

## **Course Master Syllabus Contracts - LGLA 1351**

**(Note: The actual syllabus will vary depending upon the Instructor)**

### **I. Course Description / Prerequisites**

This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code and issue identification, with emphasis on the paralegal's role. Additional topics include business organizations, case briefing, and agency law. **LGLA 1313 must be taken either before or at the same time as this course.**

### **II. Course Rationale / Objectives**

This course is designed to provide the student with an understanding of the common and statutory law governing contract formation. The Course is also designed to develop the student's issue identification skills.

### **III. Student Learning Outcomes**

- A. Course-Level Student Learning Outcomes: The student will use terminology relating to contract law; analyze sources relating to contract law; draft documents used in contract law; analyze the ethical considerations of the paralegal relating to contract law. The student will exhibit an in-depth understanding of the common law of contracts and the impact of UCC Article 2 on the law of contracts. The student will display the ability to brief court opinions and identify the legal issue resolved by the court opinion. The student will exhibit an understanding of agency law and of various forms of business entities.
- B. Program-Level Student Learning Outcomes:
  - (1) Students will identify relevant legal concepts and apply them to changing fact patterns.
  - (2) Students will draft documents used in a broad range of legal environments.
  - (3) Students will perform as entry-level paralegals in a broad range of legal environments.
  - (4) Students will perform legal research.
- C. SCANS Competencies: The SCANS Competencies that will be developed in this Course are listed on Exhibit A.

### **IV. Required/Recommended Texts (Check for current edition or changes)**

- A. Required Purchase:
  - (1) Clarkson, Miller, Jentz & Cross West's Business Law
- B. Recommended:
  - (1) Black's Law Dictionary



## **V. Instructional Methodology**

This course will be taught via a combined lecture and Socratic format. Students will be expected to have absorbed the assigned material prior to class, and to be able to respond to questions on the assigned material. In addition, students will brief court cases as assigned and will be prepared to recite on those cases.

## **VI. Course Evaluation System**

A. There will be two midterm exams and a comprehensive final examination, which will be weighted as follows:

- (1) Midterms --- 100 points each
- (2) Final --- 150 points

B. Total course points will be computed as follows:

- |  |                   |
|--|-------------------|
| (1) Examinations -----                   | 350 points        |
| (2) Class participation and assignments- | <u>150 points</u> |
| TOTAL POINTS                             | 500 POINTS        |

C. The final letter grade in the course will be based upon the total available points received, as follows:

- A – 450-500 points
- B – 400-449 points
- C – 350-399 points
- D – 300-349 points
- F - 0-349 points

D. One make-up OR re-take of a midterm exam only, will be allowed in the course.

Make-up and re-take exams shall be taken at the instructor's office between 7am and 4pm the Tuesday or Wednesday of the week before finals week. Students should schedule their exams with the instructor during the previous week. Re-take exams will be averaged with the original exam; however, the recorded score will not exceed 70 points.

E. Each student will purchase 3 blue books and 3 green scantrons and leave them with the instructor during the second class meeting (do not write anything on the blue books or scantrons). Blue books and scantrons will be reissued to students at the time of each exam. Students may not write anything on the blue book or scantron (other than the student's name) until the exam starts. Exams will be timed and students may not leave the classroom during the exam unless they have turned in their scantron, blue book and are finished with the exam.

## **VII. Course Policies**

### **A. Attendance/Class Participation**



Regular and punctual class attendance is expected of all students. Online courses require regular and timely class participation in discussions and completion of work. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

In the event the college or campus closes due to unforeseen circumstances (for example, severe weather or other emergency), the student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor as a result of class cancellations.

#### **B. Classroom Policies**

Each instructor should clearly express their classroom policies, expectations and procedures addressing a variety of issues addressing, among others, attendance, class participation, classroom behavior, missed or late exams, late homework, written assignments, PowerPoint presentations, field and online research activities and weight assigned to them. Having explicit detail in this section helps to resolve potential student grades issues.

#### **C. Withdrawal Policy**

Each student is responsible to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feels it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. The Final Withdrawal Date for this semester is [insert date here]. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and or international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

#### **D. Missed Exam and Late Work Policies**

Each instructor should clearly express their policies with regard to missed exams and or late homework, etc.

#### **E. Incompletes**

An "Incomplete" will not be granted in this course unless the student has a grade of "C" or better on the first two exams, and a demonstrable emergency. An incomplete grade cannot be carried beyond the date established by the instructor and cannot in any event be carried later than the last withdrawal date the following semester

#### **F. Course Outline/Calendar**



Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted appropriately.

### **VIII. College Policies & Student Support Services**

Important College Policies & Student Support Services can be found at:

<http://www.austincc.edu/offices/academic-outcomes-assessment/master-syllabi/college-policies>

#### **Legal Disclaimer**

Everything that is discussed in the classroom or individually with the instructor is strictly for educational purposes only. The instructor will not and does not provide legal advice to any student. Nor shall any comments from the instructor be considered legal advice.



**EXHIBIT A**  
**CONTRACTS – LGLA 1351**  
**SCANS Competencies**

**Students in this Course will be expected to use or achieve the following Competencies**

**Resources**

- 1.1. Allocates Time: Allocates time between coursework/work/family/friends.

**Interpersonal**

- 2.1. Participates as a Member of a Team: Works cooperatively with others on joint assignments.
- 2.2. Teaches Others: Explains concepts in class.
- 2.5. Negotiates: Works toward an agreement on the validity of exam questions.
- 2.6. Works with Cultural Diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds in the context of the class.

**Information**

- 3.1. Acquires and Evaluates Information: Extracts crucial legal issues from court cases.
- 3.2. Organizes and Maintains Information: Takes notes on assigned material for use in class.
- 3.3. Interprets and Communicates Information: Evaluates assigned material and explains it to the class.
- 3.4. Uses Computers to Process Information: Employs computers to process course notes and to obtain, analyze and brief court cases.

**Technology**



5.2. Applies Technology to Task: Understands the overall intent and the proper procedures for setting up and using computers and their programs.

### **Basic Skills**

6.1. Reading: Locates, understands, and interprets written information in the text and assigned court cases.

6.2. Writing: Communicates thoughts, ideas, information, and messages effectively in writing.

6.5. Listening: Receives, attends to, interprets, and responds to verbal messages during class lectures and discussions.

6.6. Speaking: Organizes ideas and effectively communicates thoughts when being questioned in class and during class discussions.

### **Thinking Skills**

7.1. Creative Thinking: Uses imagination freely, combines ideas in new ways, when discussing hypothetical problems.

7.2. Decision Making: Chooses the best alternative in multiple choice questions.

7.3. Problem Solving: Recognizes that problems in hypothetical situations and identifies possible solutions.

7.5. Knowing How to Learn: Finds the important information in class discussions and texts and consolidates the information into a useable format.

7.6. Reasoning: Identifies the crucial issue in a court case and recognizes the potential application of the rule in the case to other cases with similar facts and circumstances.

### **Personal Qualities**

8.1. Responsibility. Exerts a high level of effort and perseverance in effectively preparing for class and class discussions.

8.4. Self-Management: Motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively, is a "self-starter."



8.5. Integrity/Honesty: Can be trusted to accomplish her/his own work without excessive involvement of other students.

This Syllabus was updated 11.7.2022