

## Administrative Master Syllabus

### Course Information

|                                      |  |
|--------------------------------------|--|
| <b>Course Title</b>                  | Introduction to Paralegal Studies  |
| <b>Course Prefix, Num. and Title</b> | LGLA 1313 – Introduction to Paralegal Studies  |
| <b>Division</b>                      | Technology and Business  |
| <b>Department</b>                    | Paralegal Studies  |
| <b>Course Type</b>                   | WECM Course  |
| <b>Course Catalog Description</b>    | This course presents an overview of the paralegal profession including, professional regulation, trends and issues, ethical obligations, and the paralegal's role in the delivery of legal services. |
| <b>Pre-Requisites</b>                | None   |
| <b>Co-Requisites</b>                 | None   |

### Semester Credit Hours

|  |       |
|--|-------|
| <b>Total Semester Credit Hours (SCH): Lecture Hours:</b> | 3:3:0 |
| <b>Lab/Other Hours</b>                                   |       |
| <b>Equated Pay Hours</b>                                 | 3     |
| <b>Lab/Other Hours Breakdown: Lab Hours</b>              | 0     |
| <b>Lab/Other Hours Breakdown: Clinical Hours</b>         | 0     |
| <b>Lab/Other Hours Breakdown: Practicum Hours</b>        | 0     |
| <b>Other Hours Breakdown</b>                             | 0     |

### Approval Signatures

| Title                   | Signature  | Date       |
|-------------------------|--|------------|
| <b>Department Head:</b> | Erma Hart, Paralegal Studies Program Director      | 10-26-2023 |
| <b>Division Chair:</b>  | David Kucera, Technology & Business Division Chair | 10-26-2023 |
| <b>VPI:</b>             |  |            |

## Additional Course Information

**Topical Outline:** Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. What is a paralegal, where do they work, and what do they do?
  - A. Welcome to the Program
    1. Skills Necessary to be an Effective Paralegal
    2. Skills Necessary to Survive the Paralegal Program
  - B. Definitions of a Paralegal (from NALA, AFPA, State Bar of Texas)
  - C. History of the career
  - D. Employment opportunities
    1. Traditional Paralegal Positions and the Skills they require
    2. Non-traditional Paralegal Positions
    3. Government Paralegal Jobs
    4. The "Independent Paralegal" Controversy
  - E. Professional organizations
  - F. Paralegal Publications
  - G. Keeping Your Skills Current
2. Regulation of the profession
  - A. Texas Disciplinary Rules
  - B. NALA and NFPA Codes of Ethics
  - C. State Bar of Texas Paralegal Division Code of Ethics
  - D. American Bar Association Model Rules
3. The Legal System
  - A. Sources of Law
  - B. Courts and Jurisdictions
  - C. Substantive areas of Law
4. Legal Analysis
  - A. Reading a Case Opinion
  - B. Headnotes, Key Numbers and other Aids
  - C. Briefing a Case
5. Statutory Analysis
  - A. Elements of a Statute
  - B. Recognizing the Issue in Contention
6. Writing Skills
  - A. Parts of the Legal Memorandum
  - B. Developing the Memo: Word Outline to Sentence Outline to Paragraphs
7. Introduction to Legal Research
  - A. Reporters and Digests
  - B. State and Federal Statutes
  - C. Encyclopedias
  - D. Citators
8. Contracts law
  - A. Midterm Exam
9. Introduction to Real Property
10. Torts and Defenses

11. Introduction to Criminal Law and Procedure
  - A. Classification of Crimes
  - B. Criminal Procedure from Indictment to Trial
  - C. The Insanity Defense
12. Introduction to Family law
13. Final Exam

### **Course Learning Outcomes:**

#### **Learning Outcomes – Upon successful completion of this course, students will:**

1. Use terminology relating to fundamental legal concepts
2. Identify fields of law
3. Discuss topics relating to the Paralegal profession and career options
4. Analyze the ethical considerations of the paralegal.

#### **Methods of Assessment:**

1. Exams
2. Exams and Assignments
3. Assignments
4. Assignments

### **Required text(s), optional text(s) and/or materials to be supplied by the student:**

Introduction to Paralegal Studies: A Critical Thinking Approach, Currier, ISBN 978154380890 (latest edition)

### **Suggested Course Maximum:**

30

### **List any specific or physical requirements beyond a typical classroom required to teach the course.**

None

**Course Requirements/Grading System:** Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

|                                    |      |
|------------------------------------|------|
| Written assignments/Projects ..... | 25%  |
| Class Participation .....          | 10%  |
| Midterm Exam .....                 | 25%  |
| Final Exam.....                    | 40%  |
| TOTAL .....                        | 100% |

#### **Grading Scale:**

- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59 and below



**Curriculum Checklist:**

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
  - Critical Thinking
  - Communication
  - Empirical & Quantitative Skills
  - Teamwork
  - Social Responsibility
  - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist