

CLASS NUMBER AND NAME:	LGN312 LAW OFFICE SIMULATION: TORTS
TOTAL CLOCK HOURS/UNITS:	24 Hours/1 Unit
PREREQUISITES:	Completion of CMN144B Intermediate Word; Completion of or concurrent enrollment in LGN130B -Business Law II.
TEXT AND MATERIALS:	Student Access Code: Walter, Janis, Learning Lab: Paralegal Torts, 1 st Edition ISBN-10: 1-285-17662-6 ISBN-13: 978-1-285-17662-8 Handouts given in class, including secondary sources, and California cases and statutes that explain tort law.
CLASS DESCRIPTION:	This class focuses on the role of the legal support professional in personal injury (tort) law. The course includes practical applications of legal procedures with hands-on lab work preparing documents and forms. Students will learn about tort law, from the beginning of a hypothetical case through all phases to the pre-trial process.
CLASS OBJECTIVES:	To provide students with the knowledge of basic skills and procedures specifically related to the area of torts. This class will prepare students to assume a position as a member of a legal support staff in a multitude of law offices and other legal environs.
REQUIREMENTS:	This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.

CLASS FORMAT OVERVIEW:	This is a lab class. The student is responsible for utilizing time in one of the labs at the college. The student will check in with the instructor once a week in class and will contact the instructor twice a week online. Furthermore, the students will utilize a chat room to discuss the substantive and procedural law, as well as ethical scenarios, learned in the class.
ATTENDANCE:	It is critical to the student's success to attend class every day. The student's presence for the entire class period is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain for the entire class session. A student must be present for 80 percent of the classes, or she or he will be asked to leave the class and will receive a failing grade in the class.
TESTING:	There are quizzes that are part of each unit completed by the students.
GRADING POLICIES: <ul style="list-style-type: none"> • Assignments 	Students will be evaluated as follows: Each assignment has a value of 50 to 100 points. Please see grading rubric. The student will turn in first and final drafts of the assignments, on deadlines assigned by the instructor. The deadlines are final. No late homework assignments will be accepted by the instructor.
<ul style="list-style-type: none"> • Legal Folders 	Students are also required to submit a folder of projects completed in proper format with an index and tabs of all legal pleadings and discovery. This folder is worth 50 points.
<ul style="list-style-type: none"> • Quizzes 	Students will be quizzed with each section of the online curriculum. All quizzes are online and must be completed for each section.

<ul style="list-style-type: none"> • Class Assignments, Quizzes, Folders, and Final 	<p>Grading Policy:</p> <p>Weighting of grades is as follows:</p> <p>100% Lab work, Reading Homework, Quizzes, Attendance/class participation in online discussions/professionalism</p> <p>Combined grades from attendance, class participation, quizzes, , as applicable, will be graded on the following scale:</p> <p>100 - 90% A 89 - 80% B 79 - 70% C 69 - 65% D Below 65% F</p> <p>FINAL GRADE: The final grade will be an average of the scores of all the above work as well as attendance/class participation in online discussions/professionalism.</p>
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<p>ANTICIPATED LEARNING OUTCOMES:</p>	<p>Upon completion of this course the student will be able to:</p> <ol style="list-style-type: none"> 1. Prepare documents needed to successfully sue for a tort cause of action in civil court. 2. Understand the substantive and procedural aspects of the law of torts (personal injury) as it pertains to a hypothetical case, seeing the case through from creation of the fee agreement between the law firm and the client, through the discovery phase, to pre-trial preparations. 3. Understand and correctly utilize legal terminology; 4. Learn document formatting requirements as set forth in Code of Civil Procedure, California Rules of Court, and Sonoma Superior Court Local Rules to allow independent pleading preparation; 5. Understand the legal ethical principles that guide a law office administrator, a paralegal, and a legal secretary based on the Model Rules of Professional Conduct of the American Bar Association; 6. Learn soft skills needed to interact in a professional environment through videos that allow the student to choose the correct response to ethical and professional dilemmas in the legal workplace. 6. Understand filing systems as they relate to a law office; 7. Understand the importance of effective proofreading and editing and put this into practice.
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Outline for Law Office Simulation: Torts (LGN 312)

Week of Mod	Section Assignments
One	<p>Assignment 1 : Fee Portfolio Document 1 : Draft Fee Agreement & Release</p> <p>Also required: Lab time – Online work on Retainer Agreements Fill in Personal Injury Intake Sheet from Fact Pattern Read handout – Example Retainer Agreement, Fact Pattern, and Intake Sheet</p> <p>Draft Assignment Due: _____ Final Due: _____</p>
Two	<p>Assignment 2 : Complaint Portfolio Document 2 : Draft Complaint</p> <p>Also required: Lab time: Online work re drafting complaints Read handouts: Example Personal Injury Complaint</p> <p>Draft Assignment Due: _____ Final Due: _____</p>
Three	<p>Assignment 3 : Medical Records Portfolio Document 3 : Interpret Medical Records</p> <p>Also required: Lab time: Online work re medical records Read handouts: Articles, and medical records of client</p> <p>Draft Assignment Due: _____ Final Due: _____</p>
Four	<p>Assignment 4 : Discovery Portfolio Document 4 : Draft Request for Admissions</p> <p>Also required: Lab time: Online work re Request for Admissions Read handouts: Sample Request for Admissions</p>

	<p>Draft Assignment Due: _____ Final Due: _____</p>
Five	<p>Assignment 5 : Jury Selection & Instructions Portfolio Document 5 : Prepare Federal Jury Instructions Also required: Lab time: Online work re Federal Jury Instructions</p> <p>Draft Assignment Due: _____ Final Due: _____</p>
Six	<p>Assignment 6 : Motion in Limine Portfolio Document 6 : Prepare Memorandum in Opposition Also required: Lab time: Online work re Motions In Limine Read handouts: Sample Motion In Limine</p> <p>Draft Assignment Due: _____ Final Due: _____</p>

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