

### Basic Course Information

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|--|---|
| Semester: <b>FALL 2015</b>                       | Instructor Name: <b>Jack Staton</b>                       |
| Course Title: <b>Legal Procedures, Legal 115</b> | Email: <b>jack.staton@imperial.edu</b>                    |
| CRN: <b>10193</b>                                | Webpage: <b>None</b>                                      |
| Classroom: <b>205</b>                            | Office: <b>None</b>                                       |
| Class Dates: <b>Aug 19, 2015 – Dec 9, 2015</b>   | Office Hours: <b>By Appointment</b>                       |
| Class Days: <b>Wednesday</b>                     | Office Phone: <b>(Dept Secretary) (760) 355 6280</b>      |
| Class Times: <b>6:00 -9:10 pm</b>                | Emergency Contact: <b>(Dept Secretary) (760) 355 6280</b> |
| Units: <b>3</b>                                  |   |

### Course Description

This course provides an overview of various legal specialties offered under the legal assistant program and the job functions performed in them. Topics include an introduction to the litigation process, bankruptcy, family law, contract law, corporate law, estates, trusts and wills, federal court practices and procedures, legal communications, and legal research. Students also learn specialized legal terminology. (CSU)

### Student Learning Outcomes

*Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:*

- Analyze legal cases and present results in a brief using college level writing standards, and diagram the steps required to navigate a case through the litigation process. (ILO1, ILO2, ILO4, ILO5)
- Demonstrate knowledge of substantive and procedural laws and their application within the American legal system. (ILO1, ILO2)
- Outline various job descriptions with each legal specialty, prepare a portfolio indexed by each legal specialty using appropriate legal terminology as it relates to a legal specialty. (ILO1, ILO2, ILO4)

### Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Comprehend substantive and procedural laws and their application within the American legal system.
2. Diagram the steps required to navigate a case through the litigation process.
3. Apply knowledge of the various legal specialties.
4. Read, analyze, and interpret laws by briefing cases and analyzing statutes.
5. Research relevant databases for legal information.
6. Draft legal documents as required by legal specialties (i.e., wills, contracts, petitions.)
7. Examine various job descriptions with each legal specialty.
8. Recognize legal terminology as it relates to a legal specialty.
9. Prepare a portfolio indexed by each legal specialty.

## Textbooks & Other Resources or Links

### The Paralegal Professional, 4th Edition

By Thomas F. Goldman, Henry R. Cheeseman

Published by Prentice Hall Copyright © 2014

ISBN-10: 0-13-295605-5 ISBN-13: 978-0-13-295605-5

## Course Requirements and Instructional Methods

The instructor may use lecture, classroom discussion in which each student is expected to contribute, video presentations, classroom group work and group presentations, written assignments, and case studies.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

## Course Grading Based on Course Objectives

Your grade will be calculated based on 4 tests or quizzes spaced over the semester as well as a final examination. All tests/quizzes are comprehensive. Pop-quizzes may be used. The dates of the tests depend on class progress and will be communicated to the class generally 2 weeks before the test, except when a pop-quiz is given. You may drop the lowest of your test/quiz grades (but not the final exam) unless the low grade is an F you receive for cheating. Consequently, **NO MAKE-UP TEST OR QUIZ WILL BE GIVEN**. You will also be assigned homework, which must be turned in to me by the beginning of the class period at which the assignment is due. Your ultimate grade will be calculated as follows:

**THREE TESTS/QUIZZES** = 20% each for 60% of your total grade

**HOME WORK and CLASS PARTICIPATION** =10% of your total grade

**FINAL EXAMINATION** = 30% of your total grade

Again, **all** tests/quizzes are **comprehensive** and will employ a multiple testing methods, including multiple choice questions, true and false questions, short essay questions, and fill-in-the blank questions.

## Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- Students may not come and go from the classroom during class time. Come to class on time and be prepared to stay for the duration of the class. This is a once-a-week course. Thus, a single night is the equivalent of a week of class. If you leave early you cannot be truly counted as present for the week of class. Roll will be taken at the end of the class period.

### Classroom Etiquette

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- **Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.
- **AS NOTED ABOVE** Students may not come and go from the classroom during class time. Come to class on time and be prepared to stay for the duration of the class. This is a once-a-week course. Thus, a single night is the equivalent of a week of class. If you leave early you cannot be truly counted as present for the week of class. Roll will be taken at the end of the class period.

### Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

### Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available. Individualized help from the professor: If you are having any trouble understanding the course, or completing assignments, the professor is available to provide individualized assistance. Email me at [jack.staton@imperial.edu](mailto:jack.staton@imperial.edu).

- **[Blackboard Support Site](#)**. The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **[Learning Services](#)**. There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **[Library Services](#)**. There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations. I will accommodate you according to your needs to help you meet your potential.

### Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **[Student Health Center](#)**. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- **[Mental Health Counseling Services](#)**. Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

**Anticipated Class Schedule/Calendar**

*This schedule is tentative and will likely change because it is dependent on class progress.*

| <b>Date or Week</b> | <b>Activity, Assignment, and/or Topic</b>        |
|---------------------|--|
| 08/19/15            | Syllabus & Introduction                          |
| 08/26/15            | Chapter 1 & 2                                    |
| 09/02/15            | Chapter 3& 4                                     |
| 09/09/15            | <b>QUIZ</b> and begin Chapter 5                  |
| 09/16/15            | Chapter 5 (continued)                            |
| 09/23/15            | Chapter 6  |
| 09/30/15            | <b>QUIZ</b> and Chapter 7.                       |
| 10/07/15            | Chapter 8  |
| 10/14/15            | <b>QUIZ</b> and Chapter 9.                       |
| 10/21/15            | Immigration and Bankruptcy ( no chapter in book) |
| 10/28/15            | <b>QUIZ</b> and Chapter 10                       |
| 11/04/15            | Chapter 11                                       |
| 11/11/15            | NO CLASS Veterans' Day .                         |
| 11/18/15            | Chapter 12                                       |
| 11/25/15            | NO CLASS Thanksgiving vacation                   |
| 12/02/15            | Catch-up and course review                       |
| 11/09/15            | <b>FINAL EXAMINATION</b>                         |