

COURSE SYLLABUS

POLITICAL SCIENCE 222: INTRODUCTION TO LAW (3 semester hours)

Online Course

Live Lecture: Tuesday/Thursday, 3:30 – 4:45 PM

Instructor: Professor April Pitts

Office Location: SS – 163

Office Hours: T 9:30 AM – 12:00 PM

R 9:30 AM – 12:00 PM

(or by appointment)

Professor Pitts is also available by email or phone M – F, during normal business hours. (If an email is sent after 5 pm on a Friday, I will respond the following Monday.)

Office Phone: 903-886-5310 (An alternate number will also be given to you during the first lecture.)

Email: April.Pitts@tamuc.edu

Required Texts

Thomas F. Goldman and Henry R. Cheeseman, *The Paralegal Professional: The Essentials*, 5th edition, Pearson Prentice Hall. ISBN: 978-0-13-413086-6

Course Description

This course provides an overview of the law and the legal system. Topics include basic legal concepts and terminology in various areas of the law; structure, jurisdictions, functions, practices, and political impact of the judicial system at the local, state, and national levels; current issues in law; and ethical obligations of the paralegal.

Course Objectives

The goal of this course is to enable the student to:

- Understand the role of the paralegal as a legal professional and related ethics;
- Identify the structure and procedures of federal and state court systems;
- Identify functions and interrelationship of judicial, executive and legislative branches of government as well as administrative agencies;
- Analyze various types of law in the context of factual scenarios.

Attendance/Participation Policy

You are expected to know how to navigate and use the D2L platform by utilizing the trainings made available to you by the University. You are expected to attend and participate in the online live lectures each week. Unless you experience technological difficulties, you are expected to use earphones and a microphone to participate in each of the live lectures.

In addition, you are required to participate in the discussion each week you have assigned readings. You must prepare for the discussion by reading ALL of the material assigned. Questions will be posted related to each topic the week readings are assigned. You must thoughtfully respond to the posted questions. Short posts unsupported by information in the readings may be given ZERO points.

Grading Policy

Lectures and Discussion: 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 during the live lectures and in the online discussions. This is a cumulative grade over the course of the semester.

Assignments: 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 I will provide to you. If the assignment is a group assignment, you will be responsible for choosing your group members. A group may consist of 2 to 3 people. Your assignments will be reviewed, graded and returned to you.

All assignments must have a cover page indicating the following: your name, class, chapter and name of the assignment (as it appears in the syllabus), and date the assignment is due. A deduction of 10 points will be assessed to all assignments turned in without a cover page. You will submit your assignments in the dropbox provided to you in the D2L platform.

Case briefs, take-home exams, homework assignments, and any other written work must be submitted before the deadline provided to you. All written work will be graded not only on content, but also on writing style, **including punctuation and grammar**. Homework, case briefs, and take-home exams *will NOT* be accepted late or by email.

Exams: The examinations will primarily consist of multiple choice, true/false, definition, and short answer questions. Any collaboration with other students with regards to the substance of the exams will result in a failing grade.

Your grade will be calculated according to the following formula:

| | |
|--------------------------|------------------|
| Attendance/Participation | 15 points |
| Assignments | 25 points |
| Test 1 | 20 points |
| Test 2 | 20 points |
| Test 3 | <u>20 points</u> |
| TOTAL | 100 points |

Grade Distribution is as follows:

A = 90-99

B = 80-89

C = 70-79

D = 65-69

F = 64 and below

(No extra credit work will be allowed unless assigned as a bonus to the entire class.)

Classroom Etiquette

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. Failure to adhere to these policies may result in removal from the online course.

Please be respectful of others' opinions even if you do not agree with them. I look forward to reading a variety of thoughts and opinions and I want you to express yourselves, but please be respectful! Remember all caps means you are yelling.

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

Nondiscrimination Statement

Texas A&M University - 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.

Campus Carry Statement

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 Penal Code (PC) 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 locations, please refer to

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> (and/or consult your event organizer). Pursuant to PC 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 call 9-1-1.

COVID-19 Statement

A&M-Commerce recommends the use of face-coverings in all instructional and research classrooms/laboratories.

Counseling Statement

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel.

Plagiarism Statement

"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. I also reserve the right to give you an F in the course. The matter will be referred to the Office of the Dean of the College of Humanities, Social Sciences, and Arts and/or the Provost.

As Instructor, I reserve the right to amend, modify, or alter this syllabus as the situation may require.

Tentative Course Reading Assignments

Week 1

Live lectures on August 31st and September 2nd @ 3:30 PM
Course Overview
Chapter 1: The Paralegal Profession

Week 2

Live lectures on September 7th and 9th @ 3:30 PM
Chapter 2: Ethics and Professional Responsibility

Week 3

Live lectures on September 14th and 16th @ 3:30 PM
Chapter 2: Continued

Week 4

Live lectures on September 21st and 23rd @ 3:30 PM
Chapter 3: The Paralegal Workplace

Week 5

Live lectures on September 28th and 30th @ 3:30 PM
Chapter 4: Technology and the Paralegal
Test 1

Week 6

Live lectures on October 5th and 7th @ 3:30 PM
Chapter 5: American Legal Heritage and Constitutional Law

Week 7

Live lectures on October 12th and 14th @ 3:30 PM
Chapter 5: Continued

Week 8

Live lectures on October 19th and 21st @ 3:30 PM
Chapter 6: The Court System and Alternative Dispute Resolution

Week 9

Live lectures on October 26th and 28th @ 3:30 PM
Chapter 6: Continued

Week 10

Live lecture on November 2nd @ 3:30 PM
Chapter 6: Continued & **Test 2**

Week 11

Live lectures on November 9th and 11th @ 3:30 PM
Chapter 7: Civil Litigation

Week 12

Live lectures on November 16th and 18th @ 3:30 PM
Chapter 7: Continued

Week 13

Live lecture on November 23rd @ 3:30 PM
Chapter 7: Continued

Fall 2021

Week 14

Live lectures on November 30th and December 2nd @ 3:30 PM
Chapter 8: Criminal Law and Procedure

Week 15

Live lectures on December 7th and 9th @ 3:30 PM
Chapter 8: Continued

Week 16

Test 3