

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

ADVANCED LEGAL DOCUMENT PREPARATION

LGLA 2333.01

KRISTY TURNER

NOTE: This is a 16-week course.

NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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Course Description:

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

Offered only in spring semester.

Prerequisites and/or Corequisites:

Passing score on the TSI Assessment or concurrent enrollment in INRW 0402.

Semester Hours 3 (2 lec/2 lab)

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.

Instructor Information:

Instructor Name: Kristy Turner

MCC E-mail: kturner@mclennan.edu

Office Phone Number: 254-299-8261

Office Location: BTB 220

Communication Policy:

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

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: <http://www.mclennan.edu/bookstore/>

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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.

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

In Review assignments

Putting it all together assignments

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

Week 1

Ch. 1 Fundamentals of Legal Documents Preparation

Assign Final Exam Project

Week 2

Introduction to Form Builder

Ch. 2 Contracts

Week 3

Ch. 2 Contract Project

Ch. 3 Real Estate Law and Its Documents

Week 4

Ch. 3 Real Estate Law Project

Ch. 4 Corporations

Week 5

Ch. 4 Corporations Project

Ch. 5 Partnerships

Week 6

Ch. 5 Partnership Project

Ch. 6 Wills

Week 7

Ch. 6 Continued

Ch. 6 Project

Week 8

TEST: Materials from Chapters 1-6

Project Work – Draft of Original Petition for Final Exam Project Due

Week 9

Ch. 7 Trusts

Ch. 7 Project

Week 10

Ch. 8 Bankruptcy

Ch. 9 Federal and State Pleadings

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Week 11
Ch. 9 Project
Ch. 10 Discovery
Draft of Deposition Notice for Final Exam Project Due

Week 12
Ch. 10 Project
Ch. 11 Domestic Relations
Draft of Interrogatories for Final Exam Project Due

Week 13
Ch. 11 Project
Ch. 12 Appellate Procedure
Draft of Requests for Admission for Final Exam Project Due

Week 14
Ch. 12 Project
Final Exam Project DUE

Week 15: Review

Week 16: Final Exam

Final Exam Project

This project is due **Thursday, April 20, 2023 by 11:59 p.m. No late work will be accepted!**

Drafts will be submitted on the following schedule:

Draft of Original Petition – March 2, 2023
Draft of Deposition Notice – March 30, 2023
Draft of Interrogatories – April 6, 2023
Draft of Request for Admission – April 13, 2023

This project will be submitted through Brightspace. I will NOT accept paper or email copies.

Do NOT wait until the last minute to email me your projects as technical difficulties do arise from time to time. Technical difficulties will NOT be used as an excuse for not getting the project in to me on time.

You will be given exact form numbers to draft documents in Form Builder for a hypothetical scenario provided through Brightspace.

The final assignment is due on or before **11:59 p.m. on Thursday, April 20, 2023. NO LATE WORK WILL BE ACCEPTED!**

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

A. Tests

There will be chapter tests.

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.

B. 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.

C. Assignments

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

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.

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

Assignments, Participation & Attendance:	30%
Quizzes:	10%
Final Project:	60%

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 work 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.

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

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instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

[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.

Updated 11/04/2022

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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.