Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
PLAW 200
INTRODUCTION TO PARALEGAL STUDIES

COURSE SYLLABUS

COURSE DESCRIPTION
This course will provide an introduction to the paralegal profession and the role of the paralegal within the law office. This survey course will introduce the student to the American legal system, civil litigation, criminal law and procedure, the appeals process, and substantive legal topics such as tort, contract law, and property law. Students will be taught a variety of administrative skills necessary in a law practice office including legal research, legal vocabulary, critical reading and writing, client interview, investigation, law office administration, and technologies. Legal ethics, professionalism, and biblical worldview will be taught.

RATIONALE
The purpose of this course is to expose the learners to introductory-level essential elements of the legal system and the paralegal profession as well as introduce critical thinking skills on biblical, ethical, and legal levels as related to the study of Paralegalism.

I. PREREQUISITES
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASES
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Explain the role of a paralegal and skills necessary for the profession.
B. Identify rules of ethics and professional responsibility that govern legal professionals.
C. Explain basic law office practices and forms of client communication.
D. Discuss the American legal system as well as the civil, criminal, and appellate legal processes.
E. Recognize general legal principles and rules of law.
F. Employ critical thinking skills by utilizing appropriate legal analysis and vocabulary in the production of written discussions pertaining to legal issues.
G. Analyze all of the preceding in light of a distinctly evangelical Christian worldview.

V. COURSE REQUIREMENTS AND ASSIGNMENTS
A. Textbook readings, articles, bible readings and presentations
B. Course Requirements Checklist
   After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.
C. Discussion Board Forums (6)
   Discussion boards are collaborative learning experiences. The purpose of Discussion Board Forums is to generate interaction among students in regard to relevant current course topics. The student is required to post 1 thread of at least 300 words. The student must also post 2 replies to classmates’ threads of at least 125 words. For each thread, the student must support his/her assertions with at least 2 sources in current Bluebook format. Each reply must cite at least 1 source in current Bluebook format. Acceptable sources include the course textbook, the Bible, and legal sources.
D. Quizzes (8)
   There will be 8 open-book/open-notes quizzes that will be completed during the module/week in which they are assigned. Each quiz will contain 25 multiple-choice questions and will cover all of the required Reading & Study materials found in that module/week. The student will have 1 hour to complete each quiz.

VI. COURSE GRADING AND POLICIES
A. Points
   Course Requirements Checklist 10
   Discussion Board Forums (6 at 100 pts ea) 600
   Quizzes (8 at 50 pts ea) 400
   Total 1010
B. Scale
   A = 900–1010   B = 800–899   C = 700–799   D = 600–699   F = 0–599
C. Late Assignment Policy
   If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.
   Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:
1. Late assignments submitted within one week of the due date will receive a 10% deduction.

2. Assignments submitted more than one week late will receive a 20% deduction.

3. Assignments submitted two weeks late or after the final date of the course will not be accepted.

4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# COURSE SCHEDULE

**PLAW 200**


<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Goldman &amp; Cheeseman: chs. 1–2 Bible Readings 3 presentations 7 websites</td>
<td>Course Requirements Checklist Class Introductions DB Forum 1 Quiz 1</td>
<td>10 0 100 50</td>
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<tr>
<td>2</td>
<td>Goldman &amp; Cheeseman: chs. 3–4 Bible Readings 2 presentations 8 websites</td>
<td>Quiz 2</td>
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<tr>
<td>3</td>
<td>Goldman &amp; Cheeseman: chs. 5–6 2 presentations 6 websites</td>
<td>DB Forum 2 Quiz 3</td>
<td>100 50</td>
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<tr>
<td>4</td>
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<td>DB Forum 3 Quiz 4</td>
<td>100 50</td>
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<tr>
<td>5</td>
<td>Goldman &amp; Cheeseman: chs. 10, 12 1 presentation 6 presentations</td>
<td>Quiz 5</td>
<td>50</td>
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<tr>
<td>6</td>
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<td>DB Forum 4 Quiz 6</td>
<td>100 50</td>
</tr>
<tr>
<td>7</td>
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<td>DB Forum 5 Quiz 7</td>
<td>100 50</td>
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<tr>
<td>8</td>
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<td>DB Forum 6 Quiz 8</td>
<td>100 50</td>
</tr>
</tbody>
</table>

**TOTAL 1010**

DB = Discussion Board
NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on Friday.