

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

SPECIAL TOPICS: WORKERS COMPENSATION
LAW 2600

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: .0

Revised: Fall 2014

Catalog Course Description:

Study and discussion of a selected topic in law. Content will vary. May be repeated with program advisor's consent.

Entry Level Standards:

College-level competencies in logic, reading, and English are required.

Prerequisites:

LAW 1000

Textbook(s) and Other Course Materials:

Lynne J. DeVenny and J. Griffin Morgan, *Workers' Compensation Practice for Paralegals*, Carolina Academic Press, 2008. ISBN: 13:978-1-59460-264-1

Tennessee Workers' Compensation Laws Annotated, 2012 Edition

I. Week/Unit/Topic Basis:

Week	Chapter(s)	Topic
1-2	Chapter 1	Overview of Workers' Compensation Law: History of WC legislation in the U. S. and Tennessee (1.0 hour); Benefits payable to injured workers (1.0 hour); Types of WC insurance (.5 hour); Federal and state agencies and laws (1.5 hour); Role of paralegal aiding in WC practice (1.5 hour); Ethical considerations (.5 hour)
3-4	Chapter 2	Elements of compensable claim: Employment relationship (1.0 hour); Injuries and accidents (1.0 hour) Occupational disease (1.0 hour); Arising out of and in the scope of employment (1.5 hours); Defenses to WC claims (1.0 hour); Paralegal's role (.5 hour)
5-6	Chapter 3	WC Clients: interviewing and role play (3.0 hours); Forms, authorizations, agreements (1.0 hour); Case management software (2.0 hours)
7	Chapter 4	Filing claims: Time limits, responding to notice, accepted claims, denied or contested claims (1.5 hours); Motions and forms (1.0 hour); Ethical

		considerations (.5 hour)
8	Chapter 5	Medical records: Obtaining medical records, reviewing and summarizing medical records, identifying key medical issues, medical research (1.0 hour); Medical depositions, forms and letters (2.0 hours)
9-10	Chapter 6	Evidence: Document review, interviewing witnesses and expert witnesses; private investigators (2.0 hours); Formal discovery: depositions, interrogatories, requests for admissions, requests for production of documents, requests to inspect premises (3.0 hour); Role of paralegal (.5 hour); Ethical considerations (.5 hour)
11	Chapter 7	Catastrophic Injuries and Death Claims: Home health care (.5 hour); Life care plans (1.0 hour); Death and death benefits (1.0 hour); Role of paralegal (.5 hour)
12	Chapter 8	Mediations and Hearings: Documents needed; preparing for mediation (1.0 hour); Assisting the attorney at hearing, scheduling, preparing hearing exhibit log, taking notes, tickling post-hearing deadlines (1.5 hours); Forms (.5 hour)
13	Chapter 9	Medicare Set-Aside: Vocabulary and abbreviations (1.0 hour); Basis for WCMSAs (1.0 hour); Obtaining and submitting WCMSA proposal (1.0 hour)
14	Chapter 10	Miscellaneous issues: Bankrupt employer or insurance carrier (1.0 hour); Third party claims (1.0 hour); Rehabilitation: consultants, work restrictions, job search (.5 hour); Forms (.5 hour)
15	→	FINAL EXAMINATION

II. Course Goals*:

The course will

- A. Expand student understanding of legal ethics. I, III, IV
- B. Increase the capacity of students to understand basic principles of compensation law when assisting an attorney. I, II, III, IV, V
- C. Develop an awareness of a paralegal's role in compensation litigation. I, II, III, IV, V
- D. Foster the ability of students to draft basic documents used in compensation cases. I, II, III, IV, V
- E. Enhance student understanding of legal terminology. I, II, III, IV

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

III. Expected Student Learning Outcomes*:

Students will be able to:

1. Demonstrate a complete and thorough understanding of legal ethics. (A)
2. Examine fact patterns to ascertain compensable claims. (B,C,D,E)

3. Identify and compute damages which may be recovered. (A,B,C,D,E)
4. Prepare various forms and documents in compensation claims and defenses. (B,D,E)
5. Identify and understand the elements of covered employment relationship. (B,D,E)
6. Identify and understand the elements of covered injuries and occupational diseases. (B,D,E)
7. Analyze application of defenses to compensation claims. (B,C,D,E)
8. Recognize required elements of claims for compensation for on-the-job injuries. (B,C,D,E)
9. Understand the basic principles of workers' compensation laws. (B,C,D,E)

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. 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:

Students will complete several out-of-class skills projects.

D. Other Evaluation Methods:

1. All tests and papers will be graded for spelling and English usage in addition to content and format.
2. Students are partially evaluated on the basis of in-class projects requiring use of the stated skills. Class participation is important and will be considered in the final grade.
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:

A	93-100
B+	88- 92
B	83- 87
C+	78- 82
C	73- 77
D	65- 72
F	64 and below

V. 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. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that 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 Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.

D. Other Policies:

Computer Usage Guidelines:

College-owned or -operated computing resources are provided for use students of Pellissippi State Community College. All students are responsible for the use of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner.