

COURSE SYLLABUS

POLITICAL SCIENCE 310: LAW OFFICE MANAGEMENT

(3 semester hours)

Location – EDN 121

Tuesdays, 7:20- 10:00

Instructor: Nobie Walker, Hunt County District Attorney's Office
Office Location: 4th Floor, Hunt County Courthouse, Greenville, Texas
Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
(or by appointment)
Phone: (903) 408-4180 Office; (903) 456-4686 Cell
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Required Texts

Fundamentals of Law Office Management, Systems, Procedures, and Ethics, 5th Edition;
Pamela Everett-Nollkamper
ISBN: 13:9781133280842

Course Description

This course provides a comprehensive overview of the various internal operations of a law office as set forth in the table of contents of the required text.

Course Objectives

The objective of this course is to acquaint students with, and to provide a working knowledge of the day to day management and operations of a law office including but not limited to the areas of Interoffice Positions, Roles, and Relationships; Attorney/Paralegal Ethics; Billing/Fees; File Management; Docketing/Scheduling/Timekeeping; Client Relationships; Managing Client Funds; Law Office Systems; and Law Office Technology/Programs. Students should be able to demonstrate comprehension/understanding of these areas through class room discussion and test results. Students will also research legal issues to be presented by the Instructor then draft office briefs/memos concerning the issue. Students will become familiar with various computer programs utilized in day to day law office operations.

Grading Policy

This class will be taught using the Socratic Method as well as lecture. You may be called on at any time and are expected to be fully prepared to discuss the assigned reading material.

You are also responsible for completing the assignments listed in this syllabus. The assignments may be found within the chapters of the textbook and in handouts provided to you.

All assignments must have a cover page indicating the following: your name, class, name of the assignment, and date the assignment is due. All assignments must be stapled. A deduction of 10 points will be assessed to all assignments turned in without stapling or without a cover page.

The examinations will primarily consist of multiple choice, short essay and essay. The three (3) exams, (including the final) will be of equal value and make up 100% of the student's overall grade. Questions for the exams will be taken from classroom discussion and your text. The final exam will not be comprehensive.

Grade Distribution is as follows:

A = 90-100

B = 80-89

C = 70-79

D = 65-69

F = 64 and below

(No extra credit work will be allowed)

Attendance Policy

Attendance is required and roll will be taken at every class. If you miss more than 4 classes, the instructor reserves the right to drop you from the course. If a student leaves before the end of class, it will be considered 1 absence.

Course Schedule

Assignments: (may be amended or modified at Instructor's discretion)

August 30, 2016	Overview of Course, Hand out fact scenarios and writing assignments
September 6, 2016	Chapter 1 – The Legal Marketplace
September 13, 2016	Chapter 2 – The Legal Team
September 20, 2016	Chapter 4 - The Attorney/Client Relationship
September 27, 2016	Chapter 5 - Paralegal Ethics & Client Relationships
October 4, 2016	First Exam
October 11, 2016	Chapter 6 - Legal Fees
October 18, 2016	Chapter 7 - Timekeeping
October 25, 2016	Chapter 8 - Billing & Financial Management
November 1, 2016	Chapter 9 – Managing the Clients Funds/Trust Accounts
November 8, 2016	Second Exam
November 15, 2016	Chapter 10 – Technology in the Law Office
November 22, 2016	Chapter 12 - Docket Control Systems
November 29, 2016	Chapter 13 - File & Records Management
December 6, 2016	Chapter 14 – Law Library Management, Review for Final
December 13, 2016	Final Exam

Non-Discrimination Notice

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Disability Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University – Commerce
Gee Library
Room 132
Phone: (903)886-5150 or (903)886-5835
Fax: (903)468-8148
StudentDisabilityServices@tamuc.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Student's Guide Handbook, Policies and Procedures, Conduct) You are expected to exhibit respect for the instructor and fellow students at all times. All electronic devices (except laptops) must be turned off during class. Laptop use is limited to reading notes made for class and taking notes during class. In the event you choose to use a laptop, sound features must be disabled. Surfing the internet and playing games on your laptop during class time are strictly prohibited. Failure to adhere to these policies may result in removal from class.

Re: "Campus Carry"

Texas Senate Bill – 11 (Government Code 411.2031, et al) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Texas Penal Code Section 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of location, please refer to

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> and/or consult your event organizer. Pursuant to Texas Penal Code 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at (903) 886-5868 or 9-1-1.

What is Plagiarism?

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the Merriam-Webster Online Dictionary, to "plagiarize" means

1. to steal and pass off (the ideas or words of another) as one's own
2. to use (another's production) without crediting the source
3. to commit literary theft
4. to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

But can words and ideas really be stolen?

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.” (www.plagiarism.org)

If you plagiarize, you will receive a ZERO for the assignment in question and the instructor reserves the right to give you an F in the course. Additionally, the matter will be referred to the Office of the Dean of the College of Arts and Sciences.

The End.....