Walters State Community College Course Syllabus

Course Information

Course Number and Name: LEGL 1300 Intro Paralgl Studies & Ethics
Section ID: 80369.202380
Semester and Year: Fall 2023
Credit Hours: 3
Start Date: August 21, 2023
End Date: December 08, 2023
Course Format: WEB - Web Classes
Catalog Course Description: An introduction to the work performed by paralegals, regulation of the profession, legal and paralegal ethics, structure of the court systems and survey of substantive areas of law. **(F& S)**

Meeting Details: TBD
Course Drop Deadline: October 27, 2023

Instructor Information

Name: Ryan McMillan, J.D.
Office Location: Tech 240
Office Hours: Office hours are posted on the instructor's office door. Drop-ins are welcome, but please make an appointment for an extended conference.
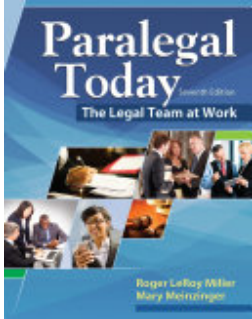**Office Phone:** 423-585-6975
Email: Ryan.McMillan@ws.edu
Supervisor Name: Dr. Tera Howerton
Supervisor Phone: (423) 585-6961
Secretary Name: Tammy Jones/Kathy McFarling
Secretary Phone: 423-585-2644/423-585-6972

Required Textbook(s) and Materials

Paralegal Today: The Legal Team at Work
ISBN: 9781305854925
Authors: Roger LeRoy Miller, Mary Meinzinger
Publisher: Cengage Learning
Publication Date: 2016-01-01
Edition: 7th

Tennessee Rules of Professional Conduct
Additional Information
Supplied by the Instructor via handout

Student Learning Outcomes/Objectives

- 1. Understand the legal process and the nature of law practice, emphasizing the role of the paralegal in the delivery of legal services.

- 2. Identify the professional associations that serve and promote the paralegal profession.

- 3. Understand the legal and ethical principles that guide paralegal conduct.

- 4. Understand the organization of the state and federal trial and appellate court systems and the different functions of those courts.

- 5. Determine which area of law is relevant to a particular situation.

Instructional Approach and Methods

1. Instructional methods will include readings, videos, and discussion forums. Questions about the material are encouraged.
2. Evaluation methods will include quizzes, exams, case problems, discussion forums, and an attorney/paralegal interview project.

Assessment, Evaluation and Testing Procedures

1. This course includes four exams, which will be taken online or submitted via the eLearn dropbox.

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Assignments

Exams. There are four exams in the course. Each exam is equally weighted, and together they account for 40% of the final grade.

Discussion Forums. There are six discussions in this course. Each discussion is equally weighted, and together they account for 15% of the final grade.

Attorney/Paralegal Interview Project. Each student will interview a judge, licensed attorney, practicing paralegal, law office manager, or court clerk and submit a paper summarizing the interview. This assignment is worth 15% of the final grade.

Dropbox Assignments. There are eleven dropbox assignments in this course. Each dropbox assignment is equally weighted, and together they account for 20% of the final grade.

Quizzes. There are ten vocabulary/content quizzes in this course. The quizzes are equally weighted and together they account for 10% of the final grade.

Class Participation

This is a fully online course. In order to be counted for attendance in this course, you will need to complete your weekly assignments for the class.

There is a clear connection between attendance, class participation, and student success. For this reason, class participation and questions about the material are strongly encouraged.

Course and Class Policies/Procedures

Punctuality is important in keeping up in a timely fashion with the reading assignments and in completing the assignments that accompany the readings. Students should check eLearn regularly for updates.

Minimum Technology Requirements:All students must have access to a working computer with internet to access, complete, and submit assignments. In addition students will need word processing software like Microsoft Word. Students will submit assignments either in .doc or .pdf format.

Policy Regarding Late Assignments: Students wishing to submit an assignment late must submit a Motion for Late Submission and submit it to the instructor together with the completed assignment. The Motion should set forth the reasons for the late submission. The instructor will then decide at his own discretion whether to grant the Motion, to deduct an appropriate number of points (based on the lateness of the assignment), or to reject the Motion and late work.

Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	The instructor may be contacted as follows: 1. Via eLearn or by e-mail at any time and I will respond within 48 hours. 2. By phone at (423) 585-6975. If the instructor does not answer leave a message in the voice mail. If you want the instructor to call you back, be sure to leave your name and phone number and a good time to call back. 3. In the office: By appointment
Library Information	n/a
Technical Support	See below regarding the HelpDesk.
Web Addresses/Resources	Announcements, assignments, and all course-related materials will be posed in eLearn. Check eLearn regularly for updates.

Guidelines for Communication: Email, Discussion Posts, Chat	When participating in the Discussion board, students should observe the following **Netiquette Guidelines (failure to follow these guidelines may result in a grade of 0 for a discussion assignment)**:
	- Do not use all capital letters. - Avoid sarcasm and subtleties. Be clear and straightforward. - Be truthful. - Use appropriate language. Avoid any use of jargon or offensive language (do not use comments that might be construed as racist or sexist). - Do not commit or joke about committing illegal acts, such as libeling or slandering others. - Do not post messages that are irrelevant to the assignment. - Don't post, display, or otherwise provide access to materials belonging to others. - Cite references as appropriate. - Be positive. It's good to express your opinions in discussions, but don't make disagreements personal. Agree to disagree in your exchanges of information and opinions. - Be aware of cultural differences. Avoid posts and responses that have references to people in other cultures. - Spell it out. Trendy abbreviated spellings (i.e. "texting" language) is best left outside of online classrooms. - Remember everything you post is recorded.

Privacy and Accessibility Statements

Every college or university has a Learning Management System (LMS). State community colleges and some universities like ETSU use eLearn as their LMS. It is managed by a company called Brightspace, often referred to as eLearn or Desire to Learn (D2L).

Incorporated within eLearn courses are tools like Simple Syllabus, Turnitin, and Ally. Simple Syllabus is where you will find your syllabus for each class. Ally is a tool for accessibility to course materials. Turnitin is a plagiarism detection program that provides reports on how original your work is and its similarities to online sites, AI tools like ChatGPT, and other student submissions to the dropbox.

Kahoot! is an external tool that is used for review activities.

Below you will find privacy policies and accessibility statements for all of these tools.

- [Brightspace/D2L privacy policy (opens in a new window)](#)
- [Brightspace/D2L accessibility statement (opens in a new window)](#)

- [Simple Syllabus Privacy Policy (opens in a new window)](#)
- [Simple Syllabus Accessibility Policy (opens in a new window)](#)

- [Turnitin Privacy Policy (opens in a new window)](#)
- [Turnitin Accessibility Policy (opens in a new window)](#)

- [Ally Privacy Policy (opens in a new window)](#)
- [Ally Accessibility Policy (opens in a new window)](#)

- [Kahoot! Privacy Policy (opens in a new window)](#)
- [Kahoot! Student Privacy Policy (opens in a new window)](#)
- [Kahoot! Inclusion and Accessibility Policy (opens in a new window)](#)

Additional Course Requirements/Details/Information

What You May Expect from the Instructor

It is useful for you to know what you can expect from me. Here are a few expectations you can have for your instructor in this class:

- I will seek to respond to emails at least within 48 hours, though usually responses will preferably come sooner.
- Auto-graded activities like quizzes and most exams (excluding the Ethics Exam) will be immediate. You should instantly know how you have done on these assignments. If you are

confused about any question in these activities, please let me know and I will provide personal feedback.

- Written projects, particularly in a class involving complex legal topics, may take a bit longer to grade. You can expect to have grades back on Dropbox assignments, Discussions, the Ethics Exam, and the Attorney-Paralegal Interview project within two weeks of the due date.

- Feedback on written projects will usually be personalized feedback and can be found in the Dropbox Grading Tool. The form of that feedback may vary between written and video. On occasion, when it fits a particular assignment I may give generalized feedback to the class on an assignment instead of personalized. When that occurs, if you have any specific questions, please do ask me and I will answer.

- I will also post a weekly new item to the home page sometime during the week that will discuss what is coming in the week's materials.

- I will attempt to reach out when I see a student is struggling either personally via email or through the college's faculty feedback system. It is the student's responsibility to complete assignments each week on time, but, when my schedule will allow, I will try to check up on you if you need support. Then, it will remain the student's responsibility to catch up any material as allowed by the instructor.

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
   a. Using cut/paste tool from original document with no references given.
   b. Copying another student's work and submitting it as one's own.
   c. Forging or otherwise altering signatures.
   d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
   a. Utilizing old tests, projects, notes or written papers.
   b. Providing unauthorized information to a fellow student about exam content.

c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.

d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).

e. Consulting with a classmate or others when taking a computerized test.

f. Disregarding other specific policies and procedures outlined for a particular class.

g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).

h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.

3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

  [Walters State English Learning Lab (opens in new window)](ws.edu/academics/humanities/writing-lab)
  ws.edu/academics/humanities/writing-lab

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab (opens in new window)](ws.edu/academics/mathematics/learning-lab)
ws.edu/academics/mathematics/learning-lab

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk (opens in new window)](helpdesk.ws.edu)
helpdesk.ws.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services (opens in new window)](ws.edu/student-services/disability/)
ws.edu/student-services/disability/

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of

the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog (opens in new window)](catalog.ws.edu/)
catalog.ws.edu/

[Walters State Timetable of Classes (opens in new window)](ws.edu/admissions/registration/)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.

- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.

- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.

- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.

- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not

produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage (opens in new window)](ws.edu/home/)
ws.edu/home/

[Walters State Facebook page (opens in new window)](https://www.facebook.com/WaltersState/)
https://www.facebook.com/WaltersState/

[Walters State Twitter page (opens in new window)](https://twitter.com/waltersstate)
https://twitter.com/waltersstate

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System (opens in new window)](ws.edu/set/)
ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard (opens in new window)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy (opens in new window)](#)