



Western Technical College

## 10110101 Introduction to Paralegal and Ethics

### Course Outcome Summary

#### Course Information

<b>Description</b>	This course provides students with an introduction to the legal profession, the American legal system, legal ethics, legal terminology, legal research, and selected areas of substantive law.
<b>Career Cluster</b>	Law, Public Safety, Corrections and Security
<b>Instructional Level</b>	Associate Degree Courses
<b>Total Credits</b>	3
<b>Total Hours</b>	54

#### Textbooks

*Introduction to Paralegalism*. 8th Edition. Copyright 2016. Statsky, William P. Publisher: Cengage Learning. ISBN-13: 978-1-285-44905-0. Required.

#### Program Outcomes

1. Apply ethical principles in a legal environment.
2. Process legal documents.
3. Perform legal research.

#### Course Competencies

1. **Examine the multiple roles of the paralegal in the American legal system.**

##### Assessment Strategies

- 1.1. Written Objective Test
- 1.2. Oral Presentation

##### Criteria

*You will know you are successful when:*

- 1.1. you complete an examination showing an understanding of the role of a paralegal.
- 1.2. you complete an examination showing an understanding of the areas of employment for a paralegal in the private and public sector.

- 1.3. you present several paralegal employment positions including a detailed description of duties.

#### **Learning Objectives**

- 1.a. Define paralegal including limitations and responsibilities.
- 1.b. Identify employment opportunities for paralegals.
- 1.c. List professional organizations available to support paralegals.

### **2. Examine how law firms function and the responsibilities of the various parties involved in the operation of modern day law firms.**

#### **Assessment Strategies**

- 2.1. Written Objective Test
- 2.2. Presentation

#### **Criteria**

*You will know you are successful when:*

- 2.1. you identify the elements and types of cost and fee agreements
- 2.2. you prepare a chart listing the typical law firm employees and the function of each specific employee
- 2.3. you demonstrate mastery of these concepts by successfully completion of an examination of the roles within the law firm structure.

#### **Learning Objectives**

- 2.a. Identify the most common forms of business organizations chosen by law firms.
- 2.b. Differentiate between the roles of all law firm employees.
- 2.c. Explain common fee arrangements and billing systems utilized by law firms.
- 2.d. Explain the tickler systems used by law firms to comply with the numerous deadlines involved in the practice of law.

### **3. Determine the significance of ethics as it relates to the paralegal profession.**

#### **Assessment Strategies**

- 3.1. Presentation
- 3.2. Demonstration using written assessment

#### **Criteria**

*You will know you are successful when:*

- 3.1. you analyze a factual situation to determine ethical conflicts and proper resolution of same
- 3.2. you demonstrate the understanding of the ethical rules and conduct violations through satisfactory completion of an examination
- 3.3. you perform research that presents findings of ethical violations.

#### **Learning Objectives**

- 3.a. Demonstrate an appreciation for the significance of ethics in the legal environment.
- 3.b. Develop an understanding of the the Wisconsin Supreme Court Rules as they relate to attorney professional responsibility.
- 3.c. Identify particular ethical problems involving paralegals.
- 3.d. Articulate ethical standards promulgated by the proposed licensing standards for paralegals in the State of Wisconsin.
- 3.e. Explain the potential consequences of unethical behavior.
- 3.f. Explore paralegal certification and licensure.

### **4. Identify the various courts in the American judicial system.**

#### **Assessment Strategies**

- 4.1. Written Objective Test
- 4.2. Case Study

#### **Criteria**

*You will know you are successful when:*

- 4.1. you select the proper court(s) in which to file a lawsuit in hypothetical situations by applying the rules involving jurisdiction and venue
- 4.2. you complete an examination testing your knowledge of the different levels of the state and federal

- 4.3. court system.
- 4.3. you complete an examination of the civil action process

**Learning Objectives**

- 4.a. Explain the function of courts in the American legal system.
- 4.b. Distinguish between the role of trial courts and appellate courts.
- 4.c. Explain the civil lawsuit process.
- 4.d. Understand alternative dispute resolution available in Wisconsin.

**5. Examine basic legal research tasks.**

**Assessment Strategies**

- 5.1. Presentation
- 5.2. Written Objective Test

**Criteria**

*You will know you are successful when:*

- 5.1. you pass an examination covering the sources of law and their application.
- 5.2. you report on statutory and case law research results.

**Learning Objectives**

- 5.a. Identify the sources of law in America.
- 5.b. Identify sources used to access law.
- 5.c. Distinguish between primary sources and secondary sources of law in America.
- 5.d. Perform basic research.

**6. Examine a basic understanding of the primary legal substantive areas.**

**Assessment Strategies**

- 6.1. Oral Presentation
- 6.2. Written Objective Test

**Criteria**

*You will know you are successful when:*

- 6.1. you chart the elements of the legal specialty areas in a written assessment.
- 6.2. you select the proper elements to match to a set of facts for the legal specialty areas
- 6.3. you report on the sources of law for each legal specialty area.
- 6.4. you successfully complete an examination relating to the elements of the substantive primary legal specialty areas.

**Learning Objectives**

- 6.a. Identify basic sources of law for each primary legal specialty area.
- 6.b. List the elements of each type of primary legal specialty area.
- 6.c. Articulate basic legal principles of the primary legal specialty areas.