



Paralegal 10 - Introduction To The Law and The Legal Profession

Fall 2015- Hybrid Class: Tuesdays 6:45 – 8:35 p.m.

Instructor: Nikki Mehrpoo Jacobson, Professor of Law & Attorney at Law
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Section #: 8563
Office Hours: Tuesdays 2:30-5:30 p.m. Office Location: CE 106B
Also by Appointment

Etudes: www.myetudes.org

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.

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

Introduction to Law for Paralegals, A Critical Thinking Approach, by Currier and E. Eimmermann (5th 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.

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.
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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.
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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.

Briefing of Cases

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.

Grading and Evaluation (900 points)

Homework Assignments	175 points (Various)
Two Exams	200 points (2 Exams - 100 points each)
Case Briefing Assignments	150 points
Chapter 11 PowerPoint Project	200 points (PowerPoint & Presentation)
In Class Participation/Attendance	100 points
Online Chat Room Participation	75 points

A pop quiz may be given at any time if the class is not prepared for the lecture.

Assignments

*****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.**

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

Homework:

Read Chapters 1 and 2

WRITTEN ASSIGNMENT: Answer the Chapter Review Questions. The questions & answers must be typed, 12 point font, 1 inch margins, and professional. -
25 POINTS EACH CHAPTER (Chapters 1 & 2 Total 50 POINTS)

CHAPTER SAMPLE: Find any legal document (court filing, brief, memorandum, letter, etc...) related to the assigned reading for next week and bring it to class. BE READY TO DISCUSS YOUR SAMPLE WITH THE CLASS.

POWERPOINT PROJECT: CHAPTER 11 (DUE IN WEEK 8)
Read Chapter 11, Handouts & Appendix E. Ethical Codes
FIND **AT LEAST TEN (10)** ARTICLES, CASES, DOCUMENTS, ETC... RELATED TO
CHAPTER 11 TO INCLUDE IN YOUR POWERPOINT

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

CHAPTER SAMPLE: Find any legal document (court filing, brief, memorandum, letter, etc...) related to the assigned reading for next week and bring it to class. BE READY TO DISCUSS YOUR SAMPLE WITH THE CLASS.

POWERPOINT PROJECT: CHAPTER 11 (DUE IN WEEK 8)

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

Defining Law
Functions of Law

Sources of Law

Homework: Read Chapter 3 & Appendix A. The United States Constitution

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

POWERPOINT PROJECT: CHAPTER 11 (DUE IN WEEK 8)

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

Defining Law
Functions of Law

Sources of Law

Homework: Read Chapter 4

CHAPTER SAMPLE: Find any legal document (court filing, brief, memorandum, letter, etc...) related to the assigned reading for next week and bring it to class. BE READY TO DISCUSS YOUR SAMPLE WITH THE CLASS.

POWERPOINT PROJECT: CHAPTER 11 (DUE IN WEEK 8)

Week 5**Chapter 4. Classification of the Law**

Federal versus State Law
Criminal Law versus Civil Law

Substantial versus Procedural 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

POWERPOINT PROJECT: CHAPTER 11 (DUE IN WEEK 8)

Week 6**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

CHAPTER SAMPLE: Find any legal document (court filing, brief, memorandum, letter, etc...) related to the assigned reading for next week and bring it to class. BE READY TO DISCUSS YOUR SAMPLE WITH THE CLASS.

POWERPOINT PROJECT: CHAPTER 11 (DUE IN WEEK 8)

Week 7**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

CHAPTER SAMPLE: Find any legal document (court filing, brief, memorandum, letter, etc...) related to the assigned reading for next week and bring it to class. BE READY TO DISCUSS YOUR SAMPLE WITH THE CLASS.

****Bring Scantron to Class Next Week**

POWERPOINT PROJECT: CHAPTER 11 (DUE IN WEEK 8)

Week 8

Exam #1 IN CLASS: Chapters 3, 4 & 5 - 100 POINTS
POWERPOINT ASSIGNMENTS DUE - 200 POINTS

BE READY TO PRESENT YOUR POWERPOINT IN CLASS

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, Handouts & Appendix E. Ethical Codes

Week 9

BE READY TO PRESENT YOUR POWERPOINT IN CLASS

Chapter 11. Legal Ethics

Overzealous Representation

Enforcement

Tort Law of Negligence

Homework: Read Chapter 11, Handouts & Appendix E. Ethical Codes

Week 10 Chapter 11. Legal Ethics

Homework: **Study for Exam #2: Chapter 11, Appendix & 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**

CHAPTER SAMPLE: Find any legal document (court filing, brief, memorandum, letter, etc...) related to the assigned reading for next week and bring it to class. **BE READY TO DISCUSS YOUR SAMPLE WITH THE CLASS.**

Week 11

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

Chapter 10. Applying the Law

Predicting the Outcome

A Note on Logic

The Format on a Written Analysis

Internal Office Memorandum

Handouts: Substantive Law

Homework: Read Chapter 10, Handouts & Appendix B. Fundamentals of Good Writing

Week 12 Chapter 10. Applying the Law

Predicting the Outcome
A Note on Logic

The Format on a Written Analysis
Internal Office Memorandum

Handouts: Substantive Law

Homework: Read Chapter 10, Handouts & Appendix B. Fundamentals of Good Writing

Week 13 Chapter 10. Applying the Law

Predicting the Outcome
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 Assignment - **50 POINTS**

Week 14 Chapter 10. Applying the Law

Predicting the Outcome
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

Week 15 Chapter 10. Applying the Law

Predicting the Outcome
A Note on Logic

The Format on a Written Analysis
Internal Office Memorandum

Handouts: Substantive Law

Homework: FINAL WRITTEN ASSIGNMENT: Case Briefing Assignment - **100 POINTS**

Finals: **FINAL WRITTEN ASSIGNMENT DUE – CASE BRIEFING - 100 POINTS**

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