



Your University of Choice

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## **COURSE SYLLABUS**

<b>Course/Course No.:</b> LCSS 100; Introduction to Paralegal Studies
<b>Term:</b> Spring 2016 (2015-2)

### **INSTRUCTOR INFORMATION**

**Instructor:** Elizabeth Mannion, J.D.  
**Phone:** 312-662-3564  
**E-mail:** emannion@ccsj.edu  
**Office Hours:** Available by appointment upon request

### **Instructor Background:**

Graduated from Saint Joseph's College in 2008 with Bachelor of Arts degrees in International Studies and German; Earned Juris Doctorate from Valparaiso University School of Law; Legal experience encompassing litigation of a wide range of criminal and civil matters under Illinois, Indiana, and federal law. Interests otherwise include family and friends, travel, and reading.

### **COURSE INFORMATION**

The introductory course to the legal profession. A practical, rather than theoretical approach is used to explain the role, skills, and responsibilities of a paralegal. Emphasis is on mastering legal terms, legal research writing, and ethics.

This course is designed to introduce students to the paralegal profession and the role of a paralegal as member of the legal team. Students will explore from a practical standpoint the American legal system, civil litigation, criminal law and procedure, the appeals process, and substantive legal topics. The course should serve as a basic introduction to the skills and knowledge required of a successful paralegal, including legal vocabulary, critical reading, thinking and writing, interviewing, investigation, legal research, and relevant technologies. Throughout this course, emphasis will be placed on legal ethics, professional regulation, and current trends and issues in the paralegal field.

### **Course Time/Classroom No.:**

Monday, 7:00 p.m. – 10:00 p.m./Room TBD

### **Prerequisites:**

Not applicable.

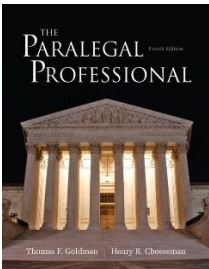
**Learning Outcomes/ Competencies:**

Students in this course will understand the American Legal System, understand and demonstrate basic knowledge of Legal Research and Writing, and understand and demonstrate a basic knowledge of legal subjects.

**Learning Strategies:**

This class will utilize readings and presentations, collaborative learning and discussion, individual research and various analytical exercises, projects, and/or quizzes/examinations.

**Textbooks:**



**Title:** The Paralegal Professional  
**Edition:** 4<sup>th</sup>  
**Author(s):** Neal R. Bevans Henry R. Cheeseman & Thomas F. Goldman  
**ISBN:** 0-13-295605-5

**Course Plan:**

The course is organized into weekly lessons, a prescribed outline of assignments for each of which is included with this syllabus. Follow this schedule/outline, in the specified order, to complete each lesson. Please note that the course may deviate from the schedule/outline, per the instructor’s discretion. Students will receive express notice from the instructor of any such changes to the course plan.

**ASSESSMENTS**

**Assessment:**

The following table shows the assignment types contained within this course, and the assigned weighting used to determine the final course grade.

Activity Types	Weights
Class participation, assignments, and/or quizzes	30%
Class presentation and assessment instruments	30%
Exams	40%
Total: 100%	

## 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

## COURSE SCHEDULE

Class Dates:	Topics/Assignments:
Week 1 - 1/11/16	Chapter 5
Week 2 - 1/18/16	<i>Martin Luther King Jr. Day - No Classes</i> Chapter 6 (TO BE READ)
Week 3 - 1/25/16	Chapter 7
Week 4 - 2/1/16	Chapter 8
Week 5 - 2/8/16	Chapter 9
Week 6 - 2/15/16	Chapter 10 (TEST)
Week 7 - 2/22/16	Chapters 11 & 12
Week 8 - 2/29/16	<i>Spring Break - No Classes</i>
Week 9 - 3/7/16	Chapter 13 & Appendix A., p. 764
Week 10 - 3/14/16	Chapter 14 - Assignment Due
Week 11 - 3/21/16	Chapter 15 (TEST)
Week 12 - 3/28/16	Chapter 16 - Assignment Due
Week 13 - 4/4/16	Chapter 17
Week 14 - 4/11/16	Chapter 18
Week 15 - 4/18/16	Chapter 19 (TEST)
Week 16 - 4/25/16	TO BE ANNOUNCED

\*PLEASE NOTE: Week/lesson numbers do not necessarily correlate with chapter numbers in the course text.

## RESPONSIBILITIES

### Attendance:

*You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have **more** responsibilities to keep up and meet the objectives of this course.*

Attendance is mandatory for all classes. Missing of any class may adversely affect your grade. Missing more than one class may lead to administrative withdrawal of the course.

**Assignments:**

Reading assignments should be completed before attendance in class. Unless otherwise instructed, written assignments for each lesson are due at the beginning of the class session for the following lesson. If a student misses a class, they are still responsible for all assignments due that class. It is the student's responsibility to consult with the instructor regarding missed assignments. Any written work or written briefs must be typed or legibly hand-written, preferably in ink. Late or make-up work will be accepted for credit at the instructor's discretion upon a showing of good cause ONLY.

**Use of Electronic Devices:**

Electronic devices can be used in class for course-related purposes only.

**Participation:**

You must be on time, be prepared, stay for the whole class and speak on the course materials in a way that shows you have done class assignments.

**Doing Your Own Work:**

*If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.*

*Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.*

**PLEASE NOTE:** All papers may be electronically checked for plagiarism.

**Class-Specific Citation Guidelines:**

Should an assignment call for source citation, please utilize MLA, APA, or Bluebook citation format guidelines. However, other formats will also be accepted, provided the student notifies the instructor of the same.

**Withdrawal from Class:**

*After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.*

## RESOURCES

### **Student Success Center:**

*The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.*

### **Disability Services:**

*Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.*

### **CCSJ Alerts:**

*Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: <http://www.ccsj.edu/alerts/index.html>.*

*In addition, you can check other media for important information, such as school closings:*

**Internet:**      <http://www.ccsj.edu>

**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