



INSTRUCTIONAL PACKAGE

LEG 213
Family Law

Effective Term
Fall 2022/Spring 2023/Summer 2023

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2022

COURSE PREFIX: LEG 213

COURSE TITLE: Family Law

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

To familiarize the student with the terminology and legal issues relating to domestic practice and to introduce the student to the forms and procedures unique to family law in order to prepare the student to assist attorneys in representing domestic clients.

COURSE DESCRIPTION:

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

PREREQUISITES/CO-REQUISITES:

(New ACCUPLACER Reading Comp 250 and New ACCUPLACER Sentence Skills 250) or (Multiple Measures English 1) or (ACT Reading 19 and ACT English 19) or SAT Critical Reading 480 or Writing Sample ENG101 1 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 Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Text: Bevens, Neal R., **Criminal Law & Procedure for the Paralegal** Second Edition, Cengage **Included in your Cengage Unlimited Plan**

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 \$119.99 a semester, \$179.99 for a year or \$240 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 [cengage.com](#). **NOTE: You only purchase Cengage Unlimited ONE TIME from the bookstore. This one purchase covers ALL the LEG course materials and any other course using Cengage materials.**

or

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.

ADDITIONAL REQUIREMENTS:

Proficiency with the use of WORD as a word processing software program.
Office 365 for students (provided by the college) for using Teams

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
myHGTC and college email access.
A computer with internet access, webcam and audio speaker equipped.

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. Your participation in this synchronous remote course offering mandates that you mute your microphone when not addressing the professor/class. While you are off-campus you should be attentive and actively participating in the course.

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*:

Unit I

Materials Covered: Chapters 1 and 2

***Assessment(s):** Complete class review activities.
Unit Test

Learning Outcomes:

1. Define ethics and distinguish between two main kinds of ethics rules.
2. Identify potential ethical problems involving family law cases and how to avoid them.
3. Identify the various methods of fee agreements available to a family law attorney when accepting a case.
4. Know how to draft a retainer and/or fee agreement in a domestic matter.
5. Prepare a comprehensive domestic client questionnaire.
6. Identify and discuss the paralegal's role in the initial client interview involving a domestic matter and the ethical considerations involved;
7. Distinguish between cohabitation, premarital, post-nuptial, and separation agreements.
8. Identify the standards a court will use to determine whether a premarital agreement is legal.

Unit 2

Materials Covered: Chapters 3 and 4

***Assessment(s):** Complete class review activities.
Unit Test

Learning Outcomes:

1. Identify the requirements for a valid marriage, traditionally and in SC.
2. Describe the legal consequences of marriage upon the spouse
3. Explain the concept of common law marriage and apply the elements required for a judicial determination of common law status in SC.
4. State the difference between a marriage and a civil union.
5. Distinguish between annulment, divorce and legal separation.

Unit 3

Materials Covered: Chapters 5 and 6

***Assessment(s):** Complete class review activities.
Unit Test

Learning Outcomes:

1. Discuss the most common grounds for divorce and identify those available in SC.
2. Determine the proper court and venue in which to file an action for divorce.
3. Draft a complaint for divorce.
4. Discuss the purpose of interlocutory relief in family court and the types of relief available.
5. Distinguish between marital and non-marital or separate property.
6. State the function of a qualified domestic relations order.
7. Prepare a financial declaration.
8. Identify the types of information sought in divorce litigation and the discovery techniques used to obtain such information.
9. Describe the types of alimony available to a spouse and the factors considered in determining the appropriateness of each in SC.
10. Prepare a settlement agreement and final order.

Unit 4

Materials Covered: Chapters 7 and 8

***Assessment(s):** Complete class review activities.
Unit Test

Learning Outcomes:

1. Discuss the criteria for determining the custody of a child.
2. State the tender years doctrine/presumption and its viability under today's laws.
3. Determine the appropriate amount of child support, utilizing the SC Department of Social Services Guidelines.
4. Discuss the law relating to visitation rights of the non-custodial parent.
5. Describe the Uniform Child Custody Jurisdiction and Enforcement Act.
6. Describe the procedures for enforcement of orders awarding custody, alimony and child support both in and out of state and the laws enacted to facilitate such enforcement.

Unit 5**Materials Covered:** Chapters 12 and 13***Assessment(s):** Complete class review activities.

Unit Test

Learning Outcomes:

7. Explain emancipation and age of majority.
8. Know the parameters within which the state can terminate a parent's right.
9. Discuss the laws relating to legitimacy and paternity.
10. Define neglect and abuse.
11. List and describe the following four types of adoption: agency, independent, black market, and equitable.
12. Find and follow rules relating to adoption in SC.

****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*

Unit Tests	40-50%
Quizzes	10-20%
SC Statutory & Caselaw Assignments	10-20%
Law Related Software Assignments	15-20%
<u>Drafting of Legal Documents</u>	<u>25-30%</u>
	100%

****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.

Attendance Policy for Face-to-Face and Synchronous Hybrid Courses:

For this course students may not miss more than 3 Tuesday scheduled sessions, nor more than 3 off-campus online assignments. After the allowed number of absences, the student will be dropped from the course with a W or a WF.

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 or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email 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.

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

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, 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