



PARALEGAL DIPLOMA PROGRAM

PROFESSOR

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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ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood College community who use the College's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewoodcollege.edu

BOOKS AND RESOURCES

Paralegal Today: The Essentials, 7th Edition by Rodger LeRoy ,Miller and Mary Meinzinger

Law Office Technology: A Theory-Based Approach 9th Edition by Douglas Lusk; Cynthia Traina Donnes (made available upon completion of Lesson One)

EVALUATION METHOD

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

- Assignments - Total of 300 Points
- Tests – Total of 300 Points
- Forums - 160 Points
- Midterm and Final Writing Projects - 150 Points
- Final Exam - 50 Points

GRADING SCALE

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 960. To determine the final grade, the student's earned points are divided by 960.

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:

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

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

SUPPLEMENTAL TEXTS

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

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

LIBRARY

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 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

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
studentservices@lakewood.edu

CAREER SERVICES

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

LESSONS

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #1	<ul style="list-style-type: none">This lesson introduces the student to the paralegal profession, including the job responsibilities of a paralegal and potential career opportunities.	Today's Professional Paralegal / Career Opportunities Reading: Paralegal Today Chapters 1-2 Forum—Paralegal Skills Project— Legal Careers Test #1	Complete Discussion Post, Assignment, and Test in Lesson
Lesson #2	<ul style="list-style-type: none">The lesson will demonstrate how computers are utilized in a law office as well as review basic skills in word processing and document assembly as critical skills for paralegals.	Overview of Computers and Technology in the Law Office / Word Processing and Document Assembly Reading: Using Computers in the Law Office Chapters 1-2 Forum—Word Processing and PDFs Project—Protecting Client Information Test #2	Complete Discussion Post, Assignment, and Test in Lesson
Lesson #3	<ul style="list-style-type: none">This lesson will assist the student in learning the basic structure of the	Sources of American Law / The Court System and Alternative Dispute Resolution Reading: Paralegal Today Chapters 5-6	Complete Discussion Post, Assignment, and Test in Lesson

American courts as well as the sources of law that can be used to perform legal research.

Forum—Your State's Courts
Project—Case Law
Test #3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #4	<ul style="list-style-type: none">The focus of this lesson is the ethical considerations that must be taken into account by attorneys and paralegals. Students will consider the impact of failing to follow ethical rules and how attorneys are permitted to utilize paralegal services.	Ethics and Professional Responsibility Reading: Paralegal Today Chapter 4 and ABA Model Guidelines Forum—Unauthorized Practice of Law Project—American Bar Association Ethical Rules Practical Skills Assignment #1—Paralegal's Role and Ethical Considerations Test #4	Complete Discussion Post, Assignment, and Test in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #5	<ul style="list-style-type: none">This lesson focuses on how a law office operates, with an important emphasis on how legal fees and agreements with clients are utilized.	The Inner Workings of the Law Office Reading: Paralegal Today Chapter 3 Forum—Fee Arrangements Project—Retainer Agreement Test #5	Complete Discussion Post, Assignment, and Test in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #6	<ul style="list-style-type: none">This lesson addresses how paralegals must keep track of their time in a law office and how clients are billed for time expended by the firm on their case. Students will learn about the different types of billing software.	Legal Timekeeping and Billing Software Reading: Using Computers in the Law Office Chapter 4 Forum—Timekeeping Practices Project—Recording Your Time Test #6	Complete Discussion Post, Assignment, and Test in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #7	<ul style="list-style-type: none">Students will learn about the types of programs that are utilized in law offices to track client cases. This lesson will also teach students about how social media impacts the legal field.	Databases, Case Management, and Docket Control Software / The Cloud and Social Media Reading: Using Computers in the Law Office Chapters 5-6 Forum—Social Media in the Legal Field Project—Comparing Case Management Programs Test #7	Complete Discussion Post, Assignment, and Test in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #8	<ul style="list-style-type: none">This lesson allows students to learn the skills to perform legal analysis and research. Research methods, sources for research, and skills such as case briefing are taught.	Legal Analysis and Research Reading: Paralegal Today Chapter 7 Forum—Primary and Secondary Sources Project—Creating a Case Brief Test #8	Complete Discussion Post, Assignment, Test, and Midterm in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #9	<ul style="list-style-type: none"> Using the Internet as a tool for legal research and investigation is explored and students will learn about a variety of tools that are available to them when using a computer in a law office or legal environment. 	The Internet, Computer-Assisted Legal Research, and Electronic Mail Reading: Using Computers in the Law Office Chapter 9 Forum—Online Legal Tools Project—Hands on Research Test #9	Complete Discussion Post, Assignment, and Test in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #10	<ul style="list-style-type: none"> Students will learn about the various types of legal documents prepared by paralegals and use examples to help draft writings of their own. 	Legal Writing: Form and Substance Reading: Paralegal Today Chapter 9 Forum—Your Legal Writing Tips Project—Preparing an Informative Letter Test #10	Complete Discussion Post, Assignment, and Test in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #11	<ul style="list-style-type: none"> This lesson covers what tasks need to be accomplished in a civil lawsuit prior to trial, which includes filing motions and obtaining discovery from the opposing party. 	Civil Litigation: Before the Trial / Electronic Discovery Reading: Paralegal Today Chapter 10 and Using Computers in the Law Office Chapter 7 Forum—Local Filing Project—Electronic Discovery Practical Skills Assignment #2—Drafting a Complaint Test #11	Complete Discussion, Post, Assignment, and Test in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #12	<ul style="list-style-type: none"> This lesson covers how to successfully interview clients and witnesses. Students will practice tasks used to locate potential witnesses and parties. 	Conducting Interviews and Investigations Reading: Paralegal Today Chapter 11 Forum—Client Interviews and Investigation Project—Developing a Plan to Locate Debtors Test #12	Complete Discussion, Post, Assignment, and Test in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #13	<ul style="list-style-type: none"> Discussed in this lesson are the methods and programs available to prepare documents, filings, and exhibits for litigation. 	Litigation Support Software Reading: Using Computers in the Law Office Chapter 8 Forum—Litigation Support Tips Project—Using Computerized Litigation Support Software Test #13	Complete Discussion, Post, Assignment, and Test in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #14	<ul style="list-style-type: none"> This lesson covers the role of the paralegal during the trial, what occurs at trial, and procedures to be utilized if the client loses his case, including filing an appeal. 	Trial Procedures Reading: Paralegal Today Chapter 12 Forum—Paralegals in the Trial Process Project—Appeals Test #14	Complete Discussion, Post, Assignment, and Test in Lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #15	<ul style="list-style-type: none"> Covered in this lesson are various issues arising in the field of criminal law, including constitutional rights, types of criminal offenses, and criminal trial procedures. 	Criminal Law and Procedures Reading: Paralegal Today Chapter 13 Forum—Sentencing Discretion Project—Motions to Suppress Test #15	Complete Discussion, Post, Assignment, and Test in Lesson
Lesson #16	<ul style="list-style-type: none"> This lesson covers how to utilize technology in the courtroom to benefit the client and make the case presentation more effective. 	The Electronic Courthouse, Automated Courtroom, and Presentation Graphics Reading: Using Computers in the Law Office Chapter 10 Forum—Demonstrative Evidence Project—Courtroom Presentation Programs Test #16	Complete Discussion, Post, Assignment, and Test in Lesson
Lesson #17	<ul style="list-style-type: none"> The United States Constitution is covered in this lesson, with students considering how it may change over time and what protections it offers to all citizens 	The Constitution of the United States Reading: Paralegal Today Appendix I Forum—Changes to the Constitution Project—Constitutional Protections for Criminal Defendants	DUE
Lesson #18		The Inner Workings of the Law Office Practical Skills Assignment #3- Researching a Topic of Interest	Complete Final Examination

DESCRIPTION

This course will provide students with the knowledge and information necessary to start a career as a paralegal/legal assistant! The lessons set forth a detailed overview of legal principles and the growing reliance upon non-lawyers to provide efficient and ethical legal services to individuals, businesses, organizations and government agencies. Learning in this course will further your understanding of legal research, writing, and analysis. Students will learn about computer software prevalent in law offices and courthouses across the United States, which is a key component of effectively performing your job in this profession. Understanding the legal principles, methods of legal research, and the manner in which the law office and courts function will benefit all students. This field of study will prepare you to seek a rewarding job in the legal field.

OBJECTIVES

1. Discuss the basic duties of paralegals and their role in the legal system
2. Identify how technology is utilized by paralegals
3. Describe what the sources of U.S. law are and how they can be used in legal research
4. Analyze how the U.S. courts are structured
5. Understand how ethics rules apply within the legal system and to paralegals' conduct
6. Explain legal billing/fees and programs used to track them
7. Define case management and docket control
8. Identify methods of conducting effective legal research
9. Demonstrate your ability to draft legal documents
10. Compare strategies for preparing for civil litigation

11. Evaluate how electronic discovery benefits the client
12. Indicate skills necessary to effectively complete interviews
13. Assess the types of litigation support software
14. Discover the structure and components of civil trials
15. State the rights criminal defendants have and the procedures used to protect those rights
16. Illustrate how to use technology and trial presentation programs in the courtroom
17. Defend your positions on which Constitutional provisions should be amended
18. Utilize online resources to research case law