



CLASS NUMBER AND NAME: LG350A-INTRODUCTION TO PARALEGALISM (EVENING)

TOTAL CLOCK HOURS/UNITS: 25 Hours/2.5 Units

PREREQUISITES: Completion of or concurrent enrollment in LG130A, B, C, or D.

TEXT AND MATERIALS: The Paralegal Professional Essentials, Second Edition, Henry R. Cheeseman & Thomas F. Goldman (Pearson Prentice Hall).

CLASS DESCRIPTION: This course introduces the paralegal profession and provides the student with an overview of the role of paralegals and an understanding of the professional responsibilities and opportunities for paralegals in private law firms, corporations, and government offices. The course further provides the student with an overview of the court system, alternative dispute resolution and civil litigation along with the skills expected of a paralegal in these areas.

CLASS OBJECTIVES: This class is designed to provide the student with a basic knowledge and understanding of the paralegal profession and the role of a paralegal as a member of the legal team. The student will look at paralegal employment environments, types of legal practices and specialties, job responsibilities and career planning. Administrative procedures and management of law offices will be explored and students will become familiar with the current job market and where paralegals work.

CLASS FORMAT OVERVIEW: There will be class discussions and lectures held the first class meeting every week and students will be assigned chapter(s) and projects to complete in lab time provided during the second meeting of the week. There will be relevant video presentations provided during the second class meeting weekly. Class discussion and chapter homework is due every week.

ATTENDANCE: Six Week Module: If a student is absent 2 classes or *tardy 2 classes, or a combination of being absent and tardy 2 classes, then his or her grade will be dropped an

entire letter grade.

If a student is absent 3 classes or tardy 3 classes, or a combination of being absent or tardy 3 classes, then the student will be dropped from the class with an F.

Three Week Module: If a student is absent 1 class or tardy one class, or a combination of being absent or tardy one class, then his or her grade will be dropped an entire letter grade.

If a student is absent 2 classes or tardy 2 classes, or a combination of being absent or tardy two classes, then he or she will be dropped from the class with an F.

*Tardy – being late 10 or more minutes for class.

GRADING POLICIES:

Students must complete all end of chapter questions and case review questions as assigned. Any late assignments or exams will be reduced by an entire letter grade unless excused by the instructor.

The final letter grade will be based on the following percentages:

90-100 %	A
80 –89 %	B
70 – 79 %	C
60 – 69 %	D
Below – 60 %	F

Class attendance and participation are considered by the instructor when determining the final letter grade.

ANTICIPATED LEARNING OUTCOMES:

Upon completion of this course the student will be able to:

1. Identify the careers available for paralegals and skills necessary for success in those fields.
2. Identify the role of other legal professionals and the paralegal's relationship to those individuals.
3. Understand and identify the major job titles for paralegals working in private practice, corporations, and government offices.
4. Explain, interpret, and apply the rules of ethics and professional responsibility that govern legal

professionals.

5. Demonstrate knowledge of the fundamentals of business practice, communication with clients and systemized law office operations.
6. Demonstrate effective communication and critical thinking skills by using appropriate legal analysis and vocabulary in oral and written discussions of legal issues.