



INSTRUCTIONAL PACKAGE

Leg 212
Workers' Compensation Law

Effective Term
2020 - 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 2020 – 2021.

COURSE PREFIX: LEG 212

COURSE TITLE: Workers' Compensation Law

CONTACT HOURS: 3.0

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, and regulations, and procedures in handling claims.

PREREQUISITES/CO-REQUISITES:

(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)

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

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

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

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

ADDITIONAL REQUIREMENTS:

Proficiency with the use of WORD as a word processing software program.

April 2020

TECHNICAL REQUIREMENTS:

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

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:

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 cell phone ringers to vibrate. **Also, please refer to your Instructor's Course Information Sheet for more specific information.**

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*:

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, Regulations & Forms
W.C. Court System
State Workers' Compensation Website

***Assessments:** Assignments
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

***Assessments:** S.C. Workers' Compensation Forms
Assignments
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 and 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
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	40%
Assignments	40%
Case Reviews	10%
Final Project	10%
	<hr/>
	100%

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

GRADING SYSTEM:

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% - below	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 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 a 14 week course (fall and spring), the allowed number of absences for a MW or TR class is as follows: **5 absences** are allowed regardless of reason. After the allowed number of absences a student will be dropped from the course with a W or WF.

For a 10 week course (summer), the allowed number of absences for courses meeting twice a week is **4 absences**. After missing the maximum number of allowed absences a student will be dropped from the course with a W or WF.

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.

Students enrolled in distance learning courses (hybrid and online) are required to participate weekly in the attendance assignment or discussion board in order to demonstrate course participation. Students showing no activity in the course for **two weeks** will be dropped from the course with a W or WF due to lack of attendance.

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 appointments using TutorTrac, visit the Student Services tab in WaveNet. Email ssc@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.



CENTRAL 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!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **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).

STUDENT TESTING:

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 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, 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 Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

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

EEO and Title IX Coordinator
Building 200, Room 212A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu