

LAW R130: PARALEGAL SEMINAR

Originator

ehess

Co-Contributor(s)
Name(s)

Hess, Evan (ehess)

College

Oxnard College

Attach Support Documentation (as needed)

PLS Advisory Committee Minutes - 10-6-21.pdf

Discipline (CB01A)

LAW - Paralegal Studies

Course Number (CB01B)

R130

Course Title (CB02)

Paralegal Seminar

Banner/Short Title

Paralegal Seminar

Credit Type

Credit

Honors

No

Start Term

Fall 2022

Catalog Course Description

This course examines ethics, advanced paralegal communication skills, law office management, problem solving, and analysis skills. It also includes a component on employment, networking and job search.

Additional Catalog Notes

This course is designed to be taken during the student's last semester prior to completion of the COA in Paralegal Studies or Associate of Science in Paralegal Studies.

Taxonomy of Programs (TOP) Code (CB03)

1402.00 - *Paralegal

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

B - Advanced Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

May be required

Grading method

(L) Letter Graded

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

17.5

Maximum Contact/In-Class Lecture Hours

17.5

Activity**Laboratory****Total in-Class****Total in-Class****Total Minimum Contact/In-Class Hours**

17.5

Total Maximum Contact/In-Class Hours

17.5

Outside-of-Class**Internship/Cooperative Work Experience****Paid****Unpaid****Total Outside-of-Class****Total Outside-of-Class****Minimum Outside-of-Class Hours**

35

Maximum Outside-of-Class Hours

35

Total Student Learning**Total Student Learning****Total Minimum Student Learning Hours**

52.5

Total Maximum Student Learning Hours

52.5

Minimum Units (CB07)

1

Maximum Units (CB06)

1

Prerequisites

LAW R105 or concurrent enrollment

Entrance Skills**Entrance Skills**

Prepare and present in written and oral formats, analysis of legal research topics.

Prerequisite Course Objectives

LAW R105-Locate court decisions and use them in terms of specific situations, assignments or issues

LAW R105-Describe the process of researching problems

LAW R105-Define and use legal research resources, tools and materials

LAW R105-Demonstrate and report the results of researching problems

LAW R105-Compose legal documents, citing appropriate legal authority

LAW R105-Analyze and prepare responses to pleadings and memoranda

LAW R105-Analyze and prepare court forms, requirements for points and authorities, prepare various types of pleadings in responses to motions such demurrers, summary judgments and new trials

Requisite Justification**Requisite Type**

Concurrent

Requisite

LAW R105

Requisite Description

Course in a sequence

Level of Scrutiny/Justification

Closely related lecture/laboratory course

Requisite Type

Prerequisite

Requisite

LAW R105

Requisite Description

Course in a sequence

Level of Scrutiny/Justification

Closely related lecture/laboratory course

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|---|
| 1 | Prepare a memorandum or an oral presentation focused on ethics and/or law office management. |
| 2 | Apply knowledge of the theories of the law and legal services in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace |
| 3 | Understand and apply theories and principles of the law to interpret legal documents. |

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|--|
| 1 | Prepare and edit written correspondence. |
| 2 | Compose oral or written presentations of complex legal issues. |
| 3 | Formulate a legal research plan, including the use of online legal databases. |
| 4 | Prepare advanced written/oral analyses of legal issues, including ethical questions. |
| 5 | Develop employment portfolios for traditional and non-traditional paralegal careers. |
| 6 | Appraise and assess ethical situations that occur in a legal environment. |

Course Content**Lecture/Course Content****I. Regulation of Lawyers and Paralegals (1 hours, Lecture)**

1. California Rules of Conduct
2. ABA Model Code
3. ABA Model Rules

II. Law Office Basics (1 hours, Lecture)

1. Attorney-Client Relationship
2. Retainers, Fees, Client Funds and Trust Accounts
3. Time and Billing Requirements and Systems

III. Ethics-Unlicensed Practice of Law (UPL) (2 hours, Lecture)

1. What Only Attorneys May Do
2. What Paralegals May Do
3. The Need for Supervision

IV. Ethics – Confidentiality (2 hours, Lecture)

1. Private Information
2. Privileged Communications
3. Attorney Work Product

V. Ethics - Conflicts of Interest (1 hours, Lecture)

1. Concurrent Conflicts
2. Successive Conflicts
3. Potential Conflicts

VI. Communication Skills (3 hours, Lecture)

1. Writing Skills
2. Editing Skills
3. Listening Skills
4. Oral Effectiveness

VII. Ethics: Competence / Malpractice (1 hours, Lecture)

1. Accepting Cases
2. Continuing Education
3. Workload
4. Supervision

VIII. Ethics: The Appearance of Impropriety (1 hours, Lecture)

1. Protection of Client
2. Pro Bono Work
3. Work to Improve the Legal System

IX. Special Issues in Advocacy (1 hours, Lecture)

1. Unmeritorious Claims, Delay and Discovery Abuse
2. Disruption in the Court Room
3. Disobeying Court Orders
4. Candor and Honesty

X. Ethics: Professionalism, Advertising and Solicitation (2 hours, Lecture)

1. Office Demeanor, Attitudes, Etiquette
2. Dress for Success
3. Communication

XI. Law Office Management: Technology in the Legal Field (1 hours, Lecture)

1. Case Management
2. Billing/Timekeeping
3. Research

XII. Non-Traditional Paralegal Careers (1 hours, Lecture)

1. Corporate legal department
2. Governmental offices
3. Court Positions
4. Freelance
5. Other

XIII. Career and Employment Issues (1 hours, Lecture)

1. Job Search
2. Resume
3. Interviews and Questions

Laboratory or Activity Content

Content in the course will include: Answer questions, problem solving activity, required reading, study, written work (such as essay/ composition/report/analysis/research), discussion, group activities, and multimedia presentations.

This may feature: employment portfolio building, timed research and oral presentations, short answer practical essays, a 10-minute oral presentation on a topic such as "privileged communication" or another instructor-approved topic, demonstrating a clear understanding of the topic using specific examples.

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Written expression
 Problem solving exercises
 Skills demonstrations

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Group projects
 Individual projects
 Journals
 Oral presentations
 Portfolios
 Quizzes
 Reports/papers
 Research papers
 Role playing
 Simulations
 Written homework

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Case studies
 Class activities
 Class discussions
 Demonstrations
 Distance Education
 Group discussions
 Guest speakers
 Internet research
 Lecture
 One-on-one conference
 Problem-solving examples
 Readings
 Role-playing
 Small group activities

Describe specific examples of the methods the instructor will use:

1. Guest Speakers
2. Traditional substantive law lectures
3. Review of multimedia including videos with instructor led debrief discussions
4. Student skills simulations with instructor feedback
5. Client Counseling Instruction and Simulations
6. Job Interview Simulations with Student and Instructor

Representative Course Assignments

Writing Assignments

We have just been retained by a client who is a recent immigrant from Italy. Her English is not very fluent. She has been asked to sign a prenuptial agreement. The Barry Bonds Case has just stimulated the legislature to make new laws regarding prenuptial agreements. Give an oral presentation using presentation software prepared within 3 hours. Use research methods to locate the Bonds case and new legislation, keycite or shepardize to find any new additions to this area of law and explain to your supervising attorney what law was "pre Bonds" and what changes have occurred. Provide your findings in a 2-4 page Interoffice Memorandum.

Critical Thinking Assignments

A two-page memorandum is based on the following hypothetical: you find out that an office mate is divulging confidential information about a client. Research the California Rules of Professional Conduct, and analyze how that problem will affect the lawyer, the client, and the paralegal. Examine possible alternatives and consequences. Be prepared to discuss your assigned situation in an oral presentation.

A 10-minute oral presentation on a topic such as "privileged communication" or another instructor-approved topic, demonstrating a clear understanding of the topic using specific examples.

Reading Assignments

Read, analyze and be prepared to discuss the differences between the California Rules of Professional Responsibility, the ABA Model Code, and the ABA Model Rules.

Read cases specified by the instructor relating to violations of the California Rules of Professional Conduct as they relate to both attorneys and paralegals.

Read and present on instances of unmeritorious legal claims, discovery abuse, and disruptions in court.

Problem-Solving and Other Assignments (if applicable)

1. Employment Portfolio
2. Timed Research and Oral Presentations
3. Client Counseling
4. Job Interview Simulations

Outside Assignments**Representative Outside Assignments**

Answer questions, problem solving activity, required reading, study, written work (such as essay/composition/report/analysis/research), portfolio preparation, group work, presentation preparation.

Articulation**Equivalent Courses at 4 year institutions**

University	Course ID	Course Title	Units
University of La Verne	LS 490	Paralegal Internship & Ethics	4

Equivalent Courses at other CCCs

College	Course ID	Course Title	Units
El Camino College	Law 20	Paralegal Seminar	3

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Classic Textbook

Yes

Description

Concise Guide to Paralegal Ethics, 5th ed., by Therese A. Cannon (2019)

Resource Type

Textbook

Classic Textbook

Yes

Description

Practical Law Office Management, 4th ed., by Cynthia Traina Donnes (2017)

Library Resources**Assignments requiring library resources**

Research & Reporting on Legal Issues

Sufficient Library Resources exist

Yes

Example of Assignments Requiring Library Resources

A two-page memorandum is based on the following hypothetical: you find out that an office mate is divulging confidential information about a client. Research the California Rules of Professional Conduct, and analyze how that problem will affect the lawyer, the client, and the paralegal. Examine possible alternatives and consequences. Be prepared to discuss your assigned situation in an oral presentation.

Distance Education Addendum**Definitions****Distance Education Modalities**

Hybrid (1%–50% online)
Hybrid (51%–99% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact**Hybrid (1%–50% online) Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Telephone	The telephone media of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.
Synchronous Dialog (e.g., online chat)	The students will be involved in synchronous dialogue during webinar presentations by the professor in which they use the chat feature of the webinar to discuss issues brought up in the professor's lecture and ask questions of the professor and other students.
Other DE (e.g., recorded lectures)	Prerecorded lectures on the learning for a given week will be made and placed in the modules to be replayed by the students for additional assistance in learning the concepts involved for a given week.

Face to Face (by student request; cannot be required)	This media of communication will be used between the professor and students needing additional help by meeting at a specific location during normal office hours.
E-mail	The professor will be involved in email communication with students needing additional help via this communication media.
Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Telephone	The telephone media of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.
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Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Telephone	The telephone media of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.
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E-mail	The professor will be involved in email communication with students needing additional help via this communication media.

Asynchronous Dialog (e.g., discussion board)

Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

Examinations

Hybrid (1%–50% online) Modality

On campus
Online

Hybrid (51%–99% online) Modality

On campus
Online

Primary Minimum Qualification

LEGAL ASSISTING

Additional Minimum Qualifications

Minimum Qualifications

Law

Review and Approval Dates

Department Chair

10/19/2021

Dean

10/19/2021

Technical Review

MM/DD/YYYY

Curriculum Committee

10/27/2021

DTRW-I

10/28/2021

Curriculum Committee

11/10/2021

Board

12/14/2021

CCCCO

01/05/2022

Control Number

CCC000628098

DOE/accreditation approval date

MM/DD/YYYY