



# **INSTRUCTIONAL PACKAGE**

LEG 135

Introduction to Law and Ethics

Effective Term

Fall 2023/Spring 2024/Summer 2024

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2023/Spring 2024/Summer 2024

COURSE PREFIX: LEG 135

COURSE TITLE: Intro to Law and Ethics

CONTACT HOURS: 3

CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

Introduction to Law & Ethics is designed to familiarize the paralegal student with the legal system and the professional standards demanded of all its members.

### **COURSE DESCRIPTION:**

This course provides a general introduction to law including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

### **PREREQUISITES/CO-REQUISITES:**

Multiple Measures English 1; or ACT Reading 19 and ACT English 19; or SAT Critical Reading 480; or Writing Sample ENG 101 1; or ENG 101 Credit C; or ENG 101 Credit TC.

\***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

### **REQUIRED MATERIALS:**

The materials required for this course are included in **Cengage Unlimited**, a subscription that gives you access to **all your Cengage access codes and online textbooks** for \$124.99 a semester, \$189.99 for a year, or \$249.99 for two years. No matter how many Cengage products you use, and for any class you are using them in, they are included in Cengage Unlimited, and the price stays the same. You can purchase access to Cengage Unlimited in the bookstore, or at <https://www.cengage.com/unlimited/>

**NOTE: You only purchase Cengage Unlimited ONE TIME from the bookstore. This one purchase will cover each of the LEG courses that require Cengage materials.**

We recommend purchasing Cengage Unlimited to cover all your textbooks and Mindtap access for the semester. We will be using Kent Kauffman's *Legal Ethics*, 4<sup>th</sup> Edition by Cengage.

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

If students are planning to attend remotely, they will also need a working computer with a reliable internet connection and one which is equipped with a webcam and audio/speakers to communicate with the on-campus instructor and classmates.

### **STUDENT IDENTIFICATION VERIFICATION:**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

### **CLASSROOM ETIQUETTE:**

Students should be focused on the class and actively engaged throughout the entire class period. As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch your cell phone ringers to vibrate.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

#### **MODULE I**

#### **Introduction to Law and the Legal Profession**

**Materials Covered:** Paralegal Handbook (Provided by Instructor);

**\*Assessments:** Research & Presentation  
Textbook Research/Assignments

#### **Learning Outcomes:**

1. Discuss the influence of English common law on the development of the American legal system;
2. Describe the significance of constitutional, statutory and administrative law within the American legal system;

3. Explain the judicial system, together with the structure of the Federal and State courts;
4. Discuss alternative means of dispute resolution;
5. Demonstrate a general understanding of the primary areas of substantive and procedural law, as well as the distinctions between civil and criminal law.

## **MODULE II**

### **Regulation of Paralegals and Lawyers**

**Materials Covered:** Chapters 1 & 2

**\*Assessments:** Paralegal Profession Assignment  
Textbook Research/Assignments  
SC Specifics Assignment

#### **Learning Outcomes:**

1. Demonstrate an understanding of the ethical rules applicable to the legal professional and the particular challenges presented to the working paralegal; and
2. Discuss both the direct and indirect regulation of paralegals.

## **MODULE III**

### **Specific Ethical Areas (Confidentiality, Attorney Client Privilege & Conflicts of Interest)**

**Materials Covered:** Chapters 3, 4, 5

**\*Assessments:** Textbook Research/Assignments  
SC Specifics Assignment(s)  
Mid Term Exam

#### **Learning Outcomes:**

1. Apply the rules of ethics governing attorneys and avoid malpractice claims;
2. Promote the appropriate degree of attorney supervision; and
3. Avoid behavior that might be construed as unauthorized practice of law.

## **MODULE IV**

### **Conflicts of Interest, Solicitation, Fees, Malpractice liability, ProBono Services & The Future of the Profession**

**Materials Covered:** Chapters 6, 7 & 8

**\*Assessments:** SC Specifics Assignment(s)  
Textbook Research/Assignments  
Final Exam

#### **Learning Outcomes:**

1. Apply the rules of ethics governing attorneys and avoid malpractice claims;
2. Explain viable solicitation and advertising rules;
3. Discuss varying methods of fees used in the legal profession; and
- 4.** Discuss the state of professionalism in the legal field and current issues affecting the paralegal profession.

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## **Part III: Grading and Assessment**

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*:**

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION\***

Exams	43%
Projects	14%
Textbook Assignments	23%
SC Assignments	20%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

#### **GRADING SYSTEM:**

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

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## **Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define**

**absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



### STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.



## HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

## STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

**TITLE IX REQUIREMENTS:**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

**INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX, Section 504, and Title II Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)