

**Vatterott College**  
**LGLA-1307 Introduction to Law and the Legal Profession**  
**Course Syllabus**

**Course Number:** LGLA-1307

**Instructor:** Clyde Leuchtag, J.D.

**Course Title:** Introduction to Law and the  
Legal Profession

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**Phase:** 1

**Phone Number:** 713-398-0855

**Extension:**

**Credit Hours:** 4-Quarter Credit Hours

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**Lecture:** 4-Quarter Credit Hours

**Lecture Clock Hours:** 48

**Lab:**

**Lab Clock Hours:**

**Prerequisite(s):** None

**CO-Requisites:** None

**Quarter Offered:**

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### ***Course Summary***

This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.

### ***Primary Course Textbook***

**Instructional Materials:**

Cheeseman, Henry R. and Thomas F. Goldman. *The Paralegal Professional Essentials*. 2<sup>nd</sup> edition. Prentice Hall. 0-13-239083-3

**Additional Resources:**

Web-based resources are available for the entire course.

**Learning Resource Center:**

All students will utilize the Learning Resource Center to expand their knowledge of the Paralegal and Law profession.

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## **Course Objectives**

Upon completion of this course students will be able to:

1. Summarize the role of the paralegal in the American legal system
2. Describe the process of becoming a paralegal professional
3. Prepare a resume for a paralegal position
4. Distinguish among various environments that may use the services of a paralegal
5. Summarize legal accounting procedures
6. Examine how the paralegal profession is regulated
7. Analyze ethical issues commonly encountered by a paralegal
8. Examine the use of technology in the law office
9. Examine the sources of American law
10. Examine federal and state court systems
11. Explain alternative dispute resolution
12. Describe factors that influence communication in an interview
13. Prepare for a client interview
14. Explain the investigation process
15. Describe elements in preparing for trial
16. Explain the trial process
17. Explain the appellate process
18. Differentiate the authority and functioning of administrative agencies
19. Outline the process of researching legal matters
20. Explore legal research methods
21. Explore styles and formats used in legal writing
22. Describe the purpose of using citations
23. Draft legal documents

## **Course Outline and Assignments**

The following modules are planned events for each course session. Instructors will attempt to follow these planned events as closely as possible:

<b>Week</b>	<b>Dates</b>	<b>Chapters / Content</b>	<b>Assessments</b>
<b>1.</b>	9-28-09	Chapter 1 The Paralegal Profession Chapter 2 Ethics, Regulation, and Professional Responsibility	*Daily Assignments *Class participation *Weekly Test
<b>2.</b>	10-5-09	Chapter 3 The Paralegal Workplace Chapter 4 Technology and the Paralegal	*Daily Assignments *Class participation *Weekly Test
<b>3.</b>	10-12-09	Chapter 5 Sources of American Law Chapter 6 The Court System and Alternate Dispute Resolution	*Daily Assignments *Class participation * Midterm Exam
<b>4.</b>	10-19-09	Chapter 7 Civil Litigation Chapter 8 Administrative Law	*Daily Assignments *Class participation *Weekly Test
<b>5.</b>	10-26-09	Chapter 9 Interviewing and Investigation Skills Chapter 10 Traditional Computer and Internet Legal Research	*Daily Assignments *Class participation *Weekly Test
<b>6.</b>	11-2-09	Chapter 11 Legal Writing and Critical Legal Thinking	*Project *Class participation *Final Exam

## Grading

Letter Code	Numerical Percentage	Description	Included in Credits/Clock Hours Earned	Included in Credits/Clock Hours Attempted	Included in CGPA	Quality Points
A	90 – 100	Outstanding	Yes	Yes	Yes	4.00
B	80 – 89	Above Average	Yes	Yes	Yes	3.00
C	70 – 79	Average	Yes	Yes	Yes	2.00
D	60 – 69	Below Average	Yes	Yes	Yes	1.00
F	0 – 59	Failing	Yes	Yes	Yes	0.00
W	N/A	Withdrawn	No	Yes	No	N/A
WF	N/A	Withdrawn/Failure	No	Yes	No	N/A
I	N/A	Incomplete	No	Yes	No	N/A
TC	N/A	Transfer	Yes	Yes	No	N/A
TO	N/A	Test-Out	Yes	Yes	No	N/A
AU	N/A	Audit	No	No	No	N/A
CPT	N/A	Credit Previous Training	Yes	Yes	No	N/A

### Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress grades of F (failure), W (withdrawn), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will not be awarded after the student has completed the second week of the term. Withdrawal after the second week of the term will result in the student receiving a grade of WF.

### Attendance Requirements

Class attendance, preparation, and participation are integral components to a student's academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student's overall course performance.

A student who is absent from all classes for two consecutive weeks (8 class days) may be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.

## Course Requirements

Students will be required to complete the following in order to obtain a final passing grade for this course:

1. Participation in class	=	10%
2. Weekly Quizzes	=	10%
3. Daily Assignments	=	25%
4. Mid-term Exam	=	25%
5. Final Exam	=	30%

Total: 100%

## ***Course Examinations***

The mid-term exam will be given during the 3<sup>rd</sup> week of the course. The final exam will be given the 6<sup>th</sup> week of the course. Both exams will only contain information that was covered in the course. Students should use notes, exercises, any handouts, and previous tests to study for the mid-term and final. Every student will be required to take these exams.

## ***Testing Policy***

Students will be given quizzes once a week. If a student is absent during a test day and does not make arrangements with the instructor, then the student will receive a zero for a grade. If a student is absent during a week and does not call in, then five points per day missed and/or per day left early will be deducted from that quiz.

## ***Make-Up Work***

Vatterott College may allow the student, at the discretion of the Director of Education, to perform independent student projects, to make up missed days (only up to 50%), or make up missed work. The guiding principle will be the academic progress of the student. If a student, by extra attendance or extra work, can make up his/her work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

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## ***General and Miscellaneous Information***

The instructor uses this syllabus as a guideline for covering the required course materials and may make changes to it at any time. The instructor will follow the syllabus as closely as possible during the course session.

Students who require special accommodations are encouraged to inform the instructor on the first day of the course session start.