

Kankakee Community College Syllabus

Course prefix and number: PLAS 1103

Course title: INTRODUCTION TO PARALEGAL/LEGAL ASSISTANT STUDIES, Fall 2019

Credit hours/Length: Lecture hours: 3 Clinical/Lab hours: None

Catalog description: This is a survey course introducing students to the paralegal profession. A practical approach is used to explain a paralegal's roles, skills, and responsibilities. The course also emphasizes mastering terms, reviewing basic techniques of legal research and writing, and ethics for paralegals.

The following are prerequisites:

1. Appropriate WorkKeys assessment scores.
2. ENGL 1613 (English I) may be taken concurrently.
3. Students are advised that this course must be completed with a final grade of "B" or better, and ENGL 1613 (English I) must be completed with a final grade of "C" or better, in order to continue enrolling in PLAS classes.

Faculty

Dr. Kristine M. Condon, Professor and Program Coordinator
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Office Location/Office Hours

Workforce Development Center, D116
Office hours change weekly; please check Dr. Condon's web site at
www.kcc.edu/facultysites/kcondon.
I will post my office hours on a monthly basis.

Textbook(s) and Other Materials

- A. Miller, Roger LeRoy, and Mary Meinzingler Urisko. Paralegal Today: The Legal Team at Work, Seventh Edition. Delmar Cengage Learning, 2017.
- B. Carolina Academic Press. Core Grammar for Lawyers. Individual student user license available through the KCC Bookstore, or purchase from vendor at a discounted price. Web site: www.coregrammarforlawyers.com.
- C. Supplemental handouts and other materials will be distributed during class.

Instructional Methods

Methods will include lectures, discussions, in-class and library research and writing projects, and individual assignments and activities.

Relationship to academic programs and transferability

Introduction to Paralegal/Legal Assistant Studies was designed to meet specific student needs, either individually or within a program. Transferability of this course will be determined by each transfer institution. Please see an academic advisor for an explanation concerning transfer options. Refer to the IAI web page at www.itransfer.org for more information.

Course Goals and Learning Outcomes

At the conclusion of this course, you, the legal professional, will be able to:

1. Define the role of the paralegal in the legal system;
2. Discuss the implications of paralegal regulation and paralegal ethics;
3. Define the components of a well-run legal office and describe how a paralegal might assist in the running of that office;
4. Participate in some of the basic roles of client interviewing and information gathering;
5. Discuss the foundations of the American legal system;
6. Explain the purpose of case reporters and statute books, as well as to explain the various types of legal research and writing;
7. Describe the roles paralegals can play in the following contexts: litigation, torts or personal injury, criminal law, business organizations, family law, estate planning, real estate, or contracts.

Evaluation of Student Performance

See the Course Calendar and Homework Table for this session. Homework will generally be due at the start of a class period as noted in this syllabus. All homework is to be stapled, with your name on the top page, along with a description of the homework assigned. For example:

John Smith
PLAS 1103
Review Problem 3
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Homework that is not clearly labeled and stapled will be returned to the student ungraded.

Students are expected to submit homework on the evening it is due. The final homework grade will be reduced by 10% (1 letter grade) per class period until the homework is submitted. The exception to this rule is if you are

absent on the date a homework assignment is due; in that case, the due date is automatically extended to the date you return for your next class without any reduction in points. All homework will be submitted in typewritten format (typewriter or PC acceptable) unless otherwise directed by the instructor.

The instructor reserves the right to alter or modify the content of an assignment or its position in the course calendar.

90-100% of total points possible = A
80-89% of total points possible = B
70-79% of total points possible = C
60-69% of total points possible = D
Under 60% of total points possible = F

The points will be apportioned as follows:

30% of final course grade: 3 unit exams
35% of final course grade: Final Exam
35% of final course grade: Weekly Homework

Writing Skills Requirements

At its April 2007 meeting, the Paralegal/Legal Assistant Studies Advisory Committee directed the program to require demonstrated competency beyond the requirements of ENGL 1613 and ENGL 1623 as a course completion requirement for PLAS 1103. The reason for the directive is to insure that all students who complete this course are writing at a minimum ENGL 1623 (English II) level as they enter their second semester of studies. **Demonstration of writing competency is an exit requirement for this class. In other words, this must be completed in order for you to continue your paralegal studies, just as this class requires a minimum grade of "B" to continue with your paralegal studies.** Therefore, you will need to complete the **Core Grammar for Lawyers writing tool this semester.** They are being assigned as homework that you may complete on or before the end of the semester in this course (see syllabus for exact due dates).

Note that your scores on Core Grammar for Lawyers will not prohibit you from continuing in PLAS courses, nor does a low set of scores negatively impact your grade in this course. Instead, students who score lower than an **85% on the post-test** will receive a set of workbook practice exercises targeted to the areas where the placement exams indicate difficulty. These workbooks are provided to you at no cost. In addition, the program coordinator may refer you to a graduate member of the Paralegal Alumni Mentoring Network (sponsored by the alumni of Lambda Epsilon Chi), who can give you guidance and assistance on improving your writing skills. Other activities designed to assist you may be recommended by the instructor(s).

At its October 2013 meeting, the Advisory Committee also directed the program to implement the use of WorkKeys® testing in Reading for Information, Locating Information, and Business Writing as a course entrance requirement. With the 2013-2014 incoming freshman class, cut scores in these three testing areas will be prerequisites to entering the course. In this course, we will be offering you free KeyTrain test preparation software and will be testing you using KeyTrain in these three areas. Your KeyTrain scores will not, however, be used to determine whether you may continue in the program. These assignments will be treated and graded as homework assignments. You will receive credit for completing the assignment, regardless of the KeyTrain scores you actually receive.

Course Policies: Please review these carefully.

You will be allowed a total of three absences for this semester. We reserve the right to inform you that your successful completion of the class is being jeopardized when you have missed your third class. We also reserve the right to request that you withdraw from the class with a grade of "W" when you have missed your fourth class. Each absence in excess of three will result in a one letter grade reduction of your final course grade. Class will begin promptly; students are expected to be on time for class and are strongly encouraged to get notes from fellow students if they miss a class.

As is the case in all KCC computing labs and classrooms, no food, drink, or smoking is permitted. Children are also not permitted in the labs.

The Program's in-class examination policy is pursuant to Section 4.1 of the Code of Campus Affairs and Regulations, which states that "permission to make up work missed because of absence may be granted at the instructor's discretion." For in-class examinations, there are no makeups allowed for any reason except your personal illness, which must be documented with an original note explaining the absence which is signed by the treating physician. A makeup for a medical reason requires notification to one or both instructors no later than 3:00 p.m. on the day of the in-class examination. For final projects, the project is due on the assigned due date. Final projects received after the due date will not be graded. Students may not use notes, books, or reference materials on examinations unless specifically authorized to do so by the instructors. Students are to turn off all cell phones and pagers during an examination. Sending and receiving e-mails, instant or text messages, or other forms of electronic communication during the exam are strictly prohibited. Students are expected to be on time for exams and will not be given additional time to complete an exam due to a late arrival.

It is assumed that all course assignments and examinations represent the student's own efforts. Any impropriety, or appearance of impropriety, will result in a minimum of a "zero" for that assignment/examination and possible removal from the course. In addition, any student found copying software for personal use or altering settings on the computers (beyond the scope of any classroom assignment) will be removed from the course.

In addition, all assignments shall be submitted with a cover sheet containing this statement regarding academic honesty:

Because academic dishonesty fundamentally undermines the mission of KCC's PLAS Program and diminishes my individual efforts and those of my classmates, I certify that this work product is the result of my own independent and original effort; that I have completed this work product without the assistance of others unless otherwise directed by the instructor; and that I understand the syllabus's sanctions for work product meeting the definition of "impropriety or the appearance of impropriety."

The cover sheet shall also contain the student's original signature.

Each student's KCC-based lexisadvance.com account is for academic use only. Any unauthorized use of such account to accumulate billable hours, to generate client fees, to provide work product for an internship site provider or individual authorized by statute or court rule to provide legal advice, or for any other income-

producing use is strictly prohibited under the terms of the LexisAdvance Acceptable Use Policy; further, such use serves as grounds for immediate withdrawal from the course and possible sanctions under college policy.

Beginning with Spring 2011, the PLAS program is conducting a pilot study of audio recording class lectures for rebroadcast from the program's home page. This would not replace a face-to-face course, but the recordings may be used to assist students as they prepare for examinations or make up missed lecture content. Pursuant to 720 ILCS 5/14-2 (2014), students in PLAS 1103 are hereby notified that all course content may be recorded and may be posted to Canvas for students to access after class.

College Policies

Withdrawals

When it is necessary to withdraw from a course or from the college, a student may do so on or before the withdrawal date stated on the syllabus without receiving a punitive final grade. Change of Schedule forms (used to add or drop a course) are available in Student Services and the student should obtain the required signatures prior to submitting the Change of Schedule form to an adviser in Student Services. Students may submit Change of Schedule forms through the mail, but they must be postmarked no later than the withdrawal date. No withdrawals are allowed by phone. The last date to withdraw with a grade of "W" is ten school days after the midpoint of the course pursuant to the Kankakee Community College catalog.

Code of Conduct

By participating in this course, the student agrees to adhere to the KCC Code of Conduct, found in each academic year's catalog, and understands that his or her classroom behavior shall be in compliance with the Code.

Inclement Weather

As a general rule, KCC will remain open during inclement weather. If the College will be closed due to inclement weather, cancellation announcements will be broadcast over Kankakee radio stations WKAN-AM, WBSW-FM, and WLRT-FM; Watseka stations WGFA-AM/FM; and Pontiac stations WJEZ-AM/FM. In addition, KCC reports campus closings at www.emergencyclosings.com.

Use of KCC Student E-mail Accounts (NEW College Policy beginning Summer 2015)

To ensure a student's privacy under all applicable education laws and to facilitate timely interactions, two College-authorized methods of electronic communication exist: KCC-issued student email accounts (using the domain name of .student.kcc.edu) and the Canvas Learning Management System. Students are expected to regularly check their KCC email accounts and Canvas for important incoming communication from the college or from individual instructors. Students understand that emails they send from personal email accounts (other than those listed above) may not be delivered to the KCC recipient, and students should have no expectation that such messages will be answered.

Non-Attendance/Non-Participation

KCC complies with state law and federal financial aid policy. If you receive an attendance grade of F or are institutionally withdrawn from a course, it will affect your eligibility for financial aid. (1) You must attend at least one class, or participate at least once for an online course (logging in without participation is not attending), by the 10th day of 16 week courses or within the first 10% of shorter term classes. Non-attendance will result in an

attendance grade of F. (2) If you have excessive absences and no reasonable chance of passing the course at midterm (or after), your instructor may give you a WX grade and have you institutionally withdrawn from the course.

College Resources

Tutoring Services

Tutoring assistance is free to all currently enrolled KCC students. Our tutor program is certified by the College Reading and Learning Association (CRLA). For schedules, resources and other helpful information, go to www.kcc.edu/tutoring.

Office of Disability Services

KCC works closely with students and instructors to accommodate individual student learning needs. For the services they offer, their contact information and other helpful information, go to www.kcc.edu/disabilityservices.

Miner Memorial Library

The Miner Memorial Library provides a variety of services free to students. For the services they offer, their hours of operation and other helpful information, go to www.kcc.edu/library.

Syllabus Disclaimer

The course syllabus and calendar are subject to change.

Copyright

The materials on this course are only for the use of students enrolled in this course for purposes associated with this course. Further Information regarding KCC's copyright policy is available at www.kcc-online.org/copyright/policy.html.

Course Calendar Detailing Subject Coverage and Homework Table

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated When you are answering chapter review questions this semester, write out the question along with the answer.
<p>Week 1: Tuesday, 8/20/2019</p>	<ul style="list-style-type: none"> • Review of course syllabus and expectations • Review courthouse visit guidelines (see Syllabus, Page 15) • Setup of e-mail accounts (WDC computer lab) • Review of SkillPrep • “Learning Well and Finding Your Place” • Review of CoreGrammar for Lawyers • Review of KeyTrain 	<p>SkillPrep</p> <ul style="list-style-type: none"> A. College Prep B. Time Prep C. Study Prep D. Test Prep E. Read Prep F. Write Prep G. Presentation Prep 	
<p>Week 2: Tuesday, 8/27/2019</p>	<ul style="list-style-type: none"> • Chapter 1, “The Paralegal Profession” • Chapter 2, Career Opportunities” • Visit from Paralegal Alumni Mentoring Network 	<p>The Paralegal Profession</p> <ul style="list-style-type: none"> A. What is a Paralegal? B. What Do Paralegals Do? C. Paralegal Education D. Paralegal Skills and Attributes E. The Future of the Profession <p>Career Opportunities</p> <ul style="list-style-type: none"> A. Where Paralegals Work B. Paralegal Specialties C. Paralegal Compensation D. Planning Your Career E. Locating Potential Employers F. Marketing Your Skills G. Reevaluating Your Career 	<ul style="list-style-type: none"> • CoreGrammar for Lawyers pretest scores due. Please print and bring a paper copy of your pretest score to submit as your homework assignment. • Read and be ready to discuss Chapters 1 and 2.

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated When you are answering chapter review questions this semester, write out the question along with the answer.
<p>Week 3: Tuesday, 9/3/2019</p>	<ul style="list-style-type: none"> Chapter 5, "Sources of American Law" Chapter 6, "The Court System and Alternative Dispute Resolution" 	<p>Sources of American Law</p> <ul style="list-style-type: none"> A. The Framework of American Law B. Case Law and the Common Law Tradition C. Constitutional Law D. Statutory Law E. Administrative Law F. National and International Law <p>The Court System and Alternative Dispute Resolution</p> <ul style="list-style-type: none"> A. Basic Judicial Requirements B. State Court Systems C. The Federal Court System D. Alternative Dispute Resolution 	<ul style="list-style-type: none"> Chapter 19 Short Essay Writing, pp. 590-591. Read the article entitled "Learning Well and Finding Your Place." In a three-paragraph memo to your instructor, respond to the following points: <ul style="list-style-type: none"> 1. What did the judge mean by "learning well during your schooling," and what would that mean if the judge said that to you? 2. Of the nine hints for learning well and finding your place, which three are most significant to you and why? 3. Describe and explain two additional ways in which you will commit to learning well and finding your place in this program. (OBJECTIVES 1, 2) Chapter 1 Internet Project 2, p. 19. Review the American Association for Paralegal Education's website and the ABA's website. Answer the questions related to their roles in paralegal education and answer all parts of the question related to ABA approval. (OBJECTIVES 1, 2) Chapter 2 Practice Questions and Assignments 4 and 5, p. 54. For Question 4, identify each of the following types of questions that an interviewer might ask during an interview and defend your answer. For Question 5, determine which of the following questions are potentially illegal to ask during an interview and defend your answer. (OBJECTIVES 1, 2, 7) Read and be ready to discuss Chapters 5 and 6.
<p>Week 4: Tuesday, 9/10/2019</p>	<ul style="list-style-type: none"> Finish Chapters 5 and 6; "Teach us" session Review for Exam #1 		<ul style="list-style-type: none"> "Teach us" session, where students will teach the instructor and the rest of the class a key concept covered in prior chapters.

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated When you are answering chapter review questions this semester, write out the question along with the answer.
Week 5: Tuesday, 9/17/2019	<ul style="list-style-type: none"> EXAM #1 (CHAPTERS 1, 2, 5, 6) 		<ul style="list-style-type: none"> In-class examination. (ALL OBJECTIVES)
Week 6: Tuesday, 9/24/2019	<ul style="list-style-type: none"> Chapter 4, "Ethics and Professional Responsibility" Guest speaker 	<p>Ethics and Professional Responsibility</p> <ul style="list-style-type: none"> A. The Regulation of Attorneys B. Attorney Ethics and Paralegal Practice C. The Indirect Regulation of Paralegals D. The Unauthorized Practice of Law (UPL) E. Should Paralegals Be Licensed? 	<ul style="list-style-type: none"> Chapter 5 Internet Project 1, p. 144. Instead of <u>Riley v. California</u>, look up the case of <u>Minnesota Voters Alliance v. Mansky</u> and answer the questions about it. (OBJECTIVES 5, 6, 7) Chapter 5 Practice Questions and Assignments 3 and 4, p. 143. For Assignment 3, use the U.S. Constitution to identify the relevant language in the Bill of rights that gives U.S. citizens those specific protections. For Assignment 4, identify the constitutional amendment being violated and defend your response. (OBJECTIVES 5, 6, 7) Chapter 6 Group Project, p. 172. Use the National Center for State Courts web site and diagram the court structure for three courts as assigned by the instructor, one of which must be Illinois. (OBJECTIVES 5, 6, 7) Read and be ready to discuss Chapter 4.

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated When you are answering chapter review questions this semester, write out the question along with the answer.
Week 7: Tuesday, 10/1/2019	<ul style="list-style-type: none"> Chapter 10, Civil Litigation: Before the Trial” Chapter 14, “Tort Law, Product Liability, and Consumer Law” 	<p>Civil Litigation: Before the Trial</p> <ul style="list-style-type: none"> A. Civil Litigation: A Bird’s-Eye View B. The Preliminaries C. The Pleadings D. Pretrial Motions E. Traditional Discovery Tools F. The Duty to Disclose G. Discovery of Electronic Evidence <p>Tort Law and Product Liability</p> <ul style="list-style-type: none"> A. Introduction B. The Basis of Tort Law C. Intentional Torts D. Negligence E. Cybertorts: Defamation Online F. Strict Liability G. Product Liability 	<ul style="list-style-type: none"> Chapter 4 Practice Questions and Assignments 4 and 6, pp. 117-118. For Assignment 4, answer all parts of the question related to the legal technician’s duties. For Assignment 6, identify which tasks a paralegal may legally perform and defend your answer. It is insufficient to answer the questions without defending your responses! (OBJECTIVES 1, 2, 3, 4, 7) Chapter 4 Internet Project 2, p. 118. Answer each part of the question and be complete in your responses. Put the responses in a memo format to your instructor. (OBJECTIVES 1, 2, 3, 4, 7) Read and be ready to discuss Chapters 10 and 14.
Week 8: Tuesday, 10/8/2019	<ul style="list-style-type: none"> Continue Chapters 10 and 14 Review for Exam #2 		
Week 9: Tuesday, 10/15/2019	<ul style="list-style-type: none"> EXAM #2 (CHAPTERS 4, 10, 14) 		<ul style="list-style-type: none"> In-class examination. (ALL OBJECTIVES)

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated When you are answering chapter review questions this semester, write out the question along with the answer.
<p>Week 10: Tuesday, 10/22/2019</p>	<ul style="list-style-type: none"> • Chapter 7, “Legal Research and Analysis” • Chapter 8, “Contemporary Online Legal Research” • “Teach us” session 	<p>Legal Research and Analysis</p> <ul style="list-style-type: none"> A. Researching Case Law—The Preliminary Steps B. Finding Relevant Cases C. The Case Reporting System D. Analyzing Case Law E. Researching Constitutional and Statutory Law F. Analyzing Statutory Law G. Researching Administrative Law <p>Contemporary Online Legal Research</p> <ul style="list-style-type: none"> A. Going Online: An Internet Primer B. Free Legal Resources on the Internet C. LexisAdvance D. Alternative Online Programs E. Conducting Online Research 	<ul style="list-style-type: none"> • “Teach us” session on topic assigned by the instructor. • Chapter 10 Internet Projects 1, p. 313. Instead of using the complaint that is discussed in your text, review the complaint distributed by your instructor and answer the questions about it. (OBJECTIVES 6, 7) • Chapter 10 Internet Projects 2, p. 313. Go to the Illinois Supreme Court’s website and document what you find for each of the five parts (A-E) of the question. (OBJECTIVES 6, 7) • Chapter 14 Practice Questions and Assignments 1 and 3, p. 446. For Assignment 1, determine which tort claim(s) Bob may have against the picketers. For Assignment 3, determine which tort claim(s) the teacher may have at his disposal. (OBJECTIVES 2, 6, 7) • Read and be ready to discuss Chapters 7 and 8.
<p>Week 11: Tuesday, 10/29/2019</p>	<ul style="list-style-type: none"> • Finish Chapter 8, if needed • Chapter 9, “Legal Writing: Form and Substance” • Case briefing • Peer editing of case briefs • Street Law Civics Education Activity 	<p>Legal Writing: Form and Substance</p> <ul style="list-style-type: none"> A. Legal Writing: The Preliminaries B. The Importance of Good Writing Skills C. Pleadings and Discovery D. General Legal Correspondence E. The Legal Memorandum 	<ul style="list-style-type: none"> • Bring first draft of case briefs, assigned by instructor, to class for peer editing. (OBJECTIVES 5, 6, 7) • Read and be ready to discuss Chapter 9.

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated When you are answering chapter review questions this semester, write out the question along with the answer.
Week 12: Tuesday, 11/5/2019	<ul style="list-style-type: none"> Chapter 12, "Trial Procedures" Chapter 13, "Criminal Law and Procedures" "Teach us" session 	Trial Procedures A. Preparing for Trial B. Pretrial Conference C. Jury Selection D. The Trial E. Posttrial Motions and Procedures F. Enforcing the Judgment Criminal Law and Procedures A. What Is a Crime? B. Elements of Criminal Responsibility C. Types of Crimes D. Cyber Crimes E. Constitutional Safeguards F. Criminal Procedures Prior to Prosecution G. The Prosecution Begins H. The Trial	<ul style="list-style-type: none"> Finalized case briefs for the cases assigned by the instructor due. (ALL OBJECTIVES) Chapter 9 Practice Question and Assignment 3, pp. 268-269. For Assignment 3, use IRAC to correctly draft a paragraph. (ALL OBJECTIVES) Be prepared to lead "Teach Us" session. Read and be ready to discuss Chapters 12 and 13.
Week 13: Tuesday, 11/12/2019	<ul style="list-style-type: none"> EXAM #3 (CHAPTERS 7, 8, 9, 12, 13) 		<ul style="list-style-type: none"> In-class examination. (ALL OBJECTIVES)
Week 14: Tuesday, 11/19/2019	<ul style="list-style-type: none"> Chapter 15, "Contracts and Intellectual Property Law" Chapter 18, "Business Organizations and Employment Law" 	Contracts and Intellectual Property Law A. Requirements to Form a Valid Contract B. Defenses to Contract Enforceability C. Sales Contracts and Warranties	<ul style="list-style-type: none"> Chapter 12 Practice Questions and Assignments 1 and 2, p. 374. For Assignment 1, identify the phases of a trial in each hypothetical and defend your answer. For Assignment 2, identify the motion that would be filed in each situation and defend your answer. (ALL OBJECTIVES) Chapter 13 Internet Projects 1 and 2, p. 414. For Assignment 1, visit the FBI's YouTube channel and answer the related questions. For Assignment 2, located

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated When you are answering chapter review questions this semester, write out the question along with the answer.
		D. Contract Performance and Remedies E. Electronic Contracting and Electronic Signatures F. Intellectual Property law Business Organizations and Employment Law A. Forms of Business Organization B. Agency Law C. Employment Law	<p><u>In re Tsarnaev</u>, 775 F.3d 457 (1st Cir. 2015) and answer the questions about the case. (OBJECTIVES 5, 6, 7) Read and be ready to discuss Chapters 15 and 18.</p>
Week 15: Tuesday, 11/26/2019	<ul style="list-style-type: none"> Chapter 17, "Family Law and Estates" Chapter 16, "Real Property and Insurance Law" "Teach us" session 	Family Law and Estates A. Family Law B. Wills, Trusts, and Estates Real Property and Insurance Law A. Real Property B. Insurance Law	<ul style="list-style-type: none"> Chapter 15 Practice Questions and Assignments 3 and 4, p. 477. For Assignment 3, identify whether each situation will result in a contract and defend your answer. For Assignment 4, identify the possible breach of contract defenses in each case and defend your answer. (OBJECTIVES 6, 7) Chapter 18 Group Project, p. 563. Work in small groups to 1) find out if "Roberto's R&R" is available for use in Illinois; 2) determine whether an operating agreement is needed for a single-member, member-managed LLC; 3) locate the filing requirements, forms, and fees; and 4) prepare the proper organizational form. You may use cyberdriveillinois.com to perform this research. (OBJECTIVES 6, 7) Read and be ready to discuss Chapters 16 and 17.

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated When you are answering chapter review questions this semester, write out the question along with the answer.
Week 17: Tuesday, 12/3/2019	<ul style="list-style-type: none"> • Courthouse visit reports due • Civics education activity • Review for final exam 		<ul style="list-style-type: none"> • CoreGrammar for Lawyers Posttest scores due. This is an exit requirement for the course. Please print and bring a paper copy of your posttest score to submit as your homework assignment. (OBJECTIVES 1-9) • Courthouse visit written reports and oral presentations due. (OBJECTIVES 1-9)
Week 18: Tuesday, 12/10/2019	<ul style="list-style-type: none"> • IN-CLASS FINAL EXAM 		

Guidelines for Courthouse Visit and Report

Because your work as a paralegal will involve interaction with the court system, you will be visiting the courthouse at one time of your choosing during the semester. At the end of the semester, you will provide 1) a three-minute oral presentation to your classmates and your instructors and 2) a two-page written report of your findings to your instructors.

Assessment Criteria

1. Visit at least one criminal and at least one civil proceeding.
2. In your presentation and your report, document the nature of the proceeding (e.g., custody, traffic, arguing a motion, closing arguments).
3. In your presentation and your report, include the names of the judge and the attorneys you watch during the proceedings. If you cannot find the names of the attorneys you are watching, you may go to the Clerk's Office on the 2nd floor, give the clerk the case name and docket number, and ask the clerk to give you their names.
4. In your report, include at least five new legal vocabulary words you have learned and define how they were used in the proceeding(s) you witnessed.
5. In your presentation and your report, comment on your impressions and observations of the following:
 - a. Demeanor of the attorneys and the judge;
 - b. Demeanor of those viewing the proceedings;
 - c. Amount of activity in the courtroom;
 - d. Anything else you would like your classmates and your instructors to know.
6. The presentation and report will be worth a combined total of 50 points and will be based on how thoroughly you completed the five criteria and your effort in preparing your oral and written comments.

Dress Policy for KCC Courthouse Outings

Because "field trips" such as these may be the first time many attorneys have seen us as a group, remember that you are ambassadors of the College and the PLAS Program, and you are expected to dress as such for these class activities. This dress policy also shows respect for the bench. We do not want you confused for some of the individuals the judges otherwise see in the courtroom. . . . In short, if it's not on this list, you may not wear it.

Permissible Attire—Men

1. Dress pants
2. Cotton Dockers (no cargo pants)
3. Open-collared sport shirts (ties are not necessary, but are acceptable)
4. Dress shoes or loafers (no socks is NOT an option)

Permissible Attire—Women

1. Dress pants
2. Dresses (no sundresses)
3. Skirts and blouses or nice sweaters
4. Dress shoes or dress flats

In addition, court orders prohibit 1) any kind of electronic devices and 2) hats in the courthouse. Leave them both in the car. Have your notebook or a portfolio ready to take notes or to include thoughts for your oral and written reports. You are also expected to exhibit proper courtroom etiquette (standing up when the Court is called to order, not talking during Court, etc.). Let me know if you have questions.