

Santa Ana College

PARA 100 Introduction to Paralegal Studies Fa;; 2015

Instructor: Kristen Robinson, Esq.

Ticket: 10325 Units: 3 T/Thur, 9:45 AM – 11:10 AM, Room A-226

Textbook: Intro to Paralegal Studies, Prof. Manzano & Prof. Robinson

ISBN-13: 978-1-308-29029-3

ISBN-10: 1-308-29026-8

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Office Hours & Location: **A-107-13**

Mondays: 10:30 –11:30 AM

Tuesdays: 2:30 – 4:30 PM

Wednesdays: 10:30 – 11:30 AM

Course Description: The study of the legal assistant profession. Duties of a legal assistant, investigation, basic law office organization, court system and research fundamentals. Focus on ethics, terminology, and interviewing with sensitivity toward the diverse cultural mix of our society.

Student Learning Outcomes: Students who successfully complete this course will be able to:

1. Understand what it means to be a paralegal in the state of California.
2. Understand the basic ethical requirements to work in a law office in California.
3. Be able to communicate professionally.

Blackboard: In addition to the lecture and assignments in the classroom, assignments, documents and information for the class can be accessed at <http://rscsd.blackboard.com>. You may access this web site from home, the library or the student labs at SAC. When you are officially enrolled in the class you will have access to the Blackboard class web page. You are expected to monitor the Blackboard web site and complete all assignments in a timely manner when posted on the web site. The schedule of reading and assignments will be posted on the web site.

GRADING/ASSESSMENT METHODS:

Exams (3): 10% Each =	30% Total
Written Assignments =	45% Total
Final Exam =	25% Total

Your points will be weighted according to the scale above and then added together. Your semester grade will be based on what percentage of total weighted points you earned based on the total weighted points that were offered.

GRADING RATIONALE/GRADING POLICY

The grading scale is as follows:

90% and above	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 59%	=	F

EXAMS:

Each exam will consist of a combination of true-false, multiple-choice, and short-answer essay questions.

The final exam will be comprehensive, and the unit exams will serve as a good review tool for the final examination.

WRITTEN ASSIGNMENTS:

You will prepare written assignments in this class. All assignments must be typed. We will discuss these assignments in more detail during the semester.

ONLINE QUIZZES:

You will take at least one quiz for each part of the textbook using Blackboard. These quizzes will serve as an excellent review for the exams and the final. The quizzes will be open-book, open-note.

ATTENDANCE POLICY:

In accordance with the published policy of the school regarding absences, **“It is the student’s responsibility to withdraw officially from a course.** However, because of enrollment demand a student may be dropped by the instructor when not appearing at the first class meeting. A student may be dropped for excessive absences when the total hours of absences exceed 10% of the total, scheduled hours of the class. Under extenuating circumstances, a student may be reinstated by the instructor.”

MAKE-UP ASSIGNMENT/EXAM POLICY

The exam schedule as shown on the front of this course outline is for the fairness of all students; therefore, unless I am notified in advance of the reason for not taking an exam or turning in an assignment when scheduled, there will be no make-up exams or late assignments allowed.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

A student with a disability, who would like to request an academic accommodation, is responsible for identifying himself/herself to the instructor and to the Disable Student Programs and Services (DSPPS). To make arrangements for academic accommodations, contact the Physical Disability Center in Johnson Center, U-103, or phone (714) 564-6264, TTY (714) 564-6284 for a referral to the appropriate DSPPS Department.

CONFERENCE:

Students wishing to meet with me should contact me to set up a mutually agreeable time. If you are having any problems with the class or with any of the material, I encourage you to E-Mail me at Robinson_kristen@sac.edu or visit with me during my posted office hours.

ACADEMIC HONESTY POLICY:

The policy of the College for cheating is found in the current catalog:

“In cases where a violation of academic honesty is discovered, the faculty member is encouraged to file an “Academic Misconduct Incident Report” form and distribute the form to the appropriate offices listed.

There are two categories of sanctions: Limited and College-wide. Limited sanctions include an academic action such as assigning a lower grade or a grade of “F” for the assignment, project, or test. College-wide sanctions include any sanction that will affect a student’s standing with the college-at-large, up to and including suspension or expulsion from the College.

In matters relating to academic honesty violations, the primary responsibility for disciplinary proceedings rests with the instructor and the academic division where the violation allegedly occurred. The Dean of Student Affairs will assist in all College-wide sanctions.”

Please don’t cheat. If you are really tempted to cheat, I have found the best thing to do is to come to class, read your textbook, and complete the assignments.

CLASSROOM RULES:

- Please be courteous at all times. If you are late for class, please try to enter the classroom with as little interruption as possible.
- It is very important that you conduct yourself professionally during this course.
- You must keep a copy of everything you submit to me for this class including: briefs, quizzes, confirmations, etc. You should keep your copies until the grades are posted and the semester is over. This is also a good practice to develop for your professional career.
- Your grades will be available on the Blackboard page for this class. If there is any discrepancy between what you received on your assignment and what is displayed in the Gradebook, please notify me immediately.
- All documents submitted to me must include your name on each and every page.
- Cell Phones: I will give every student 20 points of extra credit to start the semester; if a cell phone goes off during class, I will take away 5 points of extra credit from the entire class. So work together to keep your phones from ringing.
- Sometimes, I administer pop quizzes as a way to earn extra credit during the semester. Therefore, it is in your best interests to come to class on time and prepared.
- Legal issues are often very personal to each of us, and discussions on these topics can be very passionate. Each student should feel safe and free to express their opinions in a healthy, but respectful manner in the classroom. No student should feel bullied for their opinions on any subject; the hallmark of a great legal thinker is to be able to see not just the weakness in the other side’s position, but the strength. I reserve the right to intervene in any classroom discussion, redirect the debate, and play the devil’s advocate. If the situation warrants, I will also speak to a student outside of class about their classroom behavior.
- Most importantly, do not panic! If you have any concerns, problems or questions about this

class or the material, come see me immediately.

DISCLAIMER:

I am an attorney, but I am not your attorney. Nothing I say to you during this class, or outside of class as part of our discussion of the material, constitutes an attorney-client relationship. We will discuss many situations that may sound like real-life scenarios, and I will give my opinion on these subjects as they relate to our course material as your professor - - not as your attorney.

PARA 100

Course Outline

Date	Week	Chapter	Text
8/25	1	1	Legal Profession
9/1	2	2	Legal Profession Continued
9/8	3	3	Paralegal Job Duties
9/15	4	10, 11	Legal Ethics
9/22	5	10,11	Legal Ethics Continued
Test 1: Date TBA			
9/29	6	12	Introduction to the Court System
10/6	7	13, 16	Introduction to Legal Research
10/13	8	13, 16	Legal Research Continued
10/20	9	13, 16	Introduction to Legal Analysis
Test 2: Date TBA			
10/27	10	16	Legal Analysis Continued
11/3	11	2	Paralegal Specialty areas
11/10	12	2	Specialty areas continued
11/17	13	5,6,7	Job Market Exploration
11/24	14	6,7	Resumes and Cover Letters
12/1	15	6,7	Resume and Cover Letters continued
12/8	16	Final Exam, Chapters	

I reserve the right to change this schedule