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# SYLLABUS

**Title and description:** – PARALEGAL 11      **Units:** 3 semester units.

The student will gain a working knowledge of Civil Litigation.

## **Goals and Learning Outcomes**

- 1) Learn the importance of Civil Litigation
- 2) Understanding Civil Litigation
- 4) Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- 5) Communication: Effectively communicate thought in a clear well-organized manner to persuade, inform and convey ideas in academic, work, family and community settings.

## **Instructional methods :**

Reading text, lecture, discussion, research and dialog.

## **Evaluation of Student Performance :**

Midterm, Essay Questions and Final exam.

## **Course Requirements**

1. Required Readings: Chapters in text book
2. Midterm exam and Final exam
3. One essay per chapter

## **Grading Procedure**

Essays	20 points	A= 90-100%
Midterm Exam	40 points	B= 80- 89%
Final Exam	40 points	C=70- 79%
Total Points Possible	100	D=60-69%
		F= 59 and Below

The essays should each be one or two pages, on the meaning of the three most important principals of law in each chapter. The first 4 essays on each Chapters 1-4 should be done at home, and turned in at the Midterm. The second 5 essays on Chapters 5-9, should be done at home, and turned in at the time of the Final exam.

**School Policies** (See college catalog for further information)

1. Attendance: Punctual attendance of every class meeting is essential for systematic progress in this course. If illness or a personal situation requires you to miss a class, it is your responsibility to keep up with the assignments. Whenever absences in hours exceed the number of hours the class meets per week, the instructor may exclude the student from class. In addition, the college policy states it is the student's responsibility to drop a class that is no longer being attended. Your failure to drop a class in a timely manner may result in a "W" or "F" on your academic record.
2. Standards of Student conduct (see schedule, pages 138-139). Student conduct in all of the Los Angeles Community colleges must conform to the District and college rules and regulations. Violations of such rules and regulations may result in a disciplinary action. In addition, cheating constitutes academic dishonesty and, in general, will be handled as part of the course grading process. Penalty may range from no credit for the assignment to exclusion and/or an "F" grade for the course.
3. All cell phones, pagers and beepers must be turned off during class and put away. If there is a reason you must have your cell phone on in class, let me know in advance.
4. ADA Reasonable Accommodations: In support of the Americans with Disabilities Act (ADA), reasonable accommodation will be provided to any student who is registered with Disabled Student Services and requests accommodation. Student must contact the DSP&S office in HRLC 123 or call them at (310) 287-4450.

**COURSE REQUIREMENTS:**

**Civil Litigation**

1. Read and know Chapters 1-10 for Midterm exam.
2. Read and know Chapters 11-20 for Final exam.

**October 31, 2015**  
**Review for Midterm**

**November 7, 2015**  
**MIDTERM EXAM, PLUS ESSAYS CHAPTERS 1-10 DUE TODAY**

**NO CLASS ON THE FOLLOWING DATES:**  
**09/07/15 – LABOR DAY**  
**11/11/15 – VETERANS DAY**  
**11/26/15 – 11/29/15 THANKSGIVING DAY**

**December 12, 2015**  
**Review for Final Exam**

**December 19, 2015**  
**FINAL EXAM, PLUS ESSAYS CHAPTERS 11-20 DUE TODAY**