

Western Kentucky University  
Department of Political Science, Paralegal Studies  
**PLS 194: Legal Technology**  
**Fall 2018**

Instructor: Jennifer L. Brinkley, JD, MA

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Office Hours: MW 9-11am Grise 313, TR 9-11am TPH 257

**Catalog description:** This course is a survey of computer software programs, hardware, and other technology relevant to the modern law practice. **Semester Hours: 3.0**

**Course materials:** This course is taught online via Blackboard. Students must have reliable access to a computer and the Internet. Basic computer literacy and familiarity with Blackboard is assumed; if this is problematic, the Professor must be notified early on in the semester.

**Required texts** (available at the university bookstore or online):  
Goldman, Thomas F. (2016). *Technology in the Law Office* (4<sup>th</sup> ed.). Pearson.  
ISBN: 978-0-13-380257-3.  
(If the student purchases/rents a different edition of the text than the one listed, chapter references listed below may need to be adjusted.)

**Grades:** All written work must be typed in Microsoft Word, paginated, using 12 point font, with one inch margins, in Times New Roman or Verdana font. **It must be turned in via a .doc or .docx document.** Any other document will **not be opened**. Any sources cited must use the Bluebook, which is preferred in legal writing. Work is to be completed by the STUDENT only, unless specifically stated it is a GROUP project.

<b>Exams</b>	<b>15% (each)</b>
<b>Specialty Spreadsheet</b>	<b>15%</b>
<b>Participation/Quizzes/Discussion Board</b>	<b>15%</b>
<b>Time Log</b>	<b>20%</b>
<b>PowerPoint Presentation</b>	<b>20%</b>

This course requires active participation. Completing each reading assignment is vital for what is discussed in class. Please be prepared for assignments by complying with the reading schedule. Your participation/quiz grade is made up of active participation and quiz scores given occasionally to ensure the readings are being completed. ***Assignments, including discussion board***

***responses, are due no later than Mondays of the following week at 11:59pm on Blackboard, unless otherwise noted.***

**Specialty Spreadsheet and PowerPoint Presentation:** Students will be required to complete a specialty spreadsheet for use in a law office and a PowerPoint presentation for use during a trial this semester. Details will be provided during the semester.

**Time Log:** Students will be required to keep a log of the time spent in this course to become familiar with billing time in law practice. It will begin the first class and be turned in the last week. Students will be provided the codes. An Excel spreadsheet draft will be due halfway through the semester so the Instructor can check to make sure students are keeping time correctly.

**Course schedules:**

**These dates/assignments are subject to change at the Instructor's discretion. This schedule is preliminary in nature and may be subject to change as the semester progresses. Should revisions be necessary, changes will be distributed to students.**

<b>Dates:</b>	<b>Material Covered/Tasks</b>
<b>Week 1: 8/27</b>	<b><i>Read Chapter 1; Overview of Course; BB Postings</i></b>
<b>Week 2: 9/3</b>	<b><i>Read Chapter 2; BB Postings</i></b>
<b>Week 3: 9/10</b>	<b><i>Read Chapter 3; BB Postings</i></b>
<b>Week 4: 9/17</b>	<b><i>Read Chapter 4; BB Postings; Draft of Time Log is Due September 24, 2018 by 11:59pm</i></b>
<b>Week 5: 9/24</b>	<b><i>Exam 1</i></b>
<b>Week 6: 10/1</b>	<b><i>No class...enjoy Fall Break and work on your Specialty Spreadsheet</i></b>
<b>Week 7: 10/8</b>	<b><i>Read Chapter 6; BB Postings</i></b>
<b>Week 8: 10/15</b>	<b><i>Read Chapter 7; BB Postings; Specialty Spreadsheet is Due October 22, 2018 by 11:59pm</i></b>

<b>Week 9: 10/22</b>	<b><i>Read Chapter 8; BB Postings</i></b>
<b>Week 10: 10/29</b>	<b><i>Read Chapter 9; BB Postings</i></b>
<b>Week 11: 11/5</b>	<b><i>Read Chapter 10; BB Postings</i></b>
<b>Week 12: 11/12</b>	<b><i>Read Chapter 12; BB Postings</i></b>
<b>Week 13: 11/19</b>	<b><i>Read Chapter 13; BB Postings</i></b>
<b>Week 14: 11/27</b>	<b><i>Read Chapter 14; PowerPoint Presentations due by November 27, 2018 at 11:59pm</i></b>
<b>Week 15: 12/4</b>	<b><i>Exam 2; Time Log due by December 4, 2018 at 11:59pm.</i></b>

**Course communication:** A copy of this Syllabus will be posted on TopNet and Blackboard prior to the beginning of the semester. It is the student's responsibility to refer to the Syllabus regularly for assignment schedules. One of the requirements for this course is that the student monitor Blackboard regularly for assignments, deadlines, scheduling, and/or announcements.

**Civility:** Feel free to challenge previously held ideas of your own and of your classmates, but do so in a scholarly and respectful manner. Please understand that insensitive, rude, and/or degrading statements WILL NOT BE ACCEPTED. Any type of inappropriate post or response will be dealt with accordingly, which may result in loss of participation points, a warning, or removal from the course. **The Instructor retains the right to remove any student from the classroom for disruptive or disrespectful behavior.**

**Americans with Disabilities Accommodations:** In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a Faculty Notification Letter (FNL) from The Student Accessibility Resource Center.

**Academic honesty:** Each student is expected to comply with an Honor Code. This means all work will be completed by the student registered for this

course. Any student not turning in their own work will be in violation of this Honor Code. WKU and its colleges desire to maintain the highest academic integrity. It must be clearly understood that acts of plagiarism or any other form of cheating or dishonesty will not be tolerated. Anyone committing such acts shall be subject to disciplinary measures as outlined in the WKU Student Handbook, including but not limited to failure of this course. **ALL WORK IS INDIVIDUAL UNLESS SPECIFICALLY ASSIGNED AS GROUP WORK.**

**Attendance:** This course requires active participation. Completing each reading assignment is vital for what is discussed in class. Please be prepared for assignments by complying with the reading schedule. No make-up examination will be administered unless the student's failure to timely submit has been properly excused. Excused absences of an emergency nature must be properly documented and determination of whether an absence constitutes an excused absence remains within the discretion of the Instructor.

Registration in a course obligates the student to attend regularly. In a semester-based online class, this means signing into Blackboard for class review and/or participation at least twice each week. Students enrolled in online semester-based classes who, without previous arrangement with the instructor or department, fail to login to Blackboard during the first week of classes MAY be dropped from the course. Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and chose not to complete. Students wishing to change their schedule or add/drop a class, may do so during set time periods. Students enrolled in face-to-face, and term based web courses should follow the dates published in the academic calendar. Registration in a course obligates the student to be regular and punctual in class attendance. Faculty may establish specific requirement for attendance, and those requirements are usually specified on the course syllabus. Students who cease attending class are expected to report to the Office of the Registrar to initiate withdrawal procedures. Withdrawal deadlines are published each semester in the Registration Guide.

**Participation and Extension of Time/Modification of Assignments:** Each student provides a perspective that is important to the course. Students are expected to participate actively. Assignments and due dates will be made in class and posted on Blackboard. Late work will NOT be accepted, except in very rare circumstances which may include penalties. Accepting late work is purely at the discretion of the Instructor.

In order to request an extension of time for an assignment or to modify/alter an assignment or grade, the student must file with the Instructor a Motion to Modify or Motion for Extension of Time and an Order for the Instructor to complete and return to the student. Any Motion/Order filed must be done in 12 point Verdana or Arial font, per the examples provided with this Syllabus. An Order must be attached to the Motion. A Motion for Extension of Time must be filed three or more days **prior** to the due date of the Assignment. If this is not possible due to emergent circumstances, the student may file an expedited Motion for Extension of Time laying out the emergent circumstances and why relief should be granted. Good cause must be shown in both circumstances. A Motion for Modification must be filed **within seven days** after the student's receipt of the graded material. **No email correspondence or in person requests will be granted. Students must file a Motion and Order for any requested relief.** This is to make students familiar with the real world practice of law as a Judge only grants (or denies) relief made in formal motions. No Motions will be accepted after November 20, 2018. An electronic sample of the Motion and Order will be made available on Blackboard for students to consult.

**Use of cell phones, laptops, electronic devices, etc.:** Use of cell phones or other electronic devices for any purpose other than classroom activity is prohibited and may constitute disruptive behavior and/or violation of the Honor Code.

**Title IX Sexual Misconduct/Assault Policy:**

Western Kentucky University (WKU) is committed to supporting faculty, staff, and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at

<https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf>

and Discrimination and Harassment Policy (#0.2040) at

[https://wku.edu/policies/hr\\_policies/2040\\_discrimination\\_harassment\\_policy.pdf](https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf).

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398, or Title IX Investigators, Michael Crowe, 270-745-5429, or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a

faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

**COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF PARALEGAL STUDIES  
BEFORE HON. JENNIFER L. BRINKLEY  
PLS 194**

(STUDENT NAME HERE)

PETITIONER

v.

PLS 194

RESPONDENT

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**MOTION FOR AN EXTENSION OF TIME OR MOTION TO MODIFY (CHOOSE ONE ONLY)**

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Comes now (student name) and for (his/her) Motion (choose one only), states as follows:

(Reason for Motion—why are you filing this and what are you wanting me to do?) An Order has been subsequently attached herewith for your consideration.

WHEREFORE, the Petitioner respectfully requests (short, concise statement of what you are wanting as your relief).

Respectfully submitted this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Student name, e-mail, phone number)

\_\_\_\_\_  
(Student signature above and typed name)

**Certificate of Service:**

This will provide notice that an accurate copy of the above, signed and in .pdf format, was emailed to the following on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Hon. Jennifer L. Brinkley  
[Jennifer.Brinkley@wku.edu](mailto:Jennifer.Brinkley@wku.edu)

\_\_\_\_\_  
(Student signature above and typed name below)

**COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF PARALEGAL STUDIES  
BEFORE HON. JENNIFER L. BRINKLEY  
PLS 194**

(STUDENT NAME HERE)

PETITIONER

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PLS 194

RESPONDENT

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**ORDER FOR AN EXTENSION OF TIME OR MOTION TO MODIFY (CHOOSE ONE ONLY)**

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Upon the motion of (student name) for (extension of time or modification—choose one only), Hon. Jennifer L. Brinkley, after sufficient review of the pleadings, orders as follows:

\_\_\_\_\_ The motion for extension of time is granted. (Student name) shall have \_\_\_\_\_ days to complete the assignment.

\_\_\_\_\_ The motion for modification is granted. (Student name) shall have \_\_\_\_\_ days to modify the assignment.

\_\_\_\_\_ The motion is denied based on a deficient pleading. (Student name) did not:

\_\_\_\_\_ file a timely motion

\_\_\_\_\_ include good cause for why the motion should be modified

\_\_\_\_\_ did not follow procedure in filing the motion (motion must be signed and in .pdf format, order must be attached in .doc format, did not include PLS course number, did not email the motion and attached order to Instructor, etc.)

\_\_\_\_\_ other:

Rendered this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Hon. Jennifer L. Brinkley, Instructor

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