



**Idaho State
University**

College of
Technology

**Career Technical Education Advanced Opportunities
Paralegal Studies**



Location: ISU College of Technology Roy F. Christensen Complex

Requirements:

- Acceptance to Early College Program
- 2.7 GPA minimum
- 16 years of age
- Transportation to and from ISU campus
- ISU General Parking Permit \$6 for High School Students

Cost:

- \$75 per credit hour ([Advanced Opportunity Funding](#) Eligible)
- Tools and Text Book Supplied by ISU

Contact: Sara Despain (208) 282-3569 or merrsar4@isu.edu

Seats are limited and awarded on a first-come basis.

Students must contact Sara Despain and complete the outlined requirements to register.

Suggested Schedule (differs upon student availability and schedule):

YEAR ONE – FALL SEMESTER

PARA 1110: Introduction to Paralegal Studies 3 credits

Tuesday & Thursday 10:15-11:30 am

Prerequisite: Business Law & Ethics

Co-requisite: PARA 1111: Ethics and Professionalism

The legal system and the paralegal's role in it; fundamental paralegal skills and tasks; law office administration; computer technology; regulation of paralegals and paralegal ethics; and employment opportunities. A survey of the major substantive areas of the law is presented, with a summary discussion of the paralegal's role in each area.

PARA 1111: Ethics and Professionalism, 3 Credits

Monday & Wednesday 10-11:15 am

Co-requisite: PARA 1110: Introduction to Paralegal Studies

Ethical standards and regulations governing paralegals and attorneys. Unauthorized practice of law, confidentiality of information, and conflict of interest are covered in depth, along with common billing practices and fee arrangements, client trust accounts, filing and calendaring systems, and the documentation of client files.

YEAR ONE - SPRING SEMESTER

PARA 1113: Contract Law (spring only)

Basic principles of contract law, including capacity, formation, conditions, enforcement, statute of frauds, performance and breach, remedies, defenses, and third-party rights. Portions of Articles 2 and 9 of the Uniform Commercial Code will also be addressed. Emphasizes the role of the paralegal in gathering information, researching, and drafting contract documents.

PARA 1116: Tort Law (spring only)

The paralegal's role regarding fundamental concepts of tort law, including intentional torts, negligence, strict liability, and product liability and the elements necessary to prove each tort. Defenses to and damages recoverable for a tort claim. Personal injury litigation and worker's compensation will be discussed in depth.

YEAR TWO – FALL SEMESTER

PARA 2232: Civil Litigation*

Students perform tasks of a paralegal at every stage of litigation including initial client contact, investigation and identification of claims and issues, legal research, preparation and filing appropriate documents, preparing witnesses, making trial notebooks, giving jury instructions, assisting at trial, making post-judgment motions, and handling appeals and collection. PREREQ: [PARA 0116](#) and [PARA 0122](#).

***Note:** One of the prerequisites for Civil Litigation listed in the catalog is PARA 0122 Legal Research and Writing I. I do not believe that class is necessary before taking Civil Litigation, and I have at least one student currently enrolled in Civil Litigation who has not taken that course. I do not know if we would need to go through some kind of a waiver process, but I would be willing to accept students into Civil Litigation without the PARA 0122 prerequisite.

PARA 1117: Criminal Law and Procedure

Statutory and common law crimes against person, property, and society; the elements required to prove a crime; and the defenses available to a defendant. Constitutional and statutory standards for law enforcement practices, plea negotiation, trial, sentencing, and appeal. Conducting preliminary factual investigation and other pre-trial work.

YEAR TWO – SPRING SEMESTER*

*In the final semester, the students complete an internship and two electives. The dual enrollment students would take both electives, but the course offerings vary from year-to-year depending on the needs and interests of the students. The elective courses include:

PARA 1112: Estates Wills and Trusts

Learn what estates, wills, trusts and guardianships are and how to write the documents pertaining to them. Emphasis on Uniform Probate Code including formal and informal probate proceedings and the administration and closing of estates. Focus is on the role of the paralegal in gathering information, researching, and drafting estate planning.

PARA 1114: Family Law

This course instructs students in the law governing marriage, prenuptial agreements, marital property, divorce, child custody and support, paternity, termination of parental rights, adoption, and other matters relating to domestic legal rights. The role of the paralegal in the area of domestic law is emphasized.

PARA 1115: Property Law

The paralegal's role with regard to documents and concepts of ownership, conveyance, and encumbrance of real and personal property, including leases, licenses, liens, easements, remainders, and life estates. Includes public and private restrictions on land use, and proper drafting of deeds, leases, mortgages, foreclosure and eviction documents.

PARA 1118: Business Organizations

This course explores the basic types, formation and operation of business organizations, including corporations, partnerships, limited partnerships, limited liability companies, and sole proprietorship. The role of the paralegal in drafting documents and maintaining records for business organizations will be emphasized.

PARA 2215: Debtor and Creditor Rights and Bankruptcy Law

The paralegal's role relating to business transactions, debtor and creditor relations, consumer protection, and bankruptcy. Students explore secured and unsecured transactions, rights and remedies available under Article 9 of the Uniform Commercial Code and other statutes, and the types of relief afforded under the Bankruptcy Code.

PARA 2296: Independent Study

Addresses specific learning needs of individuals for the enhancement of knowledge and skills within the program area under the guidance of an instructor. May be repeated. Graded S/U, or may be letter-graded. PREREQ: Permission of the instructor.