

Date approved or revised January , 2018

**Angelina College
Technology and Workforce Division
CIVIL LITIGATION LGLA 1345
Instructional Syllabus**

I. BASIC COURSE INFORMATION

- A. Course Description: *(as stated in the bulletin, including necessary pre-requisite courses, credit hours)*
This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial and post-trial phases of litigation. The student will define and properly use terminology related to civil litigation; locate, describe and analyze sources of law relating to the civil litigation process; describe the role and ethical obligations of the paralegal in civil litigation; and draft documents commonly used in civil litigation. Three lecture hours per week. Prerequisite: LGLA 1307 - Introduction to Law and the Legal Profession.
- B. Intended Audience:
Freshman or Sophmores
- C. Instructor:
Name: Dawn Armstrong
Office Location: TW-150
Office Hours: As posted or by prior appointment
Phone: C: 936-676-2899
E-mail Address: darmstrong@angelina.edu

II. INTENDED STUDENT OUTCOMES:

A. Core Competencies – (Basic Intellectual Competencies)

- 1. Reading:** Reading at the college level means the ability to analyze and interpret a variety of printed materials – books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.
- 2. Writing:** Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a *sine qua non* in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.
- 3. Speaking:** Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.
- 4. Listening:** Listening at the college level means the ability to analyze and interpret various forms of spoken communication.
- 5. Critical Thinking:** Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.
- 6. Computer Literacy:** Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available. (*The Texas Higher Education Coordinating Board. ("Report of Subcommittee on Core Curriculum", March 1, 1989).*)

- B. Exemplary Objectives –** (*Found in the Texas Higher Education Coordinating Board Document. Titled: CORE CURRICULUM: ASSUMPTIONS AND DEFINING CHARACTERISTICS Dated: April 1998*)
N/A

C. Course Objectives for all sections –

1. Define and properly use terminology related to the court system, litigation and preparation for litigation.
2. Locate, describe and analyze sources of law related to rules of civil procedure.
3. Describe the role and ethical obligations of the paralegal in a litigation practice.
4. Draft a summary of a deposition preparatory to litigation.
5. Draft a civil pleading, such as a petition

D. Course Objectives as determined by the instructor –

Same as above

III. ASSESSMENT MEASURES OF STUDENT LEARNING OUTCOMES:

A. Assessments for the Core Intellectual Competencies –

1. Reading – Reading will be measured by the student's demonstration of understanding and interpreting assigned reading material and written instructions.
2. Writing – Writing will be measured by the student's completion of writing assignments in clear, correct, and coherent prose.
3. Speaking – Not emphasized.
4. Listening – Listening will be measured by the student's appropriately interpreting spoken communication, developing appropriate responses to spoken communication.
5. Critical Thinking – Critical Thinking will be measured by the student demonstrating an ability to analyze case scenarios and applying case law or statutes to a fact situation through class assignments.
6. Computer Literacy – Computer literacy will be measured by the student's successful completion of assignments using Pro Doc

B. Assessments for the Exemplary Objectives–

Not applicable for courses in the Technology & Workforce Division

C. Assessments for Course Objectives for all sections –

1. Define and properly use terminology related to the court system, litigation and preparation for litigation through embedded questions in examinations and class assignments.
2. Locate, describe and analyze sources of law related to rules of civil procedure through embedded questions in examinations and class assignments..
3. Describe the role and ethical obligations of the paralegal in a litigation practice through embedded questions in examinations and class assignments.
4. Draft a summary of a deposition preparatory to litigation through a class assignment.
5. Draft a civil pleading through a class assignment

D. Assessments for the Course Objectives as determined by the instructor –

Same as above

IV. INSTRUCTIONAL PROCEDURES:

A. Methodologies common to all sections

- B.** Lecture and class discussion.

B. Methodologies determined by the instructor

1. Lecture: 70 %
2. Document Preparation 25%
3. Class Discussion 5%

V. COURSE REQUIREMENTS AND POLICIES:

A. Required Textbooks, Materials, and Equipment –

Textbook and Required Materials: Civil Litigation, Sixth Edition, or newer, Peggy Kerley, Joanne Banker Hames, J.D. and Paul A. Sukys, J.D. , Thomson Delmar Learning, 2009;

B. Other Materials

1. Selected materials provided by instructor from Texas Rules of Court or Civil Practice and Remedies Code.
2. Computers in Classroom
3. Jump or flash drive

- B. Assignments –** *(Appropriate due dates, schedules, deadlines)*
1. Midterm, SEE CALENDAR FOR DATE, 25% of final grade
 2. Final Exam SEE CALENDAR FOR DATE, 25% of final grade
 3. Draft a civil petition, 20% of final grade
 4. Draft a summary of a deposition, 20% of final grade
 5. Attendance and class participation, 10% of final grade

C. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)

Academic Assistance – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see Karen Bowser, Room 208 of the Student Center. At a post-secondary institution, you must self-identify as a person with a disability; Ms. Bowser will assist you with the necessary information to do so.

Attendance –

Students are required to attend all lectures and laboratory classes regularly and punctually. Responsibility for work missed because of illness or extracurricular activity is placed on the student. Excessive absences are defined as three or more consecutive absences or four or more cumulative absences from regularly scheduled class periods.

Additional Policies Established by the Individual Instructor – No late assignments will be accepted. Make up tests are given only as permitted by the instructor.

VI. COURSE CONTENT:

A. Required Content/ Topics – *(common to all sections)*

Identification and analysis of the relevant elements of a case; formulate the anticipated progression and development of a civil lawsuit; demonstrate initiative in gathering factual information and drafting appropriate documents; and demonstrate grasp of the fundamentals of organization of available staff and resources toward efficient conclusion of trial of a civil case.

B. Additional Content *(as required by the individual Instructor)*

- A. Unit One - Introduction to Civil Litigation
Overview of the Litigation Process; Role of the Paralegal; Court Organization and Jurisdiction, including federal and state systems; jurisdiction and venue
- B. Unit Two - Initiating Litigation
Premiminary considerations and procedures; Investigation and Evidence; Pleadings; Responses to the Complaint; and Motion Practice
- C. Unit Three - Discovery
Overview of the Discovery Process; Depositions, Interrogatories, Physical and Mental Examinations, Request for documents, Request for Admission
- D. Pretrial, Trial, and Post trial
Settlements, dismissals, and alternative dispute resolution; trial techniques, and post trial practice

VII. EVALUATION AND GRADING:

A. Grading Criteria *(percents, extra credit, etc.)*

Extra credit at discretion of instructor

B. Determination of Grade *(assignment of letter grades)*

1. A - 90 or above
2. B - 80-89
3. C - 70-79
4. D - 60-69
5. F - 59 or lower

VIII. SYLLABUS MODIFICATION:

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.