

PARAC101 : Introduction to Paralegal Studies

General Information

Author:	<ul style="list-style-type: none">Sarah King
Course Code (CB01) :	PARAC101
Course Title (CB02) :	Introduction to Paralegal Studies
Department:	Business Information Technolog
Proposal Start:	Spring 2021
TOP Code (CB03) :	(1402.00) Paralegal
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000018246
Curriculum Committee Approval Date:	10/04/2013
Board of Trustees Approval Date:	11/14/2013
External Review Approval Date:	02/26/2014
Course Description:	This course is an introduction to the field of paralegal studies and examines the role of the paralegal in the legal profession. The course includes practical exercises designed to introduce the varied procedures carried out by paralegals including research and preparation of legal documents.
Submission Type:	Mandatory Revision
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	<ul style="list-style-type: none">Law
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	<ul style="list-style-type: none">Legal Assisting (Paralegal)
Additional Bachelors or Associates Discipline Preferred:	No value

Course Development Options

Basic Skills Status (CB08) Course is not a basic skills course.	Course Special Class Status (CB13) Course is not a special class.	Grade Options <ul style="list-style-type: none">Letter Grade MethodsPass/No Pass
<input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Allowed Number of Retakes 0	Course Prior To College Level (CB21) Not applicable.

Rationale For Credit By Exam/Challenge

No value

Retake Policy Description

Type:|Non-Repeatable Credit

 Allow Students To Audit Course**Course Support Course Status (CB26)**

No value

Associated Programs Course is part of a program (CB24)**Associated Program****Award Type****Active**

CC Paralegal Studies

A.S. Degree Major

Summer 2018 to Fall 2020

Paralegal Studies

Certificate of Achievement

Summer 2018 to Fall 2020

Law, Public Policy, and Society Associate in Arts Degree for Transfer

A.A. Degree for Transfer

Fall 2020

Paralegal Studies Associate in Science Degree

A.S. Degree Major

Fall 2020

Paralegal Studies Certificate of Achievement

Certificate of Achievement

Fall 2020

Transferability & Gen. Ed. Options**Course General Education Status (CB25)**

Y

Transferability

Transferable to CSU only

Transferability Status

Approved

C-ID

Law, Public Policy, and Society

Categories

C-ID discipline

Status

Approved

Approval Date

09/23/2020

Comparable Course

LPPS C110

Units and Hours**Summary****Minimum Credit Units (CB07)**

3

Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162
Faculty Load	0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Activity	0
Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Activity	0
Total	108

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ENGLC101 - Freshman Composition

Students need to be able to comprehend college textbook content, communicate effectively in writing with minimal grammatical and spelling errors, and write a research paper. The advisory requisite course provides students with the ability to analyze college reading material and write clearly structured essays.

Entrance Skills

Entrance Skills	Description
No value	No value

Limitations on Enrollment

Limitations on Enrollment	Description
No value	No value

Specifications

Methods of Instruction

Methods of Instruction	Written work
Rationale	No value

Methods of Instruction	Instruction through examination or quizzing
Rationale	No value

Methods of Instruction	Lecture			
Rationale	No value			
Methods of Instruction	Discussion			
Rationale	No value			
Methods of Instruction	Case Study			
Rationale	No value			
Assignments				
<p>A. Reading - will include course text, paralegal association web sites (http://www.paralegals.org or http://www.nala.org), and case law at law school web sites (http://law.duke.edu/lib/researchguides/intresearch/ or http://www.lawschool.cornell.edu/).</p> <p>B. Discussion On-Line in conjunction with legal research. Students are presented legal questions for research, comment, opinion, and discussion with other students/instructor.</p> <p>C. Examination (multiple choice, true and false, and short answer), Essay based on research and case scenario, and Short Answer Questions based on law application (procedural and substantive).</p> <p>D. Other assignments include homework and projects based upon weekly readings.</p>				
Methods of Evaluation	Rationale			
Tests	Examination - Examination will be by web site automatic graded true and false or multiple-choice questions. Additional questions posted for student to write answers to case law evaluation, law application, or research into hypothetical scenario requirements. Essay and Short Answer Questions - Test with specific legal question of legal research or substantive or procedural law application.			
Participation	Class Discussion Question and Answer - Student interaction in discussion forum with other students and instructor. Questions include procedural and substantive review of law application in legal system. Online discussion will be of similar subject to faculty prompts and information provided for classroom discussions and lectures.			
Homework	Assignments will be given based upon Chapter materials including introductory research projects.			
Distance Education Description: how outcomes are evaluated	The assignments for the online course are in line and are be similar to the assignments that are offered on ground. The SLO"s are assessed through rubric and objective assignments such as discussion boards, exams, and homework.			
Equipment				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
Miller, R.L. & Meinzinger, M.	Paralegal Today: The Essentials. 7th Ed.	New York: Delmar Cengage Learning.	2017	ISBN-10: 1-305-50874-2. ISBN-13: 978-1-305-50874-3.

Other Instructional Materials

No Value

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Outline the qualifications required to work in the legal field.

Expected SLO Performance: 75.0

Describe how a law office operates including the major functions and duties/restrictions on the paralegal.

Expected SLO Performance: 75.0

Business Information Technolog
Paralegal Studies AS Degree PLOS

Apply ethical principles and rules when performing duties within the legal field.

Understand and apply the fundamentals of the legal process to assist the attorney in representation of the client.

Business Information Technolog
Paralegal Studies Certificate of Achievement

Understand and apply the fundamentals of the legal process to assist the attorney in representation of the client.

Apply ethical principles and rules when performing duties within the legal field.

ISLOs
Core ISLOs

Students who are completing a program will be prepared to engage in responsible citizenship at various levels.

Articulate the organization of the American legal system and how a case travels through the courts from Complaint to Judgment.

Expected SLO Performance: 75.0

Business Information Technolog
Law, Public Policy, and Society for
Transfer

Identify sources of American law and articulate how a law is created.

Describe the American legal system, including jurisdictional requirements, state and federal court systems, and roles of those in the legal field.

Implement the basics of legal research to locate primary and secondary sources.

Expected SLO Performance: 75.0

Business Information Technolog
Law, Public Policy, and Society for Transfer

Locate, critically read, and analyze relevant primary and secondary sources.

ISLOs
Core ISLOs

Students who are completing a program will be able to access, evaluate, and effectively use information.

Business Information Technolog
Paralegal Studies AS Degree PLOS

Conduct ethical legal research and use other investigative functions to gather relevant information.

Business Information Technolog
Paralegal Studies Certificate of Achievement

Conduct ethical legal research and use other investigative functions to gather relevant information.

Distinguish between civil and criminal law.

Expected SLO Performance: 75.0

Business Information Technology
Law, Public Policy, and Society for
Transfer

Apply laws, public policy, and/or societal or ethical theories to develop a solution to a legal issue, a public policy issue, and/or a societal concern.

Locate, critically read, and analyze relevant primary and secondary sources.

Identify sources of American law and articulate how a law is created.

Outline

Course Outline

A. The Paralegal Profession

1. Overview of the Profession
2. Career Opportunities
3. Law Office
4. Ethics and Professional Responsibility
5. Sources of Law

B. The Court System

1. Overview of Civil Litigation and Procedure
2. Overview of Criminal Law and Procedure
3. Investigation
4. Discovery
5. General Trial Procedures
6. Alternative Dispute Resolution

C. Legal Research and Writing

1. Online Legal Research
2. Research and Analysis
3. Basic Legal Writing Skills

OLD Delivery Methods and Distance Education

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face
Online
Hybrid
Interactive

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

All paper assignment are identical to those in an onsite class except that they are submitted by "submission box" within the Learning Management System (LMS). Weekly class discussions are conducted by means of online weekly discussion forums within the LMS. Quizzes and exams will also be uploaded to the LMS and the student will take the quiz/exam through the LMS platform, however, content will be identical to any on-site courses. The instructor is responsible for providing feedback to the discussion within the discussions each week and also through grading feedback. Some instructors use rubrics, which are also stated in the syllabus, to grade course work and discussion forums but rubrics are not required and the need will vary by assignment. Objective answers would not require a rubric.

Outcomes are assessed. See Methods of Evaluation.

Effective Student-Instructor Contact: Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV -Interactive Video -Other (specify)

Faculty maintains regular and effective contact with students online through participation in discussion board forums, course announcements, annotated feedback comments on graded assignments, office hours, and responding to student inquiries via email, "ask the instructor" forum, phone or Zoom video conferencing.

Students have regular contact with each other through the required weekly discussion boards. The students are required to post an initial response each week and reply to a minimum of two of their classmates. Students can also communicate with each other through email or learning management system inbox.

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

Any needed software can be downloaded for free such as Microsoft office through student account or Adobe Acrobat free version. Students can contact campus IT, instructor or company for assistance.

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

An accessibility check is run within the learning management system. Documents that are uploaded are checked for accessibility.

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

Online class size will not be lower than on-ground classes. Class maximum 40 students.