing a computer search query
 - 3.2.7 Updating legal research
 - 3.2.8 Parallel citations
- 4. Unit 4 - Introduction to Law
 - 4.1 What is the law?
 - 4.1.1 History of American law
 - 4.1.2 Sources of law in the United States
 - 4.1.3 Doctrine of *Stare Decisis*
 - 4.1.4 Constitution of the United States of America
 - 4.1.5 Supremacy clause
 - 4.1.6 Commerce clause
 - 4.1.7 Bill of Rights and other amendments
 - 4.1.7.1 Freedom of speech
 - 4.1.7.2 Freedom of religion
 - 4.1.7.3 Due process clause
 - 4.1.7.4 Equal protection clause
 - 4.2 Court system and Alternative Dispute Resolution (ADR)
 - 4.2.1 State court system
 - 4.2.2 Federal court system
 - 4.2.3 Jurisdiction of federal and state courts
 - 4.2.4 Personal jurisdiction
 - 4.2.5 Alternative dispute resolution
 - 4.2.5.1 Negotiations
 - 4.2.5.2 Arbitration
 - 4.2.5.3 Other forms of ADR

5. Unit 5 - Paralegal Skills: Interviewing, Investigation, and Critical Legal
 - 5.1 Interviewing of clients and witnesses
 - 5.1.1 Interviews
 - 5.1.2 Preparing for the interview
 - 5.1.3 Conducting the interview
 - 5.1.4 Moral vs. ethical considerations
 - 5.1.5 Expert witnesses
 - 5.1.6 Investigating claims
 - 5.1.7 Freedom of Information Act (FOIA)
 - 5.1.8 Locating witnesses
 - 5.2 Legal writing
 - 5.2.1 Writing styles
 - 5.2.2 Preparing an office memorandum
6. Unit 6 - Civil Litigation
 - 6.1 Pleadings
 - 6.2 E-Filing in court
 - 6.3 Discovery
 - 6.4 E-Discovery
 - 6.5 Pretrial motions
 - 6.6 Settlement conferences
 - 6.7 Trials
 - 6.8 Appeals
7. Unit 7 - The Criminal Procedure and Administrative Law
 - 7.1 Criminal procedure
 - 7.2 Criminal trial
 - 7.3 Constitutional safeguards
 - 7.3.1 Fourth Amendment protection against unreasonable search and seizures
 - 7.3.2 Fifth Amendment privilege against self-incrimination
 - 7.3.3 Fifth Amendment protection against double jeopardy
 - 7.3.4 Sixth Amendment right to a public trial
 - 7.3.5 Eight Amendment protection against cruel and unusual punishment
 - 7.4 Administrative law and agencies
 - 7.4.1 Administrative procedure
 - 7.4.2 Powers of administrative agency
 - 7.4.3 Disclosure of administrative agency actions
8. Unit 8 - Torts and Product Liability

- 8.1 Intentional torts against persons
- 8.2 Intentional torts against property
- 8.3 Unintentional torts – negligence
- 8.4 Special negligence doctrines
 - 8.4.1 Professional malpractice
 - 8.4.2 Negligent infliction of emotional distress
 - 8.4.3 Negligence *per se*
 - 8.4.4 *Res Ipsa Loquitur*
 - 8.4.5 Good Samaritan Law
 - 8.4.6 Dram Shop Act
 - 8.4.7 Liability of landowners
 - 8.4.8 Liability of common carriers and innkeepers
- 8.5 Defenses to negligence
- 8.6 Product liability and strict liability
- 9. Unit 9 - Family Law, Estates, and Elder Law
 - 9.1 Family law
 - 9.1.1 Pre-marriage issues
 - 9.1.2 Marriage
 - 9.1.3 Parents and children
 - 9.1.4 Termination of the marriage
 - 9.1.5 Division of assets and spousal support
 - 9.1.6 Child custody and child support
 - 9.2 Estates and Elder law
 - 9.2.1 Wills
 - 9.2.2 Special types of wills
 - 9.2.3 Testamentary gifts
 - 9.2.4 Probate
 - 9.2.5 Intestate succession
 - 9.2.6 Living will and health care directive
 - 9.2.7 Trusts
 - 9.2.8 Living trusts
 - 9.2.9 Elder law
- 10. Unit 10 - Contracts and Property Law
 - 10.1 Contracts
 - 10.1.1 Sources of contract law
 - 10.1.2 Formation of contract law
 - 10.1.3 Agreement

- 10.1.4 Consideration
- 10.1.5 Capacity to contract
- 10.1.6 Lawful object
- 10.1.7 Unconscionable contract
- 10.1.8 Statute of frauds
- 10.1.9 Performance and breach
- 10.1.10 Monetary damages
- 10.1.11 Equitable damages
- 10.1.12 Uniform Commercial Code (UCC)
- 10.1.13 E-commerce and E-contracts
- 10.1.14 E-license
- 10.2 Property Law
 - 10.2.1 Personal property
 - 10.2.2 Bailment
 - 10.2.3 Real property
 - 10.2.4 Other forms of ownership
 - 10.2.5 Transfer of ownership of real property
 - 10.2.6 Landlord – tenant relationship
 - 10.2.7 Land use control
- 11. Unit 11 – Final Examination and Final Project due

Learning Materials and References

Required Resources

Complete Textbook Package	New to this Course	Carried over from Previous Course(s)	Required for Subsequent Course(s)
Goldman, T. F., & Cheeseman, H. R. (2011). <i>The paralegal professional</i> (3rd ed.). Upper Saddle River, NJ: Prentice Hall.	■		

Technology Requirements

- A computer or access to a computer with Microsoft Word and PowerPoint
- Internet access

Recommended Resources

Books and Professional Journals

- The Bluebook

<http://www.legalbluebook.com> (accessed 03/11/2013)

Currently in its nineteenth edition, The Bluebook continues to provide a systematic legal citation system by which members of the legal profession communicate important information to one another about the sources and legal authorities upon which they rely in their work.

- The American Journal of Jurisprudence

<http://www.nd.edu/~ndlaw/ajj/> (accessed 03/11/2013)

A function of the Notre Dame Law School, the *Journal* publishes articles and review essays critically examining the moral foundations of law and legal systems and exploring current and historical issues in ethics, jurisprudence, and legal (including constitutional) theory.

Professional Associations

- American Bar Association (ABA)

<http://www.abanet.org/> (accessed 03/11/2013)

This is the official site for the American Bar Association and provides current article links within the ABA Newsroom, as well as the *ABA Journal*.

- National Federation of Paralegal Associations (NFPA)

<http://www.paralegals.org> (accessed 03/11/2013)

This site provides information about the Paralegal Advanced Competency Exam (PACE), individual state paralegal regulations, legal research resources, and association membership.

- National Association of Legal Assistants (NALA)

<http://www.nala.org> (accessed 03/11/2013)

This site includes information about paralegal careers, continuing education, the Certified Legal Assistant (CLA), and the Certified Paralegal (CP) exam.

- International Paralegal Management Association (IPMA)

<http://www.paralegalmanagement.org/> (accessed 03/11/2013)

This site includes legal resources and service providers, job openings, and industry reports, as well as additional links to law-related associations.

- NALS, the Association for Legal Professionals

<http://www.nals.org> (accessed 03/11/2013)

This site includes information about NALS and the Professional Paralegal (PP) certification, as well as continuing education and online training.

- American Association for Paralegal Education (AAfPE)

<http://www.aafpe.org> (accessed 03/11/2013)

This site includes information about the AAfPE organization and provides an overview of the paralegal profession, as well as listing upcoming conferences and links to additional allied organizations.

- American Alliance of Paralegals, Inc. (AAPI)

<http://www.aapipara.org> (accessed 03/11/2013)

This site includes information about AAPI's Code of Ethics, paralegal education, certification programs, and links to various legal resources.

ITT Tech Virtual Library (accessed via Student Portal | <https://studentportal.itt-tech.edu>)

- Books> Ebrary
 - Camenson, B. (2005). *Careers for legal eagles & other law-and-order types* (2nd ed.). New York, NY: McGraw Hill.
 - Fins, A. (2005). *Opportunities in paralegal careers* (Revised ed.). New York, NY: McGraw Hill.

Other References

- Cornell University Law Library

<http://library.lawschool.cornell.edu> (accessed 03/11/2013)

This site offers electronic legal research capability and an online legal research guide.

- The Oyez Project

<http://www.oyez.org> (accessed 03/11/2013)

This site offers access to databases on the major constitutional cases heard by the U.S. Supreme Court.

NOTE: All links are subject to change without prior notice.

Information Search

Use the following keywords to search for additional online resources that may be used for supporting your work on the course assignments:

- Citations
- Technology in the law office
- Rules of professional conduct
- Alternative dispute resolution
- Analytical skills
- Case evaluation
- Electronic searching strategies
- Investigations
- Jurisdiction
- Paralegal certification
- Applications software programs

Suggested Learning Approach

In this course, you will be studying individually and within a group of your peers. As you work on the course deliverables, you are encouraged to share ideas with your peers and instructor, work collaboratively on projects and team assignments, raise critical questions, and provide constructive feedback.

Use the following advice to receive maximum learning benefits from your participation in this course:

DO	DON'T
<ul style="list-style-type: none">▪ Do take a proactive learning approach▪ Do share your thoughts on critical issues and potential problem solutions▪ Do plan your course work in advance▪ Do explore a variety of learning resources in addition to the textbook▪ Do offer relevant examples from your experience▪ Do make an effort to understand different points of view▪ Do connect concepts explored in this course to real-life professional situations and your own experiences	<ul style="list-style-type: none">▪ Don't assume there is only one correct answer to a question▪ Don't be afraid to share your perspective on the issues analyzed in the course▪ Don't be negative about the points of view that are different from yours▪ Don't underestimate the impact of collaboration on your learning▪ Don't limit your course experience to reading the textbook▪ Don't postpone your work on the course deliverables – work on small assignment components every day

Course Outline

<p>Unit 1: THE PARALEGAL PROFESSION: EDUCATION, SKILLS, AND ROLES IN THE WORKPLACE</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> Describe the role of a paralegal in the delivery of legal services. Explain the importance of professional skills in career advancement. Describe the job opportunities for the paralegal. Describe the different regulations and certifications for a paralegal. Have an overview of most types of legal practices. Have an understanding of the different areas of the law practiced. <p style="text-align: right;">Total outside work: 10 hours</p>			
READING ASSIGNMENT	<ul style="list-style-type: none"> Goldman & Cheeseman, Chapter 1 and Chapter 3 		
OUTSIDE WORK	Activity		Estimated Time
	Read Chapter 1 and Chapter 3		4.5 hrs
	Unit 1 Assignment 1: Preparing for a Job Interview: Résumé Advice		3.5 hrs
	Read Chapter 2		2 hrs
GRADED ACTIVITIES / DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Discussion	Unit 1 Discussion 1: Preparing for a Job Interview: Interviewing Advice	1%
	Assignment	Unit 1 Assignment 1: Preparing for a Job Interview: Résumé Advice	1.25%

<p>Unit 2: ETHICS, PROFESSIONAL RESPONSIBILITY, AND REGULATION OF THE PARALEGAL PROFESSION</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> • Understand the difference between the attorney’s rules of ethics and the paralegal’s rules of ethics. • Understand the unauthorized practice of law. • Understand attorney-client privilege and confidentiality of client communications. • Understand the attorney work-product privilege. <p style="text-align: right;">Total outside work: 11 hours</p>			
READING ASSIGNMENT	<ul style="list-style-type: none"> • Goldman & Cheeseman, Chapter 2 		
OUTSIDE WORK	Activity	Estimated Time	
	Read Chapters 4 and 10	4.5 hrs	
	Unit 2 Assignment 1: <i>Ramirez v. Plough, Inc.</i> , 12 Cal. Rptr.2d 423 (Cal. Ct. App. 1992)	3 hrs	
	Study for Unit 3 Quiz 1	30 min	
	Unit 2 Assignment 2: Professional Responsibility	3 hrs	
GRADED ACTIVITIES/ DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Discussion	Unit 2 Discussion 1: The Lesser Evil: Attorney vs. Paralegal Violations	1%
	Assignment	Unit 2 Assignment 1: <i>Ramirez v. Plough, Inc.</i>	1.25%
		Unit 2 Assignment 2: Professional Responsibility	1.25%

Unit 3: PARALEGAL SKILLS AND TECHNOLOGY

Upon completion of this unit, students are expected to:

- Explain why computer skills are essential in the law office and court system.
- Explain the importance of understanding the language of technology.
- Describe the use of the Internet, hardware, and legal software in a law office.
- Understand the steps for traditional and computerized legal research.
- Create a research plan and distinguish between primary and secondary sources.
- Understand the format for legal citations.

**Total
outside
work:**
11 hours

READING ASSIGNMENT	<ul style="list-style-type: none"> • Goldman & Cheeseman, Chapter 4 and Chapter 10 		
OUTSIDE WORK	Activity		Estimated Time
	Read Chapters 5 and 6		4.5 hrs
	Unit 3 Assignment 1: The Research Plan		3 hrs
	Study for Unit 4 Quiz 2		90 min.
Project Part 1: Proposal		2 hrs	
GRADED ACTIVITIES/ DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Quiz	Unit 3 Quiz 1	4%
	Discussion	Unit 3 Discussion 1: Case and Litigation Management Software	1%
	Assignment	Unit 3 Assignment 1: The Research Plan	1.25%
	Project	Project Part 1: Proposal (ePortfolio) ((Assigned Unit 3)	5%

Unit 4: INTRODUCTION TO LAW

Upon completion of this unit, students are expected to:

- Recognize the professional opportunities for paralegals in dispute resolution, constitutional law, and litigation areas.
- Define the law and describe the fairness, flexibility, and functions of the law.
- List the sources of the law, and the important clauses of the U.S. Constitution.
- Explain the paralegal's duty to avoid conflicts of interest.
- Describe the federal and state court systems, personam, and subject-matter jurisdictions.

**Total
outside
work:**
7.5 hours

READING ASSIGNMENT	Goldman & Cheeseman, Chapter 5 and Chapter 6		
OUTSIDE WORK	Activity		Estimated Time
	Read Chapters 9 and 11		4.5 hrs.
	Unit 4 Assignment 1: Equally Protected Law School Admissions?		3 hrs
GRADED ACTIVITIES/ DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Quiz	Unit 4 Quiz 2	4%
	Discussion	Unit 4 Discussion 1: Name Your School of Thought	1%

	Assignment	Unit 4 Assignment 1: Equally Protected Law School Admissions?	1.25%
<p>Unit 5: PARALEGAL SKILLS: INTERVIEWING, INVESTIGATION, AND CRITICAL LEGAL THINKING</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> • Explain the issues involved in preparing for and conducting an interview. • List and describe sources for obtaining information. • Explain the function of trial notebook and case management. • Explain the process of critical legal thinking. • Describe what a memorandum of law and a court brief are. • The proper citation process and format. <p style="text-align: right;">Total outside work: 9.5 hours</p>			
READING ASSIGNMENT	<ul style="list-style-type: none"> • Goldman & Cheeseman, Chapter 9 and Chapter 11 		
OUTSIDE WORK	Activity		Estimated Time
	Read Chapter 7		2 hrs
	Unit 5 Assignment 1: Palsgraf's Witness		6 hrs
	Study for Unit 6 Quiz 3		90 min
GRADED ACTIVITIES / DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Discussion	Unit 5 Discussion 1: Relevant vs. Irrelevant	1%
		Unit 5 Discussion 2: Interviewing Techniques and Methods	1%
	Assignment	Unit 5 Assignment 1: Palsgraf's Witness	1.25%
		Unit 5 Assignment 2: Relevant Evidence from an Investigation	1.25%

Unit 6: CIVIL LITIGATION			
Upon completion of this unit, students are expected to: <ul style="list-style-type: none"> • Identify the basic civil litigation process and documents. • Recognize the discovery process and its purpose. • Identify the settlement process and verdicts or judgments. • Explain the appeal process and the levels of appellate court. 		Total outside work: 8.5 hours	
READING ASSIGNMENT	<ul style="list-style-type: none"> • Goldman & Cheeseman, Chapter 7 		
OUTSIDE WORK	Activity	Estimated Time	
	Read Chapter 8	3 hrs	
	Unit 6 Assignment 1: The O.J Simpson Trial (Defendant Must Testify?)	2 hrs	
	Unit 6 Assignment 2: Briefing an Appellate Case	2 hrs	
	Study for Unit 7 Quiz 4	90 mins.	
GRADED ACTIVITIES / DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Discussion	Unit 6 Discussion 1: The Rules of Civil Procedure and the Discovery Process	1%
	Quiz	Unit 6 Quiz 3	4%
	Assignment	Unit 6 Assignment 1: The O.J Simpson Trial (Defendant Must Testify?)	1.25%
		Unit 6 Assignment 2: Briefing an Appellate Case	1.25%

Unit 7: THE CRIMINAL PROCEDURE AND ADMINISTRATIVE LAW			
Upon completion of this unit, students are expected to:			
<ul style="list-style-type: none"> • Discuss the professional opportunities available to paralegals. • Describe the criminal process and procedures, to include the different hearings. • Describe the functions and procedures for a grand jury and an indictment. • Understand the U.S. Constitutional Amendments affecting criminal and administrative law. • Define administrative law and the types of cases included in administrative law. 	Total outside work: 10 hours		
READING ASSIGNMENT	<ul style="list-style-type: none"> • Goldman & Cheeseman, Chapter 8 		
OUTSIDE WORK	Activity		Estimated Time
	Read Chapter 12		3 hrs
	Unit 7 Assignment 1: Civil Procedures vs. Criminal Procedures		2 hrs
	Unit 7 Assignment 2: What Agencies and Professions Are Involved with Administrative Law Cases?		2 hrs
	Study for Unit 8 Quiz 5		60 min
Project Part 2: Rough Draft		2 hrs	
GRADED ACTIVITIES / DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Discussion	Unit 7 Discussion 1: A Defendant Has Constitutional Rights, Too?	1%
	Assignment	Unit 7 Assignment 1: Civil Procedures vs. Criminal Procedures	1.25%
		Unit 7 Assignment 2: What Agencies and Professions Are Involved with Administrative Law Cases?	1.25%
	Quiz	Unit 7 Quiz 4	4%
	Project	Project Part 2: Rough Draft (ePortfolio) (Assigned Unit 7)	5%

Unit 8: TORTS AND PRODUCT LIABILITY

Upon completion of this unit, students are expected to:

- Recognize the professional opportunities available to paralegals in the tort and product liability.
- List and describe intentional torts against persons.
- List and describe intentional torts against property.
- List and explain the elements necessary to prove negligence.
- List and describe special negligence doctrines.
- Describe and apply the doctrine of strict liability to product liability cases.
- Describe the types of defects to which the doctrine of strict liability applies.
- Explain when punitive damages are awarded in strict liability actions.
- Explain a lawyer's duty to disclose information that could cause bodily harm.

**Total
outside
work:**
7.5 hours

READING ASSIGNMENT	• Goldman & Cheeseman, Chapter 12		
OUTSIDE WORK	Activity		Estimated Time
	Read Chapters 15 and 16		3.5 hrs
	Unit 8 Assignment 1: The Faulty Tire Tort Action		4 hrs.
GRADED ACTIVITIES/ DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Assignment	Unit 8 Assignment 1: The Faulty Tire Tort Action	1.25%
	Quiz	Unit 8 Quiz 5	4%

Unit 9: FAMILY LAW, ESTATES, AND ELDER LAW

Upon completion of this unit, students are expected to:

- Recognize the professional opportunities for paralegals in the family, estate, and elder law areas.
- Explain marriage, adoption, divorce, and annulment procedures and laws.
- Explain the distribution of property in a divorce action.
- Discuss child and spousal support procedures and requirements.
- Describe the requirements for a living trust and a legal will and their revocation or change.

**Total
outside
work:**
9.0 hours

READING ASSIGNMENT	• Goldman & Cheeseman, Chapters 15 and 16		
OUTSIDE WORK	Activity		Estimated Time
	Read Chapters 13 and 14		5 hrs
	Unit 9 Assignment 1: My Divorce and My Marriage		2 hrs
	Unit 9 Assignment 2: My Last Will and Testament		2 hrs
GRADED ACTIVITIES/ DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Discussion	Unit 9 Discussion 1: Do I Need a Trust or Will?	1%
		Unit 9 Discussion 2: Probating an Estate	1%
	Assignment	Unit 9 Assignment 1: My Divorce and My Marriage	1.25%
		Unit 9 Assignment 2: My Last Will and Testament	1.25%

Unit 10: CONTRACTS AND PROPERTY LAW				
Upon completion of this unit, students are expected to:			Total outside work: 11.5 hours	
<ul style="list-style-type: none"> Recognize the professional opportunities for paralegals in the property and contract law areas. List the elements of a contract. Learn which contracts must be in writing. Receive an introduction to the Statute of Frauds. Describe e-commerce. Define personal and real property. Identify the types of ownership. Be introduced to the different types of estates. 				
READING ASSIGNMENT	<ul style="list-style-type: none"> Goldman & Cheeseman, Chapters 13 and 14 			
OUTSIDE WORK	Activity			Estimated Time
	Study for Final Examination			6.5 hrs
	Unit 10 Assignment 1: What Contracts Are Needed for a Real Estate Closing?			2 hrs
	Final Project Preparation and Presentation: Project materials uploaded to ePortfolio			3 hrs
GRADED ACTIVITIES/ DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)	
	Presentation	Unit 10 Presentation 1: Presentation of project with Peer Feedback (ePortfolio)	10%	
	Assignment	Unit 10 Assignment 1: What Contracts Are Needed for a Real Estate Closing?	1.25%	
		Unit 10 Assignment 2: What Contracts Are Needed in a Personal Property Deal?	1.25%	

Unit 11: REVIEW, QUESTIONS, AND FINAL EXAMINATION			
Upon completion of this unit, students are expected to:			Total outside work: 0 hours
<ul style="list-style-type: none"> Demonstrate mastery of course objectives. 			
READING ASSIGNMENT	<ul style="list-style-type: none"> None 		
OUTSIDE WORK	Activity		Estimated Time
	None		0 min.
GRADED ACTIVITIES/ DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Project	Project Part 3: Submission of Final Project Materials (ePortfolio) (Assigned Unit 10)	10%
	Exam	Final Examination	20%

Note: Your instructor may add a few learning activities that will change the grade allocation for each assignment in a category. The overall category percentages will not change.

Evaluation and Grading

Evaluation Criteria

The graded assignments will be evaluated using the following weighted categories:

Category	Weight
Assignment	20%
Project	20%
Discussion	10%
Presentation	10%
Quiz	20%
Exam	20%
TOTAL	100%

Grade Conversion

The final grades will be calculated from the percentages earned in the course, as follows:

Grade	Percentage
A (4.0)	90–100%
B+ (3.5)	85–89%
B (3.0)	80–84%
C+ (2.5)	75–79%
C (2.0)	70–74%
D+ (1.5)	65–69%
D (1.0)	60–64%
F (0.0)	<60%

Academic Integrity

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct, including plagiarism, self-plagiarism, fabrication, deception, cheating, and sabotage. For more information on the academic honesty policies, refer to the Student Handbook and the Course Catalog.

(End of Syllabus)