COURSE INFORMATION FORM

DISCIPLINE
Paralegal Practice

COURSE TITLE
Litigation

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

CATALOG DESCRIPTION
Introduces the student to the essential role which paralegals play in the initial, pretrial and trial process in civil litigation.

PREREQUISITES
PARA 100

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

1. Describe the role of the paralegal within the adversarial court system and its litigation process.
2. Identify the preliminary practical and legal considerations which must be contemplated before initiating litigation.
3. Describe the discovery process as well as the final phases of civil litigation including pretrial, trial and post trial stages; and demonstrate the ability for hands-on participation therein including conducting client and witness interviews and investigations.
4. Demonstrate the critical thinking process required to facilitate the underlying mission of litigation which is “to persuade.”

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
      6. Demonstrate basic communication deliver skills, both vocally (volume, rate, articulation, variety) and nonverbally (posture, eye contact, use of face and hands) (1,2)
   C. Writing Skills
      4. Gather information, evaluate its credibility, analyze and synthesize sources (2,3)

2. Critical Thinking
   C. Formulate a hypothesis
      2. Provide supporting arguments, evidence and/or experimentation (3,4)
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:

1. An ability to perform in a professional and ethical manner as a working paralegal and a productive member of the legal team
2. The ability to perform in the initial stages of litigation by conducting research, client and witness interviews and investigations and drafting pleadings and motions and to communicate clearly and cogently in the process
3. The ability to participate in discovery including interrogatories, depositions, requests for production and examinations and otherwise as necessary
4. Proficiency in assisting the attorney at pretrial, trial and post trial stages of litigation

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 (1,2,3,4)
2. Oral Participation (1,2,3,4)
COURSE OUTLINE FORM

DISCIPLINE: Paralegal Practice

COURSE TITLE: Litigation

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 to Civil Litigation
   A. Role of the Paralegal
   B. Overview of Civil Litigation
   C. Description of the Court Systems-Federal and State
   D. Jurisdiction and Venue-Federal and State

II. Initiating Litigation
   A. Preliminary Considerations and Ethical Considerations
   B. Investigation and Classification of Evidence
   C. Initial and Responsive Pleading
   D. Motion Practice

III. Discovery
   A. Overview of Methods of discovery-Federal and State
   B. Depositions
   C. Interrogatories
   D. Physical and Mental Examinations
   E. Requests for Production of Documents and Admissions

IV. Pretrial, Trial and Post-trial
   A. Settlements, Dismissals and Alternative Dispute Resolutions
   B. Preliminary, Trial Procedure and Stages
   C. Trial Stages and Trial Techniques
   D. Post-trial and Appellate Practice