# MIDLAND COLLEGE
# SYLLABUS
# LGLA 2307
# Law Office Management

| Fall 2026 Schedule: |
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| Rohlfs, Charity LGLA 2307 CW01 Law Office Management (WEB) |

**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.

**Division Information:**
Social & Behavioral Sciences Division
Division Dean: Michael Makowsky 153 MHAB – 432.685.6828
Department Chair: Charity Rohlfs 174 MHAB – 432.685.4791
Division Secretary: Angelina Dolaptchieva 174 MHAB – 432.685.6830

**Student Learning Outcomes:**
Upon successful completion of this course, the student will:

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

## Student Contributions

Will be posted by the instructor in individual course syllabi. Students should contact their instructor if they have any questions.

## Class Policies

**Academic Integrity:** We commit ourselves to act with academic integrity this term – to be ethical in what we say and write, and to offer credit to others for thinking of ideas before us. I want to share with you how we define plagiarism and examples of what it looks like. Plagiarism is defined as the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work offered for credit. A student commits plagiarism if s/he:

1. **fails to acknowledge the sources of any information** in a paper which is not either

common knowledge or personal knowledge. A student can acknowledge a source through in-text citations, attribution lines, footnotes, or other forms of documentation approved by the instructor. (Common knowledge is the basic information within a field or discipline, as well as most historical dates and facts, and many ordinary observations.)

2. **fails to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation**. Without the quotation marks or indentation, passages copied directly from a source might be considered plagiarized even if it is followed by an in-text citation or a footnote. The citation or footnote acknowledges that there is a source, but it does not indicate that the writer has borrowed someone else's exact words. If a writer uses the language of a source, word-for word, he/she must use quotation marks or block indentation.
3. **merely paraphrases the original words of the source**. Some students think they can avoid a charge of plagiarism by changing a few words in each sentence they copy or by rearranging the shape of phrases or the order of sentences in a paragraph. This is not true. When taking notes students must be careful to put ideas in their own words or to use direct quotations when relying on phrases directly borrowed from a source.
4. **borrows the ideas, examples, or structure of the source without acknowledging it.** A student can be guilty of plagiarism if s/he systematically borrows the ideas and organization of a source even if the language of the piece is on a major news event by using exactly the same ideas in the same order as they appear in an article in any popular news magazine.
5. **takes, buys, or receives a paper written by someone else and presents it as the student's own**.
6. **uses one paper for two different courses**, or re-uses a paper previously submitted for credit, without the prior approval of the instructor or instructors.

For more information, please read Midland College's Scholastic Dishonesty and Academic Misconduct Policy

## Evaluation of Students

Will be posted by the instructor in individual course syllabi. Students should contact their instructor if they have any questions.

## Academic Support Services and Important Student Rights Information

### Honors Program

Students interested in taking a course for honors credit, should contact their instructor. Refer to the Midland College Honors Program webpage for more details.

### Dropping the Course

Check the MC College Calendar for the last day to withdraw from the course and receive a "W." Please talk to the instructor before withdrawing.

### Student Rights, Responsibilities, and Grievances and Appeals

The goal of Midland College is to help students achieve their educational goals. Students have certain rights and responsibilities. For more information, please read the Student Rights & Responsibilities section of the Midland College catalog.

**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. For information and inquiries regarding Midland College's non-discrimination policies, please go to the Title IX section of the Midland College catalog.

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

**Pregnancy & Parenting Statement:** As required by Title IX, Midland College does not discriminate against any student on the basis of pregnancy or related conditions. Students who need changes to our policies, practices, or procedures due to their pregnancy or related condition(s) will be provided with reasonable modifications to protect their health or educational access. Absences will be excused for at least as long as deemed medically necessary by a student's healthcare provider and students will be given the opportunity to make up missed work. For assistance with modifications, time off, lactation breaks/space, discrimination issues, or other related needs, contact the Title IX Coordinator at title9@midland.edu or 432-685-4781.

**Disability Support Services:** Any student who, because of a disabling condition, may require some special arrangements to meet course requirements should contact disabilities support services as soon as possible at Accommodation Services.

Conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation. Accessibility Links can be found on the Pages tab in Canvas.

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