

# PARALEGAL STUDIES (PL)

## PL-1001 Introduction to the Paralegal Profession 3 Credits

Introduction to the practical aspects of working within the paralegal field. Instruction includes the legal status of paralegals, career opportunities for paralegals, legal ethical constraints, sources of American law, an overview of the U.S. legal system, possible career settings for paralegals, and paralegal skills, including organizational skills and attention to detail. Students are encouraged to begin professional development, including membership in paralegal organizations. A significant portion emphasizes the importance of legal writing.

*Lecture: 3 hours*

*Prerequisite(s): ENG-1010 College Composition I, or concurrent enrollment; or ENG-101H Honors College Composition I, or concurrent enrollment.*

## PL-1300 Civil Procedure 3 Credits

Examine Rules of Courts which govern civil lawsuits, with emphasis on the Ohio Rules of Civil Procedure. Analyze and apply Ohio laws and rules pertaining to commencement of action, service, motion practice, discovery issues (including rules pertaining to e-Discovery). Distinguish between federal rules, Ohio rules, and county local rules. Students begin portfolio of legal documents developed throughout program of study, including the creation of an electronic case file.

*Lecture: 3 hours*

*Prerequisite(s): ENG-1010 College Composition I, or ENG-101H Honors College Composition I; and PL-1001 Introduction to Paralegal Profession or concurrent enrollment.*

## PL-1401 Legal Research and Writing I 3 Credits

Introduction to skills essential for effective identification, analysis, and research of primary and secondary sources needed to address legal issues. Learn to formulate research plans that require efficient use of basic research tools to locate primary and secondary authority; obtain practice in accessing sources in print and online through introduction to Lexis Advance; and utilize research and analytical skills in order to complete drafting projects, such as an in-house legal memorandum and an opinion letter, consistent with professional standards of style and citation. Emphasis on validating research and quickly accessing statutory and case law.

*Lecture: 2 hours. Laboratory: 3 hours*

*Prerequisite(s): ENG-1010 College Composition I; and PL-1001 Introduction to Paralegal Profession.*

## PL-1460 Workers' Compensation Law 3 Credits

[Cross-listed with BADM-1460. Credit can only be earned once for either course.] Study of Ohio Bureau of Workers' Compensation and Industrial Commission of Ohio, with emphasis on claims and procedures involving injured workers and benefits available. Preparation of injured worker forms and employer forms. Practice in calculating compensation for injuries, determining and preparing employer defenses, and determining and creating both injured worker and employer appeals.

*Lecture: 3 hours*

*Prerequisite(s): None.*

## PL-1502 Law Office Technology 3 Credits

Designed for student already conversant with basic functions of word processing, presentation software, database management, and spreadsheet design. Student will perform advanced word processing, spreadsheet and presentation operations to create and manage legal documents and files. Focus on use of computers related to paralegal functions in timekeeping, docket control, litigation support, and case management. Activities constructed to replicate law office experiences and tasks, including E-Discovery fact-finding simulations.

*Lecture: 3 hours*

*Prerequisite(s): IT-1090 Computer Applications, or departmental approval: equivalent experience or skills.*

## PL-1600 Alternative Dispute Resolution 2 Credits

Paralegal involvement within a variety of dispute resolution mechanisms including litigation, voluntary arbitration, court-annexed or mandatory arbitration, negotiation and mediation will be both instructed to the student and practiced by the student. The student will work through the preparation of an arbitration scenario and a mediation scenario, including conducting both legal and factual investigations for these cases.

*Lecture: 2 hours*

*Prerequisite(s): None.*

## PL-1700 Employment Law 3 Credits

Emphasizes the statutory and common laws that govern the employment relationship. Explores the role of federal and state administrative agencies in handling employment-related claims. Specific attention is given to the laws that create and terminate the employment relationship, documentation of employment practices, and litigation of employment-related claims, including discrimination and wrongful termination. Students will learn about the laws governing the rights of the employer and the employee regarding privacy in the workplace. Emphasis on client interviewing and form preparation as roles of the paralegal in the employment litigation process.

*Lecture: 3 hours*

*Prerequisite(s): ENG-1010 College Composition I or ENG-101H Honors College Composition I.*

## PL-1710 Immigration Law and Procedures 3 Credits

Introduction to immigration law covering the various family-based, employment-based, and status-based permissions that can be used to obtain permission to enter and/or remain in the United States. Reviews substantive immigration law, forms, and legal procedures as they relate to non-immigrants and immigrants, and provides experience in completing a variety of commonly used forms used by non-citizens to obtain permission to enter and/or remain in the United States.

*Lecture: 3 hours*

*Prerequisite(s): PL-1001 Introduction to Paralegal Profession.*

## PL-1730 Criminal Law for Paralegals 3 Credits

The role of the paralegal in the American criminal justice system for both the prosecution and the defense. Criminal law and procedure will be explored along with the legal documents relevant to criminal law practice.

*Lecture: 3 hours*

*Prerequisite(s): PL-1001 Introduction to Paralegal Profession, or concurrent enrollment; and ENG-1010 College Composition I, or concurrent enrollment; or departmental approval: permission from program manager.*

**PL-1820 Independent Study/Research in Paralegal Studies**

**1-3 Credits**

Directed individual study. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

*Lecture: 1-3 hours*

*Prerequisite(s): Departmental approval, and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.*

**PL-2301 Torts and Evidence**

**4 Credits**

Fundamental principles of tort law (personal injury, malpractice, intentional tort, and products liability) to explore paralegal responsibilities in trial setting. Students collect and prepare evidence according to Ohio and Federal rules of evidence.

*Lecture: 4 hours*

*Prerequisite(s): PL-1300 Civil Procedure, and PL-1401 Legal Research and Writing I.*

**PL-2401 Legal Research and Writing II**

**3 Credits**

Advancement of skills learned in Legal Research & Writing I with advanced research assignments using Internet and computer resources for research of state and federal cases, codes, administrative regulations, factual information and secondary authorities. Assess legal problems and locate authority and law-related resources on the Internet. Utilize legal specialty Internet resources as well as Lexis Advance and/or Westlaw®. Prepare an appellate brief, using Ohio Citation format.

*Lecture: 3 hours*

*Prerequisite(s): PL-1401 Legal Research and Writing I; or departmental approval.*

**PL-2410 Intellectual Property**

**3 Credits**

Introduction to intellectual property law and experience in completing tasks commonly carried out by intellectual property paralegals. General overview of relevant federal and state law related to copyrights, trademarks, service marks, patents, and trade secrets. Information about the nature of material protected and duration of protection are covered for each type of intellectual property. Experience in utilizing the United States Patent and Trademark Office's and U.S. Copyright Office's online databases to conduct searches of existing patent, trademark, and copyright records. Develop familiarity with defenses that can be advanced in intellectual property matters.

*Lecture: 3 hours*

*Prerequisite(s): PL-1300 Civil Procedure, and PL-1401 Legal Research & Writing I.*

**PL-2421 Wills, Trusts, and Estates**

**4 Credits**

Overview of paralegal concepts and tasks associated with pre-mortem estate planning and post-mortem estate administration. Covers forms of property ownership and documentation utilized to manage property before and after death. Discuss available assistance for older individuals and legal forms utilized to empower third parties assistance regarding management of health and financial matters. Explain post-mortem estate administration procedures including discovery of assets, appointment of fiduciaries, taxation, and property transfer. Also covers advantages/disadvantages of avoiding probate and tax impact on estate planning and administration. Complete paralegal tasks associated with full probate administration.

*Lecture: 4 hours*

*Prerequisite(s): PL-1001 Introduction to Paralegal Profession or concurrent enrollment.*

**PL-2440 Business Transactions**

**3 Credits**

Introduction to laws that structure various business relationships such as agency, contracts, bailments, sales, secured transactions and commercial paper. Utilization of appropriate forms to structure such relationships.

*Lecture: 3 hours*

*Prerequisite(s): PL-1300 Civil Procedure, and PL-1401 Legal Research and Writing I.*

**PL-2460 Business Organizations**

**3 Credits**

Introduction to various business entities including sole proprietorships, partnerships, corporations, and licensed professional associations. Drafting of partnership agreements and incorporation documents. Introduction to tax consideration and Securities and Exchange Commission ramifications.

*Lecture: 3 hours*

*Prerequisite(s): PL-1300 Civil Procedure, and PL-1401 Legal Research & Writing I.*

**PL-2510 Juvenile Law**

**2 Credits**

Designed to train students to effectively assist the juvenile law practitioner. Topics covered include abuse-neglect-dependency; juvenile delinquency; custody, support, and visitation issues; and paternity. Covers the basics of Ohio juvenile law and the process of analyzing juvenile issues; provides practical experience in completing court forms and other documents utilized by juvenile law attorneys; and surveys current and ongoing juvenile law-related issues of importance and concern.

*Lecture: 2 hours*

*Prerequisite(s): PL-1300 Civil Procedure.*

**PL-2520 Debtor/Creditor Law**

**3 Credits**

Study of basic legal principles governing rights and duties of debtors and creditors. Introduction to Law of Bankruptcy, specifically Chapters 7, 11, and 13 of United States Bankruptcy Code and applicable Ohio law. Preparation of bankruptcy petitions, related schedules and documents needed for initial filing of petitions. Debt counseling protection, compromise and collection techniques including garnishment, foreclosure and attachment of personal property explored.

*Lecture: 3 hours*

*Prerequisite(s): PL-1300 Civil Procedure, and PL-1401 Legal Research and Writing I.*

**PL-2540 Family Law**  
**3 Credits**

Basic principles and trends in family law including marriage, annulment, dissolution, divorce, child support, child custody, visitation, paternity, and adoption. Emphasis on ethical issues, drafting of appropriate documents, preparing discovery, court proceedings, computer-assisted calculation, and conducting interviews to obtain sensitive client information. The role of the paralegal in assisting the supervising attorney with practical tasks commonly associated with family law matters is explored.

*Lecture: 3 hours*

*Prerequisite(s): PL-1300 Civil Procedure.*

**PL-2560 Advanced Litigation**  
**3 Credits**

Paralegal practice in preparation for civil litigation through the creation of trial notebooks. Perform the required tasks of mock litigation scenarios including drafting pleadings, subpoenas, motions through the trial preparation process in investigations and discovery. Gather, draft, organize and summarize trial documents and prepare for courtroom demonstration of litigation process.

*Lecture: 3 hours*

*Prerequisite(s): PL-1300 Civil Procedure, and PL-2301 Torts and Evidence or concurrent enrollment.*

**PL-279H Sophomore Honors Contract**  
**1 Credit**

Sophomore Honors Contract in Paralegal Studies complements and exceeds requirements and expected outcomes for an existing Paralegal Studies 2000-level course through formulation of a contract with a faculty mentor. In conjunction with a faculty mentor, student will formulate a contract that upon completion will result in distinctive scholarship appropriate to honors 2000-level. In order to complete the contract, student is required to meet on a regularly scheduled basis with instructor offering the contract for mentor-student tutorial sessions. A maximum of six Honors Contracts (six credits) may be taken at the College (includes 179H and 279H).

*Lecture: 1 hour*

*Prerequisite(s): Must be taken concurrently with a 2000-level course in Paralegal Studies, whose instructor agrees to mentor the student in the sophomore honors contract. Departmental approval required.*

**PL-2820 Advanced Independent Study/Research in Paralegal Studies**  
**1-3 Credits**

Directed individual advanced study. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

*Lecture: 1-3 hours*

*Prerequisite(s): Departmental approval, and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.*

**PL-282H Advanced Honors Independent Study/Research in Paralegal Studies**

**1-3 Credits**

Advanced Honors-level directed individual study. Must meet criteria set forth in the Honors Course Checklist used to approve regular honors courses. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

*Lecture: 1-3 hours*

*Prerequisite(s): Departmental approval and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. and must have earned an A or B in at least 3 honors courses. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.*

**PL-2851 Paralegal Practicum**  
**1 Credit**

Provides supervised work experience in law firm or other legal setting. Student obtains actual work experience by performing paralegal duties under direct supervision of attorney and/or paralegal.

*Other Required Hours: Practicum: Approximately 10 hours per week if taken during the fall or spring semester. Approximately 15 hours a week if taken during the summer semester..*

*Prerequisite(s): Concurrent enrollment in PL-2991 Paralegal Capstone and departmental approval; completion of all program requirements and completion of all required courses or departmental approval.*

**PL-2991 Paralegal Capstone**  
**1 Credit**

Capstone course in Paralegal Studies. This course is designed to ready the student for entry into the legal community through intensive study of the paralegal profession and additional development of the student's organizational, communication and critical analysis skills using modalities such as portfolio preparation and mock interviews.

*Lecture: 1 hour*

*Prerequisite(s): Departmental approval: completion or in process of completion, or all required courses and completion of all program requirements.*