



INSTRUCTIONAL PACKAGE

LEG 212

WORKERS' COMPENSATION

2017-2018
SPRING, 2018

WORKERS' COMPENSATION INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

EFFECTIVE TERM: **Spring, 2018**

COURSE PREFIX: **LEG 212**

CONTACT HOURS: **3.0**

COURSE TITLE: **Workers' Compensation**

CREDIT HOURS: **3.0**

RATIONALE FOR THE COURSE: This course provides the paralegal student with an introduction to the substantive principles, statutory framework and state specific processes required to assist in the investigation, analysis, prosecution and defense of workers' compensation cases.

COURSE DESCRIPTION: This course is a study of the history of worker's compensation, case laws, statutes, regulations, and procedures in handling claims.

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: DeVenny and Morgan (2008) [Workers' Compensation Practice for Paralegals](#), Carolina Academic Press

OR

Please visit the Bookstore online site for 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.

ADDITIONAL REQUIREMENTS:

Zip Drive

Proficiency with use of WORD as a word processing program

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: Overview Of Workers' Compensation & Compensable Claims

Materials Covered: Chapters 1 & 2
South Carolina W.C. Statutes, Regs. & Forms
W.C. Court System
State Workers' Compensation Website

***Assessments:** Assignment
Test

Learning Outcomes:

1. Describe the purpose of workers' compensation laws;
2. Explain the fundamental components of the workers' compensation system in the U.S. and in S.C.;
3. Identify and distinguish among the benefits available to employees covered under workers' compensation law; and
4. Utilize the S.C. workers' compensation website.

Module #2 : Case Evaluation & Filing and Defending Claims

Material Covered: Chapters 3 & 4
S.C. Laws & Regulations
S.C. Workers' Compensation Forms

***Assessments:** Assignment
Case Review & Briefing
Test

Learning Outcomes:

1. Identify which employers are subject to the workers' compensation acts and the employers' responsibilities under the law;
2. Develop proficiency with the claims administration process from the employee and employer perspectives;
3. Describe the role that insurance plays in the workers' compensation system, including employer requirements and claims-handling issues;
4. Draft documents and utilize proper state forms for processing workers' compensation claims and employer responses; and
5. Identify and analyze the types and factual circumstances in injuries to determine coverage under the workers' compensation system.

Module #3: Medical Records & Investigating and Evidence in Cases

Material Covered: Chapters 5 & 6
Worker Compensation Statutes & Regulations
S.C. Workers' Compensation Forms

***Assessments:** Assignments
Client/Witness Interview
Test

Learning Outcomes:

1. Explain and determine entitlement among the major benefits available to employees covered including medical, disability, rehabilitation and death benefits;
2. Conduct client and/or witness interviews as part of claim investigation and gathering of evidence;
3. Develop investigation/discovery plan for gathering, maintaining and organizing evidence needed in workers' compensation case;
4. Describe techniques for obtaining, analyzing and organizing medical records; and
5. Explain a paralegal's responsibilities in preparing for medical and expert depositions.

Module #4: Special Types of Workers Compensation Cases & Set-Asides

Material Covered: Chapters 7 & 9

***Assessments:** Assignments
Case Review
Test

Learning Outcomes:

1. Identify and discuss the unique legal and practical issues involved in a catastrophic injury claim;
2. Determine the benefits and proof need for entitlement and/or denial of an award of benefits in a catastrophic injury claim;
3. Draft documents necessary in a catastrophic injury claim and a death claim;
4. Determine the beneficiaries and calculation of compensation that can be awarded in a death claim; and
5. Identify and explain Medicare issues that can arise in a workers' compensation claim.

Module #5: Mediation, Pre-Hearing, Hearings & Appeals

Material Covered: Chapter 8 & 10
S. C. Statutes & Rules and Appeal Rules
Workers Compensation Regulations & Forms

***Assessments:** Assignments
Test

Workers Compensation Claim Project (Final)

Learning Outcomes:

1. Identify the documents and explain the processes required in a workers' compensation mediation;
2. Discuss the pre-hearing and hearing responsibilities of a paralegal in a workers' compensation case;
3. Explain the procedures and documents needed for the settlement of a workers' compensation claim; and
4. Outline the appeal process in a workers' compensation case including administrative and judicial remedies.

***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 (4)	40%
Case Reviews (2 – 4)	10 %
Assignments (4)	20 %
Client Interview	10%
Final Exam/ Project	<u>20 %</u>
	100%

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

GRADING SYSTEM:

Students should note that a minimum grade of "C" is required for each LEG course to be eligible for graduation.

GRADING SYSTEM:

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

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 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

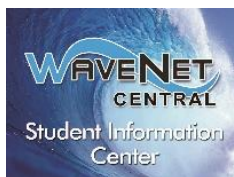


The Student Success and Tutoring Center (SSTC)

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).

Inquiries regarding the non-discrimination policies:	
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.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <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 Jacquelyne.Snyder@hgtc.edu