

Western Kentucky University
Department of Political Science, Paralegal Studies
PLS 200: Legal Ethics
Spring 2019

Instructor: Jennifer L. Brinkley, JD, MA

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Office Hours: Tuesdays & Thursdays 9-11am or by appointment

Catalog description: Study, analysis and application of codes of professional responsibility and standards of conduct governing the practice of law in state and federal courts. **Semester Hours:** 3.0

Course materials: This course is taught as a Web Course on Blackboard. Basic computer literacy and familiarity with Blackboard is assumed; if this is problematic, the Instructor must be notified early on in the semester. Each week's material may be supplemented with postings on Blackboard. On occasion, discussion board postings may also be required.

Required texts (available at the university bookstore or online):

Wendling, Linda A. (2018). *Ethics for Paralegals* (2nd ed.). Wolters Kluwer: New York. ISBN: 978-1-4548-6914-6

(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:

| | |
|-------------------------------|-----------------------|
| Exams (2) | 30% (15% each) |
| Quizzes (5) | 25% (5% each) |
| Advertising Assignment | 10% |
| Research Project | 15% |
| Exercises (4) | 20% (5% each) |

This course requires active participation. Success in this course will only be had by complying with the reading assignments as set forth in the Course Schedule. Please be prepared for assignments by complying with the reading schedule.

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.

| Dates: | Material Covered/Tasks |
|----------------------|--|
| Week 1: 1/22 | Chapter 1 Paralegals Section |
| Week 2: 1/28 | Chapter 1 Lawyers Section; Exercise 1 |
| Week 3: 2/4 | Chapter 2; Quiz 1 |
| Week 4: 2/11 | Chapter 3; Exercise 2 |
| Week 5: 2/18 | Chapter 4; Quiz 2 |
| Week 6: 2/25 | Exam 1 |
| Week 7: 3/4 | Spring Break (No Class This Week) |
| Week 8: 3/11 | Chapter 5; Exercise 3 |
| Week 9: 3/18 | Chapter 6; Research Project due |
| Week 10: 3/25 | Chapter 7; Quiz 3 |
| Week 11: 4/1 | Chapter 8; Exercise 4 |
| Week 12: 4/8 | Chapter 9; Quiz 4 |
| Week 13: 4/15 | Chapter 10; Quiz 5 |
| Week 14: 4/22 | Chapter 11 |
| Week 15: 4/29 | Exam 2; Advertising Project Due |

Course Objectives:

1. The student will understand the basic principles of the legal environment and the ethical issues that arise in the context of legal representation;

2. The student will understand the legal process, including an understanding of how the judiciary works.
3. The student will understand the role of the paralegal in the law office and/or governmental agency.
4. The student will obtain a heightened awareness of the role of technology and legal ethics.

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. Assignments will be posted on Monday of each week and will be due the following Monday at 11:59pm, or as otherwise noted.

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. 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.**

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 online. Late work will NOT be accepted, except in very rare circumstances which will include penalties and 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 April 22, 2019. An electronic sample of the Motion and Order will be made available on Blackboard for students to consult.

Research Project: This is due March 25, 2019 by 11:59pm. More details will be released in a separate assignment page.

Advertising Project: This is due May 6, 2019 by 11:59pm. More details will be released in a separate assignment page.

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.

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.

**DEPARTMENT OF PARALEGAL STUDIES
BEFORE HON. JENNIFER L. BRINKLEY
PLS (fill in course number here)**

STUDENT NAME HERE

PETITIONER

v.

PLS (fill in course number here)

RESPONDENT

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

Comes now (student name) and for his/her Motion for (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 below)

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

(Student signature above and typed name below)

**COMMONWEALTH OF KENTUCKY
DEPARTMENT OF PARALEGAL STUDIES
BEFORE HON. JENNIFER L. BRINKLEY
PLS (fill in course number here)**

STUDENT NAME HERE

PETITIONER

v.

PLS (fill in course number here)

RESPONDENT

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

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 include the length of the prosed extension

_____ 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

Distribution: This order will be returned to the following:

(Student name, e-mail)