



## INSTRUCTIONAL PACKAGE

Leg 201

Civil Litigation I

2018-2019

Fall 2018

# INSTRUCTIONAL PACKAGE

## PART I: COURSE INFORMATION

EFFECTIVE TERM: 2018-2019 (Fall 2018)

COURSE PREFIX: LEG 201

CONTACT HOURS: 3.0

COURSE TITLE: Civil Litigation I

CREDIT HOURS: 3.0

**RATIONALE FOR THE COURSE:** To familiarize the paralegal student with the laws, procedures, rules, legal forms and processes involved in a typical civil lawsuit that will be used in their profession as a litigation paralegal.

**COURSE DESCRIPTION:** This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures.

**PREREQUISITE:** ( COMPASS Writing 78 and COMPASS Reading 85) or ( ACCUPLACER Reading Comp 075 and ACCUPLACER Sentence Skills 081) or ( New ACCUPLACER Reading Comp 250 and New ACCUPLACER Sentence Skills 250) or ( COMPANION Reading 075 and COMPANION Sentence Skills 081) or ( Multiple Measures English 1) or ( ACT Reading 19 and ACT English 19) or SAT Critical Reading 480 or (Credit level [ENG 100](#) Minimum Grade of C\* or Credit level [ENG 101](#) Minimum Grade of C or Credit level [ENG 101](#) Minimum Grade of TC)

### REQUIRED MATERIAL:

**Text:** Kerley, Hames & Sukys (2015) **CIVIL LITIGATION FOR PARALEGALS**, 7th Edition, Delmar Cengage Learning.

Please visit the Bookstore online site for the most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE.](#)

Enter the semester, course prefix, number and section and it will take you to the correct textbook.

### TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

### CLASSROOM ETIQUETTE:

Please refer to your Instructor's Course Information Sheet for specific information.

## **PART II: STUDENT LEARNING OUTCOMES**

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

Upon completion of this course, students will be able to:

#### **Module #1: Introduction to Civil Litigation**

**Materials Covered:** Chapters 1 & 2  
Introduction to State Procedure Rules  
Introduction to State Websites

**\*Assessments:** Assignments  
Test 1

##### **Learning Outcomes:**

1. Explain the difference between civil and criminal litigation, burdens of proof, available remedies and the court process for each;
2. Identify the functions of the trial and appellate court systems in civil litigation and select the proper court based on jurisdiction and venue requirements;
3. Utilize South Carolina and Federal Rules of Civil Procedure and frequently used websites.

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#### **Module #2: Initiating Civil Litigation**

**Material Covered:** Chapters 3, 4, 5 and applicable SCRPC

**\*Assessments:** Assignments  
Client Interview  
Test 2

##### **Learning Outcomes:**

1. Assess facts from client interview and determine potential legal causes of action and the feasibility and ethics of filing a law suit;
2. Explain and discuss basic law office processes relating to new cases and the paralegal's role in pre-litigation activities and the role of technology in these processes.
3. Create client and/or witness intake and interview questionnaires tailored to applicable factual situation;
4. Explain types of evidence and describe sources and methods of locating, organizing and preserving evidence;
5. Describe the nature, purpose and types of pleadings used in civil litigation;
6. Identify and describe all elements and the format of a summons and complaint used in federal and South Carolina state courts.

#### **Module #3: Responses to Complaints and Motion Practice**

**Material Covered:** Chapters 6, 7 and applicable SCRPC

**\*Assessments:** Assignments  
Test 3

##### **Learning Outcomes:**

1. Explain and select appropriate types of responses to civil complaints and describe the elements and formats for each type of response;
2. Explain the purpose of motions, the procedure for making and opposing a motion, and the paralegal's role in motion practice;
3. Identify common pre-trial and post-trial motions used in civil litigation;
4. Draft an affidavit for use in motion practice.

**Module #4: Discovery**

**Material Covered:** Chapters 8-13 and applicable SCRPC

**\*Assessments:** Assignments  
Test 4

**Learning Outcomes:**

1. Discuss the discovery process and the types of discovery tools available in civil litigation and the paralegal’s role in conducting discovery;
2. Assess and apply the federal and S.C. Rules of Civil Procedure to create a discovery plan.

**Module #5: Pretrial and Trial**

**Material Covered:** Chapters 14 – 16 and applicable SCRPC and ADR Rules

**\*Assessments:** Assignments  
Test 5

**Learning Outcomes:**

1. Explain the purpose, factors, and elements of pre-trial settlement negotiations and Alternative Dispute Resolution practice and the documents associated with each process;
2. Describe the civil litigation trial process and a paralegal’s duties in trial preparation and during trial;
3. Identify the role of technology in the courtroom and during trial; and
4. Describe post-trial motions and the appellate process in civil litigation and the steps in judgment collection.

**\*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\***

TESTS -----	50%
ASSIGNMENTS AND PRESENTATION-----	45%
PREPARATION AND PARTICIPATION-----	<u>5%</u>
<b>TOTAL</b>	<b>100%</b>

**\*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

I Course requirements incomplete. Must be completed by deadline given by Instructor or “I” converts to an 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 deadlines for add/drop ([ACADEMIC CALENDAR](#)). 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 eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **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, 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 coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



### **Student Information Center: WaveNet Central (WNC)**

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more 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 RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the 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 Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals 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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

### ***Title IX Requirements***

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

\*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).

<b>Inquiries regarding the non-discrimination policies:</b>	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
<b>Dr. Melissa Batten, AVP Student Affairs</b> <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a>	<b>Jacquelyne Snyder, AVP Human Resources</b> <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a>