

Course Master Syllabus
LGLA 1311 – Introduction to Law
(Note: The actual syllabus will vary depending upon the Instructor)

I. Course Description / Prerequisites

This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law. **This course must be taken prior to, or contemporaneously with, LGLA 1313.**

II. Course Rationale / Objectives

This is an introductory survey course designed for potential legal assistant majors with limited experience in the law as well as non-majors. This course is designed to provide the student with a preliminary grounding in basic legal terminology; a survey of the legal system; and, a basic overview of legal history and a variety legal subjects.

III. Student Learning Outcomes

- A. Course-Level Student Learning Outcomes The student will develop a legal vocabulary and explain fundamental legal concepts and systems. The student will exhibit an understanding of legal terms; the American legal system; legal history; and a variety of substantive legal concepts and current legal issues.
- 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

A. Required Purchase:

Carper, & West, *Understanding the Law*, **(Check with the instructor for current editions or changes)**

Supplementary material can be found at the following web site:

<http://www.thomsonedu.com/> [enter Carper press return, select Student Campion site you will find links, quizzes, and study material}

B. Recommended:

Additional supplementary material can be found at: <http://findlaw.com>

Students should take time to explore the free resources on Find Law.

V. Instructional Methodology:

This course will be taught via a combined lecture and Socratic method. Students are expected to have studied the assigned material prior to class, and to be able to respond to questions on the assigned material.

VI. Course Evaluation System

- A. Midterm exam - 15%
- B. Final exam - 25%
- C. Class participation, quizzes, homework and attendance - 15%
- D. Paper (Book report) # 1 - 15%
- E. Paper (Book report) # 2 - 15%
- F. Paper (Book report) #3 -15%

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

SCANS Competencies

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

Resources

1.1. Allocates Time: Selects relevant goal-related activities, ranks them in order of importance, allocates time to activities, - and understands, prepares, and follows schedules.

Interpersonal

2.1. Participates as a Member of a Team: Works cooperatively with others and contributes to group with ideas, suggestions, and effort.

2.2. Teaches Others: Helps others to learn.

2.6. Works with Cultural Diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

Information

3.1. Acquires and Evaluates Information: Identifies need for data, obtains it from existing sources or creates it, and evaluates its relevance and accuracy.

3.2. Organizes and Maintains Information: Organizes, processes, and maintains written or computerized reports and other forms of information in a systematic fashion.

3.3. Interprets and Communicates Information: Selects and analyzes information and communicates the results to others using oral, written, graphic, pictorial, or multi- media methods.

Systems

4.1. Understands Systems: Knows how social, organizational, and technological systems work and operates effectively within them.

Technology

5.2. Applies Technology to Task: Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems.

Basic Skills

6.1. Reading: Locates, understands, and interprets written information in prose and documents--including manuals, graphs, and schedules to perform tasks. Learns from text by determining the main idea or essential message; identifies relevant details, facts, and specifications; infers or locates the meaning of unknown or technical vocabulary, and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers.

6.2. Writing: Communicates thoughts, ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, flow charts; uses language, style, organization, and format appropriate to the subject-matter, purpose, and audience. Includes supporting documentation and attends to level of detail; checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation.

6.5. Listening: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose; for example, to comprehend; to learn; to critically evaluate; to appreciate; or to support the speaker.

6.6. Speaking: Organizes ideas and communicates oral messages appropriate to listeners and situations; participates in conversation, discussion, and group presentations; selects an appropriate medium for conveying a message; uses verbal language and other cues such as body language appropriate in style, tone, and level of complexity to the audience and the occasion;
speaks clearly and communicates a message; understands and responds to listener feedback; and asks questions when needed.

Thinking Skills

7.3. Problem Solving: Recognizes that a problem exists (i.e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the

7.5. Knowing How to Learn: Recognizes and can use learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations. Involves being aware of learning tools such as personal learning styles (visual, aural, etc.), formal learning strategies (note taking or clustering items that share some characteristics), and informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).

7.6. Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it in solving a problem. For example, uses logic to draw conclusions from available information, extracts rules or principles from a set of objects or written text; applies rules and principles to a new situation, or determines which conclusions are correct when given a set of facts and a set of conclusions.

Personal Qualities

8.1. Responsibility. Exerts a high level of effort and perseverance towards goal attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.

8.3. Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings. Asserts self in familiar and unfamiliar social situations; relates well to other, responds appropriately as the situation requires; and takes an interest in what others say and do.

8.4. Self-Management: Assesses own knowledge, skills, and abilities accurately; sets well-defined

and realistic personal goals; monitors progress toward goal attainment and 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. Recognizes when faced with making a decision or exhibiting behavior that may break with commonly held personal or societal values; understands the impact of violating these beliefs and codes on an organization, self, and others; and chooses an ethical course of action.

These Course Policies were updated 11.7.2022