

Course Syllabus

Department : Legal Assistant

Course Title : Civil Litigation

Section Name : LGLA 1345.620

Start Date : 08/27/2012

End Date : 12/07/2012

Modality : FACE-TO-FACE

Credits : 3 hours

Instructor Information

Name : Scott Layh - Adjunct

OC Email : layhms@co.ector.tx.us

OC Phone # : 432-528-4072

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

This course presents fundamental concepts and procedures of Civil Litigation with emphasis on the paralegal's role.

Prerequisites/Corequisites

None.

[ICOs](#)

(1, 2, 3, 5, 6)

Course Objectives

-
- 1.1 Describe the historical origins of the civil litigation process.
 - 1.2* Identify key legal terms.
 - 1.3* List the computer hardware used in the law office setting and explain its function.
 - 1.4* Define major components of the litigation process and explain.
 - 1.5 Define the role of the paralegal in the civil litigation process.
 - 1.6* List and explain the key documents in the civil litigation process.
 - 1.7* List and explain the function of the court system.
 - 1.8 Compare and contrast the civil and criminal litigation process.
 - 1.9 Define the role of the attorney in the civil litigation process.
 - 1.10 Define the existence of a cause of action.
 - 1.11 List the techniques for interviewing a witness.
 - 1.12 * List and discuss the key motions and pleadings.
 - 1.13 Prepare and serve subpoenas.
 - 1.14 Discuss overview of the discovery process.
 - 1.15 Define and discuss the deposition process.
 - 1.16 Define and prepare interrogatories.
 - 1.17 Define and prepare request for documents.
 - 1.18 Define and prepare request for admissions.
 - 1.19 List key steps in the settlement process.
 - 1.20 List and discuss key steps in the trial process.

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS
(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

Civil Litigation Process & Procedures + My Legal Studies Kit, 2nd Edition, Goldman, Pearson/PH, 2010

Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignments	Description
8/28	Orientation; Chapter 1	Introduction to Civil Law
9/4	Chapters 1-3 Vocabulary and Review Questions assigned	Introductions to the Civil Litigation
9/11	Chapters 4-7 Vocabulary assigned	Planning the Litigation
9/18	Review; Movie	Review for Test 1
9/25	Test 1 Chapters 1-7 Vocabulary and Review Questions for Chapters 1-7 due	Test
10/2	Chapters 8-10 Vocabulary assigned	Documents in Civil Litigation
10/9	Chapters 11-13 Vocabulary and Review Questions assigned	Formal Discovery Methods
10/16	Chapters 14-15 Vocabulary and Review Questions Assigned Review	Formal Discovery Methods
10/23	Test 2 Chapters 8-15 Vocabulary and Review Questions for Chapters 8-15 due	Test
10/30	Chapters 16-18 Vocabulary and Review Questions Assigned	Trial
11/6	Chapter 19-20 Vocabulary and Review Questions Assigned	Post Trial Issues
11/13	Review; Movie	Review for Test 3
11/20	Holiday	
11/27	Test 3 Chapters 16-20 Vocabulary and Review Questions for Chapters 16-20	Test

	due Final Review	
12/4	FINAL EXAM	COMPREHENSIVE

GRADING SCALES	GRADING PERCENTAGES
A = 90-100	Vocabulary/Review Questions – 15%
B = 80-89	3 Initial Tests – 60%
C = 70-79	Final Exam – 25%
D = 60-69	
F = Below 59	

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

ATTENDANCE POLICY:

Class attendance and preparation are essential in order to gain a full understanding of this course. Student attendance at EVERY class is expected. More than **FIVE** absences will jeopardize your grade. Your final grade average will drop one point for every absence over **FIVE**.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian "](#) service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432-335-6486 or at nstewart@odessa.edu.**