

**Santa Ana College
Course Syllabus**

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Class: Paralegal 297 The Professional Paralegal

Course Description: This is the capstone class to the paralegal degree/certificate. Students will demonstrate their knowledge of ethics, legal principles, and the technical skills necessary for entry level employment as a paralegal.

Text: There is not a textbook for this course. All materials will be on Canvas or researched by the student.

Student Evaluation: All assignments for this class are accessible via Canvas at <https://rscdd.instructure.com>. The items in the assignments category are worth 40% of the class grade. The discussions are worth 40% of the class grade. The final assignment category is worth 20% of the grade. *Students must achieve a cumulative total of 90% of the weighted class grade to pass.* **This is a pass/ no-pass class.**

Due Dates: Various online assignments for credit will be given. To receive credit assignments must be posted by the due date. **One student skill being assessed is the ability to work in a timely manner and meet due dates. No late assignments will be accepted.** Request for Relief from Default: In extra ordinary cases, a student fails to submit any assignment on time or fails to follow the instructions or makes any other "mistake" which results in a deduction of points, the student may resubmit the assignment so long as the comment box contains a C.C.P. 473 declaration. You don't know what that is? Then research it! Ask other students. The instructor retains the right to determine if relief shall be granted based on the facts set forth in the declaration. The body of the declaration (no caption required) along with the statement being submitted under penalty of perjury, must comply with the court rules. **The fact that you are allowed to request relief does not mean it will be granted. Only extra ordinary cases will be granted.**

Canvas: Assignments for the class can be accessed at <https://rscdd.instructure.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 class. The student is expected to monitor the 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. Lecture material will be made available on the web site. The student will be able to access their current grade and credit for assignments on the web site.

Honesty Policy: A student found cheating on any exam or assignment, will receive no credit for that exam or assignment, and may result in a failing grade in the class. The Para 297 The Professional Paralegal Sample

student will not be allowed to drop and receive a W for the course. Cheating is defined to include but not limited to presenting any work that is not entirely the students own work as well as copying other students work or using any unauthorized material during a test or assignment.

Accommodations for Disabilities

Students with verifiable disabilities who want to request academic accommodations are responsible for notifying their instructor and Disabled Students Programs and Service (DSPS) as early as possible in the semester. To arrange for accommodations, contact DSPS by phone (714) 564-6260 or (714) 564-6384 (TDD for students that are deaf) or stop by the DSPS Center in U-103.

Contact with Professor Manzano: Do not email Professor Manzano with class questions. Ask all class questions on Blackboard under class discussions/class questions. You may continue to email Professor Manzano with privacy issues.

General Class Questions: General class questions **must be asked** under the “class question” section of the online discussion board found on the Blackboard web site. If the question is the type you would ask in class, ask it under class questions. If you send it as an email you will be directed to the class question forum.

Student Learning Outcomes/Course objectives: At the end of this course students will have an understanding of:

1. The rules of ethics that govern the legal profession in California.
2. Students will understand and meet deadlines.
3. Students will demonstrate the ability to follow instructions and pay attention to details.
4. Students will be able to independently gather information that is available via the internet, including employment opportunities and requirements.
5. Students will demonstrate through the online discussions communication and interpersonal skills necessary for the law office environment.
6. Students will demonstrate a fundamental understanding of basic legal principles necessary for an entry level position in a law office.
7. Students will understand the proper format of resumes and cover letters seeking employment in a law office.

Course Prerequisites: Students must have a C or better in: Paralegal 100, 101, 120, 121, 246, and either (Business 101 or 105) or all of the following: (Paralegal 107, 130, 131, 136, 137, and 138).

Legal Questions: *Professor Manzano will only answer questions pertaining to the material covered in class. Do not ask personal legal questions. Professor Manzano will not give legal advice. If you have a legal question, you are advised to consult your attorney. Professor Manzano will not represent students.*