



# INTRODUCTION TO PARALEGAL STUDIES

## PGL100 — Introduction into Paralegal Studies, 3.0 hours

### PROFESSOR

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Julie Beadle

#### Biography

Julie Beadle graduated from the University of Akron School of Law summa cum laude and has been employed with the Ohio Eleventh District Court of Appeals in Trumbull County as a judicial attorney for eight years. She enjoys performing research on a variety of difficult legal problems with a special interest in the criminal justice system and criminal law.

Julie Beadle has also taught online paralegal courses in many subjects and finds the experience of interacting with students and learning from them to be very rewarding.

As a life-long resident of Ohio, she likes to watch all Cleveland sports teams and attend Cleveland Indians games. She also spends time caring for her cats, all of which have been rescued.

### CONTACT INFORMATION

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E-mail: [jbeadle@lakewood.edu](mailto:jbeadle@lakewood.edu)

Phone: 1-800-517-0857 ext. 713

### ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

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All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing [info@lakewood.edu](mailto:info@lakewood.edu)

### BOOKS AND RESOURCES

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Miller, Roger, L. and Mary Meinzinger. *Paralegal Today: The Legal Team at Work*. Available from: VitalSource Bookshelf, (8th Edition). Cengage Learning US, 2021

### EVALUATION METHOD

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Graded work will receive a numeric score reflecting the quality of performance.  
Course Requirement Summary

- Assignments - Total of 70 Points
- Weekly discussion forums -Total of 60 Points
- Final Exam - 26 Points

## GRADING SCALE

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Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 190. To determine the final grade, the student's earned points are divided by 190.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)

B = (80% - 89%)

C = (70% - 79%)

D = (60% - 69%)

F < (Below 60%)

## ACADEMIC INTEGRITY/ PLAGIARISM:

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Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

## DISABILITY ACCOMMODATIONS

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Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: [disabilityservices@lakewood.edu](mailto:disabilityservices@lakewood.edu)

## SUPPLEMENTAL TEXTS

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You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- [https://www.mylakewoodu.com/pluginfile.php/118179/mod\\_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf](https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf)

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## LIBRARY

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Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at [modell@lakewood.edu](mailto:modell@lakewood.edu) or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

## SUPPORT

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Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2  
[info@lakewood.edu](mailto:info@lakewood.edu)  
[studentservices@lakewood.edu](mailto:studentservices@lakewood.edu)

## CAREER SERVICES

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Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2  
[careerservices@lakewood.edu](mailto:careerservices@lakewood.edu)

## LESSONS

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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #1	<a href="#"><u>The Paralegal Professional</u></a>	Study Course Syllabus Read Chapters 1 & 2 Review PowerPoints Forum 1 Complete Assignment 1	Assignment 1 upon completion of the lesson
Lesson #2	The Law Office and Legal Ethics	Read Chapters 3 & 4 Review PowerPoints Forum 2 Complete Assignment 2	Assignment 2 upon completion of the lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #3	Sources of Law and the Court System	Read Chapters 5 & 6 Review PowerPoints Forum 2 Complete Assignment 3	Assignment 3 upon completion of the lesson
Lesson #4	Legal Research	Read Chapters 7 & 8 Review PowerPoints Assignment 4	Assignment 4 upon completion of the lesson
Lesson #5	Legal Writing and Investigation	Read Chapters 9 & 11 Review PowerPoints Forum 3 Assignment 5	Assignment 5 upon completion of the lesson
Lesson #6	Civil Litigation and Trial Procedure	Read Chapters 10 & 12 Review PowerPoints Forum 6 Assignment 6	Assignment 3 upon completion of the lesson
Lesson #7	Criminal and Tort Law	Read Chapters 13 & 14 Review PowerPoints Forum 7	

## DESCRIPTION

### Welcome Students!

This course gives an overview of the paralegal profession, the legal system, legal procedure, and legal research and writing. Instructions on ethics and professional responsibility, the organizational structure of the legal workplace, and office culture will prepare students for the challenges of today's paralegal. Students receive a formal introduction to the law by examining sources of American law, the court system, alternative dispute resolution, substantive law in its various forms, as well as administrative law, and government regulation. Legal procedures and skills involving civil litigation and trial procedures, criminal law, conducting interviews and investigations, using primary and secondary sources to legal research, the emerging technology of computed assisted legal research, in addition to legal analysis and writing provide valuable insight and a solid foundation for the future paralegal.

### Course Learning Objectives

Upon completing this course, you will be able to:

1. Summarize a paralegal's role in the law office and the legal system.
2. Describe the sources of law in the United States.
3. Identify ethical issues paralegals may face in each stage of legal proceedings.
4. Locate resources that can be utilized to conduct effective legal research.

5. Recognize the styles of legal writing used in different types of proceedings.
6. Explain the tasks completed by a paralegal to investigate and pursue a client's legal claim.
7. Discuss the procedural differences in civil and criminal law.

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