**Paralegal Program Objectives**

1. The Paralegal Studies Program is designed to prepare the student to assist the attorney in both private and public sectors in all phases of legal work and to equip the student with the knowledge necessary to enter the legal service fields as an entry-level paralegal.
2. To insure quality paralegal education at the community college level.
3. To familiarize students with the legal system and the role of the paralegal in the delivery of legal services in the public and private sectors.
4. To train students to be prepared to use and apply the most current paralegal skills.
5. To educate students to intelligently and ethically serve the legal community.
6. To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
7. To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
8. To educate and train students in areas of procedural law emphasizing the paralegals role in litigation, mediation and arbitration.
9. To educate students about the general principles of ethical legal practice as defined by the American Bar Association's Standing Committee on Ethics and Professional Responsibility, and California's Business & Professions Code §6450.
10. To encourage students to contribute to the advancement of the legal profession.
11. To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.

**Paralegals may not provide legal services directly to the public except as permitted by law.**
Course Description

Paralegal/Law 10 is an introductory course in formalizing the career of the paralegal. It is an introduction to the law and ethics, social forces and the law, a comparison of the role of the lawyer and the paralegal, legal terminology, legal research and writing.

Course Texts, References, Supplies, Requirements


ISBN For Book Only: 978-1-4548-0878

All assignments must be typed, double spaced, 1 inch margin, and at least 12 pt. Font.

All assignments must indicate your name, description of assignment, class name, section number and date.

All emails to the instructor must indicate your name, clear question, class name, section number and date.

Attendance/Participation

- Your attendance will be recorded for each class. It is your responsibility to make sure that you sign the attendance roster each class session. The instructor has the discretion to drop any student who has more than 5 absences (excused or unexcused) in the semester. Attendance and Participation will be 10% of your overall grade.

- Attend every class and be prepared. If you are absent, you are responsible for the work which is due upon your return. Thus, obtain several students’ telephone numbers and e-mail addresses in order to properly prepare for class prior to your return.

- **There are absolutely no make-ups for any missed assignments or classes unless previously agreed upon by the instructor. NO LATE WORK WILL BE ACCEPTED.**

- Please turn off all beepers, cell phones, etc…. No children are allowed in class.
Students with Disabilities

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Supportive Services in HRLC 119 or via telephone at (310) 287-4450 as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Legal Research and Writing

I will introduce you to the art of Legal Research and Writing. As a legal professional, you will need to be well versed in case briefing, legal analysis, issue specific research and many other related aspects of Legal Research and Writing.

Student Learning Outcomes (SLOs)

This course will help students achieve the following Student Learning Outcomes:

1. Identify and use legal terminology.
   a. Exams & Practical Assignments
   b. Criterion Level: At least 70% of the students assessed will achieve this outcome.
2. Identify commonly used court papers.
   a. Exams & Practical Assignments
   b. Criterion Level: At least 70% of the students assessed will achieve this outcome.

Grading and Evaluation (800 points)

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Online Law Office Simulation Tasks</td>
<td>110 points</td>
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<tr>
<td>Three (3) Exams</td>
<td>300 points</td>
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<tr>
<td>Nine (9) Legal Brief Assignments/Samples</td>
<td>90 points</td>
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<tr>
<td>Chapter PowerPoint Project</td>
<td>100 points</td>
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<tr>
<td>Chapter PowerPoint Presentation</td>
<td>50 points</td>
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<tr>
<td>In Class Participation/Attendance</td>
<td>75 points</td>
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<td>Online Chat Room Participation</td>
<td>75 points</td>
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A pop quiz may be given at any time if the class is not prepared for the lecture.

EXTRA CREDIT: 25 POINTS

Attend a continuing legal education program IN PERSON and write a 2 page summary about the topic and your experience. For more information, please see Professor Jacobson.
# SCHEDULE

1. Each week please do the following:
   a. assigned reading
   b. review the PowerPoint on Etudes
   c. find and print chapter sample due in class
   d. online simulations
   e. **there may always be additional assigned work**

2. This schedule is subject to change in class by the instructor. Additional handouts and assignments will be given throughout the semester. You are responsible for all assignments even if you are absent.

3. No hand written work will be accepted. All assignments must be typed.

4. No late work will be accepted for ANY reason.

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<thead>
<tr>
<th>Week</th>
<th>Lecture</th>
<th>Homework</th>
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| Week 1 | Chapter 1. Introduction to the Study of Law  
What is Legal Analysis?  
Analyzing the Facts  
Identifying the Appropriate Legal Rules  
Applying the Legal Rules to Facts  

Chapter 2. The Role of the Paralegal  
The Definition of Paralegal  
Paralegal Education  
Paralegal Professional Associations  
Registration, Certification and Licensure  
What Paralegals Do  
Where Paralegals Work | READ: Chapters 1 & 2  
Staff Policies & Procedures Manual  
REVIEW CHAPTER POWERPOINT(s) ON ETUDES  
CHAPTER SAMPLE: After reading the assigned chapter above, choose a main topic in the chapter and do online research to find any of the following documents related to the main topic:  
case brief  
legal brief  
legal memorandum  
trial brief  

**BRING YOUR SAMPLE TO CLASS AND BE READY TO DISCUSS.**  
POWERPOINT PROJECT: Due Week 14  
Chapters 6-10 |
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<th>Week</th>
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</table>
| **Week 2** | **Staff Policies & Procedures Manual**  
**Chapter 1. Introduction to the Study of Law**  
What is Legal Analysis?  
Analyzing the Facts  
Identifying the Appropriate Legal Rules  
Applying the Legal Rules to Facts  
**Chapter 2. The Role of the Paralegal**  
The Definition of Paralegal  
Paralegal Education  
Paralegal Professional Associations  
Registration, Certification and Licensure  
What Paralegals Do  
Where Paralegals Work | **READ:** Chapter 11  
Handouts On Etudes  
Appendix E. Ethical Codes  
**REVIEW CHAPTER POWERPOINT(s) ON ETUDES**  
**CHAPTER SAMPLE:** After reading the assigned chapter above, choose a main topic in the chapter and do online research to find any of the following documents related to the main topic:  
case brief  
legal brief  
legal memorandum  
trial brief  
**BRING YOUR SAMPLE TO CLASS AND BE READY TO DISCUSS.**  
**POWERPOINT PROJECT:** Due Week 14  
Chapters 6-10 |
| **Week 3** | **Chapter 11. Legal Ethics**  
The Big Three: Confidentiality, Conflict, of Interest, and the Unauthorized Practice of Law & Money Matters  
Overzealous Representation  
Enforcement  
Tort Law of Negligence | **READ:** Chapter 11  
Handouts On Etudes  
Appendix E. Ethical Codes  
**ONLINE SIMULATION(S):**  
Assignment 1 - Task 1  
Assignment 1 - Task 2  
Assignment 1 - Task 3  
Assignment 1 - Task 4  
**POWERPOINT PROJECT:** Due Week 14  
Chapters 6-10 |
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<tr>
<td><strong>Week 4</strong></td>
<td><strong>Chapter 11. Legal Ethics</strong>&lt;br&gt;The Big Three: Confidentiality, Conflict, of Interest, and the Unauthorized Practice of Law &amp; Money Matters&lt;br&gt;Overzealous Representation&lt;br&gt;Enforcement&lt;br&gt;Tort Law of Negligence&lt;br&gt;Business &amp; Professions Code 6450 et. al.</td>
<td><strong>READ:</strong> Chapter 11&lt;br&gt;Handouts On Etudes&lt;br&gt;Appendix E. Ethical Codes&lt;br&gt;&lt;br&gt;<strong>POWERPOINT PROJECT:</strong> Due Week 14&lt;br&gt;Chapters 6-10</td>
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<td><strong>Week 5</strong></td>
<td><strong>Chapter 11. Legal Ethics</strong>&lt;br&gt;The Big Three: Confidentiality, Conflict, of Interest, and the Unauthorized Practice of Law &amp; Money Matters&lt;br&gt;Overzealous Representation&lt;br&gt;Enforcement&lt;br&gt;Tort Law of Negligence&lt;br&gt;Business &amp; Professions Code 6450 et. al.</td>
<td><strong>READ:</strong> Chapter 16&lt;br&gt;&lt;br&gt;<strong>REVIEW CHAPTER POWERPOINT(s) ON ETUDES</strong>&lt;br&gt;&lt;br&gt;<strong>CHAPTER SAMPLE:</strong> After reading the assigned chapter above, choose a main topic in the chapter and do online research to find any of the following documents related to the main topic:&lt;br&gt;case brief&lt;br&gt;legal brief&lt;br&gt;legal memorandum&lt;br&gt;trial brief&lt;br&gt;<strong>BRING YOUR SAMPLE TO CLASS AND BE READY TO DISCUSS.</strong>&lt;br&gt;&lt;br&gt;<strong>POWERPOINT PROJECT:</strong> Due Week 14&lt;br&gt;Chapters 6-10&lt;br&gt;&lt;br&gt;<strong>STUDY FOR EXAM #1:</strong> Chapter 11, handouts, Appendix E, lecture notes, etc..</td>
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<td><strong>Week 6</strong></td>
<td><strong>EXAM #1</strong>&lt;br&gt;&lt;br&gt;<strong>Chapter 16. Interviewing</strong>&lt;br&gt;Communication Skills&lt;br&gt;The Initial Client Interview&lt;br&gt;Interviewing Witnesses</td>
<td><strong>READ:</strong> Chapter 16&lt;br&gt;&lt;br&gt;<strong>POWERPOINT PROJECT:</strong> Due Week 14&lt;br&gt;Chapters 6-10</td>
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<td>Week 7</td>
<td>Lecture</td>
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<td><strong>Week 7</strong></td>
<td><strong>Chapter 16. Interviewing Communication Skills</strong>&lt;br&gt;The Initial Client Interview&lt;br&gt;Interviewing Witnesses</td>
<td><strong>READ:</strong> Chapter 17&lt;br&gt;<strong>REVIEW CHAPTER POWERPOINT(s) ON ETUDES</strong>&lt;br&gt;<strong>CHAPTER SAMPLE:</strong> After reading the assigned chapter above, choose a main topic in the chapter and do online research to find any of the following documents related to the main topic:&lt;br&gt;case brief&lt;br&gt;legal brief&lt;br&gt;legal memorandum&lt;br&gt;trial brief&lt;br&gt;<strong>BRING YOUR SAMPLE TO CLASS AND BE READY TO DISCUSS.</strong>&lt;br&gt;<strong>ONLINE SIMULATION(S):</strong>&lt;br&gt;Assignment 2 – Task 5&lt;br&gt;<strong>POWERPOINT PROJECT:</strong> Due Week 14 Chapters 6-10</td>
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<td>Week</td>
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<td>Week 8</td>
<td><strong>Chapter 17. Evidence and Investigations</strong> &lt;br&gt; Rules of Evidence &lt;br&gt; Investigation</td>
<td><strong>READ:</strong> Chapter 18  &lt;br&gt; <strong>REVIEW CHAPTER POWERPOINT(s) ON ETUDES</strong>  &lt;br&gt; <strong>CHAPTER SAMPLE:</strong> After reading the assigned chapter above, choose a main topic in the chapter and do online research to find any of the following documents related to the main topic:  &lt;br&gt; case brief  &lt;br&gt; legal brief  &lt;br&gt; legal memorandum  &lt;br&gt; trial brief  &lt;br&gt; <em>BRING YOUR SAMPLE TO CLASS AND BE READY TO DISCUSS.</em>  &lt;br&gt; <strong>POWERPOINT PROJECT:</strong> Due Week 14  &lt;br&gt; Chapters 6-10</td>
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| Week 9 | Chapter 18. Computers and Case Management  
Performing a Conflicts Check  
Setting Up a Client Case File  
Timekeeping and Billing  
Calendaring and Docket Control  
Computerized Litigation Support Programs | **READ:** Chapter 3  
**REVIEW CHAPTER POWERPOINT(s) ON ETUDES**  
**CHAPTER SAMPLE:** After reading the assigned chapter above, choose a main topic in the chapter and do online research to find any of the following documents related to the main topic:  
case brief  
legal brief  
legal memorandum  
trial brief  
*BRING YOUR SAMPLE TO CLASS AND BE READY TO DISCUSS.*  
**ONLINE SIMULATION(S):**  
Assignment 2 – Task 6  
**POWERPOINT PROJECT:** Due Week 14  
Chapters 6-10  
**STUDY FOR EXAM #2:** Chapters 16, 17 & 18 |
| Week 10 | **EXAM #2**  
Chapter 3. Functions and Sources of Law  
Defining Law  
Functions of Law  
Sources of Law | **READ:** Chapter 3  
**POWERPOINT PROJECT:** Due Week 14  
Chapters 6-10 |
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<th>Week</th>
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<th>Homework</th>
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<td>Week 11</td>
<td><strong>Chapter 3. Functions and Sources of Law</strong>&lt;br&gt;Defining Law&lt;br&gt;Functions of Law&lt;br&gt;Sources of Law</td>
<td><strong>READ:</strong> Chapter 4&lt;br&gt;&lt;br&gt;<strong>REVIEW CHAPTER POWERPOINT(s) ON ETUDES</strong>&lt;br&gt;&lt;br&gt;<strong>CHAPTER SAMPLE:</strong> After reading the assigned chapter above, choose a main topic in the chapter and do online research to find any of the following documents related to the main topic:&lt;br&gt;case brief&lt;br&gt;legal brief&lt;br&gt;legal memorandum&lt;br&gt;trial brief&lt;br&gt;&lt;br&gt;<strong>BRING YOUR SAMPLE TO CLASS AND BE READY TO DISCUSS.</strong>&lt;br&gt;&lt;br&gt;<strong>POWERPOINT PROJECT:</strong> Due Week 14&lt;br&gt;Chapters 6-10</td>
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| Week 12 | Chapter 4. Classification of the Law  
Federal versus State Law  
Criminal Law versus Civil Law  
Substantial versus Procedural Law | READ: Chapter 5  
REVIEW CHAPTER POWERPOINT(s) ON ETUDES  
CHAPTER SAMPLE: After reading the assigned chapter above, choose a main topic in the chapter and do online research to find any of the following documents related to the main topic:  
case brief  
legal brief  
legal memorandum  
trial brief  
**BRING YOUR SAMPLE TO CLASS AND BE READY TO DISCUSS.**  
ONLINE SIMULATION(S):  
Assignment 3 -7  
POWERPOINT PROJECT: Due Week 14  
Chapters 6-10 |
|---|---|
| Week 13 | Chapter 5. Structure of the Court System  
Trial versus Appellate Courts  
Federal and State Court Systems  
Court Personnel | ONLINE SIMULATION(S):  
Assignment 4-8  
POWERPOINT PROJECT: Due Week 14  
Chapters 6-10  
STUDY FOR EXAM #3: Chapters 3, 4 & 5 |
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| Week 14 | EXAM #2  
**POWERPOINT PROJECT DUE FOR ALL STUDENTS**  
POWERPOINT PRESENTATIONS IN CLASS:  
Chapter 6. Civil Litigation and Its Alternatives  
Chapter 7. Torts  
Chapter 8. Contracts and the Uniform Commercial Code (UCC)  
Chapter 9. Property and Specialized Practice Areas  
Chapter 10. Criminal Law and Procedure | ONLINE SIMULATION(S):  
Assignment 5 -9 |
| Week 15 | POWERPOINT PRESENTATIONS IN CLASS:  
Chapter 6. Civil Litigation and Its Alternatives  
Chapter 7. Torts  
Chapter 8. Contracts and the Uniform Commercial Code (UCC)  
Chapter 9. Property and Specialized Practice Areas  
Chapter 10. Criminal Law and Procedure | ONLINE SIMULATION(S):  
Assignment 6 -10  
ONLINE SIMULATION(S):  
Assignment 7-11 |
| Finals | POWERPOINT PRESENTATIONS IN CLASS:  
Chapter 6. Civil Litigation and Its Alternatives  
Chapter 7. Torts  
Chapter 8. Contracts and the Uniform Commercial Code (UCC)  
Chapter 9. Property and Specialized Practice Areas  
Chapter 10. Criminal Law and Procedure | |

THIS SCHEDULE IS SUBJECT TO CHANGE. ALL CHANGES WILL BE ANNOUNCED IN CLASS.