LEG 107 – Introduction to Paralegal Studies

Course Description

This course introduces the student to the evolving role of the paralegal or legal assistant in the public and private sectors. Topics of study include paralegal employment opportunities, regulation, and ethics. The course also introduces students to the steps and tasks involved in civil litigation. Students will practice the role of the litigation paralegal using a hypothetical case. This includes investigation and gathering facts, discovery, trial support, and judgment enforcement. Procedures and rules that facilitate the fair resolution of conflicts, and the substantive law that forms the basis of the rights and remedies protected by the civil litigation system will be studied.

Instructional Materials


Course Learning Outcomes

1. Analyze what paralegals do, the career choices available to paralegals, their role in the legal profession, and the need for continuing education and training.
2. Use the rules for citation form for primary and secondary authorities as well as the use of signals such as id., supra, infra, etc.
3. Examine the ethics and professional responsibility of a paralegal, licensing requirements, and the unauthorized practice of law.
4. Examine the paralegal workplace, tasks, and functions of a paralegal and accounting procedures in the law office.
5. Interpret the main provisions of the U.S. Constitution and classify other sources of law in the United States.
6. Compare and contrast the federal and state court systems, the litigation process (civil and criminal), the appellate process, and other nonjudicial alternative dispute resolution procedures.
7. Distinguish the major elements that comprise the substantive areas of torts and contract law.
8. Distinguish the major elements that comprise the substantive areas of property law and employment law.
9. Distinguish the major elements that comprise the substantive areas of family law and intellectual property.
10. Conduct effective interviews of clients and witnesses, think and write critically, and conduct legal research using electronic libraries and other online resources.
11. Use technology and information resources to research issues in paralegal studies.
12. Write clearly and concisely about paralegal studies using proper writing mechanics.