

## CASPER COLLEGE COURSE SYLLABUS

**Course Number and Title:** LEGL 1610 Paralegalism I (41895)

**Semester:** Fall 2015

**Lecture Hours:** 3

**Lab Hours:** 0

**Credit Hours:** 3

**Class Time:** 11:00 a.m. – 12:15 p.m.

**Day:** MW    **Bldg./Room:** LH 172

**Instructor's Name:** Mary Kubichek

**Instructor's Office Number:** LH 175

**Phone:** 268-2618

(Home) 577-0720

(Fax) 268-3024

\*Please call at home between 7:00 p.m. – 9:00 p.m.

And on weekends between 10:00 a.m. – 7:00 p.m.

Please leave a message.

**Academic Assistant:** Crystal Sosalla – 268-2368

**Office Hours:** MTWTH 9-11 a.m. and other hours by appointment

**E-Mail:** [kubichek@caspercollege.edu](mailto:kubichek@caspercollege.edu)

**Course Description:** This course will introduce paralegal students to the skills necessary to perform paralegal tasks such as briefing cases and interviewing clients, and will introduce students to substantive legal concepts, ethics, and to careers in the paralegal profession.

**Statement of Prerequisites:** There are not any prerequisites for this class. Students are encouraged to take LEGL 1700, Legal Analysis, concurrently with Paralegalism I.

**Goals:** Paralegalism I introduces the paralegal student to the basic skills necessary to work as a paralegal. By the end of the semester, the student should be able to brief a case, explain the court systems, conduct an intake interview, draft an intake interview memo, explain the ethical standards of the profession and be able to explain the skills necessary to succeed in a paralegal career.

**Computer Competencies Requirement:** Students must complete 3 hours of the current Word program. If students take it through the Flexlab, they must take the first modual during their first semester. Students may also take all three (3) hours online.

**Outcomes:** Students will be able to demonstrate requirements of the paralegal profession, knowledge of the court and legal system and Latin vocabulary through tests and assignments. Students will also demonstrate their ability to brief a case, conduct an intake interview and draft an intake memo through their work products. Students will be given rubrics and samples for all assignments. Students should obtain an 80% average for assignments.

### **General Education Outcomes:**

1. Demonstrate effective oral and written communication.

Students will:

- Interview graduates in a social setting, a lunch and turn in 10 items that the student learned about the graduate and the profession.
  - Interview a graduate with prepared questions regarding the graduate, education and job history. Students will turn in a written profile of the graduate to the class and summarize the interview in an oral presentation. Each student must interview a different graduate.
  - Read an article regarding a paralegal or a paralegal issue and present an informative speech on the article. Students choose from given articles and are given a rubric and a video sample.
  - Present an oral brief on assigned cases. The cases are to show legal development in many substantive legal areas.
  - Students interview a client in a mock interview and then draft an intake interview to an attorney according to a rubric.
3. Solve problems using critical thinking and creativity.
- Students will interview clients in Casper College Legal Services and draft work product under the supervision of an attorney.
4. Demonstrate knowledge of diverse cultures and historical perspectives.
- Students are assigned cases to brief and present orally on constitutional, statutory issues, etc.
6. Use appropriate technology and information to conduct research.
- Students will use free sites such as Findlaw to locate case and statutes.
  - Students will complete assigned computer exercises.
7. Describe the value of personal, civic and social responsibilities.
- Students will interview clients in Casper College Legal Services and draft work product under the supervision of an attorney.
  - Students will visit and write graded reports on visits to four (4) courthouses. The reports will include juror duties, civic responsibilities and other details.
  - Students will attend presentations by lawyers, paralegals, judges, social workers, law enforcement personnel and write graded reports on how these careers impact their personal, civic, social and personal responsibilities.

**Methodology:** Students will meet these outcomes by briefing cases, taking field trips to courthouses, conducting an intake interview, drafting an intake memorandum, reading, outlining and reporting on articles from Paralegal publications, and attending presentations by practicing paralegals. Students will take objective tests and Latin vocabulary quizzes.

**Reading Assignments:** All assignments on the syllabus are required reading.

**Required Texts:** West's Paralegal Today: The Essentials, Sixth Edition by Miller & Urisko, Ethics, Top Ten Rules for Paralegals, Second Edition by Deborah K. Orlik, Modified Goldman Text – Online Classroom, and a Law Dictionary. Do not sell back your books, you will use them throughout the program. Do not rent paralegal books because they time out.

Note: There may be repetition assignments from Orlick and Goldman. This is because not every student takes these courses in the same order. If you save your work you may hand it in a second time.

**Suggested Resource:** Pocket Guide to Legal Writing by William H. Putman

**Preparation:** You should come to class prepared to discuss the assigned reading material. Everyone in class will have a better experience if you come to class ready to participate in the class discussion. You may not makeup participation points.

**In class:** While you are in class, this means from the top of the hour until the break or the end of class, online and similar activities such as texting, Facebook interactions, YouTube viewing, etc. are strictly forbidden. Accessing the internet for any purpose other than one assigned by the instructor will result in a request that you leave the classroom.

**Technology:** During class, you are not to use laptops to play games, surf the web, email, text or other uses unrelated to class. In addition, please remember that if you use your laptop inappropriately, it may serve as a distraction to everyone around you. You are not to make or take calls unless there is an emergency. Inform the instructor if you have an emergency. Tell your family, friends and employers they are not to call you during class. You will be asked to leave class for disturbing your classmates.

**Social Network Policy:** You may not use any social network, facebook, twitter, email, etc. to disparage the college, the program, the instructors, your classmates, other legal professionals, etc. Violating this policy will result in a negative job recommendation and other penalties such as failing the class and being dismissed from the program. The program will randomly check whether your email address, your ringtone, your voicemail and facebook page etc. to determine if they are professional. Take off everything that you don't want an employer to hear or see. This policy applies whether you use campus or personal devices.

**Taping Policy:** You may not videotape the class. If you need to audio tape the class you must receive permission **from the instructor and the class**. You may only use the tape for your personal studying. You may not share it with anyone or online. If you violate this policy you will be removed from class and may face campus discipline.

### **Class Policies:**

- **Plagiarism will be punished with an “F” for the assignment. You are not to “borrow or lend” or give any writing assignment from another student or FORMER student or any other source. Other unethical conduct will receive appropriate equitable penalties. Keys must not be shared. Students receive samples of assignments.**
- **You may not team write an individual assignment.**
- **You must NOT visit with other students while the instructor, another student or a guest speaker is talking.**
- **You may not make inappropriate nonverbal comments.**
- **You must NOT pack up before the class is dismissed.**
- **Tests and quizzes with excused absences may only be made up at the time the instructor approves.**
- **Absences will be excused with prior approval. You must leave a message before class. You may call me at home, at work or you may call our Academic Assistant. You may also email.**
- **Do not schedule personal discretionary appointments during class time.**
- **Unless these policies are followed, you will not be able to make up missed work.**
- **You are responsible for missed work.**
- **My office hours are posted on my door and inside and outside of LH 172. You are encouraged to come in, ask questions, seek clarification of assignments or other issues. For your convenience, I encourage you to make an appointment so you will have my undivided attention.**
- **Your performance in the program will be enhanced if your materials are organized. Three ring notebooks, dividers, assorted tabs, highlighters and multicolored pens will assist you.**
- **All work, unless exempted, must be computer generated. All assignments must be saved on a flash drive.**
- **All work must be in 12 or 14 font in Times New Roman or Calibri.**
- **Learning is a cooperative activity. Civility, respect, tolerance and kindness to your classmates, instructor, guest speakers and staff is required in this class, this program and life. YOU CANNOT VENT ON SOCIAL MEDIA ABOUT THIS PROGRAM.**
- **If you come in late, please do so quietly and sit in the back.**
- **Finding a parking spot is difficult so arrive early.**
- **If you must leave class early, please sit in the back and notify the instructor of the reason.**
- **This program is conducted as a job. You must treat it as such.**
- **You must sign a FERPA release in order to receive a job recommendation.**

- **If you change from credit to audit status, you must have the written approval of the instructor.**
- **Extra credit will never be substituted for an assignment.**
- **Midterm grades do not predict your final grade.**
- **You must be prepared to work in class. This is not a lecture only program.**
- **Assignments will be modified in class, especially internet assignments.**
- **Any excused work, tests, etc. must be made up by November 19<sup>th</sup> at 11:00 a.m.**

**Internet Use:** You may not turn in an internet version for an oral or written brief or any assignment. If you do go online, you must attach a copy of everything you looked at. I have copies of what is available online.

**Last Date to Change to Audit Status or Withdraw with a W Grade:** November 12, 2015.

**Students Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student. These are in the Day Timer provided by the College.

**Chain of Command:** If you have any problems with this class, you must first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command, starting with the Department Head, Program Director, the Dean and lastly the Vice President of Academic Affairs.

**First Drafts:** I will only grade first drafts with your participation. You must set up a meeting with me and bring your first draft.

**Academic Dishonesty – Cheating and Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 334, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Official Means of Communication:** Casper College faculty and staff will use the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**Employment Opportunities:** Your employment potential will be enhanced by networking, working or interning. Graduating from the program does not guarantee you a job. If you have a criminal conviction or have engaged in inappropriate social networking you may have a difficult time getting a traditional job.

**Professional Memberships:** You are encouraged to become a student member of LAW. You will receive applications in class. You should be a member by your second semester in the program. The first year costs is \$30.00, the following years as a student are \$25.00. If you need financial help, see me.

**Service Requirement:** You must provide paralegal services to Casper College Legal Services' clients and participate in service learning in a mock trial in your Litigation Support class. In Casper College Legal Services, when assisting your first clients, you will shadow an experienced paralegal.

**Laptop:** If you have a laptop, bring it to classes when required. The classroom is not wireless. The library has laptops that can be checked out. You may bring your laptop to class for school use only.

**Flash-drive:** You must have your flash-drive with you in each class. You may want a second one for back up. Always put your name on them.

**Test:** You may not use the internet for in-class open book tests.

To be an effective paralegal and a successful paralegal student:

- You **MUST** be precise.
- You **MUST** proof your work many times.
- You **MUST** rewrite.
- You **MUST** pay attention to detail.
- You **MUST** maintain client confidentiality.
- You **MUST NOT** give legal advice.

Letter grades will be based on the following percentages of total possible points:

- A=90%-100%
- B=80%-89%
- C=70%-79%
- D=60%-69%
- F=59% and below

**EVALUATION CRITERIA**

**Paralegalism I**

(These assignments are subject to change according to the instructor’s notice. You will be given rubrics or samples for assignments.)

\*Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

<b>Assignments</b>	<b>Maximum Points</b>	<b>Your Points</b>
Miller & Urisko		
Worksheets: Skill Prep - 20 Points	_____	_____
Chapter 1 – Careers	_____	_____
Chapter 2 – Inner Workings	_____	_____
Chapter 3 - Ethics	_____	_____
Chapter 4 – Sources of American Law	_____	_____
Chapter 5 – The Court System	_____	_____
Chapter 9 – Civil Litigation	_____	_____
Chapter 10 – Conducting Interviews	_____	_____
Chapter 11 – Trial Procedures	_____	_____
nala.org Worksheet	_____	_____
Assignment on Panels of Paralegals – 3 paragraphs	_____	_____
L.A.W. Worksheet	_____	_____
Points for L.A.W. Lunch	_____	_____
Oral Report on Paralegal Article	_____	_____
Four Courts Chart	_____	_____
Constitutional Scavenger Hunt	_____	_____
Supreme Court on the Internet	_____	_____
Oyez	_____	_____
Twitter Assignment	_____	_____
Blog Assignment	_____	_____
Assignment Page 13 – Textbook	_____	_____
Legal Document Assignment	_____	_____
10 Points from Appendices A, B, & F	_____	_____

Findlaw – Wyoming Supreme Court Case	_____	_____
Findlaw – Wyoming Statute	_____	_____
Test #1	_____	_____
Latin Vocabulary		
Quiz #1	_____	_____
Quiz #2	_____	_____
Quiz #3	_____	_____
Quiz #4	_____	_____
Quiz #5	_____	_____
Quiz #6	_____	_____
Group Brief Practice	_____	_____
Oral Briefs	_____	_____
Bramble Bush Worksheet	_____	_____
Brief Quiz	_____	_____
Interviewing Activity	_____	_____
Civil Interviewing & Investigating Chapters –		
10 Points from Ch. 1, 2, 3 & 4	_____	_____
Intake Interview Memo	_____	_____
<u>Paralegal Today</u> Outline (formerly		
<u>Legal Assistants Today</u> )	_____	_____
Orlick Book Concepts		
Chapter 1	_____	_____
Chapter 2	_____	_____
Chapter 4	_____	_____
Chapter 5	_____	_____
Chapter 7	_____	_____
Chapter 10	_____	_____
Participation Points	_____	_____
Oral Report: Interviewing a Paralegal	_____	_____
One – L Assignment	_____	_____
Casper College Legal Services	_____	_____
Goldman Exercises	_____	_____
Survival Chapters – 10 points each		
Chapter 1	_____	_____
Chapter 12	_____	_____
Chapter 3	_____	_____
Chapter 4	_____	_____



DATE	CONTENT	CLASS ACTIVITY	ASSIGNMENT	WHAT IS DUE
Monday August 24 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Introduction to the program</li> <li>• “You’ll be Fine”</li> <li>• “Don’t be Stupid”</li> <li>• Introduction to the Profession</li> <li>• Philadelphia ending</li> </ul>	<ul style="list-style-type: none"> <li>• Definition of a Paralegal – See pages 3, 4, 5 in <u>Paralegal Today</u> text.</li> <li>• Explanation of C.C. Paralegal Program</li> <li>• ABA Approval</li> <li>• Syllabus</li> <li>• AAFPE Competencies</li> <li>• Generic Handouts</li> <li>• Latin Quiz Explanation</li> </ul>	<ul style="list-style-type: none"> <li>• Confidential Sheets</li> <li>• Information Sheets</li> <li>• Ch. 1, 2, 4, 5, 7, 10 Orlick (10 pts. each chapter)</li> <li>• Ch. 1, 12, 3 &amp; 4 Survival Chapters (10 points each)</li> </ul>	
Wednesday August 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Survival</li> </ul>	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Portfolios</li> <li>• Survival</li> <li>• HDs &amp; Speaker</li> </ul>	<ul style="list-style-type: none"> <li>• Skill Prep Assignment</li> <li>• M&amp;U Chapters 1, 2 Worksheets and Skill Prep Chapter (20 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Confidential Sheets</li> <li>• Information Sheets</li> </ul>
Monday August 31 <sup>st</sup>	<ul style="list-style-type: none"> <li>• LAW</li> <li>• Social Networking</li> </ul>	<ul style="list-style-type: none"> <li>• Amanda Nelson</li> <li>• LAW/NALA</li> <li>• Social Network Policy</li> <li>• CCLS</li> <li>• Plagerism (See text)</li> </ul>	<ul style="list-style-type: none"> <li>• LAW Worksheet</li> <li>• Nala.org Assignment</li> <li>• Syllabus Test</li> </ul>	
Wednesday Sept. 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Paralegal Careers</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Report Demonstration – See make a presentation in Skill Prep in text book.</li> <li>• Oral Report on Paralegal Careers</li> <li>• Explanation of Paralegal Interview of Graduates</li> </ul>	<ul style="list-style-type: none"> <li>• Panel Paragraph Assignment</li> <li>• Pick a Career Article</li> <li>• One-L Assignment</li> </ul>	
Monday Sept. 7 <sup>th</sup>	<b>No School – Labor Day</b>			

<b>DATE</b>	<b>CONTENT</b>	<b>CLASS ACTIVITY</b>	<b>ASSIGNMENT</b>	<b>WHAT IS DUE</b>
Wednesday Sept. 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Paralegal Careers</li> <li>• Paralegal Economics</li> </ul>	<ul style="list-style-type: none"> <li>• Grade M&amp;U Worksheets and Skill Prep Unit points</li> </ul>	<ul style="list-style-type: none"> <li>• Chapters 4, 5, 9 &amp; 11 M&amp;U Worksheets</li> <li>• 10 pts. from L.A.W. Lunch</li> <li>• <u>Paralegal Today</u> – Outline</li> <li>• Constitutional Scavenger Hunt</li> <li>• Appendix I – Constitution</li> <li>• Read Appendices A, B, &amp; F, – 10 points from each</li> </ul>	<ul style="list-style-type: none"> <li>• M&amp;U Chapters 1 &amp; 2, Worksheets</li> <li>• Orlick Chapters 1, 2, 3, 4, 7 &amp; 10 (10 pts. each chapter).</li> <li>• Skill Prep Unit Points</li> </ul>
Monday Sept. 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>• L.A.W. Lunch</li> </ul>	<ul style="list-style-type: none"> <li>• L.A.W. Lunch 11:30 – 1:30</li> </ul>	<ul style="list-style-type: none"> <li>• Meet a L.A.W. Member and take notes</li> </ul>	
Wednesday Sept. 16 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Paralegals in Private Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Panels on Paralegals in Private Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Notes on Panels</li> </ul>	<ul style="list-style-type: none"> <li>• 10 Points from Survival Chapters 1, 12, 3, &amp; 4</li> </ul>
Monday Sept. 21 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Paralegals in non-traditional jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Panels of Graduates in non-traditional jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Notes on Panels</li> </ul>	<ul style="list-style-type: none"> <li>• 10 Points from L.A.W. lunch</li> <li>• Nala.org Assignment</li> <li>• L.A.W. Worksheet</li> </ul>
Wednesday Sept. 23 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Paralegals in Government</li> <li>• Law School?</li> </ul>	<ul style="list-style-type: none"> <li>• Panels of Graduates in Government Jobs &amp; Law School</li> <li>• Law School Handouts</li> </ul>	<ul style="list-style-type: none"> <li>• Notes on Panels</li> <li>• Study for Latin Quiz #1</li> </ul>	
Monday Sept. 28 <sup>th</sup> and Wednesday Sept. 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Paralegal Careers</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Reports</li> <li>• Latin Quiz #1</li> </ul>	<ul style="list-style-type: none"> <li>• Blog, Oyez, Supreme Court &amp; Legal Document Assignments</li> <li>• Study Latin #2</li> <li>• Page 13 Assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Latin Quiz #1</li> </ul>

DATE	CONTENT	CLASS ACTIVITY	ASSIGNMENT	WHAT IS DUE
Monday October 5 <sup>th</sup>	<ul style="list-style-type: none"> <li>• The Legal System</li> </ul>	<ul style="list-style-type: none"> <li>• Naturalized Citizen Handouts</li> <li>• How a Trial Works</li> <li>• Litigation Forms</li> <li>• Latin Quiz #2</li> <li>• Grade Worksheets 5, 6, 9 &amp; 11</li> </ul>	<ul style="list-style-type: none"> <li>• Findlaw – Wyoming Supreme Court Case</li> <li>• Findlaw – Wyoming Statute</li> </ul>	<ul style="list-style-type: none"> <li>• M&amp;U Worksheets Ch. 5, 6, 9 &amp; 11</li> <li>• Syllabus Test</li> <li>• Latin Quiz #2</li> <li>• Panel Paragraphs</li> </ul>
Wednesday October 7 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Litigation</li> </ul>	<ul style="list-style-type: none"> <li>• Federal Magistrate 266-5297</li> </ul>	<ul style="list-style-type: none"> <li>• Wyo. Supreme Court Oral Argument Assignment</li> <li>• U.S. Supreme Court Argument Assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Blog, Oyez, Supreme Court and Legal Document</li> <li>• 10 Points on Appendices A, B, &amp; F</li> <li>• Page 13 Assignment</li> </ul>
Monday Oct. 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Litigation</li> </ul>	<ul style="list-style-type: none"> <li>• Tour #1</li> </ul>	<ul style="list-style-type: none"> <li>• Note Chart</li> </ul>	
Wednesday Oct. 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Litigation</li> <li>• Mid-Term Week</li> </ul>	<ul style="list-style-type: none"> <li>• Tour #2</li> </ul>	<ul style="list-style-type: none"> <li>• Note Chart</li> </ul>	
Monday Oct. 19 <sup>th</sup>	No School – FALL BREAK			
Wednesday Oct. 21 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Litigation</li> <li>• AAFPE</li> </ul>	<ul style="list-style-type: none"> <li>• Tour #3</li> </ul>	<ul style="list-style-type: none"> <li>• Note Chart</li> </ul>	
Monday Oct. 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Litigation</li> </ul>	<ul style="list-style-type: none"> <li>• Tour #4</li> </ul>	<ul style="list-style-type: none"> <li>• Note Chart</li> <li>• Study for Latin Quiz #3</li> </ul>	
Wednesday Oct. 28 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Review</li> </ul>	<ul style="list-style-type: none"> <li>• Latin Vocab Quiz #3</li> <li>• Review</li> <li>• Assign Briefs</li> </ul>	<ul style="list-style-type: none"> <li>• Study for Test #1</li> <li>• Review Questions</li> <li>• Bramble Bush Assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Latin Vocab Quiz #3</li> <li>• Review Questions</li> <li>• Constitutional Scavenger Hunt</li> <li>• Identify paralegal to be interviewed</li> </ul>
Monday Nov. 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Test #1</li> </ul>	<ul style="list-style-type: none"> <li>• Test #1</li> </ul>	<ul style="list-style-type: none"> <li>• Read <u>Rodriguez</u>, 193-202.</li> <li>• Read M&amp;U pp. 282-286 for Briefing</li> <li>• M&amp;U Ch. 10</li> <li>• Study for Latin Quiz #4</li> </ul>	<ul style="list-style-type: none"> <li>• Notes on Court Tours</li> <li>• One-L Assignment</li> <li>• Findlaw – Wyoming Supreme Court Case</li> <li>• Findlaw – Wyoming Statute</li> </ul>

DATE	CONTENT	CLASS ACTIVITY	ASSIGNMENT	WHAT IS DUE
Wednesday Nov. 4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Briefing</li> <li>Advising</li> </ul>	<ul style="list-style-type: none"> <li>Briefing Explanation</li> <li>Group Brief in Class</li> <li>Latin Quiz #4</li> </ul>	<ul style="list-style-type: none"> <li>Study Latin Quiz #5</li> <li>Oral Brief</li> </ul>	<ul style="list-style-type: none"> <li>Latin Quiz #4</li> </ul>
Monday Nov. 9 <sup>th</sup> & Wed. Nov. 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>Intro to Interviewing</li> <li>Legal Service Interviewing</li> </ul>	<ul style="list-style-type: none"> <li>Casper College Legal Services. Monday Nov. 9<sup>th</sup> setup and Wednesday Nov. 11<sup>th</sup> are interviews</li> </ul>		
Monday Nov. 16 <sup>th</sup>	<ul style="list-style-type: none"> <li>AAfPE Site Visit – Class or Student Meeting</li> </ul>			<ul style="list-style-type: none"> <li>Bramble Bush Worksheet</li> <li><u>Paralegal Today/Legal Assistants of Today</u> outline</li> </ul>
Wednesday Nov. 18 <sup>th</sup>	<ul style="list-style-type: none"> <li>Interviewing Assignment</li> </ul>	<ul style="list-style-type: none"> <li>Explanation of Interview Assignment</li> <li>Open Note Quiz on Briefs</li> <li>Latin Quiz #5</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 10 M&amp;U Worksheet</li> <li><u>Civil Interviewing &amp; Investigation</u>, 10 pts. from Ch. 1, 2, 3 &amp; 4</li> <li>Intake Interview Memo</li> </ul>	<ul style="list-style-type: none"> <li>Latin Quiz #5</li> </ul>
Monday Nov. 23 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Briefing</li> </ul>	<ul style="list-style-type: none"> <li>Oral Briefs</li> </ul>		<ul style="list-style-type: none"> <li>M&amp;U Ch. 10 Worksheet</li> <li>U.S. Supreme Court Oral Argument Summary</li> </ul>
Wednesday Nov. 25 <sup>th</sup>	<b>NO SCHOOL – THANKSGIVING BREAK</b>			
Monday Nov. 30 <sup>th</sup> & Wednesday Dec. 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Interviewing</li> </ul>	<ul style="list-style-type: none"> <li>Interviews</li> </ul>	<ul style="list-style-type: none"> <li>Watch 4 Interviews – Oral Presentation</li> </ul>	<ul style="list-style-type: none"> <li>10 pts. from <u>Civil Interviewing</u> Ch. 1, 2, 3 &amp; 4 (due Dec. 2<sup>nd</sup>)</li> </ul>
Monday Dec. 7 <sup>th</sup>	<ul style="list-style-type: none"> <li>Ethics</li> </ul>	<ul style="list-style-type: none"> <li>Ethics</li> <li>Latin Quiz #6</li> </ul>		<ul style="list-style-type: none"> <li>Latin Quiz #6</li> </ul>
Wednesday Dec. 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>Oral Presentations on Interviewing a Paralegal</li> </ul>			<ul style="list-style-type: none"> <li>Interview Observations</li> <li>Oral Report on Interviewing a Paralegal</li> </ul>
DATE	CONTENT	CLASS ACTIVITY	ASSIGNMENT	WHAT IS DUE

Monday Dec. 14 <sup>th</sup> FINALS WEEK	• Intake Memo Due by 11:00 a.m.
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**\*\*11:00 a.m. November 19<sup>th</sup> – Deadline for all excused work!**  
**LAW Conference – September 11<sup>th</sup> and 12<sup>th</sup>, Cheyenne, Wyoming**

**Court Contacts:**      **Municipal Court – 235-7503**  
                                 **Debbie Meyer – 235-9266**  
                                 **Gen Tuma – 235-9243**  
                                 **Lisa Wait – 261-5434**