# 8/13/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 4 September 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Introduction to Paralegal Studies

**BRCC Course Rubric:** PALG 1013

**Previous Course Rubric**: PALG 101

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-0-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-0-45

**Louisiana Common Course Number:**

**CIP Code:** 22.0302

**Course Description:** This course provides an overview of the paralegal profession including ethical obligations, regulation, professional trends and issues, and the paralegal’s role in assisting the delivery of legal services. The intended audience includes those who could otherwise benefit personally or professionally from basic information regarding legal systems in the United States.

**Prerequisites:**  None

**Co-requisites:** None

**Suggested Enrollment Cap:** 35

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Define paralegal and discuss legal restrictions on paralegals and their use.

2. List the major paralegal organizations and associations.

3. Describe the skills that are necessary to perform paralegal work.

4. Identify the ethical and professional considerations applicable to paralegals.

5. Explain the difference between a paralegal and an attorney as well as a paralegal and the clerical staff of a law office.

6. Identify the principle sources of law and structure of the federal and state court systems.

7. Identify major substantive areas of law.

8. Describe the basic procedures and terminology in civil litigation.

9. Develop competence in basic legal research.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Instructor designed exams will assess learning outcomes.

2. Instructor designed quizzes and assignments will assess a portion of the learning outcomes.

3. Instructor designed projects will assess a portion of the learning outcomes.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Definition of a paralegal

a. Qualities of successful paralegals

II. Areas of paralegal employment

III. How paralegals are utilized

a. Compensation

b. Employment

c. Law office organization

IV. Paralegal associations

a. Certification

b. Licensure

V. Legal concerns

a. Unauthorized practice of law

b. Ethical codes

c. Solicitation and Advertising

d. Attorney- Client privilege

VI. Substantive and Procedural Law

VII. Legal Research and Writing