INTRODUCTION TO LAW & ETHICS  
LAW 1000  

Class Hours: 3.0  
Credit Hours: 3.0  
Laboratory Hours: 0.0  
Revised: Spring 2010  

NOTE: This course is not designed for transfer credit.  

Catalog Course Description:  
Introduction to the work performed by legal assistants, regulation of the profession, legal and paralegal ethics and professional responsibility. Organization of legal institutions, introduction to legal procedure, survey of substantive law areas of practice.  

Entry Level Standards:  
College-level competencies in logic, reading, and English are required. Students must have completed, or be enrolled in, or be eligible to be enrolled in ENGL 1010. Students must be capable of writing formal English without serious grammatical, spelling or organizational errors.  

Pre-requisites/Co-requisites:  
ENGL 1010  

Textbook(s) and Other Course Materials:  

Textbooks:  

Other Suggested Reading:  
*Tennessee Bar Journal* (Library)  
*American Bar Journal* (Library)  
*Legal Assistant Today* (Library)  

I. Week/Unit/Topic Basis:  

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Chapter 1:</strong> How to be a Successful Paralegal Student: Study, read, take notes, prepare outlines, take exams. How to be a Successful Paralegal: professionalism</td>
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<tr>
<td>2</td>
<td><strong>Chapter 2; Appendices A-B:</strong> Paralegal Profession: Definitions, types of educational programs, paralegal associations, regulation, where paralegals work and what they do, compensation, and future</td>
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<tr>
<td>3-4</td>
<td><strong>Chapter 3; Appendices C-F:</strong> Ethics and Professional Responsibility: Ethics rules for attorneys, for paralegals; duties of competence, integrity, confidentiality, avoidance of conflicts of interest; communication; UPL: giving legal advice, prohibited activities, permitted activities; reporting misconduct; consequences of unethical behavior</td>
</tr>
</tbody>
</table>
Chapter 4; Handouts: The American Legal System: sources of law, judicial opinions, constitutions, statutes, branches of government; subject matter jurisdiction, personal jurisdiction and venue; types of law: criminal and civil, substantive and procedural; trial and appellate courts, federal and state courts

Chapter 5; Appendix G: Legal Research and Analysis: primary and secondary authorities, federal and state statutes, federal and state case law, publication, encyclopedia, periodicals, texts and treatises, restatements, A.L.R., citation systems, Shepard’s, Westlaw, Lexis-Nexis, analyzing the law, briefing cases, IRAC

Chapter 6; Appendix H: Legal Writing and Communications: Effective legal writing, accuracy, clarity, readability, conciseness; types of writing, methods of writing, planning and finishing steps, common writing errors

Chapter 7: Interviewing and Investigation: overview of client and witness interviews, overview of investigation and evidence

Chapter 8: Civil Litigation: before and after the complaint is filed, discovery, ADR

Chapter 9: What Paralegals Do: Contracts: Elements, performance and breach, remedies; Torts: intentional, negligence, strict liability; Business and Corporate Law: types of businesses, transactions; Real property: ownership, transfers, leases; Estate Planning and Wills: creating valid wills; administering estates; Family Law: marriage, divorce, child custody, support, civil unions; In-house counsel. The Paralegal’s role in a legal environment

Chapter 10: Getting and Keeping a Job: resume writing, interviewing, negotiating a salary, performance evaluations, career advancement; quitting a job and getting the next job

Chapter 11: The Law Office: structure and organization of firms, types of legal fees, law office procedures

Chapter 12: Strategies for Success in the Workplace: Attributes of successful paralegals, skills you must have; how to manage time; PROFESSIONALISM

II. Course Objectives*:

A. Demonstrate a complete and thorough understanding of legal ethics. I, III, IV

B. Begin to develop a professional attitude toward legal assistant training and employment. I, II, III, IV

C. Demonstrate an adequate understanding of law office organization. II, III

D. Demonstrate a complete and thorough understanding of state and federal court systems. II, IV

E. Begin to develop an understanding of legal terminology. I, II, III, IV

F. Exhibit a basic understanding of differences between civil litigation and criminal proceedings. I, II, III, IV

G. Understand the nature of the role and responsibilities of legal assistants within the American
legal system. I, II, III, IV, V

H. Demonstrate a complete and thorough understanding of the structure of the legal environment in which the legal assistant will work. I, II

I. Demonstrate a complete and thorough understanding of the fundamentals of civil and criminal procedure. I, II

J. Demonstrate an adequate understanding of the basic concepts of primary legal topics. I, II, III

*Roman numerals after course objectives reference goals of the Paralegal Studies program.

III. Instructional Processes*:

Students will:

1. Practice elements of the work ethic such as professionalism, preparedness, punctuality, honesty, cooperation, dependability, contribution, effectiveness, good manners, etc. Active Learning Strategy, Transitional Strategy

2. Refine reading skills and build legal vocabularies through completion of weekly guided reading exercises that allows more effective communication with lawyers and legal professionals. Active Learning Strategy, Communication Outcome, Transitional Outcome

3. Strengthen practical skills through observation of and reporting on a civil court proceeding. Communication Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy

4. Examine ethical issues related to legal representation, unauthorized practice of law, confidentiality, duty of legal professional to provide legal services, etc. Communication Outcome, Transitional Strategy, Active Learning Strategy


6. Listen to guest speakers from the legal community to learn the demands for skilled paralegals in the work world. Transitional Strategy.

*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Recognize and avoid acts that constitute the unauthorized practice of law. A

2. Recognize and avoid acts that constitute the breach of client confidentiality. A

3. Recognize potential and actual conflict of interest situations. A
4. Explain the Canons of ethical conduct as set out in the Code of Professional Responsibility. A
5. Explain the various types of employment for paralegals. B, C, F, G
6. Identify typical responsibilities of the paralegal. A, B, C, D, E, F, G
7. Identify the characteristics of an effective paralegal. A, B, C, D, E, F, G
8. Appreciate the critical importance of honesty and integrity in the legal environment. A, B
9. Explain the role of bar associations and legal assistant organizations in developing professional standards for paralegals: A, B
10. Locate and visit state and federal courthouses in Knox County. B, D
11. Identify by proper name and describe the functions of trial and appellate level courts in the federal and state judicial systems. A, B, D, E
12. Differentiate between the functions of the three levels and three branches of government. B, D, E
13. Explain and apply the doctrine of respondent superior. A, B, E
14. Describe the basic steps by which a civil claim is processed through pretrial, trial and appellate stages. D, E, F, G
15. Describe the basic steps by which a criminal charge is processed through arrest, indictment, trial, and appellate stages. D, E, F, G
16. Prepare written reports based upon courtroom observations. A, B, D, E, F, G
17. Discuss the paralegal’s role in various legal environments in the United States. G, H, I, J
18. Differentiate between a tort and a crime. B, E, G, I, J
19. Identify the elements of an enforceable contract. B, E, G, J
20. Identify the elements of intentional torts. B, E, G, J
21. Identify the elements of negligence. B, E, G, J
22. Discuss the scope of Article 2 of the U. C. C. B, E, G, J
23. Identify the forms of property ownership. B, E, G, J
24. Differentiate between a sole proprietorship, a partnership and a corporation. B, E, G, J
25. Explain how a security interest in property is acquired. B, E, G, J

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:
A. Testing Procedures:

Students are evaluated primarily on the basis of tests. The instructor will provide full details the first week of class via a syllabus supplement.

B. Laboratory Expectations:

N/A

C. Field Work:

1. Students will submit a typed report of 3-4 pages after observing a public judicial hearing or trial.
2. Students will complete several out-of-class skills projects. These may include:
   - Legal writing exercises
   - Paper on paralegal certification
   - Paper explaining NAFTA
   - Brief Alva v. Teen Help, 469F.3d 946 (10th Cir. 2006)
   - Paper on filings in federal court: e-mail, CD-ROM, electronic, tax, what kind of cases may be filed electronically, etc.
   - Resume building
   - Survey of local lawyers re paralegals
   - One-page paper summarizing word-processing software articles

D. Other Evaluation Methods:

1. Class participation, group work, and homework will also comprise the final grade for the course. The instructor will provide full details the first week of class via a syllabus supplement.
2. All tests and papers will be graded for spelling and English usage in addition to content and format.
3. Any student encountering academic difficulty during the term is strongly encouraged to meet with the instructor to discuss options and solutions.

E. Grading Scale:

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B+</td>
<td>88-92</td>
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<tr>
<td>B</td>
<td>83-87</td>
</tr>
<tr>
<td>C+</td>
<td>78-82</td>
</tr>
<tr>
<td>C</td>
<td>73-77</td>
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<tr>
<td>D</td>
<td>65-72</td>
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<tr>
<td>F</td>
<td>64 and below</td>
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VI. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] (Pellissippi State Online Catalog)
B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (Pellissippi State Online Catalog)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 134 or 126 or by phone: 694-6751 (Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.

D. Other Policies:

Late papers will not be accepted nor will make-up tests be given without specific approval of the instructor.

Computer Usage Guidelines:
College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner. (Pellissippi State Online Catalog)