Submit originals and one copy and electronic copy to Governance/Faculty Senate Office
See http://www.uaf.edu/uafgov/faculty/cd for a complete description of the rules governing curriculum & course changes.

### CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL

**SUBMITTED BY:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Paralegal Studies</th>
<th>College/School</th>
<th>CRCD/TVC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Ed Husted, Program Coordinator</td>
<td>Phone</td>
<td>455-2835</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:ffesh@uaf.edu">ffesh@uaf.edu</a></td>
<td>Faculty Contact</td>
<td>Ed Husted</td>
</tr>
</tbody>
</table>

**1. COURSE IDENTIFICATION:**

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course #</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS</td>
<td>102</td>
<td>3</td>
</tr>
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</table>

**COURSE TITLE:**

*Introduction to the Law*

**2. ACTION DESIRED:**

- [X] Change Course
- [ ] Drop Course

**NUMBER**

<table>
<thead>
<tr>
<th>PREQUISITES</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

**CREDITS (including credit distribution)**

- [ ] 4

**CROSS-LISTED**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Frequency of Offering</th>
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</table>

**STACKED (400/600)**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course #</th>
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</table>

**OTHER (please)**

**3. COURSE FORMAT**

**NOTE:** Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

<table>
<thead>
<tr>
<th>COURSE FORMAT: (check one)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>X</th>
<th>6 weeks to full semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER FORMAT (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mode of delivery**

- [ ] Classroom lecture

**4. COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

<table>
<thead>
<tr>
<th>H - Humanities</th>
<th>N - Natural Science</th>
<th>S - Social Sciences</th>
</tr>
</thead>
</table>

Will this course be used to fulfill a requirement for the baccalaureate core?

- [X] YES
- [ ] NO

IF YES, check which core requirements it could be used to fulfill:

- [ ] O - Oral Intensive, Format 6
- [ ] W - Writing Intensive, Format 7
- [ ] Natural Science, Format 8
5. COURSE REPEATABILITY:

Is this course repeatable for credit? [YES] [X] NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? CREDITS

6. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits

PLS F102 Introduction to the Law

3 Credits

Sources of law in the American tripartite system of government, with emphasis on state and federal court systems. Substantive law is studied, including business organizations and contract, criminal, education, elder, environmental, family, probate, real estate and tort law. Special fees apply. (3+0)

7. COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES: (Underline new wording strike through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.) PLEASE SUBMIT NEW COURSE SYLLABUS. For stacked courses the syllabus must clearly indicate differences in required work and evaluation for students at different levels.

PLS F102 Introduction to the Law Paralegal Studies

3 4 Credits

Sources of law in the American tripartite system of government, with emphasis on state and federal court systems. Substantive law is studied, including administrative law, business organizations, civil procedure, contract, criminal, education, elder, environmental, employment, family, probate, real estate and tort law. Introductory instruction in use of the law library, computer-assisted legal research, and legal writing. Special fees apply. (3 4+0)

8. IS THIS COURSE CURRENTLY CROSS-LISTED?

YES/NO [X] No

If Yes, DEPT NUMBER

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. GRADING SYSTEM:

LETTER: [X] PASS/FAIL:

10. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Instruction in the use of computer-assisted legal research will require use of a computer lab, several of which are available in the Tanana Valley Campus Center.

11. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (ffkllj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.
September 26, 2008. All library/media collections, equipment, and services required for the expanded course are available in the paralegal law library located at the Tanana Valley Campus Center.

12. IMPACTS ON PROGRAMS/DEPTS:
What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)
There will no impact on any other programs or departments.

13. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.
(See “Justification,” below)

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

From the time of its inception in 1992, the UAF paralegal program provided a single introductory course as a prerequisite to all other paralegal courses, PLS 101, “Introduction to Paralegal Studies.” Because the course content of PLS 101 over the years became too extensive for a single course, and at the urging of the paralegal advisory committee, the program in 2007 adopted a new curriculum which divided the course content of PLS 101 into three new required prerequisite courses, PLS 102, “Introduction to the Law” (3 credits), PLS 103, “Introduction to Paralegal Skills” (3 credits) and PLS 105 “Introduction to Paralegal Ethics” (1 credit). This change created unexpected problems. Many paralegal students only scheduled one or two courses per semester and, thus, required a full year just to satisfy the three prerequisite courses before moving on to the 200-level courses. Advising students became difficult. Some had taken only PLS 102, others only PLS 103, others perhaps PLS 102 and PLS 105, or some other combination of the three courses.

The solution: 1) return to a single, expanded 4-credit-hour prerequisite course, PLS 102, with a name change that clearly indicates the course as the prerequisite for a paralegal studies major. 2) Retain the “skills” course and the “ethics” course as required 100-level courses, but remove them as prerequisites which will allow students more flexibility in sequencing their course work. 3) Expand the revised PLS 102 as a 4-credit-hour course which provides a single source for students to acquire sufficient skills in legal research and writing at the beginning of their training. Previously such instruction was part of both the “intro” and the “skills” course. Include 14 additional contact hours in PLS 102 which focuses solely on use of the law library and computer-assisted legal research.
<table>
<thead>
<tr>
<th>Approvals:</th>
<th>Signatures on File at the Governance Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature, Chair, Program/Department of:</td>
<td>Date</td>
</tr>
<tr>
<td>Signature, Chair, College/School Curriculum Council for:</td>
<td>Date</td>
</tr>
<tr>
<td>Signature, Dean, College/School of:</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of Provost (if applicable)</td>
<td>Date</td>
</tr>
</tbody>
</table>

Offerings above the level of approved programs must be approved in advance by the Provost.

All signatures must be obtained prior to submission to the Governance Office.

| Signature, Chair, UAF Faculty Senate Curriculum Review Committee | Date |
1. **Instructor.** Ed Husted. (See office location, hours, and contact information at end of syllabus.)

2. **Course Objectives.** “Introduction to Paralegal Studies” is a broad survey course which teaches how the American court system functions, how to perform rudimentary legal research and writing, including the use of computer-assisted legal research, and exposes students to the major areas of substantive law. Upon completion of the course, students will:
   
a. Understand the American tripartite system of government and identify how each branch of government provides law through statutes, administrative regulations, and court decisions; with an emphasis on how to derive common law from reported court decisions.

   b. Understand the structure of the state and federal court systems, the different functions of trial courts and appellate courts, and how to distinguish between issues of fact and issues of law.

   c. Be able to retrieve statutes and court cases by using both the law library and electronic resources, such as Lexis and the Internet, and how to correctly cite such materials; also to conduct rudimentary research using a legal encyclopedia and legal dictionary.

   d. Know the basic vocabulary of and the issues raised by several of the major areas of substantive law, such as business organizations, contract law, criminal law, employment and administrative law, family law, probate law, real estate law and tort law.

   e. Know the civil rules which control the filing and processing of court cases, including the filing of a complaint, service of process, and the pleadings which respond to the complaint. Know the civil rules regarding the major forms of discovery.

   f. Be fully aware of the ethical responsibilities owed by a paralegal and supervising lawyer to clients, other lawyers and the court system; and understand what constitutes the unauthorized practice of law.

This is a survey course, which means that instead of gaining proficiency in any single topic, students will gain an overall picture of how the entire system of American law fits together. By successfully completing PLS-102 you must not expect to become skilled in one specialty area but instead should look forward to gaining a solid background in the fundamentals of many areas of the law.

3. **Who Should Enroll in PLS 102.** The course is designed to meet the needs of four diverse groups of people:

   Group 1. **Those Pursuing a UAF Paralegal Degree or Occupational Endorsement.** Students, either full time or part time, who are seeking the UAF associate degree in paralegal studies, begin with PLS-102, “Introduction to Paralegal Studies.” The course is a prerequisite to the additional, 200-level paralegal courses.
Group 2. Those Seeking to Upgrade Existing Skills. Persons presently working in private or government law offices who wish to upgrade their skills in the paralegal field without seeking the degree will benefit from the broad exposure to the law provided by PLS-102.

Group 3. Those Exploring Occupational Choices. Persons who are uncertain whether they wish to enter the paralegal field will find the course an effective means of finding answers to their questions. The broad introductory nature of the course is an excellent way for students to discover whether or not they are interested in a career as a paralegal.

Group 4. Those with a General Interest in the Law. Members of the community who are interested in the law, although having no desire to pursue a career within the legal profession, will find this course provides a broad understanding of how the court system works, and familiarity with the unique vocabulary used by legal professionals. A general interest in the law is a perfectly legitimate reason for enrolling in PLS-102.

4. Course Materials. The course text is Introduction to Law for Paralegals, by Neil Bevans, 2nd edition (Aspen Publishing 2008). In addition, students will acquire from the UAF bookstore a booklet, “Alaska Paralegal Vocabulary,” written by the instructor and printed by the university. This booklet contains roughly 200 vocabulary terms to be studied and learned during the semester. The cost of the booklet is less than $15.00.

No additional supplies are required. However, all students enrolling in at least one paralegal course will pay a $50 per semester fee for access to the LexisNexis research databases, some of which will be used in PLS 102. In addition, the instructor will provide several handouts during the course including “Guidelines for Legal Writing” and “Using Lexis-Nexis.”

5. Instructional Methods. Part of the course will be taught by text reading assignments, studying the booklet containing vocabulary terms important for paralegals to know, lecture and class discussions. Students will read important court decisions in the various areas of substantive law, primarily from Alaska courts, draft case briefs, and lead class discussions on the points of law involved. There will be no mid-term or final exam. Instead, students will be graded on class participation, and their score on nine homework assignments and nine take-home quizzes. In addition, legal research will be taught both in the paralegal law library and in a computer lab where students can access the Internet and Lexis as part of their class participation.

6. Course Calendar. A tentative outline of how the course content will be divided on a week-by-week basis is provided in a separate document.

7. Course Policies.

Attendance. While the instructor does not take attendance, regular participation is an integral part of the course. Students who miss class will obviously not be able to participate adequately. Students who miss several classes create an insurmountable problem for themselves. It is essential that students make a firm commitment to regular class attendance.

The instructor will enforce the importance of attendance in two ways: a) one third of the final grade will be based on “participation”; and b) a student who misses four or more classes prior to the last class in October, which will be ________________, will be removed from the class by the instructor using a “Faculty-Initiated Withdrawal.” In that event, a grade of “W” will appear on the student’s transcript.
Quizzes and Homework Projects. There will be no midterm or final exam in this course. Instead, there will be nine quizzes during the course and nine homework projects. All will be take-home quizzes and projects. The quizzes will be given to students at the end of class on __________ and due back to the instructor on the following __________. Attached to the separate course outline is a schedule of the nine quizzes and when they will be distributed. The homework projects will be distributed according to a separate schedule, also attached to the separate course outline.

By allowing students to take the quizzes and projects “home,” any material available may be used to answer the questions, such as the text, the vocabulary, the law library, Lexis, other resources, and notes taken during class. Take home and “open book” quizzes and projects are the logical way to train for the "real world" of paralegal work. Studying law is not an exercise in memorization but rather in acquiring the ability to efficiently store and process information. Students will not be expected in PLS 102 quizzes and projects to respond from memory, but instead should develop an important attribute, the ability to record information efficiently so that it can be retrieved quickly. There are several ways to accomplish this, including taking good notes in class, using a highlighter to emphasize important material while reading the assignments, and preparing outlines of material before or after class.

The quizzes and homework projects provide both the instructor and the student with a reliable yardstick of the student's progress, rather than waiting for the results of a midterm exam. Quizzes and projects provide a method to spot students who are not grasping the material and need special assistance. They also pinpoint areas of study in which the entire class needs additional review. The quizzes and projects also provide students with a regular measurement of their own achievement level in the course. Experience has established that those who regularly do well on the quizzes and projects will earn high marks in all of the areas upon which grading is based.

A sample quiz testing a student’s understanding of the federal and state court systems is provided at the end of this syllabus.

Quiz and Homework Project Deadlines. The due date for all quizzes and homework projects will be clearly stated on the front page of the quiz or project. It is the student’s responsibility to meet all of the due dates for returning exams. This is a mandatory requirement, unless the student has obtained from the instructor prior permission to extend the due date or is unable to meet the deadline because of illness or family emergency. A major purpose of PLS 102 is to, as realistically as possible, introduce students to how paralegals function in the "real world." Abiding by due dates is an important fact of life in today’s court and law office practice and missing a deadline can have disastrous results. In PLS 102, students will not be allowed to hand work in late. Missing deadlines is an extremely bad habit to acquire and will not be tolerated in the “real world” or in PLS 102.

If a student knows in advance that he or she will not be able to meet a deadline because of a previously scheduled conflict, this should be discussed in advance with the instructor. If an illness or a family emergency prevents timely completion of a homework assignment, this will also be accepted as an excuse for a reasonable extension of time. Otherwise, any quiz or project that is turned in after the deadline and for which advance permission or a valid excuse is not provided will result in a reduction of ten points, or the equivalent of one letter grade.

8. Sharing Work and Plagiarism. While in the “real world” of practicing paralegals, two or more often work together on a project, this concept does not work well in the educational context. Students are expected to work independently on the quizzes and projects and to
provide answers based on their own understanding of the issue(s) involved. Any student who engages in plagiarism, such as copying verbatim from another student’s work, will receive a grade of “F” for the course.

9. Support Services. The UAF Office of Disability Services implements the Americans with Disabilities Act (ADA) and ensures that UAF students have equal access to the campus and course materials. The instructor will work with the Office of Disability Services (Center for Health and Counseling, 203 Whitaker Building, 474-7043, fyheaco@uaf.edu, to provide reasonable accommodation to students with disabilities.

10. Grading. The final grade for PLS 102 will be based on three criteria, all of equal weight:

Quizzes. 33% of the final grade will be based on a letter grade assigned for the student’s score on the nine quizzes. Each quiz will be assigned a letter grade as follows:
- A = perfect score, or one incorrect answer
- B = two incorrect answers
- C = three or four incorrect answers
- D = five or six incorrect answers
- F = seven or more incorrect answers

Homework. 33% of the final grade will be based on a letter grade assigned for the student’s score on the nine homework projects.
- A = perfect score, or one incorrect answer or error
- B = two or three incorrect answers or errors
- C = four or five incorrect answers or errors
- D = six or seven incorrect answers or errors
- F = eight or more incorrect answers or errors

Participation. 33% of the final grade will be based on a letter grade assigned for the student’s participation in the class, including such factors as being prepared to discuss issues that arise, reading, outlining and leading discussion of important court cases, and displaying familiarity with reading assignments by providing good answers to questioning by the instructor.

Once a letter grade is assigned to each of the three categories, the following scale will be applied:

For each “A”, 5 points
For each “B”, 4 points
For each “C”, 3 points
For each “D”, 2 points
For each “F”, 0 point

A final grade of “A” will result from a total of 14-15 points
A final grade of “B” will result from a total of 11-13 points
A final grade of “C” will result from a total of 8-10 points
A final grade of “D” will result from a total of 5-7 points
A final grade of “F” will result from a total of 4 or fewer points
Information Concerning the Instructor

Instructor: Ed Husted
UAF Position: Professor and Coordinator of the UAF Paralegal Studies Program
Office Address: Tanana Valley Campus Center
604 Barnette Street, Room 103A
Fairbanks, Alaska 99701
Office Hours: Monday, 10:00 A.M. to 4:00 P.M.
Tuesday, 10:00 A.M. to 4:00 P.M.
Wednesday, 10:00 A.M. to 4:00 P.M.
Thursday, 10:00 A.M. to 4:00 P.M.
Friday, 10:00 AM. to 12 Noon
Office Telephone: 455-2835
Office Fax: 455-2912
E-Mail: ffesh@uaf.edu
Home Telephone: 457-8314
Home Office Fax: 452-8157

Mr. Husted was graduated from Carleton College (B.A.) at Northfield, Minnesota in 1959 and from Indiana University Law School (LL.B.) at Bloomington, Indiana in 1962. He served as a Deputy Attorney General for the State of Indiana from 1962 to 1964. Thereafter, he engaged in the general practice of law in Indiana until 1979. During this time, he also served as a Deputy Prosecuting Attorney from 1966 to 1970.

Mr. Husted came to Alaska in 1982 and worked for six years as a paralegal in two Fairbanks law offices engaged exclusively in workers' compensation law. Beginning in 1988, Mr. Husted worked as a specialist in legal research and writing through his business, Lawyer Support Services, and provided these services on contract to attorneys throughout the state. His wife also owns a law-related business, LSS Court Reporting. Mr. Husted is not admitted to the practice of law in Alaska.

Mr. Husted taught the first "Introduction to Paralegal Studies" class (PLS 101) offered at UAF in the fall semester of 1992 and has taught the same course during each succeeding semester until this course, PLS 102, was started in the fall of 2007. In addition, Mr. Husted teaches the following courses: Torts (PLS 203), Contracts and Real Estate (PLS 215), Business Organizations (PLS 175), Intro to Legal Research and Writing (PLS 280), Advanced Legal Writing (PLS 285), Mass Media Law (JRN 413), and Media Relations (JUST 630).

In the fall of 1997, Mr. Husted became the first full-time coordinator of the UAF paralegal studies program, a position he has held since that time. As such, he serves as the advisor for in roughly 60 students who have declared paralegal studies as their major at UAF. In February 2001, the UAF paralegal studies program was approved by the American Bar Association, a level of credibility achieved by fewer than 25% of the paralegal training programs in the United States.
SAMPLE QUIZ

1. The **trial** court with **general** jurisdiction in the **federal** court system is the:
   ______ U. S. Circuit Court
   ______ U. S. Court of Appeals
   ______ U. S. District Court
   ______ U. S. Superior Court
   ______ U. S. Supreme Court

2. The **trial** court with **general** jurisdiction in the **state** court system is the:
   ______ Alaska Circuit Court
   ______ Alaska Court of Appeals
   ______ Alaska District Court
   ______ Alaska Superior Court
   ______ Alaska Supreme Court

3. The **trial** court with **limited** jurisdiction in the **state** court system which handles matters like misdemeanors and civil claims involving less than $50,000 is the:
   ______ Alaska Circuit Court
   ______ Alaska Court of Appeals
   ______ Alaska District Court
   ______ Alaska Superior Court
   ______ Alaska Supreme Court

4. The **appellate** court with **general** jurisdiction in the **state** court system is the:
   ______ Alaska Circuit Court
   ______ Alaska Court of Appeals
   ______ Alaska District Court
   ______ Alaska Superior Court
   ______ Alaska Supreme Court

5. The **appellate** court with **limited** jurisdiction in the **state** court system, which only reviews criminal cases, is the:
   ______ Alaska Circuit Court
   ______ Alaska Court of Appeals
   ______ Alaska District Court
   ______ Alaska Superior Court
   ______ Alaska Supreme Court

6. Generally speaking, trial courts are where the facts of a case are determined while appellate courts primarily concern themselves with correct interpretations and applications of the law.
   ______ true
   ______ false
7. An automobile accident occurs on the Richardson Highway near Delta Junction. It involves a collision between a pick-up truck driven by a man from Anchorage and a sport utility vehicle driven by a woman from Fairbanks. The total damages exceed $75,000. Can this case be filed in federal district court?

   _____ Yes, this case can be filed in federal court.
   _____ No, this case does not qualify for federal court jurisdiction.

8. Would your answer to the previous question be different if one of the vehicles in the accident was driven by a couple from Illinois who had driven up the Alaska Highway as part of an extended summer vacation?

   _____ Yes, these facts would change my answer to the previous question.
   _____ No, these additional facts would not change my answer to the previous question.

9. (2 points) Select all of the following that are correct ways to cite an Alaska statute.

   _____ AS 23.30.041(e)
   _____ AS 47.82.333(F)(1)
   _____ AS 23.30.395(5)
   _____ AK 23.30.041(e)
   _____ AS 47.82.333(g)(3)
   _____ AS 23.30.041(e)(D)

10. What is an “annotated code?”

11. Attached is a copy of an Alaska Statute. It is part of the “Alaska Exemptions Act” which, among other matters, provides a list of property which cannot be attached and sold for payment of a judgment rendered against the owner of the property. Correctly cite the portion of the statute that states “health aids” which help the individual continue to work are considered exempt property.

12. Attached is a copy of an Alaska Statute entitled, “Stalking in the second degree.” Correctly cite the portion of the statute which defines “family member” as someone who is dating
the victim.
COURSE OUTLINE and READING ASSIGNMENTS
University of Alaska Fairbanks ... Tanana Valley Campus

Introduction to Paralegal Studies
PLS 102
Fall Semester 2009

Tanana Valley Campus Center, Room xxx

Instructor:
Ed Husted, Coordinator, UAF Paralegal Studies Program

Week 1

1. Review course syllabus:
   a. Grading policy: 1) 1/3 quizzes; 2) 1/3-homework; 3) 1/3 class participation.
   b. Attendance policy.
   c. Mandatory deadlines for handing in homework projects.
   d. Background of instructor; history of UAF paralegal program; value of ABA approval.

2. Review this "tentative" outline of course and reading assignments.

3. Review textbook, “Introduction to Law for Paralegals” (hereafter referred to as “text”)
   a. Index, pages 379-382; Glossary, pages 373-377

4. Discuss how students will work with and learn from “Alaska Paralegal Vocabulary.”

5. Discuss use of a law library. For Fairbanks students, we will use the UAF paralegal library in Room 103 of the Tanana Valley Campus Center. For students attending by video or audio conferencing, we will discuss access to court house law libraries in Nome, Kotzebue, Bethel, Dillingham, and other locations.

6. Discuss computer-assisted legal research using Lexis and the Internet.

7. Discuss definition and regulation of paralegals, nationwide and in Alaska

8. Project No. 1: Read the U. S. Constitution and its amendments, text, pages 353-371. Be prepared next Monday to discuss the 43 questions presented in the project handout.

9. Project No. 2: Read the opinion of the Alaska Supreme Court in Christiansen v. Melinda, 857 P.2d 345 (Alaska 1993), copy furnished by instructor. The case involves the unauthorized practice of law by a non-lawyer. All students to read and be prepared to discuss next Monday.
Week 2

Topics:  
1. THE AMERICAN JUDICIAL SYSTEM.  
2. DERIVING LAW FROM COURT CASES AS WELL AS FROM STATUTES

Reading Assignments:
1. Text: chapter 1, “Introduction to Law,” pages 3-22\(^1\).
2. Text, chapter 3, “The Participants in the Legal System,” pages 49-69
3. Instructor Handout: “The American Legal System,” pages 1-7

Class Discussions:
Project No. 1: Class discussion on “The U. S. Constitution.”
Project No. 2: Class discussion on “Reading Court Opinions.”

Vocabulary:
Group 1 (Appellate Procedure)  
Group 3 (Attorneys and Paralegals)  
Group 7 (Court Systems)  
Also read “Common Law” and “Tripartite” in the Paralegal Vocabulary.

\(^1\) Occasionally, the author of your text inserts court cases, such as the one at pages 15-18. We will focus on Alaska law in the course. You are not required to read the court cases that appear in the text. However, you should read the “Chapter Summary” and “Ethics” paragraphs at the end of each chapter and be prepared to answer the “Chapter Review Questions” and “Discussion Questions.”
Week 3

Topics:  
1. FINDING THE LAW THROUGH LEGAL RESEARCH  
2. STATUTES AS A SOURCE OF LAW  
3. ETHICS  

Reading Assignments:  
2. Instructor Handout: “Outline for Legal Research,” pages 1-6  

Project Assignments:  
Project No. 3: “Using the Law Library, the Alaska Statutes,” due Monday, October 6.  
Project No. 4: “Using the Law Library, the United States Code,” due Monday, October 6.  

Vocabulary:  
Group 1 (Appellate Procedure) [review]  
Group 7 (Court Systems) [review]  
Group 18 (Legal Research)  
Group 22 (Statutory Construction)  

Take-Home Quiz No. 1, covering paralegal definition and regulation, Alaska and federal court system, and proper citation formats for statutes, due Monday, September 29.
Week 4

Topic: 1. TORT (Personal Injury) LAW

Reading Assignments:
2. Instructor Handout: “Torts, Proving a Negligence Case,” pages 1-5.

Vocabulary:
Group 23 (Torts)

Week 5

Topics: 1. CONTRACTS
2. AN INTRODUCTION TO LEXIS

Reading Assignment:
Instructor Handout: “Using LexisNexis, Some Helpful Guidelines”
Portions of the booklet, “Learning LexisNexis,” (provided free by Lexis), as assigned by the instructor.

Vocabulary:
Group 6 (Contracts)

Project Assignment:

Take-Home Quiz No. 2, covering torts, due Monday, October 13.
Week 6

Topics: 1. BUSINESS ORGANIZATIONS (“Commercial Law” in the Vocabulary)  
2. CONTINUING WITH LEXIS; COURT CASES AS A SOURCE OF LAW

Reading Assignment:  
Instructor Handout: Corporations, Partnership, and Sole Proprietorships.  
Portions of the booklet, “Learning LexisNexis,” (provided free by Lexis), as  
assigned by the instructor.

Vocabulary:  
Group 5 (Commercial Law)

Project Assignment:  

Take-Home Quiz No. 3, covering contracts and business organizations,” due Monday, October 20.

Week 7

Topics: 1. CRIMINAL LAW  
2. COURT CASES AS A SOURCE OF LAW

Reading Assignments:  
1. Text: chapter 10, “Criminal Law”, pages 209-228

Vocabulary:  
Group 8 (Criminal Law)
Week 8

Topics:  
1. REAL ESTATE LAW  
2. LEGAL WRITING

Reading Assignment:  
3. Instructor handout: “Guidelines for Legal Writing,” and “Rubrics for Good Legal Writing”

Vocabulary:  
Group 17 (Latin Words)  
Group 21 (Real Estate)

Project Assignment:  
Project No. 8: “Legal Writing, Office Correspondence and Case Briefs,” due Monday, November 10.

Take-Home Quiz No. 4, covering state and federal case law, how to properly cite it,” due Monday, November 3.

Take-Home Quiz No. 5, covering criminal law, due Monday, November 10.

Week 9

Topic:  
1. FAMILY LAW

Reading Assignment:  

Vocabulary:  
Group 14 (Family Law)

Take-Home Quiz No. 6, covering real estate law,” due Monday, November 10.
Week 10

Topic: 1. PROBATE LAW

Reading Assignment:

Vocabulary:
Group 20 (Probate)

Project Assignments:
Project No. 9: “Final Project; Legal Writing,” due Monday, November 24.

Take-Home Quiz No. 7, covering family law,” due Monday, November 17.

Week 11

Topic: 1. BRINGING A LEGAL ACTION, Part 1

Reading Assignments:
2. Civil Rules 3 through 14
3. AS 09.17.010-.080 [statutes regarding damages]

Vocabulary:
Group 2 (Arbitration and Mediation)
Group 4 (Civil Procedure)
Group 9 (Damages)

Quiz No. 8, covering probate law,” due Monday, November 24.
Week 12

Topic: 1. BRINGING A LEGAL ACTION, Part 2

Reading Assignments:
1. Text: chapter 4, "Bringing a Legal Action, pages 79 (start with "Discovery") - 89
3. Civil Rules 26 through 37
4. Instructor handout: “Preparing Witness for Deposition or Trial”

Vocabulary:
Group 10 (Discovery)
Group 12 (Evidence)
Group 24 (Trials)

Take-Home Quiz No. 9, covering civil rules 3 through 14; and 26 through 37, due Monday, December 1.

Week 13

Topics: 1. APPEALS
        2. INTELLECTUAL PROPERTY

Reading Assignments:

Vocabulary:
Group 11 (Equity)
Group 13 (Execution)

Project 9, the final project, is due today.
Take-Home Quiz 9, the final quiz, is due today.
Week 14

Topics: 1. ADMINISTRATIVE LAW  
2. NOTARIZATION

Reading Assignment:

Vocabulary:
Group 19 (Notarization)
**SCHEDULE OF HOMEWORK PROJECTS REQUIRED FOR PLS 102**
1/3 of Final Grade

All are Take-Home Projects

Due Date is Mandatory without Prior Instructor Permission or Missed Deadline Resulting from Illness or Family Emergency

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Date Assigned</th>
<th>Date Due</th>
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<tbody>
<tr>
<td>No. 1</td>
<td>The U. S. Constitution</td>
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<td>No. 2</td>
<td>Reading Court Opinions</td>
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<td>No. 3</td>
<td>Using the Law Library; The Alaska Statutes</td>
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<td>No. 4</td>
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<td>No. 5</td>
<td>Using the Law Library; Legal Dictionary and Legal Encyclopedia</td>
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<td>No. 6</td>
<td>Using Lexis; State and Federal Statutes</td>
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<tr>
<td>No. 7</td>
<td>Using Lexis; Case Law</td>
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<tr>
<td>No. 9</td>
<td>Final Project; Legal Writing</td>
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## SCHEDULE OF TAKE-HOME QUIZZES
**REQUIRED FOR PLS 102**

1/3 of Final Grade

Open Book - 12 questions
[True-False, Multiple Choice or Brief Written Answer]

<table>
<thead>
<tr>
<th>Quiz Number</th>
<th>Subjects Covered</th>
<th>Date Assigned</th>
<th>Date Due</th>
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</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>Paralegal definition and regulation; Alaska and federal court systems; proper citation formats for statutes</td>
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<tr>
<td>No. 2</td>
<td>Torts</td>
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<td>No. 3</td>
<td>Contracts and Business Organizations</td>
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<td>No. 4</td>
<td>State and Federal Case Law, How to Properly Cite It</td>
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<td>No. 6</td>
<td>Real estate law</td>
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<td>No. 7</td>
<td>Family Law</td>
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<td>No. 8</td>
<td>Probate Law</td>
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<tr>
<td>No. 9</td>
<td>Final Quiz (covering civil rules)</td>
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</table>
SCHEDULE OF VOCABULARY GROUPS
REQUIRED FOR PLS 102

Group 1, Appellate Procedure
Group 2, Arbitration and Mediation
Group 3, Attorneys and Paralegals
Group 4, Civil Procedure
Group 5, Commercial Law
Group 6, Contract Law
Group 7, Court Systems
Group 8, Criminal Law
Group 9, Damages
Group 10, Discovery
Group 11, Equity
Group 12, Evidence
Group 13, Execution
Group 14, Family Law
Group 15, Famous Cases
Group 16, General Concepts
Group 17, Latin Words
Group 18, Legal Research
Group 19, Notarization
Group 20, Probate
Group 21, Real Estate
Group 22, Statutory Construction
Group 23, Torts
Group 24, Trials