

Midland College
Syllabus
LGLA 2307
Law Office Management

Notice: For **Online** classes, students **MUST** actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Course Description:

This course provides the fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.

Text, References, and Supplies:

Pamela Everett Nollkamper-Fundamentals of Law Office Management
Westlaw

Students Learning Outcomes and Core Competencies:

Upon successful completion of the course, students will have the ability to accomplish the following objectives/competencies accurately and efficiently:

1. Exhibit ethical behavior
2. Analyze the fundamental principles of management, administration, and substantive systems of the law office
3. Implement use of technology in the management and administration of the law office
4. Analyze the ethical considerations of the paralegal in the law office.
5. Use terminology relating to law office management

Student Contributions, Responsibilities, and Class Policies:

Students will be expected to exhibit professional behavior during class and are expected to attend class virtually through participation in Microsoft Teams Meetings, Zoom, Canvas Conferences, Discussions, Interview groups, Weekly warm-ups, etc. If it becomes necessary for a student to miss, it will be the student's responsibility to contact the professor during scheduled office hours in order to receive missed assignments.

Late work will not be accepted. Students may turn in assignments early.

A Lock Down Browser and LDB+Monitor are required for students to use for designated gradable items. A fee will be paid by the student per course to add the Monitor feature for proctoring the final or other exams. It is the responsibility of the student to pay to add Monitor to LDB prior to the exams due date.

Turn It In software is used when students have to write and submit papers for grading to evaluate authentic work.

Additionally, students are expected to do the following:

- Involvement with the material is essential – students must read, take notes, and ask questions.
- Students must attend class regularly by checking Canvas.
- Students must come to class prepared (participate in webinar/canvas conference/ Zoom/Skype/etc) and prepare for on-line assignments in a timely manner.
- Students are expected to be able to read, write, and understand standard English: the course is based on extensive amounts of material given in lecture and/or notes, audio visual aids, and assigned readings.
- A schedule of class events will be given to each student at the beginning of the semester. Additionally, information will be posted on Canvas. It is the student's responsibility to know exam dates and when assignments are due.
- It is also the responsibility of the student to know their progress in the course.
- If a student is absent when exams are given or assignments are given or due, the student is still responsible for having the work done on time or making up the exam, at the discretion of the instructor.
- If the student takes the initiative the instructor will advise them on their progress in the course.
- Instructors cannot drop students with a "W", this must be accomplished officially by the student.
- Students with a disability are encouraged to contact the Office of Student Services. It is the student's responsibility to register with the Office of Student Services when requesting accommodation.
- Students are expected to conduct themselves professionally and courteously in the classroom and/or the on-line environment.
- Students are expected to have academic integrity and to adhere to the guidelines in the Midland College Student Handbook.
- If you have a problem and can no longer participate in class, please contact the instructor before dropping the class. The instructor will try to work with you to help you complete the course. DO NOT simply stop "attending" class and expect a grade of "W"; Midland College instructors are no longer permitted to assign a grade of "W". It is necessary for you to contact Student Services at Midland College.
- Cheating, including but not limited to, sharing work, copying, providing answers to another student, using notes/books/materials that are not allowed, will not be tolerated. Plagiarism of another person's work or your own work is not allowed at Midland College. If you are caught or suspected of cheating or plagiarizing you will be reported directly to the Dean's office. You may be given a grade of zero for the assignment, a grade of F for the course, removed from the course, or even removed from Midland College permanently.
- In order to teach workplace skills, ***late work is not accepted***. In the legal field, missing deadlines may have devastating consequences such as the inability to bring a lawsuit on behalf of a client.
- All emails will be sent to you through the college e-mail system or Canvas. You will be responsible for checking these systems daily.
- If this course were face-to-face, you would be in the classroom for 6 hours every week. Therefore, budget at least 6-12 hours weekly for this course.

Evaluation of Students: Exams, essays, quizzes, reports, written case briefs, legal memorandum, written correspondence, and/or oral projects/presentations (research, debates, informative overviews, drafting court documents, interviews, etc.), and participation via

discussion boards will be used to meet objectives in the course. All evaluations use 100 points to grade and are then placed into weighted grading groups.

Students will receive a final letter grade based on the following scale:

A = 90 to 100%

B = 80 to 89%

C = 70 to 79%

D = 60 to 69%

F = 59% or less

Course Schedule:

See schedule posted in Canvas.

AMERICANS WITH DISABILITIES ACT (ADA):

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit Midland College Accommodation Services and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a “Notice of Accommodations” letter will be sent to instructors outlining any reasonable accommodations.

NON-DISCRIMINATION STATEMENT:

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 131, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu. For further information on notice of non-discrimination, visit U.S. Department of Education or call 1 (800) 421-3481.

Spanish

Midland College no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad, o edad en sus programas o actividades. La siguiente persona ha sido designada para responder a cualquier pregunta o duda sobre estas políticas no discriminatorias: Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 131, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu. Para más información sobre estas políticas no discriminatorias , visite U.S Department of Education o llame al 1 (800) 421-3481.

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