



INSTRUCTIONAL PACKAGE

LEG 212

Workers' Compensation Law

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 212

COURSE TITLE: Workers' Compensation Law

CONTACT HOURS: 3

CREDIT HOURS: 3

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:

Multiple Measures English 1, or ACT Reading 19 and ACT English 19, or SAT Critical Reading 480, or WS ENG 101 with Lab 1, 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:

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

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 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 # 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

S.C. Workers' Compensation Forms Assignments

- *Assessments:** 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;
- 2023-2024

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

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 ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. 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.



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 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, 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

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