

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**Advanced Legal Document Preparation**

**LGLA 2333 01**

**Kristy Turner**

SPRING 2019

## **Advanced Legal Document Preparation**

**LGLA 2333 01**

### **Course Description:**

Introduces the use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law. Topics will include: terminology related to legal document preparation, drafting transaction and litigation documents, distinguishing the various areas of law and analyzing the ethical considerations of the paralegal relating to legal document preparation.

### **Prerequisites and/or Corequisites:**

Recommended: Passing score on the TSI Assessment or other placement test or concurrent enrollment in READ 0302.

Completion of LGLA 1313, 1311 and ITSW 1301 with a minimum grade of C.

### **Course Notes and Instructor Recommendations:**

This is a college-level course requiring one to three or more hours of study time outside of the classroom. The Tentative Schedule contains the reading and work assignments for the semester with stated due dates.

Offered only in the spring. Semester Hours 3 (2 lec/2 lab)

### **Instructor Information:**

Instructor Name: Kristy Turner

MCC E-mail: kturner@mclennan.edu

Phone Number: 254-300-6502 (no calls after 9 p.m. please)

Office Location: B&T 219

Office/Teacher Conference Hours: 30 minutes before and after class

### **Required Text & Materials:**

Title: Basics of Legal Document Preparation

Author: Cummins

Edition: 1st

Publisher: Pearson-Prentice Hall

ISBN-10: 0-8273-6799-6

ISBN-13: 978-0-8273-6799-9

[MCC Bookstore Website](#)

## **Advanced Legal Document Preparation**

**LGLA 2333 01**

### **Methods of Teaching and Learning:**

Lecture, group projects, lab exercises, projects, written reports/papers, exams, and tutorial software.

### **Course Objectives and/or Competencies:**

Upon completion of this Court, students should be able to achieve the following learning outcomes:

- A. A. Legal Systems—students will be able to:
  - 1. Identify the bodies of law
  - 2. Described the state and federal court systems (trial and appellate)
  - 3. Explain how to research legal issues
- B. B. Litigation, an overview—students will be able to:
  - 1. Identify the relevant material for a client interview
  - 2. Describe how to manage a case
  - 3. Explain how to draft a petition
  - 4. Describe the discovery process of litigation
  - 5. Identify the discovery documents
- C. C. Real Estate—students will be able to:
  - 1. Identify real estate documents
  - 2. Explain the differences between special warranty, general warranty and quit claim deeds
  - 3. Describe the process of purchasing real estate, including the contract for sale, mortgage, title insurance, deed and deed of trust.
- D. D. Family Law—students will be able to:
  - 1. Identify family law documents including a petition, answer, and interrogatories
  - 2. Explain the process of divorce in Texas, including venue, time constraints, child support and community property
  - 3. Explain the process of obtaining a protective order
  - 4. Identify the agencies in central Texas providing low cost divorces/pro bono legal services
- E. E. Document Preparation—students will be able to:
  - 1. Draft a variety of documents typically associated with a legal practice

### **Course Outline or Schedule:**

This schedule is subject to change. Changes will be announced in the classroom.

## **Advanced Legal Document Preparation**

### **LGLA 2333 01**

Homework for each chapter will include, but is not limited to the following:

In Review assignments

Putting it all together assignments

NOTE: \*\*You may have a reading quiz each week on Blackboard.\*\*

Week 1

Ch. 1 Fundamentals of Legal Documents Preparation

Assign final project--research and brief cases

Week 2

Ch. 2 Contracts

Week 3

Ch. 3 Real Estate Law and Its Documents

Week 4

TEST: Materials from Chapters 1 - 3

Week 5

Ch. 4 Corporations

Week 6

Ch. 5 Partnerships

Week 7

Ch. 6 Wills

Week 8

Ch. 7 Trusts

Week 9

TEST: Materials from Chapters 4-6

Week 10

Ch. 9 Federal and State Pleadings

Week 11

Ch. 10 Discovery

Week 12

Ch. 11 Domestic Relations

## Advanced Legal Document Preparation

### LGLA 2333 01

Week 13

Ch. 12 Appellate Procedure

Final Project due

Week 14

TEST: Materials from Chapters 7-12

Week 15: Review

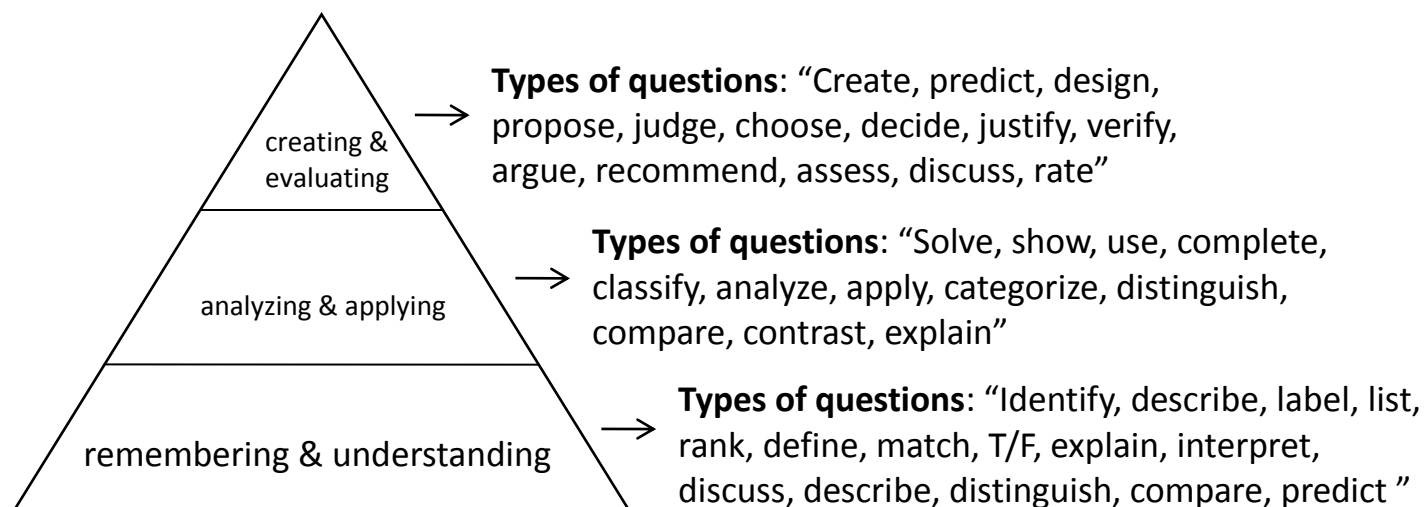
Week 16: Final Exam

#### **Learning Strategies:**

There are hierarchical steps toward achieving each course objective and competency. The most basic level of mastering each course objective and competency is “remembering and understanding” the concepts that are presented to you (see figure on p.4, modified from Bloom’s Taxonomy). This initial step is fundamental to building a solid understanding of the information presented to you. The majority of our time in class, and similarly, a large number of questions in your tests and quizzes will test whether you have mastered the most basic levels of “understanding and remembering” the concepts. You can test yourself (or each other) by asking yourself the types of questions listed below. Since this is an introductory class covering such a wide variety of legal topics, I will only be able to devote a fraction of our class time toward helping you achieve higher levels of learning. This advanced step, however, is *essential* for your progression *from memorizing facts to being able to apply, analyze, and evaluate* the concepts in future paralegal classes, in your work, or in daily life. Mastering these higher levels of learning will *require involvement from you in class and a larger time commitment from you outside of class*. You must read the text book assignments before class (in order to gain the most from our time spent in class), use the online resources that accompany the book, and complete the extra credit opportunities that I provide for you. You can test yourself (or each other) by asking the types of questions listed below that apply to the two categories of higher learning. Students demonstrating that they have achieved higher levels of learning are 1) deserving of an “A” in the course, and 2) more importantly, are generally the students feel they have gained a positive return on the time and money they invested in this course.

## Advanced Legal Document Preparation

LGLA 2333 01



### Course Grading Information:

The system of grading will be based on the following standard:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = Below 60

#### 1. Tests

There will be chapter tests. If you miss one of the tests, the final exam project will be used as your grade on the missed test as well as your final exam project grade. If you miss any additional tests, those test grades will be zero.

No makeup tests are allowed. If you make below a 70 on any of your major tests, you must meet with me to discuss your score; it is your responsibility to schedule a time for that meeting.

**Tests will cover information presented in lectures, assignments, as well as any information contained in your required textbook.**

#### 2. Quizzes

Reading quizzes may be given covering your reading assignments. These quizzes will be available on Blackboard. No make-ups are allowed on these quizzes and deadlines will not be extended.

#### 3. Assignments

You will have one major final exam project assignment due during the semester. Assignment details will be distributed separately.

## Advanced Legal Document Preparation

### LGLA 2333 01

If I have an indication that students are not preparing for class and studying effectively (via quiz scores, test grades, class participation, etc.).

All assignments must be completed on time. **No late work will be accepted! Do NOT ask!**

Notwithstanding anything to the contrary, because all assignments are considered necessary to your success in preparation for your career, it is within the instructor's discretion to require that all assignments be completed for you to receive a final grade in the course; if an assignment remains undone, the instructor may assign a final grade of "incomplete", which over time automatically changes to an "F" if the assignment remains uncompleted.

The activities used to determine the grade will be weighted as follows:

Test (1)	100 points
Assignments/Labs (12 @ 25 points each)	300 points
Reading Quizzes and/or homework (12 @ 5 points each)	60 points
Final Exam Project	<u>340 points</u> 800 points

$$A = 800 \times 90\% = 720$$

$$B = 800 \times 80\% = 640$$

$$C = 800 \times 70\% = 560$$

$$D = 800 \times 60\% = 480$$

### Penalties for Academic Integrity Violations

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissal from the course with a grade of "F".

Examples of cheating include but are not limited to:

- ☐ copying the work of another
- ☐ seeking excused absences/tardies under false pretenses
- ☐ plagiarism (claiming as your own the work of another)

### Late Work, Attendance, and Make Up Work Policies:

#### **Late Work**

**Work not completed on time will not be accepted.** See Course Grading Information for more details.

## Advanced Legal Document Preparation

### LGLA 2333 01

#### **Attendance**

Absence from 25 percent of scheduled lecture and/or laboratory meetings results in withdrawal from the course. Students can accomplish their own withdrawal with a “W” until the 60% point of the course. Students not dropped by that point will receive the grade as calculated in accordance with the basis described in this document.

Students are expected to arrive at class on time and to remain for the entire class period. Arriving after the roll has been checked or leaving prior to the end of the class period will affect the student’s grade. **Two (2) late arrivals or 2 early departures equal one (1) absence.** It is the student’s responsibility to ask the instructor to change an “absent” to a “tardy” if he/she arrives after the roll has been taken. Leaving early without prior explanation to the instructor equals an absence.

#### **Student Behavioral Expectations or Conduct Policy:**

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

**LIABILITY RELEASE FORM:** You may not attend activities off-campus until I receive a completed and signed release form from you.

**PERSONAL TECHNOLOGY POLICIES:** Electronic devices should be off or silenced and put away during class and exams. Laptops used for note-taking purposes will be permitted. However, if I find that laptops in the room turn out to be more of a distraction (for example, Facebook, twitter, email, etc.) than as a learning tool, this policy may change. **If your electronic device makes noise and interrupts class, you will have 10 points deducted from that day’s grade.** Please do not bring in food or drinks. Only water in a re-sealable container is allowed.

The determination of student conduct as unacceptable is in the sole discretion of the instructor and the consequences of unacceptable conduct is in the instructor’s sole discretion and can include removal from the classroom on a temporary or permanent basis and withdrawal of the student from the course by the instructor, possibly with a grade of “F”.

The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be accessed by clicking here: [Highlander Guide](#)



## Advanced Legal Document Preparation

LGLA 2333 01

\* **[Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

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The link above will provide you with information about academic integrity, dishonesty, and cheating.

\* **[Click Here for the MCC Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide-2016-17/policies)**

([www.mclennan.edu/highlander-guide-2016-17/policies](http://www.mclennan.edu/highlander-guide-2016-17/policies))

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

### **Disabilities/ADA Statement**

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

Jana Zuehlke Bennette, Success Coach, Disability Services

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 249D, Completion Center, in the Student Services Center

\* **[Click Here for more information about Title IX](http://www.mclennan.edu/titleix)**

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We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinators at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or to call Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or Counseling Services at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape,

## **Advanced Legal Document Preparation**

### **LGLA 2333 01**

acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*