



# Paralegal 10 - Introduction To The Law and The Legal Profession

Fall 2014 - Hybrid Class: Tuesdays 6:45 – 8:15

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Also by Appointment

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***PARALEGAL: A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.***

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## 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.**

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## Course Description

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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.

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## Students with Disabilities

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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.

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## Course Texts, References, Supplies, Requirements

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*Introduction to Law for Paralegals, A Critical Thinking Approach*, by Currier and E. Eimermann (5<sup>th</sup> EDITION)

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.

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## Student Learning Outcomes (SLOs)

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

- A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
    - Assessment: The student will read court opinions and prepare legal briefs and memorandum.
  - B. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.
    - Assessment: The student will read articles and handouts about legal ethics and prepare outlines and summaries to gain knowledge of necessary legal ethics.
  - C. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
    - Assessment: The student will do a group class presentation on an assigned legal topic.
  - D. Civic Responsibility: Apply the principles of civility to situations in the contexts of work, family, community and the global world.
    - Assessment: The student will attend a local court of law and *give a written account of what you learned from the experience.*
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## Briefing of Cases

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I expect you to learn the art of 'case briefing'. The case briefing method will give you great assistance in learning the assigned material and it will prepare you for the class discussions as well. I will provide you with a handout describing how to brief cases. I will also spend time during the semester explaining how to brief cases.

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## Grading and Evaluation (1100 points)

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Homework Assignments

225 points (Various)

Three Exams	300 points (3 Exams - 100 points each)
Case Briefings	200 points (3 case briefings – 50, 50, 100 points)
Office Memorandums	200 points (3 Assignments – 50, 50, 100 points)
In Class Participation/Attendance	100 points
Online Chat Room Participation	75 points

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### Attendance/Participation

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- 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.

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## Assignments

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***\*\*\*Each Week Please Do The Assigned Reading, Review The Powerpoint On E-Tudes, Submit The Assignment In Class as assigned. There May Be Additional Assigned Work.***

***\*\*\*Please Note: This Schedule Is Subject To Change In Class By The Instructor. Additional Handouts And Assignments Will Be Given Through Out The Semester. You Are Responsible For All Assignments Even If You Are Absent.***

***\*\*\*Please Note: No Hand Written Work Will Be Accepted. All Assignments Must Be Typed.***

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**Week 1      Chapter 1. Introduction to the Study of Law  
                  Chapter 2. The Role of the Paralegal**

Homework:            Read Chapters 1 and 2  
                                  Chapter 1 & 2 Reading Review Questions - **50 POINTS**

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**Week 2**      **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

Homework:      Read Chapter 3  
Appendix A. The United States Constitution  
WRITTEN ASSIGNMENT: Current Event On Any Topic on Chapters 1 & 2  
Online or in the library, find a magazine, newspaper, journal article or court opinion (case law) dealing with ANY legal topic/issue in Chapters 1 or 2. Read the article or court opinion. Write a detailed summary of the facts and issues about the article (who, what, when, where, and why). Indicate what parts/issues of chapters 1 or 2 are applicable to your article or court opinion. Be prepared to orally present your current event to the class and discuss. You MUST attach a copy of the article or court opinion to your summary. Remember, the summary must be typed, 12 point font, 1 inch margins, and professional. - **50 POINTS**

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**Week 3**      **Chapter 3. Sources of the Law**  
Defining Law  
Functions of Law  
Sources of Law

Homework:      Review Chapter 3  
WRITTEN ASSIGNMENT: Answer the Chapter Review Questions. The questions & answers must be typed, 12 point font, 1 inch margins, and professional. - **25 POINTS**

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**Week 4**      **Chapter 3. Sources of the Law**  
Defining Law  
Functions of Law  
Sources of Law

Homework:      Read Chapter 4  
WRITTEN ASSIGNMENT: Answer the Chapter Review Questions. The questions & answers must be typed, 12 point font, 1 inch margins, and professional. - **25 POINTS**

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**Week 5**      **Chapter 4. Classification of the Law**  
Federal versus State Law  
Criminal Law versus Civil Law  
Substantial versus Procedural Law

Homework:      Read Chapter 5  
WRITTEN ASSIGNMENT: Answer the Chapter Review Questions. The questions & answers must be typed, 12 point font, 1 inch margins, and professional. - **25 POINTS**

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**Week 6**      **Chapter 5. Structure of the Court System**  
Trial versus Appellate Courts  
Federal and State Court Systems  
Court Personnel

Homework:      **Study for Exam #1: Chapters 3, 4 & 5**  
Read Chapter 11  
Appendix E. Ethical Codes  
WRITTEN ASSIGNMENT: Answer the Chapter Review Questions. The questions & answers must be typed, 12 point font, 1 inch margins, and professional. - **25 POINTS**  
Bring Scantron to Class Next Week

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**Week 7**      **Exam #1 IN CLASS: Chapters 3, 4 & 5 - 100 POINTS**  
**Chapter 11. Legal Ethics**  
Ethics Rules  
The Big Three: Confidentiality, Conflict, of Interest, and the Unauthorized Practice of Law  
Money Matters

Homework:      Read Chapter 11 and Handouts  
Appendix E. Ethical Codes

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**Week 8**      **Chapter 11. Legal Ethics**  
Ethics Rules  
The Big Three: Confidentiality, Conflict, of Interest, and the Unauthorized Practice of Law  
Money Matters  
Overzealous Representation  
Enforcement  
Tort Law of Negligence

Homework:      Read Chapter 11 and Handouts  
Appendix E. Ethical Codes

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**Week 9 Chapter 11. Legal Ethics**

Homework:

**Study for Exam #2: Chapter 11 & Handouts**

Read Chapter 10 & Handouts on Substantive Law  
Appendix B. Fundamentals of Good Writing

WRITTEN ASSIGNMENT: Answer the Chapter Review Questions. The questions & answers must be typed, 12 point font, 1 inch margins, and professional. -  
**25 POINTS**

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**Week 10 Exam #2 IN CLASS: Chapter 11 & Handouts - 100 POINTS**

**Chapter 10. Applying the Law**

Predicting the Outcome in Your Client's Case

A Note on Logic

The Format on a Written Analysis

Internal Office Memorandum

**Handouts: Substantive Law**

Homework:

Read Chapter 10 & Handouts on Substantive Law  
Appendix B. Fundamentals of Good Writing

WRITTEN ASSIGNMENT: Case Briefing - **50 POINTS**

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**Week 11 Chapter 10. Applying the Law**

Predicting the Outcome in Your Client's Case

A Note on Logic

The Format on a Written Analysis

Internal Office Memorandum

**Handouts: Substantive Law**

Homework:

Read Chapter 10 & Handouts on Substantive Law  
Appendix B. Fundamentals of Good Writing

WRITTEN ASSIGNMENT: Case Briefing - **50 POINTS**

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**Week 12 Chapter 10. Applying the Law**

Predicting the Outcome in Your Client's Case

A Note on Logic

The Format on a Written Analysis

Internal Office Memorandum

**Handouts: Substantive Law**

Homework:

Read Chapter 10 & Handouts on Substantive Law  
Appendix B. Fundamentals of Good Writing

WRITTEN ASSIGNMENT: Case Briefing - **100 POINTS**

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**Week 13 Chapter 10. Applying the Law**  
Predicting the Outcome in Your Client's Case  
A Note on Logic  
The Format on a Written Analysis  
Internal Office Memorandum

**Handouts: Substantive Law**

Homework : Read Chapter 10 & Handouts on Substantive Law  
Appendix B. Fundamentals of Good Writing  
WRITTEN ASSIGNMENT: Office Memorandum - **50 POINTS**

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**Week 14 Chapter 10. Applying the Law**  
Predicting the Outcome in Your Client's Case  
A Note on Logic  
The Format on a Written Analysis  
Internal Office Memorandum

**Handouts: Substantive Law**

Homework: **Study for Exam #3: Chapter 10 & Substantive Law Handouts**  
WRITTEN ASSIGNMENT: Office Memorandum - **50 POINTS**

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**Week 15 Exam #3 IN CLASS: Chapter 10 & Substantive Law Handouts - 100 POINTS**

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**Finals:** Final Office Memorandum Due - **100 POINTS**

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