

INTRODUCTION TO PARALEGAL STUDIES: SYLLABUS

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Office Hours: My office hours are posted each semester on my office door.

Course Books:

Introduction to Law & the Legal System, Ed. by Grilliot & Schubert (current edition)

Study Guide: Introduction to Law & the Legal System, by Grilliot & Schubert (optional)

NOTE: *If you are enrolled in the certificate program, a condition of graduation is that you have your undergraduate transcripts on file with the college.*

GRADING:

Class Participation:	10%
Quizzes (4)	15%
Document Preparation (2 papers)	20%
Midterm Examination:	25%
Final Examination:	30%

There is no extra credit.

TESTS:

If a student is unable to attend the midterm or final, the student must give me notice prior to the exam or the student may not be permitted to take the exam.

All exams are “*open book*.” The midterm and final are both scored on a “100 point scale.” The format for the midterm and final exam is, generally, as follows: True/False (50 points) and Multiple Choice (40 to 50 points). Sometimes there are fill-in and short answer questions that make up any points not covered by the multiple choice questions. Typically, the final exam does not have any short answer questions. Quizzes are generally ten questions long and are of the same format of the midterm and final. There are generally four (4) quizzes. .

If a quiz is missed, no make-up will be allowed. Lowest quiz grade is dropped.
Students are required to bring a #2 pencil to all quizzes and exams

REVIEW THE SAMPLE EXAM KEPT AT THE CIRCULATION DESK IN THE LIBRARY or FIND IT ON THE PROGRAM’S WEBSITE.

CLASS PARTICIPATION:

Class participation is composed of the following elements:

- Attendance (which includes being in class when the lecture begins and staying until the end of class);
- Attentiveness in class;
- Participating in class discussion;
- Exhibiting tolerance (not necessarily acceptance) to opposing point of view in class;
- Seeking help from me either in class, after class, during an office hour or a call to my law office if you are confused about any of the material; and
- Completion of homework assignments

DOCUMENT PREPARATION:

All writing assignments must:

1. contain a cover page indicating the student's name, course name and course section number;
2. not to be written in "bullets" but rather in full sentences, and
3. be type written and stapled.

Any papers not containing both of the above will *not* be accepted. ***Students must keep an extra copy of all assignments. Typos, grammar, and spelling errors will reduce your grade.***

The details of written assignments are reviewed when they are assigned. If a student is not in attendance on the day the assignment is reviewed, it is the student's responsibility to obtain the proper assignment from me. Some written assignments are assigned in class; others appear in this syllabus.

If a form or document requires a signature and/or notary stamp, then the paper must contain both the signature and notary and failure to do so will lead to, at most, a "D" grade on the paper.

Failure to put your name on a document handed in will result in the loss of 1/2 a letter grade.

Late papers are marked down one-half of a grade. Late papers handed in the last week of instruction are marked down ONE LETTER GRADE. Papers handed in during finals week are marked down ONE & ONE-HALF LETTER GRADES.

ANY PLAGIARIZED PAPERS WILL LEAD TO AN AUTOMATIC "F" GRADE. UPON THE FIRST OCCURRENCE OF ANY SUCH PAPER, THE STUDENT SHALL HAVE THE OPTION TO RE-WRITE THE PAPER AND OBTAIN AN AVERAGE OF THE TWO SCORES. IF A STUDENT PLAGIARIZING A SECOND PAPER, THE STUDENT WILL BE SENT TO THE DEAN OF STUDENT AFFAIRS FOR THE APPROPRIATE DISPENSARY ACTION.

THE RULE IS SIMPLE: IF YOU TAKE WRITTEN MATERIAL FROM ANY SOURCE OR OBTAIN IDEAS FROM ANY SOURCE, THEN FOOTNOTE YOUR SOURCE AND INDICATE--WITH QUOTATION MARKS--THE WRITTEN MATERIAL TAKEN WORD-FOR-WORD BY THE SOURCE.

UNLESS I INDICATE OTHERWISE, YOU ARE NOT ALLOWED TO DO "GROUP-WORK" WITH ANOTHER STUDENT OR STUDENTS. This does not mean you cannot discuss work with other students; but, it does mean that you are prohibited from sitting together and writing out answers and assignments.

PAPER/EXAM RETENTION POLICY:

Any papers handed in or scantrons not collected by the students by the end of the following academic semester will be thrown out.

COURSE ASSIGNMENTS:

By the end of the second week of classes, e-mail me, in the following order, your name, phone number, and e-mail address. My e-mail address is russell.ippolito@sunywcc.edu. This allows me to keep in touch with you and keep you posted with curriculum updates and job opportunities.

If you ever get knocked off my distribution list in the future, go out to the Paralegal Program's website (www.sunywcc.edu/paralegal), click on "information form" under the heading "Student Information." When you finish the form, press submit.

INTRODUCTION:

1. The Role of a Paralegal: an Overview & Ethics
2. Go to the National Federation of Paralegal Associations' (NFPA) website. You can find the link for this under "Paralegal Associations" on our website (www.sunywcc.edu/paralegal). Explore the NFPA site. Select the link for "Positions and Issues." Then select the link for "Model Code of Ethics." Read the code. You are to prepare *at least a three-page* summary of §1 (points 1.1-1.8). Do **not** write in bullets and do not summarize §2. I want standard essay format.

3. Visit the Following Websites:

Paralegal Studies at WCC: www.sunywcc.edu/paralegal (You should download the Sample Exam from this site.)

National Federation of Paralegal Associations (NFPA): <http://www.paralegals.org>

The National Association of Legal Assistants: <http://www.nala.org/index.htm>

American Association for Paralegal Education: AAFPE <http://www.aafpe.org/>

Lexis/Nexus Paralegal Home Page: <http://www.lexisnexis.com/paralegal/default.shtml>

CHAPTER #1

A. OPENING CASES

4. What is the Law, p.1-18
5. Download and read *E.I. DuPont v. Christopher*, on ERes. Go to the Library website. Click on the link for "Students." Click on "ERes." Follow the sign in instructions and sign in. Then click "Click her for access." Change "course number" to "Instructor." Type in "ippolito" to the right and then click search. You will then see "PRLGL 101." Click that and click "accept" and that will put you on the page. Download the case.

(This is your first major reading of a case. Read it several times. Don't worry if you are confused: you will be in the company of most—no really, *most*—of your classmates. Your challenge here is to understand the case and learn how to brief it. What are the facts in the case? Who are the parties to the action? What does each party want? Why was the law suit started? What was the outcome at the trial court level? Where there any

motions made? Who made the motion? How did the judge rule? Did anyone take and appeal? Was the judge affirmed or reversed on appeal?)

6. *American-Arab Anti-Discrimination Committee v. City of Dearborn*, p.20.
7. Download and read *New Jersey v. T.L.O.* It is in PDF format on our website: www.sunywcc.edu/paralegal. Select the link "Forms & Samples." You will also find on the site a "Sample Brief" for the T.L.O. case. This will be the format I want you to follow for your briefs.
8. Download and read *Cruzan v. Director, Missouri Dept. of Health*, on Eres [see instructions in #5 above]. Try to zero in on the constitutional arguments in this case. Is there a right to die? If so, where does it come from? Is there a right to substitute judgment? Was the State's evidentiary standard proper?
9. In *Washington v. Glucksberg* (p.32), what was the substantive due process issue? Did the court find that petitioners had a protected liberty interest?

B. DUE PROCESS

10. Read the 5th and 14th Amendments to the U.S. Constitution in the back of your book, p.668 and 671.
11. Due process: Substantive vs. Procedural due process p.30 & 43.
12. *Connecticut Dept. of Public Safety v. John Doe* p.44
13. *Chicago v. Morales* (Find the case on college.hmco.com/pic/schubert9e, then click "Student Website," click "General Resources" on the top left. Then click on "additional cases." Select chapter #1. The case is there.)

C. CRIMINAL LAW V. CIVIL LAW

14. Carefully review chart on p.58
15. *Katko v. Briney*, p.47 (Was the use of force here justified? What did "jury instructions" #5, 6, and 7 on p.50 say? Did the Supreme Court of Iowa look at precedent from other states and/or other sources to make its determination?)

D. TORT LAW V. CONTRACT LAW

16. Generally p.53-4.
17. *Suggs v. Norris*, p.55 (What was the problem with "consideration" in this case? What was the old rule? What is the new rule?)

Writing Assignment: Prepare a brief, no less than two pages nor more than three pages on one of the cases we covered in class, except *TLO*. Do **not** write in bullets. I want full sentences.

18. Chapter #2: Ethics & the Law
19. Chapter #3: Institutional Sources of American Law
20. Chapter #4: The Judicial System
 - A. When you get to p.165, download *David Mink v. AAAA Development LLC*. (Find the case on college.hmco.com/pic/schubert9e, then click "Student Website," click "General Resources" on the top left. Then click on "additional cases." Select chapter #4. The case is there.)

21. Chapter #8: Criminal Law and Procedure
 - A. Read *Lovings*, read *Naim v. Naim* and *Hernandez v. Robles* (hand-out).
22. Chapter #10: Contracts
23. Chapter #11: The Law of Torts
24. Chapter #12: Property

Chapters which you are responsible for but which are not reviewed in class:

25. Chapter #6: Limitations on Seeking Relief
26. Chapter #9: Family Law

For daytime course offering, the final exam schedules can be found on www.sunywcc.edu: at the top of the page, go to the pull down menu of “Courses & Schedules.” Then click on “Final Exam Schedules.”

MOST IMPORTANT, PLEASE BE ASSURED THAT I WANT STUDENTS TO LEARN AND RECEIVE A GOOD GRADE. GOOD GRADES ARE EARNED, NOT GIVEN. SO PLEASE MAKE AN APPOINTMENT WITH ME SHOULD YOU HAVE DIFFICULTY WITH YOUR WORK IN THE COURSE.