



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

ADVANCED LEGAL DOCUMENT PREPARATION

LGLA - 2333 – B201

KRISTY TURNER

NOTE: This is a 16-week course.

NOTE: This is a Blended course.

ADVANCED LEGAL DOCUMENT PREPARATION

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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 1:00 to 3:00 p.m. (Zoom)

Tuesdays 10:00 a.m. to 11:00 a.m. (BT 220) and

1:00 p.m. to 3:00 p.m. (BT 221) Turner Tuesdays

Thursdays 10:00 a.m. to 11:00 a.m. (Zoom)

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.

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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 at least ONE assignment 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.

Week 1 3/17	Ch. 1 – Fundamentals of Legal Document Preparation Describe the nature of legal instruments and pleadings Develop a checklist to obtain the preliminary background information to prepare a legal instrument Create a legal document utilizing the correct paper, typeface, margins, and spacing Identify the sections of a legal document and discuss the general rules for presentation Detail the mechanics of legal document preparation concerned with capitalization, grammar, spelling, numbers, pagination, and preprinted forms Prepare actual legal documents using <i>all</i> the applicable rules of preparation Complete Lab Assignment Ch. 2 – Contracts Define a contract Identify the preliminary considerations in the preparation of a contract Detail the provisions of a contract that make up its basic content Identify the need for any of the optional provisions that a contract may contain Summarize the formalities required for the execution of the contractual agreement Complete Lab Assignment Ch. 1 Lab Assignment Due 3/23 Ch. 2 Lab Assignment Due 3/23
Week 2 3/24	Ch. 3 – Real Estate and Its Documents Outline the requirement of a contract for the sale of real property and prepare the document Distinguish between the types of deeds and prepare the documents Prepare a deed of trust (mortgage) and promissory note Prepare the documents relating to a real estate closing transaction Prepare the necessary documents to reflect the leasehold relationship

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	<p>Complete Lab Assignment</p> <p>Ch. 4 – Corporations</p> <p>Identify the preliminary steps to be taken in the formation of a contract</p> <p>Prepare a preincorporation agreement</p> <p>Prepare a stock subscription agreement</p> <p>Prepare the articles of incorporation (Articles of Formation)</p> <p>Prepare notices and waivers</p> <p>Prepare the corporate bylaws</p> <p>Prepare a stock certificate</p> <p>Prepare a proxy</p> <p>Prepare the corporate minutes</p> <p>Prepare the corporate annual reports</p> <p>Complete Lab Assignment</p> <p>Ch. 3 Lab Assignment Due 3/30</p> <p>Ch. 4 Lab Assignment Due 3/30</p>
<p>Week 3 3/31</p>	<p>Ch. 5 – Partnerships</p> <p>Outline the essential provisions of a general partnership agreement</p> <p>Draft a general partnership agreement</p> <p>Outline the essential provisions of a limited partnership agreement</p> <p>Draft a limited partnership agreement</p> <p>Draft a dissolution of partnership agreement</p> <p>Complete Lab Assignment</p> <p>Ch. 6 – Wills</p> <p>Apply the basic guidelines for the preparation and execution of a will</p> <p>Outline the basic format for drafting a will</p> <p>Identify the requirements for the typing of wills</p> <p>Prepare a codicil to a will</p> <p>Complete Lab Assignment</p> <p>Ch. 5 Lab Assignment Due 4/6</p> <p>Ch. 6 Lab Assignment Due 4/6</p>
<p>Week 4 4/7</p>	<p>Ch. 7 – Trusts</p> <p>Outline the elements of a trust</p> <p>Distinguish between the various trust instruments</p> <p>Prepare a trust instrument</p>

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	<p>Complete Lab Assignment</p> <p>Ch. 8 – Bankruptcy</p> <p>Prepare a checklist for an individual bankruptcy</p> <p>Prepare a bankruptcy petition and schedules</p> <p>Complete Lab Assignment</p> <p>Ch. 7 Lab Assignment Due 4/13</p>
<p>Week 5 4/14</p>	<p>Ch. 9 – Federal and State Pleadings</p> <p>Outline the types and purpose of pleadings</p> <p>Describe the construction of pleadings</p> <p>Prepare a complaint for a federal court case</p> <p>Prepare a summons for a federal court case</p> <p>Prepare an answer</p> <p>Prepare a motion for a federal court case</p> <p>Prepare an order for a federal court judge</p> <p>Discuss pleading special matters in state court</p> <p>Summarize the filing of amended pleadings</p> <p>Ch. 9 Lab Assignment Due 4/20</p> <p>Draft of Original Petition for Final Exam Project Due 4/20</p>
<p>Week 6 4/21</p>	<p>Ch. 10 – Discovery</p> <p>Discuss the use of the various discovery tools</p> <p>Prepare the documents necessary to utilize the various discovery tools</p> <p>Prepare the necessary authorizations for information gathering</p> <p>Complete Lab Assignment</p> <p>Ch. 10 Lab Assignment Due 4/27</p> <p>Draft of Deposition Notice for Final Exam Project Due 4/27</p> <p>Draft of Interrogatories for Final Exam Project Due 4/27</p> <p>Draft of Requests for Admission for Final Exam Project Due 4/27</p>
<p>Week 7 4/28</p>	<p>Ch. 11 – Domestic Relations (Family Law)</p> <p>Summarize the contractual nature of a marriage</p> <p>Prepare and draft a Petition for Divorce</p> <p>Prepare and draft the responsive pleadings in a divorce</p> <p>Prepare and draft the Final Decree of Divorce</p> <p>Complete Lab Assignment</p> <p>Ch. 11 Lab Assignment Due 5/4</p>

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Week 8 5/5	Ch. 12 – Appellate Procedure Define an appeal Describe the nature of the appellate process Classify the basic elements of an appellate brief Identify the content of each section of the appellate brief Final Exam Project Due with all required documents included 5/5 Ch. 12 Lab Assignment Due 5/5
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Final Exam Project

This project is due **Sunday, May 4, 2025 by 11:59 p.m. No late work will be accepted!**

Drafts will be submitted on the following schedule:

- Draft of Original Peition – April 20, 2025
- Draft of Deposition Notice – April 27, 2025
- Draft of Interrogatories – April 27, 2025
- Draft of Request for Admission – April 27, 2025

When submitting drafts, please be sure to use the draft link and not the final exam project link when submitting the drafts.

The Drafts will be given completion grades. Asking students to submit drafts is an attempt to keep them on track with the project and ensure work is being done in an effort to have a fully complete project at the end of the semester.

The drafts as well as the final 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, May 4, 2025 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

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:	30%
Participation & Attendance:	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”.

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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 violations include, but are not limited to:

1. **Cheating:** Using unauthorized materials, information, or devices during an exam or assignment. This includes copying the work of another.

2. **Plagiarism:** Presenting another person's work, words, or ideas as your own without proper citation.
3. **Fabrication:** Falsifying data, research, or other academic information. This includes seeking excused absences/tardies under false pretenses.
4. **Unauthorized Collaboration:** Working with others on assignments that are intended to be completed individually.
5. **Facilitating Academic Dishonesty:** Helping or attempting to help another student commit an act of academic dishonesty.

Consequences for Academic Integrity Violations

Violations of academic integrity are serious offenses and will result in the following consequences:

1. **First Offense:**
 - Automatic grade of **zero** on the assignment or exam.
 - Incident reported to the college's academic integrity office.
2. **Second Offense:**
 - Automatic grade of **F** for the course.
 - Referral to the academic integrity office for further disciplinary action, which may include academic probation or suspension.
3. **Severe Offenses:**
 - In cases of egregious violations (e.g., using another person to complete coursework, hacking into college systems, or repeated violations), the student may be subject to **removal from the class** and referral to the dean.

Appeals Process

Students have the right to appeal decisions related to academic integrity violations by following the procedures outlined in the college's academic integrity policy.

By upholding academic integrity, we maintain a fair, honest, and professional learning environment for all students.

Late Work 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.

The instructor reserves the right to change course policies, deadlines, assignments, or exams at their discretion with the proper notice.

07/02/2024



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 Accommodations (Disability Services) 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

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) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@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>.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html>

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-StaffCommons/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](#) 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.