

Course Syllabus

Term: Fall 2015
Course Number: LSCC 100
Instructor: Michael Genova, J.D.
Office Room: 400
Office Phone: 219-473-4319
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Course Time: Monday - 7:00pm - 10:00pm

Instructor Background: Master of Arts, Juris Doctor

Course Description: An introduction to the following: American Legal System; Civil and Criminal Law; Legal Subjects; Legal Research and Writing.

Learning Outcomes/Competencies: (Students in this course will...utilize Bloom's taxonomy). Students will understand the American Legal System; understand and demonstrate a basic knowledge of Legal Research and Writing; understand and demonstrate a basic knowledge of legal subjects.

Textbooks: The Paralegal Professional, Goldman/Cheeseman, *Fourth Addition*

Learning Strategies: Group Discussions, Team Projects, Collaborative Learning, Lecture

Assessment:

Exams (Midterm, Final, Quizzes)	40% of grade
Class participation/collaboration/attendance/assignments	30% of grade
Class presentation and assessment instruments	30% of grade

Grading Scale:

Grade	Points
A	100-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	59 and below

Class Policy on Attendance: Attendance is mandatory for all classes. Missing of any class may adversely affect your grade.

Class Policy on Electronic Devices: Cell Phones, Beepers, Pagers, etc., are to be turned off or put on silent mode. Students shall not use any phones or electronic devices in class without instructor permission.

Course Outline:

Class Dates/Description

Week 1	August 31	Chapter 5
Week 2	September 7 (HOLIDAY)	Chapter 6 (TO BE READ)
Week 3	September 14	Chapter 7
Week 4 S	September 21	Chapter 8
Week 5	September 28	Chapter 9
Week 6	October 5	Chapter 10 (TEST)
Week 7	October 12	Chapter 11 & 12
Week 8	October 19	Chapter 13 & Appendix A, Pg. 764
Week 9	October 26	Chapter 14 - Assignment Due
Week 10	November 2	Chapter 15 (TEST)
Week 11	November 9	Chapter 16 - Assignment Due
Week 12	November 16	Chapter 17
Week 13	November 23	Chapter 18
Week 14	November 30	Chapter 19 (TEST)
Week 15	December 6	TO BE ANNOUNCED

Class Attendance and Participation: Required and all assigned quizzes must be completed as assigned.

Tutoring Center:

The Tutoring Center is dedicated to supporting Calumet College of St. Joseph students. Students work with tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. Tutoring is open to all students at Calumet College of St. Joseph at no charge and is available to support most introductory courses. Tutoring in support of some other courses is available as well. The telephone number is 219.473.4287 or 800.700.9100 ext. 287.

Statement of Plagiarism:

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.

PLEASE NOTE: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic

Citation Guidelines:

Calumet College of St. Joseph uses citation guidelines, generally MLA or APA format, to document sources quoted or paraphrased in student papers. Check the syllabus for each course to see what each instructor requires. The Library has reference copies of each manual; the Bookstore has copies for sale when required by the instructor. In addition, there are brief MLA and APA checklists in your spiral "Student Handbook and Planner" and on the Library website and literature rack. These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the "Works Cited" and "References" pages respectively. EBSCO and ProQuest articles provide both formats for you to copy and paste. Proper documentation avoids plagiarism.

Withdrawal from Classes Policy:

After the last day for class changes has passed (see College calendar), students may withdraw from a course in which they are registered with permission from the faculty member conducting the course. A written request detailing the reason(s) for the withdrawal must be filed with the Registrar. The Registrar must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests may be mailed to the Registrar or faxed to the College fax number 219-473-4259. Students are to make note of the refund schedule when withdrawing from courses. The request is forwarded to the faculty member, who makes the final determination to accept or deny the request. If the request is honored, the student will receive notification of official withdrawal; if denied, the notification will indicate why the withdrawal is disallowed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Dropping a course without written permission automatically incurs an "F" grade for the course (see Refund Schedule).

Disabilities Services:

Disabilities Services and Calumet College of St. Joseph (CCSJ) seeks to provide opportunities for equal access in programs, services and activities. CCSJ and Disabilities Services strive to meet the needs of students with disabilities by providing "reasonable accommodations" and academic services. Academic Services are in accordance with Americans with Disabilities Act (ADA) guidelines. Students with documented disabilities that require support to access academic activities are encouraged to contact Disabilities Services.

If a student believes that he or she needs a "reasonable accommodation" of some kind because of a physical, psychological, or mental condition (e.g., additional time needed for tests, note taking assistance, special testing arrangements, etc.), he or she should contact Disabilities Services at 473-4349. The Disabilities Services Coordinator will secure documentation pertinent to the disability and work with faculty and staff, if necessary, to address the matter.

CCSJ Alert:

Calumet College of St. Joseph utilizes an emergency communications system that transmits messages via text, email, and voice platforms. In the event of an emergency, of weather related closings, or of other incidents, those students who are registered for the system shall receive incident specific message(s) notifying them of the situation. Please sign-up for this important service at any time on the College's website. Alternatively, you can register at the time you register for classes. This service requires each user to register once per academic year. Therefore, at the beginning of each academic year, please remember to re-register for the system. This can be done at: **HYPERLINK** "<http://www.ccsj.edu/alerts/index.html>"

School Closing Information:

Internet:

HYPERLINK "<http://www.ccsj.edu>"<http://www.ccsj.edu>

<http://www.EmergencyClosings.com>
Facility: Calumet College of St. Joseph
Phone: 219.473.4770

Radio:

WAKE – 1500 AM
WGN - 720 AM
WIJE – 105.5 FM
WLS – 890 AM
WZVN – 107.1 FM
WBBM NEWS RADIO 78

TV Channels:

2, 5, 7, 9, 32