

LGLA 1353
Wills, Trusts & Probate Administration

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COURSE DESCRIPTION: This course presents fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

COURSE OBJECTIVES: Students successfully completing this course will be able to define and properly use terminology relating to wills, trusts, and probate administration, be able to locate, describe, and analyze sources of law relating to wills, trusts, and probate administration, understand the role and ethical obligations of the paralegal in wills, trusts, and probate administration, understand the purpose of wills and the process of probate administration, and know how to prepare testamentary documents.

REQUIRED TEXTBOOK:

Title: Wills, Trusts and Estate Administration (8th edition)
Author: Hower, Walter and Wright
Publisher: Cengage
ISBN 13: 978130550625-1

(If a new edition of this textbook is released and adopted for this course, additional information will be provided in the "Start Here" module on Blackboard. Additionally, information as to where to purchase or access the book will be given in the "Start Here" module.)

GRADING: One examination will be given at the end (or near the end) of the semester. The examination will count 25% of the final grade. No make-up examination will be given. Weekly assignments (number to be determined by the instructor) will count 75% of the final grade. All assignments must be submitted through Blackboard by the due date and time. Assignments will not be accepted by email under any circumstances. Late assignments will not be accepted. Grade

equivalents: 90 to 100% = A; 80 to 89% = B; 70 to 79% = C; 60 to 69% = D; Below 60% = F

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	Do you really need a will?
3	Property
4	Succession
5	Requirements of a valid will
6	Drafting a will

7	Simultaneous deaths
8	Probate court participants
9	Representatives
10	Administration
11	Administration, continued
12	Informal probate
13	Trusts (overview)
14	Classification of trusts
15	Estate planning
16	Long term care