

ITT Technical Institute
PL2799
Paralegal Capstone Project
Onsite Course

SYLLABUS

Credit hours: 4.5

Contact/Instructional hours: 60 (30 Theory Hours, 30 Lab Hours)

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

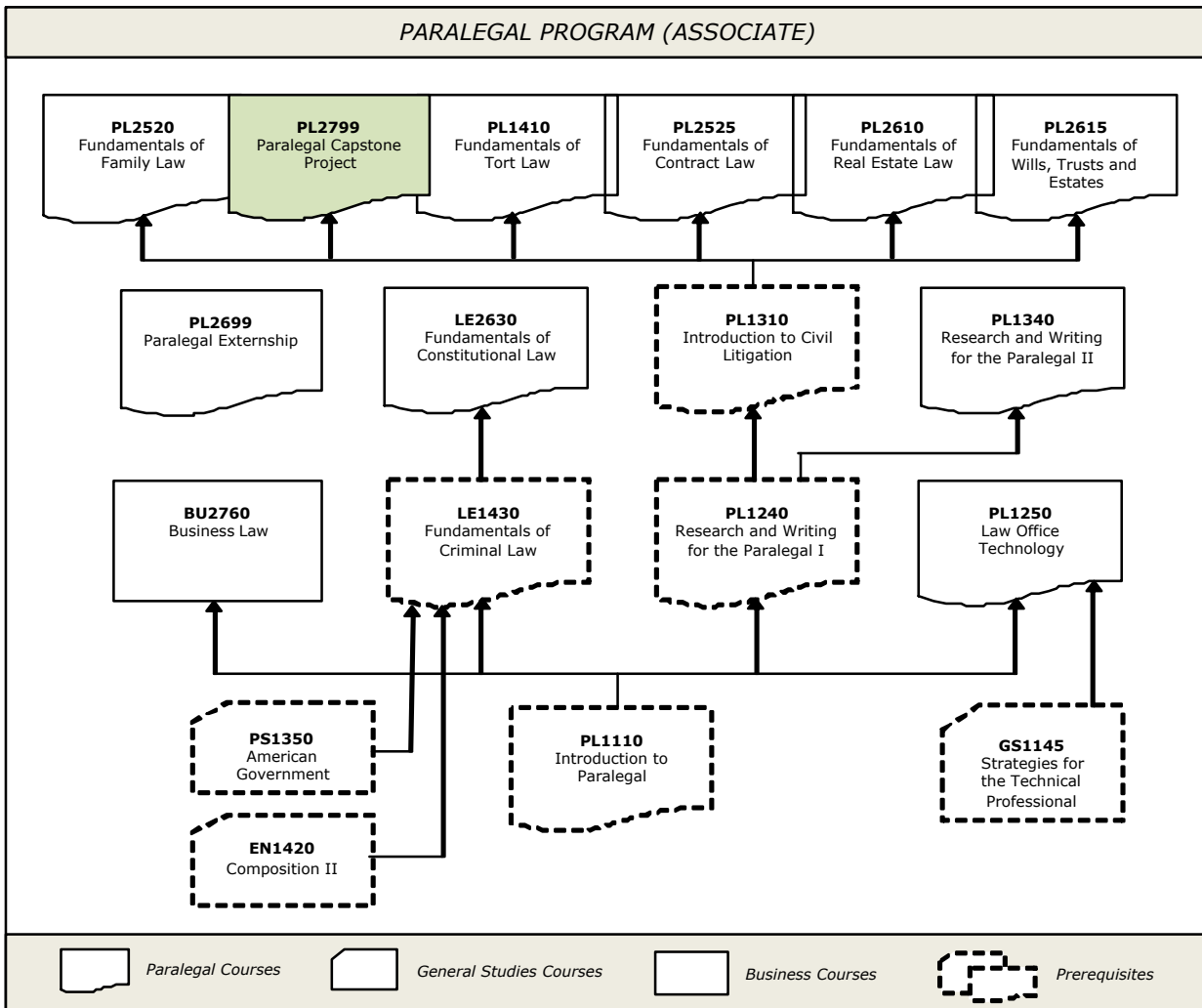
Prerequisites: Completion of a minimum of 75 credits earned in the program of study including PL1310 Introduction to Civil Litigation or equivalent

Course Description:

This course provides a culminating experience in the Paralegal program. Students are given the opportunity to demonstrate competency and knowledge they have developed throughout the program.

Where Does This Course Belong?

This course is offered in the second year of the Paralegal associate degree. The Paralegal degree from ITT Technical Institute helps to prepare students for meaningful careers as paralegals and legal assistants working in civil litigation, family law, criminal law, real estate law, and/or probate law. 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 program. This program covers the following core areas:

- Civil law
- Family law
- Criminal law
- Real estate law
- Legal research and writing
- Ethical standards
- Law office technology
- Business law
- Wills, trusts, and estates

Course Summary

Major Instructional Areas

1. Research responsibilities of a paralegal in the American legal system
2. Ethical considerations related to legal research
3. Refinement of the professional paralegal portfolio
4. Analysis of legal issues
5. Preparation of legal documents
6. Increase knowledge of software used in law offices
7. Production of the employment package

Course Objectives

1. Summarize research practices used by a paralegal.
2. Analyze ethical issues related to research and paralegal practice.
3. Identify requirements of court filings.
4. Identify pertinent legal issues within given situations.
5. Analyze the facts in a case.
6. Classify legal research sources.
7. Research controlling law.
8. Prepare legal documents.
9. Develop employment-seeking skills.
10. Complete the professional paralegal portfolio.

Learning Materials and References

Required Resources

Complete Textbook Package	New to this Course	Carried over from Previous Course(s)	Required for Subsequent Course(s)
Pearson Learning Solutions (2012). <i>Paralegal Studies</i> (Custom ed.). Boston: Pearson.	■		
Other Items	New to this Course	Carried over from Previous Course(s)	Required for Subsequent Course(s)
<i>SmartDraw</i>		■	

Recommended Resources

Books, Professional Journals

- Litigation Today
- Paralegal Today

Professional Associations

- American Bar Association
<http://www.americanbar.org>
- National Association of Legal Assistant
<http://www.nala.org/code.aspx>
- National Federation of Paralegal Associations
<http://www.paralegals.org/index.cfm>

Topical Websites

- Google Advanced Scholar Search
http://scholar.google.com/advanced_scholar_search

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

- Books> eBooks on EbscoHost
 - Elias, S., & Levinkind, S. (2007). *Legal research: How to find and understand the law* (14th ed.). Berkley, CA: Nolo.
- Periodicals
 - LexisNexis Academic
 - Web Collections and Indexes> Law Journals
- School of Study> School of Criminal Justice> Recommended Links
 - General> LLRX: Law and Technology Resources for Legal Professions
 - Law> American Law Sources On-line
 - Law> FindLaw

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:

- Client intake + interview

- E-filing + court system
- Litigation timeline
- Advanced directives + elder law
- Full faith and credit clause
- Independent contractor
- Living will
- Mediation
- Arbitration
- Mandated reporting laws
- Negligence
- Malfeasance
- Nonfeasance
- Proximate cause
- Right to privacy
- Substantive due process
- Child support guidelines

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: REVIEW OF PARALEGAL STUDIES</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> Examine ethical issues associated with the paralegal profession Create example questions and responses to be applied in client interviews Demonstrate listening skills and proper questioning techniques to use in client interviews Illustrate the process of gathering information for standard forms 			<p>Out-of-class work: 11.5</p>
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> Paralegal Studies, Chapters 1, 2, and 3 	Assignment	Unit 1 Assignment 1: The Client Interview	3%

<p>Unit 2: TECHNOLOGY IN THE LAW OFFICE/LEGAL RESEARCH AND WRITING</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> Identify the various types of software used in a law office and the emerging role of the “paperless” office Describe how the court system implements technology in filing and retrieving legal documents Evaluate computer software used in law office management Draft basic legal correspondence and memoranda Apply the process of retrieving documentation through Computer Assisted Legal Research Compare documentation found via CALR and the Internet Demonstrate the ability to compose the most common correspondence forms used within the law office 			<p>Out-of-class work: 11.5</p>
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> Paralegal Studies, Chapters 4, 5, 6, 7, and 8 	Lab	Unit 2 Lab 1: Draft a Brief	3%
	Project	Project 1: Project Part 1 (Ungraded)	N/A

<p>Unit 3: CIVIL LITIGATION</p> <p>Upon completion of this unit, students are expected to:</p>	<p>Out-of-class work:</p>
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<ul style="list-style-type: none"> • Draft a Summons and Complaint • Compose an answer to the complaint • Analyze the steps involved in enforcing court judgments 			11.5
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> • Paralegal Studies, Chapters 9, 10, and 11 	Assignment	Unit 3 Assignment 1: Draft Summons, Complaint, and Answer	3%
	Project	Project 1: Project Part 2 (Ungraded)	N/A

<p>Unit 4: CONTRACTS</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> • Discuss how the principles of agency law/contracts apply to the paralegal profession • Differentiate between principals, agents, and independent contractors 			<p>Out-of-class work: 11.5</p>
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> • Paralegal Studies, Chapter 12 	Lab	Unit 4 Lab 1: Draft Independent Contractor Agreement	3%
	Project	Project 1: Project Part 3 (Ungraded)	N/A
	Quiz	Unit 4 Quiz 1	5%

<p>Unit 5: REAL ESTATE: WILLS & TRUSTS; BUSINESS LAW</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> • Draft basic legal correspondence and memoranda • Explain the importance of arbitration and mediation within the law office • Evaluate the various Alternative Dispute Resolution (ADR) processes as a remedy to contractual disputes in real estate • Summarize the types and purposes of Advanced Directives • Explain the value of Advanced Directives in non-traditional families • Analyze the impact of Title VII of the Civil Rights Act of 1964 in the workplace • Identify potential ethical conflicts are they relate to Title VII 			<p>Out-of-class work: 11.5</p>
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> • Paralegal Studies, Chapters 13, 14, 15, and 16 	Assignment	Unit 5 Assignment 1: Draft Healthcare Power of Attorney	3%

Unit 6: CRIMINAL LAW			Out-of-class work: 11.5
Upon completion of this unit, students are expected to: <ul style="list-style-type: none"> Distinguish the differences between child abuse, elder abuse, and spousal abuse in regards to the law Analyze how the crimes involved in family violence impact the law office and the paralegal's role 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> Paralegal Studies, Chapter 17 	Lab	Unit 6 Lab 1: Spousal Abuse	3%
	Project	Project 1: Project Part 4	15%

Unit 7: TORTS			Out-of-class work: 8.5
Upon completion of this unit, students are expected to: <ul style="list-style-type: none"> Identify the elements of negligence Evaluate special negligence statutes Distinguish the major defenses to negligence Compare the remedies available in negligence actions 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> Paralegal Studies, Chapters 18 and 19 	Assignment	Unit 7 Assignment 1: Negligence and Damages	3%
	Project	Project 2: Scenarios (Ungraded)	N/A

Unit 8: CONSTITUTIONAL LAW			Out-of-class work: 12.5
Upon completion of this unit, students are expected to: <ul style="list-style-type: none"> Recognize the constitutional basis for a right to privacy under the Due Process Clause and the Bill of Rights Analyze current issues associated with the right to privacy Identify the statutory sources for equal protection Investigate the relationship between equal protection and the workplace Create a brief of a judicial opinion without assistance 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> Paralegal Studies, Chapters 20 and 21 	Lab	Unit 8 Lab 1: Judicial Opinion Case Brief	3%

Unit 9: FAMILY LAW			Out-of-class work: 11.5
Upon completion of this unit, students are expected to:			
<ul style="list-style-type: none"> • Recognize the role of motions used in family law • Define the most frequently used motions in family law • Explain the paralegal's role in filing a motion • Prepare a motion 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> • Paralegal Studies, Chapter 22 	Assignment	Unit 9 Assignment 1: Draft Pedente Lite Motion	3%
	Quiz	Unit 9 Quiz 2	5%

Unit 10: LEGAL ETHICS/FINAL PROJECT			Out-of-class work: 8.5
Upon completion of this unit, students are expected to:			
<ul style="list-style-type: none"> • Explain the relationship between the paralegal profession and ethics • Analyze the most common ethical scenarios that arise in the paralegal workplace • Compare approaches to solve ethical dilemmas • Complete a case study involving legal ethics in a major area of law 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> • NA 	Lab	Unit 10 Lab 1: Unauthorized Practice of Law	3%
	Project	Project 2: Scenarios	20%

Unit 11: FINAL PROJECT AND EXAM			Out-of-class work: 9
Upon completion of this unit, students are expected to:			
<ul style="list-style-type: none"> • Course review 			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> • NA 	Exam	Final Exam	25%

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
Quiz	10%
Assignment	15%
Lab	15%
Project	35%
Exam	25%
TOTAL	100%

Grade Conversion

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

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

PL2799—COURSE SNAPSHOT

Grading Category	Grade Book Category Weight (% of Course Total)	Unit	Activity/Graded Deliverable	Grade Allocation (% of Course Total)	Measuring Rubric (Grade Book Assignment Name)
A. Project	35%	2	Project 1: Part 1 (ungraded)	0%	N/A
		3	Project 1: Part 2 (ungraded)	0%	
		4	Project 1: Part 3 (ungraded)	0%	
		6	Project 1: Part 4	15%	A-1-1 Decision Making (2%) A-2-1 Communication (2%) A-3-1 Teamwork (1%) A-4-1 Technology (1%) A-5-1 Ethical Behavior (3%) A-6-1 Critical Thinking (3%) A-X1-2 Personal Responsibility (1%) A-X1-3 Quality of Work (1%) A-X2-4 Information Analysis (1%)
		7	Project 2: Scenarios (ungraded)	0%	N/A
		10	Project 2: Scenarios	20%	A-1-1 Decision Making (2%) A-2-1 Communication (2%) A-4-1 Technology (2%) A-5-1 Ethical Behavior (2%) A-6-1 Critical Thinking (8%) A-X1-2 Personal Responsibility (2%) A-X1-3 Quality of Work (1%) A-X2-4 Information Analysis (1%)
B. Exam	25%	11	Final Exam	25%	N/A - All Objectives Tested for Units Assessed
C. Quiz	10%	4	Quiz 1	5%	
		9	Quiz 2	5%	
D. Assignment	15%	1	The Client Interview	3%	D-5-1 Ethical Behavior

		3	Draft Summons, Complaint, & Answer	3%	D-1-1 Decision Making
		5	Draft Healthcare Power of Attorney	3%	D-1-1 Decision Making
		7	Negligence and Damages	3%	D-6-1 Critical Thinking
		9	Draft Pedente Lite Motion	3%	D-6-1 Critical Thinking
E. Lab	15%	2	Draft a Brief	3%	E-1-1 Decision Making
		4	Draft Independent Contractor Agreement	3%	E-1-1 Decision Making
		6	Spousal Abuse	3%	E-6-1 Critical Thinking
		8	Judicial Opinion Case Brief	3%	E-6-1 Critical Thinking
		10	Unauthorize d Practice of Law	3%	E-5-1 Ethical Behavior
Total	100%			100%	

- Please refer to the rubrics in this document and specific criteria in the course

COURSE GRADING RUBRIC PL2799—Paralegal Capstone

Campus: _____
 Faculty Name: _____
 Student Name: _____

A. Project (35% of total grade)

Directions for Grading the Project:

Use the table and the rubrics below to grade the components of the course project. (Component names match the assignment names in the grade book.)

	A-1-1 Decision Making	A-2-1 Communication	A-3-1 Teamwork	A-4-1 Technology	A-5-1 Ethical Behavior	A-6-1 Critical Thinking	A-X1-2 Personal Responsibility	A-X1-3 Quality of Work	A-X2-4 Information Analysis
Project 1: Part 4									
Project 2: Scenarios			NA						

A-1-1 Decision Making:

- **90-100%:** Effective decision making based on analysis of data and convincing reasoning; evidence of original creativity in providing solutions for challenging problems. Student demonstrates outstanding legal research and legal writing skills when given just basic facts and can apply these skills into paralegal practice projects and assignments. The student would likely be able to succeed in a fast paced legal environment.
- **80-89%:** Making decisions based on adequate research and reasoning that require a fair amount of analytical reading and critical thinking; capable of solving problems. Student can perform legal research and legal writing skills and apply same to their paralegal practice projects and assignments.
- **70-79%:** Evidence of making decisions based on some research and analysis; able to solve normal problems. Student can manage typical legal research and legal writing techniques.
- **60-69%:** Making decisions by following the status quo; lack of evidence of strenuous research, analysis and reasoning in making a decision or solving problems. Poor legal research and legal writing skills when applied to paralegal practice projects and assignments.
- **Below 60%:** No evidence of making any decision based on critical thinking analysis; incapable of solving specific problems. Student cannot perform

satisfactory legal research and legal writing skills into paralegal practice projects and assignments.

A-2-1 Communication:

- 90-100%: Accurate and concise message effectively delivered through writing and/or speech with clarity, logical organization of thoughts and appropriate format/style for expected understanding by targeted audience
- 80-89%: Accurate message delivered through writing and/or speech with appropriate format/style for expected understanding by the target audience
- 70-79%: Intended message gets across to the target audience in writing or speech with necessary modification and/or polishing
- 60-69%: Most of the intended message gets across to the audience in writing and/or speech with some degree of ambiguity; lack of consistent format/style
- Below 60%: Disorganized thoughts with little evidence of logical structure in writing and/or speech; failure to get the intended message across to the audience

A-3-1 Teamwork (Project 1 Only):

- 90-100%: The student differentiates and performs appropriate team roles with excellence and enthusiasm.
- 80-89%: The student differentiates and performs team roles effectively.
- 70-79%: The student differentiates and performs appropriate team roles.
- 60-69%: The student sometimes performs well in the team environment but may have difficulties focusing on his/her role.
- Below 60%: The student openly resists working in a team environment.

A-4-1 Technology:

- 90-100%: Student is able to produce technological solutions for tasks as assigned in the paralegal environment. Student demonstrates a keen understanding of the types of technology needed to best serve the clients in the law office today.
- 80-89%: Student is able to produce effective technological solutions to most tasks as assigned.
- 70-79%: Student is able to produce effective technology solutions to some tasks as assigned.
- 60-69%: Student is unable to provide effective technological solutions in most cases.
- Below 60%: Student does not demonstrate understanding of the technological needs of the law office.

A-5-1 Ethical Behavior:

- 90-100%: Student demonstrates an understanding of the ethical issues surrounding the paralegal profession and can provide guidance on how to avoid unauthorized practice of law in detail.
- 80-89%: Student applies ethical judgment in most decisions.
- 70-79%: Student uses ethical judgment in some decisions.
- 60-69%: Student seems unable to determine the best ethical course of action for a given scenario.
- Below 60%: Student frequently makes the wrong ethical decision as applied to the practice of law and working as a paralegal in a law office setting.

A-6-1 Critical Thinking:

- 90-100%: Student applies critical thinking and research skills to thoroughly and accurately assess arguments, proposals and solutions.

- 80-89%: Student applies critical thinking and research skills to thoroughly assess arguments, proposals and solutions.
- 70-79%: Student applies critical thinking and research skills to assess arguments, proposals and solutions.
- 60-69%: Student does not readily identify arguments, proposals and solutions within information sources.
- Below 60%: Student fails to identify arguments, proposals and solutions within information sources.

A-X1-2 Personal Responsibility:

- 90-100%: Student completes work earlier than required, while fully adhering to the rules and guidelines of the assignment tasks; meets or exceeds expectations created by his/her commitments.
- 80-89%: Student always adheres to rules and guidelines, meets every deadline, attends every class, and fulfills his/her commitments.
- 70-79%: Student usually adheres to the rules and guidelines in meeting guidelines, attending class and fulfilling commitments.
- 60-69%: Student does not regularly adhere to the rules and guidelines in meeting deadlines, attending class and fulfilling commitments.
- Below 60%: Student often misses deadlines, breaks guidelines and commitments, and or does not attend class.

A-X1-3 Quality of Work:

- 90-100%: Student sets quality parameters above those that are expected of him/her and applies those standards to produce excellent outcomes.
- 80-89%: The student readily identifies quality parameters and always applies those standards to produce successful outcomes.
- 70-79%: The student readily identifies quality parameters and regularly applies those standards to produce outcomes that are often successful.
- 60-69%: Student does not always identify what is expected and sometimes produces work that is below expectations; often needs coaching on what is required of him/her.
- Below 60%: Student neither understands nor produces the minimum quality of work expected.

A-X2-4 Information Analysis:

- 90-100%: The student forms and articulates an accurate fact-based conclusion when faced with a large amount of information.
- 80-89%: The student forms and articulates a conclusion based on the information at hand.
- 70-79%: The student forms and articulates a conclusion based on the information at hand.
- 60-69%: The student sometimes struggles to form and articulate a conclusion.
- Below 60%: The student struggles to form and articulate a conclusion.

D. Assignments (15% of total grade)

Directions for Grading the Course Assignments:

Please assign a percentage grade on the line for each measuring rubric (assignment in the grade book).

Unit 1, The Client Interview

D-5-1 Ethical Behavior:

- 90-100%: Student demonstrates an understanding of the ethical issues surrounding the paralegal profession and can provide guidance on how to avoid unauthorized practice of law in detail.
- 80-89%: Student applies ethical judgment in most decisions.
- 70-79%: Student uses ethical judgment in some decisions.
- 60-69%: Student seems unable to determine the best ethical course of action for a given scenario.
- Below 60%: Student frequently makes the wrong ethical decision as applied to the practice of law and working as a paralegal in a law office setting.

Unit 3, Draft Summons, Complaint, & Answer

D-1-1 Decision Making:

- 90-100%: Effective decision making based on analysis of data and convincing reasoning; evidence of original creativity in providing solutions for challenging problems. Student demonstrates outstanding legal research and legal writing skills when given just basic facts and can apply these skills into paralegal practice projects and assignments. The student would likely be able to succeed in a fast paced legal environment.
- 80-89%: Making decisions based on adequate research and reasoning that require a fair amount of analytical reading and critical thinking; capable of solving problems. Student can perform legal research and legal writing skills and apply same to their paralegal practice projects and assignments.
- 70-79%: Evidence of making decisions based on some research and analysis; able to solve normal problems. Student can manage typical legal research and legal writing techniques.
- 60-69%: Making decisions by following the status quo; lack of evidence of strenuous research, analysis and reasoning in making a decision or solving problems. Poor legal research and legal writing skills when applied to paralegal practice projects and assignments.
- Below 60%: No evidence of making any decision based on critical thinking analysis; incapable of solving specific problems. Student cannot perform satisfactory legal research and legal writing skills into paralegal practice projects and assignments.

Unit 5, Draft Healthcare Power of Attorney

D-1-1 Decision Making:

- 90-100%: Effective decision making based on analysis of data and convincing reasoning; evidence of original creativity in providing solutions for challenging problems. Student demonstrates outstanding legal research and legal writing skills when given just basic facts and can apply these skills into paralegal practice projects and assignments. The student would likely be able to succeed in a fast paced legal environment.
- 80-89%: Making decisions based on adequate research and reasoning that require a fair amount of analytical reading and critical thinking; capable of solving problems. Student can perform legal research and legal writing skills and apply same to their paralegal practice projects and assignments.
- 70-79%: Evidence of making decisions based on some research and analysis; able to solve normal problems. Student can manage typical legal research and legal writing techniques.
- 60-69%: Making decisions by following the status quo; lack of evidence of strenuous research, analysis and reasoning in making a decision or solving problems. Poor legal research and legal writing skills when applied to paralegal practice projects and assignments.

- Below 60%: No evidence of making any decision based on critical thinking analysis; incapable of solving specific problems. Student cannot perform satisfactory legal research and legal writing skills into paralegal practice projects and assignments.

Unit 7, Negligence and Damages

D-6-1 Critical Thinking:

- 90-100%: Student applies critical thinking and research skills to thoroughly and accurately assess arguments, proposals and solutions.
- 80-89%: Student applies critical thinking and research skills to thoroughly assess arguments, proposals and solutions.
- 70-79%: Student applies critical thinking and research skills to assess arguments, proposals and solutions.
- 60-69%: Student does not readily identify arguments, proposals and solutions within information sources.
- Below 60%: Student fails to identify arguments, proposals and solutions within information sources.

Unit 9, Draft Pedente Lite Motion

D-6-1 Critical Thinking:

- 90-100%: Student applies critical thinking and research skills to thoroughly and accurately assess arguments, proposals and solutions.
- 80-89%: Student applies critical thinking and research skills to thoroughly assess arguments, proposals and solutions.
- 70-79%: Student applies critical thinking and research skills to assess arguments, proposals and solutions.
- 60-69%: Student does not readily identify arguments, proposals and solutions within information sources.
- Below 60%: Student fails to identify arguments, proposals and solutions within information sources.

E. Labs (15% of total grade)

Directions for Grading the Labs:

Please assign a percentage grade on the line for each measuring rubric (assignment in the grade book).

Unit 2, Draft a Brief

E-1-1 Decision Making:

- 90-100%: Effective decision making based on analysis of data and convincing reasoning; evidence of original creativity in providing solutions for challenging problems. Student demonstrates outstanding legal research and legal writing skills when given just basic facts and can apply these skills into paralegal practice projects and assignments. The student would likely be able to succeed in a fast paced legal environment.
- 80-89%: Making decisions based on adequate research and reasoning that require a fair amount of analytical reading and critical thinking; capable of solving problems. Student can perform legal research and legal writing skills and apply same to their paralegal practice projects and assignments.
- 70-79%: Evidence of making decisions based on some research and analysis; able to solve normal problems. Student can manage typical legal research and legal writing techniques.
- 60-69%: Making decisions by following the status quo; lack of evidence of strenuous research, analysis and reasoning in making a decision or solving

problems. Poor legal research and legal writing skills when applied to paralegal practice projects and assignments.

- Below 60%: No evidence of making any decision based on critical thinking analysis; incapable of solving specific problems. Student cannot perform satisfactory legal research and legal writing skills into paralegal practice projects and assignments.

Unit 4, Draft Independent Contractor Agreement

E-1-1 Decision Making:

- 90-100%: Effective decision making based on analysis of data and convincing reasoning; evidence of original creativity in providing solutions for challenging problems. Student demonstrates outstanding legal research and legal writing skills when given just basic facts and can apply these skills into paralegal practice projects and assignments. The student would likely be able to succeed in a fast paced legal environment.
- 80-89%: Making decisions based on adequate research and reasoning that require a fair amount of analytical reading and critical thinking; capable of solving problems. Student can perform legal research and legal writing skills and apply same to their paralegal practice projects and assignments.
- 70-79%: Evidence of making decisions based on some research and analysis; able to solve normal problems. Student can manage typical legal research and legal writing techniques.
- 60-69%: Making decisions by following the status quo; lack of evidence of strenuous research, analysis and reasoning in making a decision or solving problems. Poor legal research and legal writing skills when applied to paralegal practice projects and assignments.
- Below 60%: No evidence of making any decision based on critical thinking analysis; incapable of solving specific problems. Student cannot perform satisfactory legal research and legal writing skills into paralegal practice projects and assignments.

Unit 6, Spousal Abuse

E-6-1 Critical Thinking:

- 90-100%: Student applies critical thinking and research skills to thoroughly and accurately assess arguments, proposals and solutions.
- 80-89%: Student applies critical thinking and research skills to thoroughly assess arguments, proposals and solutions.
- 70-79%: Student applies critical thinking and research skills to assess arguments, proposals and solutions.
- 60-69%: Student does not readily identify arguments, proposals and solutions within information sources.
- Below 60%: Student fails to identify arguments, proposals and solutions within information sources.

Unit 8, Judicial Opinion Case Brief

E-6-1 Critical Thinking:

- 90-100%: Student applies critical thinking and research skills to thoroughly and accurately assess arguments, proposals and solutions.
- 80-89%: Student applies critical thinking and research skills to thoroughly assess arguments, proposals and solutions.
- 70-79%: Student applies critical thinking and research skills to assess arguments, proposals and solutions.
- 60-69%: Student does not readily identify arguments, proposals and solutions within information sources.

- Below 60%: Student fails to identify arguments, proposals and solutions within information sources.

Unit 10, Unauthorized Practice of Law

E-5-1 Ethical Behavior:

- 90-100%: Student demonstrates an understanding of the ethical issues surrounding the paralegal profession and can provide guidance on how to avoid unauthorized practice of law in detail.
- 80-89%: Student applies ethical judgment in most decisions.
- 70-79%: Student uses ethical judgment in some decisions.
- 60-69%: Student seems unable to determine the best ethical course of action for a given scenario.
- Below 60%: Student frequently makes the wrong ethical decision as applied to the practice of law and working as a paralegal in a law office setting.

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)