

# COURSE SYLLABUS



Education That Works For a Lifetime

<b>Course Title:</b>	Litigation		<b>Date submitted:</b>	10/23/2020 (AAC: 20-61)		
<b>Department:</b>	Social Sciences					
<b>Curriculum:</b>	Paralegal					
<b>Course Descriptors:</b> Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	<b>Course Code:</b> (eg. ACC 101)	<b>LGL*208</b>	<b>Prerequisites:</b> C- or better in Introduction to Law (POL*120) or placement into Composition (ENG* 101) or permission of instructor			
	<b>Course Type:</b>	<b>L/D</b>				
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio		<b>Elective Type:</b>	<b>Corequisites:</b>  None		
			<b>G/SS/L AS</b>			
	AH: Art History E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science		<b>Credit Hours:</b>			3
			<b>Developmental:</b> (yes/no)			N
			Lecture:			3
			Clinical:			0
			Lab:			0
			Studio:			0
		Other:	0			
		<b>TOTAL:</b>	3			
		<b>Class Maximum:</b>	28	<b>Other Requirements:</b>		
		<b>Semesters Offered:</b>	Fall/Sp ring/Su mmer	None		
<b>Catalog Course Description:</b>	Provides the student with a basic understanding of the civil litigation process as preparation for employment as a paralegal. The course surveys and reviews the civil litigation process in state and federal courts, including the form and content of documents used in instituting or defending civil lawsuits. Students will be taught legal concepts and skills necessary to work as a litigation paralegal. Emphasis is given to court and office procedures before, during, and after trial, including causes of action and remedies, lawyer and client relationships and ethics, discovery, pleadings, organization of evidence, juries and verdicts; structure of a civil trial; post-trial motions; judgments; appeals, settlements, releases, and dismissals; and arbitration and mediation.					
<b>Topical Outline:</b> List course content in outline format.	<ol style="list-style-type: none"> <li>1. Litigation and the role of the Paralegal</li> <li>2. The Courts and Jurisdiction</li> <li>3. Preliminary Procedures and Considerations</li> </ol>					

	<ol style="list-style-type: none"> <li>4. Investigation and Evidence</li> <li>5. The Complaint</li> <li>6. Responses to the Complaint (Answering the Complaint and Special Defenses)</li> <li>7. Pretrial Motions</li> <li>8. Discovery Process</li> <li>9. Depositions and Interrogatories (Motion to Produce; Motion for Compliance)</li> <li>10. Disclosure of Expert Witnesses</li> <li>11. Request for Evaluations</li> <li>12. Settlements, Dismissals, and ADR</li> <li>13. Trial Phases</li> <li>14. Appeals</li> </ol>
<p><b>Outcomes:</b> Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p><b>Upon successful completion of this course, the student will be able to do the following:</b></p> <ol style="list-style-type: none"> <li>1. Understand the legal concepts applicable to civil litigation practice and procedure. Be familiar with the Connecticut Rules of Practice for e-filing.</li> <li>2. Be competent in drafting a common tort complaint.</li> <li>3. Prepare for employment as a paralegal with comprehensive knowledge of the civil litigation process.</li> <li>4. Identify and discuss basic litigation issues including filing and answering a complaint, pretrial motions, discovery motions, and the process for filing an appeal.</li> </ol>
	<p><b>PROGRAM:</b></p> <ol style="list-style-type: none"> <li>1. Recognize and describe the proper role of the paralegal in the delivery of legal services to the public and apply the ethical rules that govern the conduct of the legal profession.</li> <li>2. Demonstrate critical thinking, reasoning and analytical skills; conduct factual and legal research using print and computerized methods; and organize and present information effectively, both orally and in writing.</li> <li>3. Describe the organization of the American legal system, apply procedural law to litigation and administrative agency law, and demonstrate substantive knowledge of principles of law.</li> <li>4. Draft and interpret legal documents, including pleadings, deeds, mortgages, probate documents, court forms, business documents, and contracts for review by the supervising attorney.</li> <li>5. Perform file and case management tasks in accordance with office policy and court procedures, using problem-solving, organizational and computer skills.</li> <li>6. Recognize opportunities for professional development through continuing education and affiliation with professional organizations.</li> </ol>
	<p><b>GENERAL EDUCATION:</b> <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i>  <b>[Select the General Education Abilities from the listing below.]</b></p> <p><b>Critical Analysis/ Logical Thinking</b> - Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible conclusions; and solve problems and make decisions based on analytical processes.</p> <p><b>Demonstrates:</b> Identifies the issue(s); formulates an argument; explains and analyzes relationships clearly; draws reasonable inferences and conclusions</p>

	<p>that are logical and defensible; provides support by evaluating credible sources of evidence necessary to justify conclusions.</p> <p><b>Does Not Demonstrate:</b> Identifies few or no issues; formulates an argument without significant focus; provides an unclear explanation of analysis and relationships; drawing few reasonable inferences and conclusions that are illogical and indefensible; provides little to no support using credible sources of evidence necessary to justify conclusions.</p> <p><b>Information Literacy/Continuing Learning</b> - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.</p> <p><b>Demonstrates:</b> Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p><b>Does Not Demonstrate:</b> Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p> <p><b>Oral Communication</b> - Students will be prepared to develop oral messages of varying lengths and styles that communicate effectively and appropriately across a variety of settings.</p> <p><b>Demonstrates:</b> Delivers oral presentations using appropriate evidence and appeals as determined by the rhetorical situation.</p> <p><b>Does Not Demonstrate:</b> Delivers oral presentations lacking appropriate evidence and appeals as determined by the rhetorical situation.</p> <p><b>Written Communication</b> - Students will be prepared to develop written texts of varying lengths and styles that communicate effectively and appropriately across a variety of settings.</p> <p><b>Demonstrates:</b> Writes articulate texts using appropriate evidence and appeals as determined by the rhetorical situation.</p> <p><b>Does Not Demonstrate:</b> Writes texts lacking appropriate evidence and appeals as determined by the rhetorical situation.</p>
<p><b>Evaluation:</b> List how the above outcomes will be assessed.</p>	<p><b>Assessment will be based on the following criteria:</b></p> <ol style="list-style-type: none"> <li>1. Assessments (quizzes and exams)</li> <li>2. Oral presentations</li> </ol>
<p><b>Instructional Resources:</b> List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p><b>Required:</b> [No special facilities are required. Or list what is required.]</p> <p><b>Desired:</b></p>

**Textbook(s)**

CIVIL LITIGATION, Seventh Edition, 2015, Delmar Cengage Learning