

LGLA 1313.271
Introduction to Paralegal Studies Course Syllabus

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COURSE DESCRIPTION: This course presents an overview of the paralegal profession, including professional regulation, trends and issues, ethical obligations, and the paralegal's role in the delivery of legal services.

COURSE OBJECTIVES: This course explores the role of the paralegal within the legal profession and introduces the student to the fundamental skills needed for legal assisting/paralegalism. Students successfully completing this course will understand the role of the paralegal in the legal system and become familiar with on-the-job realities of the paralegal profession, including the rules and regulations governing paralegals, the legal system, legal analysis, interviewing, investigation, legal research and writing, law office administration, administrative advocacy, and will understand basic legal terminology.

REQUIRED TEXTBOOKS:

A legal dictionary. NOTE: Bring your legal dictionary to every paralegal class, unless you already know every legal term!

GRADING:

1. Late assignments or tests will NOT be accepted.
2. Weekly task and assignments will be listed on Blackboard through Course Content tab throughout the semester. There will be 3 exams in this course. Each exam will account for 25% of the final grade.
3. Individual effort must be demonstrated on all assignments and exams. Also considered inappropriate is the use of, in any fashion, artificial intelligence (AI) or a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and

renders the offenders liable to serious consequences, possibly suspension.

Academic Dishonesty: "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program."

4. The grading scale is as follows: 90-100 A 80-89 B 70-79 C 60-69 D Below 60 F

5. GRADING BASED ON:

A. Written assignments, tests, quizzes, and individual projects.

B. Presentation of work: Your work must be written like a paper, not a text.

C. Punctuality: COMPLETE ALL WORK ON TIME! NO late work will be accepted.

6. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.

ATTENDANCE: Students are expected to attend all classes in person in order to be successful in a course. Students will not be permitted to attend virtually. Collaborate will not be available in this course.

Students are expected to arrive at class in a timely manner. Attendance will be taken at the beginning of the class period. Late arrivals may be counted as absent for that class. A student may be administratively withdrawn from the course when absences become excessive. "Excessive" absences means more than two (2) absences for any reason.

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date (the 12th class day), as reported by the instructor, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

CELL PHONES: Cell phones must be turned off before entering the classroom. Texting during class is prohibited. Violation of this policy may result in the student being removed from the classroom and dropped from the course. Use of cell phones for class purposes may be permitted with instructor approval.

COMPUTERS: Laptop computers and electronic tablets may be used during class for class-related purposes only and provided speakers are muted. Wireless internet access is provided at SPC for education-related purposes only. Paralegal Studies students also have access to computers available in LBC109, as well as on other SPC campuses. All student work must be saved on a removable storage device, e.g. a flash drive, and not on an SPC computer.

Student-Owned Computer Equipment: Students may choose to use their own computer equipment to complete the assigned coursework. SPC provides Microsoft Office to students for installation and use on their personal computers. It is the sole responsibility of the student to ensure his / her computer system meets the minimum requirements for all required or suggested software. It is also the sole responsibility of the student to insure his / her computer system is in working order, free of malware, and sufficient to complete assigned coursework. The instructor is not responsible for the student's computer maintenance and cannot troubleshoot or repair issues on student-owned computers. If the student needs computer assistance, he/she can contact the SPC student helpdesk.

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and

Wellness main number at 806-716-2529. South Plains College's Notices Visit this link for SPC Syllabus

Statements: <https://www.southplainscollege.edu/syllabusstatements/>.

ADDITIONAL INFORMATION:

1. Do not use Blackboard Messenger to contact me, you should email me directly at khayes@southplainscollege.edu or come to my office during office hours (both listed on blackboard under contact me).
2. Blackboard – if you have technical issues with Blackboard, you will need to contact Amy Shriver, ashriver@southplainscollege.edu , I cannot fix any technical issues you may encounter.
3. If you email me with a question that is answered in the syllabus, I will not respond.
4. I will not respond to emails during the last 3 weeks of the semester asking to do make-up work (unless you have a signed and dated doctor's note) or questions about extra credit (there is none).
5. When/if you email me, please include your course section (ex. LGLA 1303-271) so I can easily find your information.
6. You will have one opportunity to take the tests or quizzes. Make sure you do not submit them unless you have answered all the questions.
7. Do not turn anything in using Google Docs.
8. Blackboard lets me know when and how long you log in to this course.
9. If you email me over the weekend, it may take longer for me to respond.
10. It is your responsibility to check the schedule weekly for assignments, discussions, tests, quizzes, etc.

TENTATIVE SCHEDULE

The following is the tentative schedule for this course. Changes will be made as needed as we progress throughout the semester. Tests and assignments will be scheduled as we progress through the material. Make sure you frequently check Blackboard, announcements, and emails for the due dates of tests and assignments.

Week	Topic to be discussed:
1	Introduction to the course; Syllabus
2	What is a paralegal?
3	Job outlook
4	Paralegal fees; job realities
5	Paralegal associations (local, state, national)
6	Cases: how to read / brief a case
7	State Bar regulation
8	Legal advice vs. legal information
9	Ethics: confidentiality
10	Ethics: attorney / client privilege
11	Federalism
12	Branches of government (powers and duties)
13	What is law?
14	Court procedure
15	Court procedure, continued
16	Types of law practices