

McLennan

C O M M U N I T Y

C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

CIVIL LITIGATION

LGLA 1345 01

NICOLAS BARZOUKAS

This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

CIVIL LITIGATION

LGLA 1345

Course Description:

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.

Recommended: Passing score on the TSI Assessment or concurrent enrollment of INRW 0402.

Semester Hours 3 (3 lec)

Course Notes and Instructor Recommendations:

Welcome to the class. It would be useful if you would gain familiarity with PowerPoint as there may be some project work based on its use.

Instructor Information:

E-mail: nicobarzoukas@gmail.com

Office Location: MAC Building, Office 217

Tel. No.: 254.299.8238

Office/Instructor Conference Hours: 30 minutes before each class, or by appointment.

Required Text & Materials:

Title: O'Connor's Texas Rules, Civil Trials

Author: Michael O'Connor

Edition: 2023 Edition

Publisher: Thomson Reuters

ISBN: 9781731925510

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Class will consist of a lecture and discussion is not only encouraged, but expected. There will be at least one individual project to be completed.

Course Objectives and/or Competencies:

The goals of the course are to: give the student familiarity with the civil litigation process in Texas (and to a lesser extent in the Federal system), and to explain and provide for the development and improvement of skills and abilities that are expected of paralegals in the the conduct of civil litigation.

CIVIL LITIGATION

LGLA 1345

Course Outline or Schedule:

Schedule may change. Changes will be announced in the classroom and on Brightspace.

Week 1

Orientation and Introduction to the Court System

Week 2

The Players in the Legal System

Week 3

Preparing for Legal Action

Week 4

Review and Test over weeks 1-3

Week 5

Filing a Civil Lawsuit

Week 6

Answering a Civil Lawsuit

Week 7

Discovery

Week 8

Review and Test over weeks 5-7

Week 9

Evidence

Week 10

Motion Practice

Week 11

Arbitration, Mediation and Settlements

Week 12

Review and Test over Weeks 9-11

Week 13

Preparing for and Participating in the Trial

Week 14

Damages

Week 15

Appeals

Week 16

Final exam (comprehensive)

Course Grading Information:

Grading will follow the common standard: A (90-100), B (80-89), C (70-79), D (60-69), F (below 60).

CIVIL LITIGATION

LGLA 1345

Test 1 (1-4)	15%
Test 2 (5-8)	15%
Test 3 (9-12)	15%
Final Exam (1-15)	25%
Quizzes, Class Project, Attendance/Participation	30%
Total	100%

If you miss a quiz due to an unexcused absence, the grade for that quiz will be 0. Each unexcused absence (or two tardies, or two cell phone infractions) will reduce the Attendance/Participation grade by 10%. If you miss a test without a valid excuse, you will lose a portion or all of the curve afforded to the rest of the class.

Class participation and contribution by the students will be encouraged and expected.

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

Regular and punctual attendance is expected, and a record of attendance will be kept. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course, and will be held accountable for such materials in the determination of course grades.

Late work and make-up work will only be allowed only based upon upon verifiable and unavoidable circumstances.

Student Behavioral Expectations or Conduct Policy:

Students' classroom behavior and appearance should demonstrate respect towards their fellow students. This includes timely and full attendance and avoids unnecessary interruptions of class time.

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 learning environment and the image of MCC.

All cell phones are to be turned off and put out of sight. If you are expecting an emergency call, the phone you need to inform me before the class begins. Using the cell phone in class will result in a lowering of the attendance/participation grade.

All other electronic devices must be turned off and placed out of sight. If the student does not turn off the device, the student will be asked to leave the classroom and points will be deducted from the attendance grade.

CIVIL LITIGATION

LGLA 1345

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

(www.mclennan.edu/academic-integrity)

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

*** [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

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

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

Updated 11/04/2022

McLennan
C O M M U N I T Y
COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

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

disabilities@mclennan.edu 254-299-
8122
Room 319, Student Services Center

Title IX:

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.