COURSE INFORMATION FORM

DISCIPLINE
Paralegal Practice

COURSE TITLE
Ethics for the Paralegal

CR.HR 3.0  LECT HR. 3.0  LAB HR.  CLIN/INTERN HR.  CLOCK HR. 

CATALOG DESCRIPTION
The course will introduce students to the type of ethical dilemmas that they will face in the work place, the ethical rules developed by the American Bar Association and methods for researching the answers to ethical dilemmas. This course will help the paralegal student delineate clearly between the tasks that a paralegal can legally do and those tasks that must be done by or under the supervision of an attorney.

PREREQUISITES
PARA 100

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:

1. Identify the types of ethical dilemmas that paralegals and attorneys will face in the work place.
2. Develop a framework to analyze an ethical problem.
3. Discuss ethical rules and recognize the impact of ethical standards in the ABA Model Code of Professional Guidelines for the Utilization of Legal Assistants and describe suggested ethical standards for paralegal as promulgated by NALA, NFPA, and/or the Missouri Bar and Supreme Court.
4. Research ethical issues in state statues, court opinions, ethics rules and ethic opinions.
5. Describe procedures required to screen against violating client confidentiality in a conflict situation.
6. Critically analyze behaviors that may infringe upon laws prohibiting the unauthorized practice of law.

GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

Outcomes (ESO)

1. Communication
   A. Listening and Speaking Skills
      3. Find, organize and correctly cite/credit material for oral presentation (2,3,5)

2. Critical Thinking
   B. Define, analyze, and evaluate information, materials and data
      3. Unambiguously define problems and issues (1,2,3,4,5,6)

3. Lifelong Learning
   C. Attributes of an Awareness of the Convergence of Knowledge
      3. Synthesize information to facilitate application (1,2,3,4,5)
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

The student will demonstrate a

1. Basic knowledge of the ethical rules developed by the American Bar Association and the Missouri Rules of Professional Responsibility

2. Conduct efficient and productive legal research, investigation and analysis using current technology
   a. A familiarity with methods for researching the answers to ethical dilemmas

3. The ability to recognize and identify ethical dilemmas and be able to analyze the same and work through a viable way to avoid them

4. Knowledge of the basic terms used in the area of professional responsibility

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Exams (1-6)

2. Written assignments (1,2,6)

3. Oral presentations in class (3,5)

4. Class discussions (1,4)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Introduction
   A. Overview of rules and regulations governing ethical requirements

II. Regulation of Lawyers
    A. State Court
    B. American Bar Association
    C. Sanctions

III. Regulation of Paralegals and Ethics
     A. State Guidelines
     B. Paralegal Association Guidelines

IV. Unauthorized practice of Law
    A. Definition
    B. Consequences
    C. Liability of Paralegals

V. Confidentiality
   A. Attorney Client Privilege
   B. Work Product
   C. Paralegals and Rules of Confidentiality

VI. Conflicts of Interest
    A. Concurrent Representative
    B. Conflict Checks

VII. Advertising and Solicitation
     A. Rules and Regulations

VIII. Client Funds
      A. Fee Arrangements
      B. Clients Funds and Property

IX. Special Issues, Competence and Professionalism in Advocates
    A. Candor and Honesty
    B. Relationship and Communication with Others
    C. Trial Publicity