

Kankakee Community College Syllabus

Course prefix and number: PLAS 2403

Course title: SPECIAL TOPICS IN PARALEGAL STUDIES, Summer 2018

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

Catalog description: This course allows the student to apply knowledge of the law to a problem or research topic under the supervision of the instructor. A comprehensive capstone project or legal research project will be required at the conclusion of the course.

The following are prerequisites:

1. Admission to the Paralegal/Legal Assistant Studies Program;
2. PLAS 1123 (Legal Research & Writing I);
3. PLAS 1133 (Legal Research & Writing II);
4. PLAS 2113 (Legal Technology).

Faculty

Dr. Kristine M. Condon, Professor and Program Coordinator
Office Phone (815) 802-8216
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Department Phone (815) 802-8850

Office Location/Office Hours

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

Textbook(s) and Other Materials

- A. Association of Legal Writing Directors and Darby Dickerson. ALWD Citation Manual: A Professional System of Citation, Fifth Edition. New York: Aspen Law & Business, 2010.

Instructional Methods

Students will work both independently and with the instructor on an agreed-upon project. Students will also present their findings to the Paralegal/Legal Assistant Studies Advisory Committee or other designated group.

Relationship to academic programs and transferability

Special Topics in Paralegal 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. Investigate and determine a particular legal problem or issue that is of interest to you;
 2. Research the law on this problem or issue using a variety of legal-based resources, both computer-based and print;
 3. Draft an appropriate document (i.e., legal research memo, report with recommendations) providing an in-depth analysis of the problem or issue;
 4. Discuss how researching this problem or issue will impact your performance as a legal professional by keeping a journal of your findings and by periodic discussions with the instructor.
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Evaluation

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 2403
Review Problem 3
Page 79

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:

1/4 of final course grade: Homework assignments and status reports.

1/4 of final course grade: Midterm.

1/2 of final course grade: Final Exam/Project.

Status reports will be e-mailed on a weekly basis, no later than Thursday at 5:00 p.m., to the following individuals:

For Kim Roggendorf:

Nancy Nicholson: nnicholson@k3county.net

Dr. Kristine Condon: kcondon@kcc.edu

Dr. Condon will be expected to provide feedback to the student by the following Monday, with cc to the appropriate parties. Supervising judges and managers are encouraged to provide feedback in order to keep the student and the program coordinator on track with the Court's expectations of these projects.

Course Policies: Please review these carefully.

You will be allowed a total of three absences for this semester. I reserve the right to inform you that your successful completion of the class is being jeopardized when you have missed your third class. I 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 for illness, which must be documented with an original note explaining the absence which is signed by the treating physician. 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 instructor. 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.

LexisAdvance Access. 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.

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 five 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 <http://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.

College Resources

Academic Skills Center

Tutorial Assistance – The center offers free tutorial services on a walk-in basis to support students enrolled at KCC in a wide range of college courses and individual skill development activities. The Learning Assistance Center, L338, is the location of most tutorial services.

Learning Laboratory – The Learning Lab, located in Room L329, uses instructional technology to provide individualized learning for students enrolled at KCC. In the lab, students can review and practice math, writing, reading, basic sciences, study skills, word processing, and other basic skills.

Special Populations Services – KCC offers advisement and special instructional support for students who are physically and learning disabled, as well as those with academic deficiencies. Students will receive appropriate academic instructional support, including preparatory courses, tutorial assistance, study skills assistance, and self-instructional programs. For special populations services, go to room L326.

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 <http://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)	Evaluation Tool(s) and Competency of Course Objective(s) Evaluated
Prior to semester start	<ul style="list-style-type: none"> Meet with stakeholders regarding scope of Special Topics project. Review syllabus; discuss goals and expectations for this course. 	
Week 1: Monday, 6/4/2018	<ul style="list-style-type: none"> Initial meeting in Dr. C's office to review syllabus, discuss preliminary research, and identify a single-sentence statement of your assignment. 	<ul style="list-style-type: none"> Begin preliminary research, if needed, and be able to identify the purpose of the research in a single sentence (thesis statement). (OBJECTIVES 1 THROUGH 4)
Week 2: Monday, 6/11/2018	<ul style="list-style-type: none"> Progress report due. Continue collection and compilation of materials. 	<ul style="list-style-type: none"> Project-specific documentation due (see in-class activity). (OBJECTIVES 1 THROUGH 4)
Week 3: Monday, 6/18/2018	<ul style="list-style-type: none"> Progress report due. Continue collection and compilation of materials. 	<ul style="list-style-type: none"> Project-specific documentation due (see in-class activity). (OBJECTIVES 1 THROUGH 4)
Week 4: Monday, 6/25/2018	<ul style="list-style-type: none"> Brief midterm presentation due. Continue collection and compilation of materials. 	<ul style="list-style-type: none"> Project-specific documentation due (see in-class activity). (OBJECTIVES 1 THROUGH 4)
Week 5: Monday, 7/2/2018	<ul style="list-style-type: none"> Progress report due. Continue collection and compilation of materials. 	<ul style="list-style-type: none"> Project-specific documentation due (see in-class activity). (OBJECTIVES 1 THROUGH 4)
Week 6: Monday, 7/9/2018	<ul style="list-style-type: none"> Progress report due. Continue collection and compilation of materials. 	<ul style="list-style-type: none"> Project-specific documentation due (see in-class activity). (OBJECTIVES 1 THROUGH 4)

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Evaluation Tool(s) and Competency of Course Objective(s) Evaluated
Week 7: Monday, 7/16/2018	<ul style="list-style-type: none"> • Progress report due. • Continue collection and compilation of materials. 	<ul style="list-style-type: none"> • Project-specific documentation due (see in-class activity). (OBJECTIVES 1 THROUGH 4)
Week 8: Monday, 7/23/2018	<ul style="list-style-type: none"> • Final written deliverable due. 	<ul style="list-style-type: none"> • Project-specific documentation due (see in-class activity). (OBJECTIVES 1 THROUGH 4)

