

ARIZONA WESTERN COLLEGE
SYLLABUS

LAS 100 INTRODUCTION TO PARALEGALISM

Credit Hours: 3 Lec 3

PREREQUISITE: ENG 100 or higher-level composition course

COURSE DESCRIPTION

Role, responsibilities, and ethical standards of a paralegal.

1. COURSE GOAL

Develop basic knowledge of the legal system with an emphasis on professional development, unauthorized practice, and sources of power to regulate the practice of law.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 describe the historical development of paralegalism.
- 2.2 describe the types of paralegal regulation.
- 2.3 describe the scope of work a paralegal may perform and explain the issue of “unauthorized practice of law”.
- 2.4 explain the importance of systems, forms, and checklists in paralegal employment.
- 2.5 distinguish among the various sources of power regulating the practice of law and determine their applicability.
- 2.6 assess the impact of the available sanctions and remedies imposed for violations of professional ethics.
- 2.7 analyze the different definitions of the unauthorized practice of law and detect acts constituting unauthorized practice.
- 2.8 summarize the principle of confidentiality and its application.
- 2.9 describe activities that constitute a conflict of interest.
- 2.10 describe the types of activities allowed and prohibited for legal advertisement and solicitation.
- 2.11 distinguish among the different types of legal fee arrangements and their relationship.
- 2.12 evaluate the elements of professional competency and specify the factors affecting competence.
- 2.13 analyze the elements of sound professional judgment.
- 2.14 prepare a written memorandum analyzing a selected ethical issue relating to work.
- 2.15 prepare and present an analysis of a selected ethical issue within the context of the Arizona Rules of Professional Responsibility.
- 2.16 describe the types of paralegal employment, including paralegal specialties.
- 2.17 identify critical communication skills when working in the legal area.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media presentations
- 3.3 Group discussions

4. LEARNING ACTIVITIES

- 4.1 Group discussions
- 4.2 Oral presentations
- 4.3 Classroom demonstrations

5. EVALUATION

- 5.1 Quizzes/exams
- 5.2 Assignments
- 5.3 Participation

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.

Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.

For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course