



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**ADVANCED LEGAL DOCUMENT PREPARATION**

**LGLA - 2333 – O080**

**KRISTY TURNER**

**NOTE: This is a 16-week course.**

**NOTE: This is an Online course.**

## ADVANCED LEGAL DOCUMENT PREPARATION

LGLA 2333-0080

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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

Phone Number: 254-299-8261

Office Location: Classroom – BTB 220

Office Hours: Mondays & Wednesdays 11:00 a.m. to 2:00 p.m.

Tuesdays 10:00 a.m. to 11:00 a.m. and Zoom 5:30 p.m. to 6:30 p.m.

Or by appointment for meetings outside of these times.

### **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/>

**Methods of Teaching and Learning:**

Lecture, discussion boards, projects, written reports/papers, exams and quizzes.

**Course Objectives and/or Competencies:**

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

1. A. Legal Systems—students will be able to:
  - Identify the bodies of law
  - Described the state and federal court systems (trial and appellate)
  - Explain how to research legal issues
2. B. Litigation, an overview—students will be able to:
  - Identify the relevant material for a client interview
  - Describe how to manage a case
  - Explain how to draft a petition
  - Describe the discovery process of litigation
  - Identify the discovery documents
3. C. Real Estate—students will be able to:
  - Identify real estate documents
  - Explain the differences between special warranty, general warranty and quit claim deeds
  - Describe the process of purchasing real estate, including the contract for sale, mortgage, title insurance, deed and deed of trust.
4. D. Family Law—students will be able to:
  - Identify family law documents including a petition, answer, and interrogatories

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- Explain the process of divorce in Texas, including venue, time constraints, child support and community property
  - Explain the process of obtaining a protective order
  - Identify the agencies in central Texas providing low cost divorces/pro bono legal services
5. E. Document Preparation—students will be able to:
1. Draft a variety of documents typically associated with a legal practice

This schedule is subject to change and students will be notified about any changes by announcement in class.

### **Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending class BEFORE the census date, a student must complete and submit assignments by the due date. An email to the instructor does NOT count as completing and submitting an assignment. Logging into Brightspace and accessing content does NOT count as completing and submitting an assignment. Any student who fails to complete and submit assignments by the due date prior to the census date will be dropped from the course.

After the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy. <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

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Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

## **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

### Week 1

Introduction to Form Builder

Ch. 1 Fundamentals of Legal Documents Preparation

Assign Final Exam Project

Submit Ch. 1 In Review

### Week 2

Ch. 2 Contracts

Submit Ch. 2 Putting it all Together

Submit Ch. 2 In Review

### Week 3

Ch. 3 Real Estate Law and Its Documents

Submit Ch. 3 Putting it all Together

Submit Ch. 3 In Review

### Week 4

Ch. 4 Corporations

Submit Ch. 4 Putting it all Together

Submit Ch. 4 In Review

### Week 5

Ch. 5 Partnerships

Submit Ch. 5 Putting it all Together

Submit Ch. 5 In Review

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### Week 6

Ch. 6 Wills

Submit Ch. 6 Putting it all Together

Submit Ch. 6 In Review

Ch. 1-6 Quiz

### Week 7

Draft a Will for yourself

### Week 8

Ch. 7 Trusts

Submit Ch. 7 Putting it all Together

Submit Ch. 7 In Review

### Week 9

Ch. 8 Bankruptcy

No Ch. 8 Assignments to turn in

### Week 10

Ch. 9 Federal and State Pleadings

Submit Ch. 9 Putting it all Together

Submit Ch. 9 In Review

Draft of Original Petition for Final Exam Project Due

### Week 11

Ch. 10 Discovery

Submit Ch. 10 In Review

Draft of Deposition Notice for Final Exam Project Due

### Week 12

Ch. 10 Discovery Continued

Submit Ch. 10 Putting it all Together

Draft of Interrogatories for Final Exam Project Due

### Week 13

Ch. 11 Domestic Relations

Submit Ch. 11 Putting it all Together

Submit Ch.11 In Review

Draft of Requests for Admission for Final Exam Project Due

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Week 14

Ch. 12 Appellate Procedure

Submit Ch. 12 Putting it all Together

Submit Ch. 12 In Review

Week 15: Final Exam Project DUE

### **Final Exam Project**

This project is due **Sunday, April 28, 2024 by 11:59 p.m. No late work will be accepted!**

Drafts will be submitted on the following schedule:

Draft of Original Petition – March 24, 2024

Draft of Deposition Notice – March 31, 2024

Draft of Interrogatories – April 7, 2024

Draft of Request for Admission – April 14, 2024

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.

This project is due **Sunday, April 28, 2024 by 11:59 p.m. NO LATE WORK WILL BE ACCEPTED!**

### **Course Grading Information:**

The system of grading will be based on the following objective standards (no “curve” methods will be used):

A=90-100

B=80-89

C=70-79

D=60-69

F=Below 60

6. 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 as well as any information contained in your required textbook.**

7. Quizzes

Reading quizzes will 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.

8. Assignments

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

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:

Assignments, Participation & Attendance:	30%
Quizzes:	10%
Final Exam 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 the work of another)

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

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

**WORK NOT COMPLETED ON TIME WILL NOT BE ACCEPTED.**

See Course Grading Information for more details.

**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.

**[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.

10/09/2023



## **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](http://www.mclennan.edu/disability)

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

[disabilities@mclennan.edu](mailto: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 Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://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. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [success@mclennan.edu](mailto:success@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

**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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf)

**MCC Academic Integrity Statement:**

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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](http://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](mailto: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](#) or email [helpdesk@mclennan.edu](mailto: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.