CASPER COLLEGE COURSE SYLLABUS

Course Number and Title: 44290 LEGL 1620-01 Transactional Law
Semester: Spring 2016
Lecture Hours: 3 Lab Hours: 0
Credit Hours: 3

Class Time: 1:00 p.m. – 2:15 p.m. Day: MW Bldg./Room: LH 172
Instructor’s Name: Mary Kubichek
Instructor’s Office Number: LH175
Phone: 307-268-2618
(Home) 307-577-0720 (Please leave a message at home. Please call at home between 7:00 pm and 9:00 pm and on weekends between 10:00 am and 7:00 pm)
(Fax) 307-268-3024

Academic Assistant: Crystal Sosalla – 307-268-2368
Office Hours: MTWTH 9-11 a.m. and other hours by appointment.
E-Mail: kubichek@caspercollege.edu *This is the best way to contact me.

Course Description: Transactional law for the Paralegal, covers contracts, business organizations, estate planning, real property and special topics skills necessary for the practicing paralegal. Students also participate in a job search seminar.

Statement of Prerequisites: LEGL 1610, Paralegalism I or permission of the Instructor.

Goals: Students will learn the legal substantive law and work product skills necessary for a paralegal in contracts, business organizations, estate planning, real property and other transactional areas. Students will learn how to draft a resume and participate in a job interview.

Computer Competencies Requirement: Students must complete CMAP 1700, 1705 and 1710 or the equivalent before they graduate from the program. Students are encouraged to take CMAP 1700 during their first semester. Students must schedule flex-lap time to complete this requirement. Students must attend an orientation.

Outcomes: This course will provide tools to assist the paralegal in finding a job. Students will draft a resume, participate in a job search interview. Students will present a Powerpoint resume. Students will draft a contract, simple will and corporation documents. Students will be tested over substantive law. Rubrics will be provided for each work product assignment.
Casper College General Education Outcomes: This course’s objectives link to outcomes # 1, 3, 5 and 7.

- 1. Demonstrate effective oral and written communication.
- 2. Use the scientific method.
- 4. Demonstrate knowledge of diverse cultures and historical perspectives.
- 5. Appreciate aesthetic and creative activities.
- 6. Use appropriate technology and information to conduct research.
- 7. Describe the value of personal, civic and social responsibilities.
- 8. Use quantitative analytical skills to evaluate and process numerical data.

Course Objectives:
- Students will brief transactional law cases (#1)
- Students will draft a contract (#1)
- Students will draft a will (#1)
- Students will draft corporation documents (#1)
- Students will draft property documents (#1)
- Students will track their time (#1)
- Students will draft a traditional resume (#1)
- Students will prepare a powerpoint resume (#1 & 3)
- Students will participate in a job interview (#1 & 3)
- Students will participate in an etiquette lunch as part of the career search units (#1 & 5)
- Students will participate in Casper College Legal Services (#7).

Methodology: The contents for this class will be presented through lectures, guest speakers, student presentations, individual projects, small group projects, a practicum in searching for a paralegal job and an etiquette meal.

Reading Assignments: All assignments on the syllabus are required reading.

Required Texts:
- Essentials for Business Law, by Liuzzo, 9th Edition
- How to Land Your First Paralegal Job, by Wagner, 5th Edition
- You will also need from other classes:
  - Legal Dictionary
- Other readings and cases will be assigned during specific units.
**Preparation:** You should come to class prepared to discuss the assigned reading material. Everyone in class will have a better experience if you come to class ready to participate in the class discussion.

**In class:** While you are in class, this means from the top of the hour until the break or the end of class, online and similar activities such as chatting, texting, Facebook interactions, YouTube viewing, etc. is strictly forbidden. Accessing the internet for any purpose other than one assigned by the instructor will result in a request from me that you leave the classroom. Your electronic devises must be turned off and phones must be upside down.

**Technology:** During class, you are not to use laptops to play games, surf the web, email, text or other uses unrelated to class. In addition, please remember that if you use your laptop inappropriately, it may serve as a distraction to everyone around you. Refrain from using other electronic devices in class, such as cell phones and ipods. You should have these devices turned “off” or to vibrate and should not be using any applications. You will be asked to leave class for disturbing your classmates.

**Social Network Policy:** You may not use any social network, facebook, twitter, instagram, snapchat, email, etc. to disparage the college, the program, the instructors, your classmates, other legal professionals, etc. Violating this policy will result in a negative job recommendation and other penalties. We will randomly check whether your email address, your ringtone, your voicemail and facebook page etc. is professional. Take off everything that you don’t want an employer to hear or see. This policy applies whether you use campus or personal devices.

**Assignments:** Assignments are due at the beginning of class. You must print them off by class time.

**Class Policies:**
- **Plagiarism** will be punished with an “F” for the assignment. You are not to “borrow or lend” any writing assignment from another student or former student or any other source. Other unethical conduct will receive appropriate equitable penalties. Keys must not be shared. You may not ask another student or graduate to share their work with you. You will have samples and a rubric. When in doubt, check with me first.
- **You must not visit with other students while the instructor or another student is talking.**
- **You must NOT pack up before the class is dismissed.**
Tests and quizzes with excused absences may only be made up at the time the instructor approves.
Absences will be excused with prior approval. You must leave a message before class. You may call me at home, at work, you may call our Academic Assistant or you may email me.
Other late work will only receive 50% credit.
Unless these policies are followed, you will not be able to make up missed work.
My office hours are posted on my door and inside and outside of LH 172. You are encouraged to come in, ask questions, seek clarification of assignments or other issues. For your convenience, I encourage you to make an appointment so you will have my undivided attention.
Your performance in the program will be enhanced if your materials are organized. Three ring notebooks, dividers, assorted tabs, highlighters and multicolored pens will assist you.
All work, unless exempted, must be computer generated. All assignments must be saved on a flash drive.
All work must be in 12 or 14 font in Times New Roman or Calibri.
Learning is a cooperative activity. Civility, respect, tolerance and kindness to your classmates, instructor, guest speakers and staff is required in this class, this program and life.
If you come in late, please do so quietly and sit in the back.
If you must leave class early, please sit in the back and notify the instructor of the reason.
This program is conducted as a job. You must treat it as such.
You must sign a FERPA release in order to receive a job recommendation.
If you change from credit to audit status, you must have the written approval of the instructor. You will be provided with a copy of the audit policy, which you must follow.
Midterm grades do not predict your final grade. Most of your points are earned in the second quarter.
You must be prepared to work in class. This is not a lecture only program.
Assignments and the Syllabus will be modified in class, especially internet assignments.
Any excused work, tests, etc. must be made up by April 21, 2016 at 11:00 a.m.

Last Date to Change to Audit Status or Withdraw with a W Grade: April 14, 2016.
**Students Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student. These are in the Day Timer provided by the College.

**Chain of Command:** If you have any problems with this class, you must first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command, starting with the Department Head, Program Director, the Dean and lastly the Vice President of Academic Affairs. Complaining to a class mate is not a part of the chain of command.

**Academic Dishonesty – Cheating and Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic. Major projects must be done independently.

**Official Means of Communication:** Casper College faculty and staff will employ the student’s assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately outside of class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 334, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Employment Opportunities:** Your employment potential will be enhanced by networking, working or interning. Graduating from the program does not guarantee you a job. If you have a criminal conviction or have engaged in inappropriate social networking you may have a difficult time getting a traditional job.

**Professional Memberships:** You are encouraged to become a student member of LAW. You will receive applications in class. You should be a member by your second semester in the program. Once you are a member you become eligible for LAW scholarships for a seminar and the CP exam.
If you are eligible for Phi Theta Kappa, join the Community College Academic Honorary. If you have financial issues, see me.

**Service Requirement:** You must provide paralegal services to Casper College Legal Services’ clients and participate in service learning in a mock trial in your Litigation Support class. In Casper College Legal Services, when assisting your first clients, you will shadow an experienced paralegal.

**Portfolio:** Redo all major assignments and place them in your portfolio.

**Laptops:** If you have a laptop, bring it to classes when required. The classroom is not wireless. The library has laptops that can be checked out.

**Flash-drive:** You must have your flash-drive with you in each class. You may want a second one for backup. Always put your name on the flash drive.

**Extra Credit:** You will be given an opportunity for appropriate extra credit points but extra credit points will not substitute for a project, test, etc. and cannot account for more than one grade advance.

To be an effective paralegal and a successful paralegal student:
- You MUST be precise.
- You MUST proof your work many times.
- You MUST rewrite.
- You MUST pay attention to detail.
- You MUST maintain client confidentiality.
- You MUST **NOT GIVE LEGAL ADVICE**.

**Speakers and Substitutes:** This program has many speakers and this semester, some will be out of order with the syllabus. This will happen because I will need to spend time in Salt Lake City because my husband is having a bone marrow transfer. Amanda, qualified work study students and graduates will be covering classes. You must respect them. You may email me with questions. I will be grading your papers and supervising the classes. I am very appreciative of the support from everyone.
Letter grades will be based on the following percentages of total possible points:

- A=90%-100%
- B=80%-89%
- C=70%-79%
- D=60%-69%
- F=59% and below

### EVALUATION CRITERIA

These assignments are subject to change upon the instructor’s notice. Significant changes will be provided in writing. You will be given rubrics and samples for assignments.

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<thead>
<tr>
<th>Assignments</th>
<th>Maximum Points</th>
<th>Your Points</th>
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<td>Contract Briefs</td>
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<td>Resume</td>
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<td>LinkedIn Assignment</td>
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<td>Power Point Resume</td>
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<td>Pre-Interview Sheets</td>
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<td>Feedback Sheets</td>
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<td>Time Sheets – Billable Time</td>
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<td>Law Office Management Ch. 9 Assignment</td>
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<td>Timeslips Assignment</td>
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<td>Law Office Management Software Assignment</td>
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<td>Billing Case Brief</td>
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<td>Estate Planning Brief</td>
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<td>Estate Planning Vocabulary</td>
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<td>Estate Planning Test</td>
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<td>Will</td>
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<td>Articles of Incorporation</td>
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<td>Rewrite of Lease</td>
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<td>Intake Questions on Special Topics</td>
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<td>Toast for Etiquette Meal</td>
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<td>CLASS CONTENT &amp; ACTIVITIES</td>
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| Wednesday January 20th | • Intro to Contracts  
• Assign Contract Briefs | • Contract Brief  
• Read Ch. 1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 22, 23, and 24 – 10 points per chapter – Liuzzo  
• Pleading Communication Assignment  
• Contract Vocab  
• Read Ch. 4 in Orlick – 10 points |                                                                     |
| Monday January 25th  | • Explanation of Contract Assignment  
• Timekeeping/Billable Time Unit  
• Billable Time Assignment  
• Assign Billable Case Briefs | • Billing Case Brief  
• Law Office Management – Ch. 9 Assignment  
• Timeslips Assignment |                                                                     |
| Wednesday January 27th | • Contract Lecture                                    | • Timesheet #1 (Jan. 26th – February 2nd due Feb. 3rd)  
• Orlick Ch. 4 – 10 points |                                                                     |
| Monday February 1st & Wednesday February 3rd | • Contract Briefs  
• Business Ethics | • Practice drafting a contract | 10 points from Ch. 1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 22, 23 and 24  
• Contract Vocab | |
| Monday February 8th  | • Practice drafting a contract                              | • Contract Test using all materials | • Pleadings Communication Assignment  
• Timesheet #2 (Wed. Feb. 3rd – Monday Feb. 8th) | |
<p>| Wednesday February 10th | • Contract Test using all materials | • NO SCHOOL – Presidents Day |                                                        |</p>
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| Wednesday February 17th and Monday February 22nd | • Billing Case Briefs  
• Law Office Management  
• Job Hunting Unit | • Law Office Management Software Assignment  
• Pre-Interview Sheets  
• Feedback Sheets  
• Hard Copy Resume  
• Flash Drive Resume  
• LinkedIn Assignment | • Timesheet #3 (Feb. 9th – Feb. 16th) due Feb. 17th  
• Billing Case Briefs  
• Timeslips Assignment  
• Law Office Management Ch. 9 Assignment  
• Contract Due Feb. 22nd |
| Wednesday Feb. 24th         | • Speaker for Job Hunting Unit                                 |                                                              |                                                                             |
| Monday Feb. 29th            | • Speaker for Law Office Management                           | • Law Office Management Software Assignment                  |                                                                             |
| Wednesday March 2nd         | • Power Point Resume  
• Etiquette Dinner                                               | • Timesheet #4 (Feb. 17th – Feb. 23rd)  
• LinkedIn Assignment                                          |                                                                             |
| Monday March 7th & Wednesday March 9th MIDTERM Week      | • Job Interviews                                               | • Pre-Interview Sheets  
• Resume                                                          |                                                                             |
| March 14th – March 18th     | NO SCHOOL – SPRING BREAK                                       |                                                              |                                                                             |
| Monday March 21st           | • Estate Planning  
• Assign Briefs  
• Drafting Wills                                                  | • Estate Planning Vocab  
• Estate Planning Briefs  
• Will  
• Ch. 37 (see 27.5)                                               | • Feedback sheets from Job Hunting Unit                        |
| Wednesday March 23rd        | • Speaker on Estate Planning                                   |                                                              |                                                                             |
| Monday March 28th & Wednesday March 30th                    | • Estate Planning Briefs                                       | • Will Statute Assignment  
• Estate Planning Test                                             | • Estate Planning Briefs  
• Estate Planning Vocab  
• Points – Ch. 27                                                 |
<p>| Monday April 4th Advising Week | • Business Organizations – Ken Barbe                           | • Ch. 19, 20, 24, 26 and 30 – 5 points each.                |                                                                             |</p>
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<tr>
<td>Wednesday April 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>• Business Organizations Exam</td>
<td>• Will</td>
<td>• Will Statute Assignment</td>
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<td>• Articles of Incorporation</td>
<td>• Will Statute Assignment</td>
<td>• Estate Planning Test</td>
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<td>Monday April 11&lt;sup&gt;th&lt;/sup&gt; &amp; Wednesday April 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>• Property – Real &amp; Personal</td>
<td>• Rewrite of Lease</td>
<td>• Ch. 19, 20, 24, 26 and 30 – 10 points each.</td>
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<td>• Leases</td>
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<td>Monday April 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>• Power Point Resumes</td>
<td>• Ch. 35 – Entertainment and Business Law: Matching, True &amp; False</td>
<td>• Power Point Resume</td>
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<td>• Ch. 36 – Business and the Environment: Matching, True &amp; False</td>
<td>• Make arrangements to be scanned</td>
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<td>• Rewrite of Lease</td>
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<td>Wednesday April 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>• Etiquette Meal 1:00 – 3:00 (It will be 2 hours)</td>
<td>• Ch. 21 Bankruptcy – 10 points</td>
<td>• Present a Toast</td>
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<td>• Ch. 36 Environmental Law – 10 points</td>
<td>• Dress appropriately</td>
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<td>• Ch. 31 Employment Law – 10 points</td>
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<td>• Ch. 32 Employment Law – 10 points</td>
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<td>Monday April 25&lt;sup&gt;th&lt;/sup&gt;, Wednesday April 27&lt;sup&gt;th&lt;/sup&gt;, Monday May 2&lt;sup&gt;nd&lt;/sup&gt;, and Wednesday May 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>SPECIAL TOPICS:</td>
<td>• 10 intake questions due the next class for each speaker</td>
<td>• Ch. 21 Bankruptcy – 10 points due April 25&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>• Social Security – Neil Short</td>
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<td>• Ch. 36 Environmental Law - 10 points due April 25&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>• Employment Issues:</td>
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<td>• Ch. 31 Employment Law – 10 points due April 25&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>• Miranda Rebich (235-3670)</td>
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<td>• Ch. 32 Employment Law – 10 points due April 25&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>• Alora Kempster (472-1200)</td>
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<td>• Administrative Law – Trish Bradach</td>
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<td>• Medical Issues:</td>
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<td>• Peer Review – Tricia Lovelace &amp; Attorney</td>
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**Finals are the week of May 9<sup>th</sup> – 13<sup>th</sup>, 2016**

**LAW seminar: April 29<sup>th</sup> – 30<sup>th</sup>, Rock Springs, Wyoming.**

Friday, May 13, 2016: Casper College Commencement  
For Graduates: Graduation Party – May 11<sup>th</sup>, 2016 at 6:00 p.m.
**Our Mock Trial will be Friday, May 6, 2016. You may receive extra credit as witnesses and jurors. If you are a juror, you must be available all day (8 a.m. to 3 p.m.). Students in Litigation Support class do not receive extra credit.**