



INTRODUCTION TO PARALEGAL STUDIES & CRIMINAL JUSTICE COMBINATION PROGRAM

IPGL100 — Internship in Paralegal Studies, 3.0 hours

PROFESSOR

Julie Beadle

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

Julie

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ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

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

BOOKS AND RESOURCES

Paralegal Studies

Meinzinger, Mary, and Roger Miller. *Paralegal Today: The Essentials*. 7th ed. Albany, NY: Delmar, 2017.

Criminal Justice

Gaines, Larry K. & Miller, Roger LeRoy. *Criminal Justice in Action 9e*. Boston: Cengage 2017.

EVALUATION METHOD

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

- Assignments - Total of 40 Points
- Weekly discussion forums-Total of 80 Points
- Midterm Exam - 20 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 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:

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	OBJECTIVES
Lesson #1	Introduction to the paralegal profession, job responsibilities, and career opportunities	Review all Weekly Course Material	Complete all activities	Objective 1 Objective 3 Objective 5
Lesson #2	How computers and technology are utilized in a law office & review computer skills	Read Chapter 3 - The Crime Picture: Offenders and Victims	Complete all activities	Objective 2
Lesson #3	Structure of American courts, sources of law & legal research	Read Chapter 4 - Inside Criminal Law	Complete all activities	Objective 3 Objective 4

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #4	Ethical considerations of the paralegal profession	Read Chapter 5 - Law Enforcement Today	Complete all activities	Objective 1 Objective 5
Lesson #5	Law office operations, legal fees, and client agreements	Read Chapter 6 - Problems and Solutions in Modern Policing	Complete all activities	Objective 1 Objective 6
Lesson #6	Time tracking , billing, billing software	Read Chapter 7 - Police and the Constitution: The Rules of Law Enforcement	Complete all activities	Objective 2 Objective 6
Lesson #7	Software programs used to track client cases, how social media impacts legal field	Read Chapter 8 - Courts and the Quest for Justice	Complete all activities	Objective 2 Objective 7
Lesson #8	Performing legal analysis and research, research methods such as case briefing	Read Chapter 9 - Pretrial Procedures: The Adversary System in Action	Complete all activities	Objective 3 Objective 8 Objective 9
Lesson #9	The internet as a tool for research and investigation	Read Chapter 10 - The Criminal Trial	Complete all activities	Objective 2 Objective 8 Objective 18
Lesson #10	Lesson 10 - Punishment & Sentencing	Read Chapter 11 - Punishment and Sentencing	Complete all activities	
Lesson #11	Tasks involved in a civil lawsuit prior to trial, filing motions & obtaining discovery	Read Chapter 12 - Probation, Parole, and Intermediate Sanctions	Complete all activities	Objective 10 Objective 11
Lesson #12	How to successfully interview clients and witnesses. Locating witnesses	Read Chapter 13 - Prisons and Jails	Complete all activities	Objective 12
Lesson #13	Methods and programs for preparing documents, filings, exhibits for litigation	Read Chapter 14 - The Prison Experience and Prisoner Reentry	Complete all activities	Objective 2 Objective 10 Objective 13

TITLE Lesson #14	COURSE TOPIC The role of the paralegal during the trial, what occurs at trial and appeals procedures	READINGS/ASSIGNMENTS Read Chapter 15 - The Juvenile Justice System	DUE Complete all activities	OBJECTIVES Objective 10 Objective 14
TITLE Lesson #15	COURSE TOPIC Issues regarding criminal law, constitutional rights, types of offenses and trial procedures	READINGS/ASSIGNMENTS Read Chapter 16 Today's Challenges: Security vs. Liberty, Cyber Crime, & White-Collar Crime	DUE Complete all activities	OBJECTIVES Objective 15
TITLE Lesson #16	COURSE TOPIC Using technology in the courtroom to make an effective case presentation	OBJECTIVES Objective 2 Objective 16		
TITLE Lesson #17	COURSE TOPIC The United States Constitution and its protections	READINGS/ASSIGNMENTS Read <i>Paralegal Today</i> : Chapter 1 - Today's Professional Paralegal and Chapter 2 - Career Opportunities	DUE Complete all activities	OBJECTIVES Objective 15 Objective 17
TITLE Lesson #18	COURSE TOPIC The inner workings of a law office	READINGS/ASSIGNMENTS Read <i>Using Computers in the Law Office</i> : Chapter 1 - Overview of Computers and Technology in the Law Office (pages 1-22) and Chapter 2 - Word Processing and Document Assembly (pages 26-43)	DUE Complete all activities	OBJECTIVES Objective 1 Objective 18
TITLE Exam	COURSE TOPIC Final Exam & Projects	READINGS/ASSIGNMENTS Demonstrate Comprehension of Law, Ethics, and Professionalism!	DUE Complete all activities	
TITLE Lesson #19	COURSE TOPIC Criminal justice today - defining crime, the three major institutions of enforcement, courts & corrections	READINGS/ASSIGNMENTS Read <i>Paralegal Today</i> : Chapter 5 - Sources of American Law and Chapter 6 - The Court System and Alternative Dispute Resolution	DUE Complete all activities	OBJECTIVES Objective 19 Objective 20 Objective 21 Objective 23 Objective 24 Objective 31
TITLE Lesson #20	COURSE TOPIC Causes of crime - theories of crime. Drugs, the role of family, friends, media, social processes of crime	READINGS/ASSIGNMENTS Read <i>Paralegal Today</i> : Chapter 4 - Ethics and Professional Responsibility Review the ABA Model Guidelines for the Utilization of Paralegal Services: https://www.americanbar.org/content/dam/aba/administrative/paralegals/ls_prlgs_modelguidelines.pdf	DUE Complete all activities	OBJECTIVES Objective 19 Objective 20

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #21	Offenders & victims - classifications of crime, how crime is measured, trends, women, race & poverty	Read <i>Paralegal Today</i> : Chapter 3 - The Inner Workings of the Law Office	Complete all activities	Objective 19 Objective 20 Objective 24 Objective 25 Objective 28 Objective 35
Lesson #22	Inside criminal law - U.S. law enforcement at the local state, federal	Read <i>Using Computers in the Law Office</i> : Chapter 4 - Legal Timekeeping and Billing Software (pages 165-193)	Complete all activities	Objective 19 Objective 21 Objective 22 Objective 28
Lesson #23	Law enforcement today - introduction to U.S. law enforcement, local, state & federal agencies	Read <i>Using Computers in the Law Office</i> : Chapter 5 - Databases, Case Management, and Docket Control Software (pages 213-229) and Chapter 6 - The Cloud and Social Media (pages 255-271)	Complete all activities	Objective 19 Objective 26 Objective 31 Objective 34
Lesson #24	Modern policing - discretion, ethics, misconduct, use of force, racial and ethnic biases, accountability	Read <i>Paralegal Today</i> : Chapter 7 - Legal Analysis and Research	Complete all activities	Objective 19 Objective 26 Objective 32 Objective 34
Lesson #25	Rules of law enforcement - police and the constitution, legal and procedural considerations	Read <i>Using Computers in the Law Office</i> : Chapter 9 - The Internet, Computer-Assisted Legal Research, and Electronic Mail (pages 379-419)	Complete all activities	Objective 22 Objective 26 Objective 32 Objective 33
Lesson #26	Courts and justice- Functions of the courts and judicial system, judges and courtroom professionals	Read <i>Paralegal Today</i> : Chapter 9 - Legal Writing: Form and Substance	Complete all activities	Objective 19 Objective 21 Objective 27
Lesson #27	Pretrial & the adversarial system - procedures, the role of prosecutors and defense attorneys	Read <i>Paralegal Today</i> : Chapter 10 - Civil Litigation: Before the Trial and <i>Using Computers in the Law Office</i> : Chapter 7 - Electronic Discovery (pages 274-294)	Complete all activities	Objective 19 Objective 27 Objective 31
Lesson #28	Criminal trial - rules, role of jury, jury selection, trial phases, and conviction procedures	Read <i>Paralegal Today</i> : Chapter 11 - Conducting Interviews and Investigations	Complete all activities	Objective 19 Objective 22 Objective 27
TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES

Lesson #29	Punishment and sentencing - punishment options, purpose and structure of sentencing and related topics	Read <i>Using Computers in the Law Office</i> : Chapter 8 - Litigation Support Software (pages 297-327)	Complete all activities	Objective 19 Objective 27 Objective 28
TITLE Lesson #30	COURSE TOPIC Probation, parole and intermediate sanctions - alternatives to jail	READINGS/ASSIGNMENTS Read <i>Paralegal Today</i> : Chapter 12 - Trial Procedures	DUE Complete all activities	OBJECTIVES Objective 19 Objective 28 Objective 29 Objective 31
TITLE Lesson #31	COURSE TOPIC Prison and jails - organization and structures, overcrowding, private prisons, mental illness ethical issues.	READINGS/ASSIGNMENTS Read <i>Paralegal Today</i> : Chapter 13 - Criminal Law and Procedures	DUE Complete all activities	OBJECTIVES Objective 28 Objective 30 Objective 31 Objective 34
TITLE Lesson #32	COURSE TOPIC Prison experience and reentry - prison culture, violence, corrections officers and employment	READINGS/ASSIGNMENTS Read <i>Using Computers in the Law Office</i> : Chapter 10 - The Electronic Courthouse, Automated Courtroom, and Presentation Graphics (pages 455-471)	DUE Complete all activities	OBJECTIVES Objective 19 Objective 30
TITLE Lesson #33	COURSE TOPIC Juvenile justice system - juveniles, police, trial, punishment, delinquency prevention	READINGS/ASSIGNMENTS Read <i>Paralegal Today</i> : Appendix I - The Constitution of the United States	DUE Complete all activities	OBJECTIVES Objective 19 Objective 27 Objective 28 Objective 30
TITLE Lesson #34	COURSE TOPIC Challenges - privacy vs. liberty, cybercrime, white collar, anti-terrorism, mass surveillance	READINGS/ASSIGNMENTS No assigned reading - Study for the final	OBJECTIVES Objective 19 Objective 23 Objective 26 Objective 34	
TITLE Lesson #35	COURSE TOPIC Review - the future of criminal justice in America	READINGS/ASSIGNMENTS The exam is cumulative, so please review all the chapters in your textbook.	DUE Complete all activities	OBJECTIVES Objective 19
TITLE Lesson #36	COURSE TOPIC Exam			

DESCRIPTION

This course is the core of the paralegal Associate program. Students will learn the past, present, and future of the paralegal profession, including the paralegal defined, educational options, techniques for marketing skills and career opportunities. Instructions on ethics and professional responsibility, the organizational structure of the legal workplace and office culture and politics 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 advanced 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 legal assistant.

Program 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
- 19) Discuss the basics of criminal law from arrest to parole
- 20) Identify major causes of crime and local crime issues
- 21) Locate Supreme Court opinions to identify legal issues
- 22) Identify and explain U.S. Constitutional rights
- 23) Deconstruct acts of domestic terrorism
- 24) Formulate elements of a crime from statutes
- 25) Define and measure crime using official reference tools
- 26) Describe law enforcement rules and effective strategies
- 27) Describe the trial process, the purpose of each stage, and the role of judges
- 28) Explain various punishments and sentences for crimes

- 29) Define probation, community corrections, and parole
- 30) Describe conditions and purposes of prisons and jails
- 31) Discuss various Criminal Justice career opportunities
- 32) Identify use of force rules and anti-crime technologies
- 33) Construct an effective search warrant statement
- 34) Interpret ethical issues in policing and corrections
- 35) Consider the impact of crimes on victims

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- 35) Consider the impact of crimes on victims