MIDLAND COLLEGE
SYLLABUS
2014-2015
Civil Litigation
LGLA 1345
3 semester credit hours

Course Description: This course provides opportunities to gain a foundational understanding civil litigation and the rules applicable to civil suit from filing through appeal. The student begin to understand and implement various rules and statutes relating to civil litigation; generate appropriate entry level litigation documents; and describe the role and ethical considerations of the paralegal relating to civil litigation.

Text: O’Connor’s Texas Rules – Civil Trials

Participation Policy: Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

Course Objectives: Upon successful completion of the course, the student will accomplish:

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Purpose</th>
<th>Chapters or Projects</th>
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<tbody>
<tr>
<td>1. Exhibit ethical behavior</td>
<td>To prepare to assist in the practice of law</td>
<td>Throughout course</td>
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<tr>
<td>2. Describe and analyze the Texas court system and rules pertaining to initiating suit</td>
<td>To learn the structural framework for civil litigation and the specifics of initiation</td>
<td>O’Connor’s Chapter 1-A &amp; B&lt;br&gt;Tex. R. Civ. P. 1-3a&lt;br&gt;Tex. R. App. P. 1.1&lt;br&gt;Tex. R. Evid. 101-102&lt;br&gt;O’Connor’s Chapter 2-A, B, C§1, E, F§1, G, H&lt;br&gt;O’Connor’s Chapter 3-A, A§3, B, C, E, F§1, G§1-3, &amp; H§1-2</td>
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<tr>
<td>3. Describe and analyze the rules pertaining to discovery and investigation in a civil suit</td>
<td>To enhance knowledge of the contents of documents and how to obtain information necessary to prove a civil case</td>
<td>O’Connor’s Chapter 6-A, B, C, D, E, F, G, H, I, J, &amp; K&lt;br&gt;O’Connor’s Chapter 4</td>
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### 4. Describe and explain the Texas rules pertaining to certain pre-trial motions and trial procedure

| To enhance knowledge of certain motions for trial and begin to analyze the procedure and proof of civil litigation |
| O’Connor’s Chapter 7-A, B, I  
O’Connor’s Chapter 5-A, B, D, M & N  
O’Connor’s Chapter 8-A, B, C, D, E, G, I, J & K |

### 5. Describe and explain the Texas rules pertaining to certain post trial motions and appellate procedure

| To enhance knowledge of certain motions necessary post trial and begin to analyze the procedure and proof of appeal |
| O’Connor’s Chapter 9-A, B, C & D  
O’Connor’s Chapter 10-B, D, E, G  
O’Connor’s Appeals Handout Chapter 4-B & D  
O’Connor’s Appeals Handout Chapter 5-A  
O’Connor’s Appeals Handout Chapter 6-A, B, C  
O’Connor’s Appeals Handout Chapter 7-A, B, C, E, F, G |

### 6. Courtroom observation

| To gain understanding of the course material in proceedings |
| Throughout course |

### Student Expectations

Students will be expected to exhibit professional behavior during class and are expected to attend class. If it becomes necessary for a student to miss a scheduled class time, it will be the student’s responsibility to contact the instructor in order to receive missed assignments. If a student is absent on a day when there is an in-class project or assignment, there will be NO opportunity to make up that assignment.

### Courtroom Observation

Students are expected to attend and observe live civil proceedings for a total two (2) hours during the semester and prepare a report on each observation outlining the court, the attorneys, the issues before the court and application of course objectives to the proceedings.

### Potential Conflicts

As an adjunct instructor and full time attorney, the practice of law will likely require flexibility in the course schedule as listed below. Students will be notified as soon as possible if/when a class must be cancelled; however, this luxury does not always exist.
<table>
<thead>
<tr>
<th>Student Evaluation and Grading</th>
<th>Exams (4)</th>
<th>15% each</th>
<th>(60% total)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Post-Its (5)</td>
<td>5% each</td>
<td>(25% total)</td>
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<tr>
<td></td>
<td>Court Observation &amp; Report</td>
<td>5%</td>
<td></td>
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<tr>
<td></td>
<td>Participation and Attendance</td>
<td>10%</td>
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</tbody>
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### Instructor Information
- Office Hours: By appointment only
- Division Dean: Dr. Mary Braselton
- Division Secretary: Adelle Dowling
- Division Office: 154 MHAB/176 MHAB
- Division Phone: 432-685-6830

### Office Hours
Office Hours will be by appointment only. However, I will be available before and after scheduled class time for individual questions or assistance.

### Students with Disabilities
Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

### Make-Up Assignments:
Students missing a major examination must make up the examination before the next class. Make-up examinations may be the same as, or different from, the examination given in class. Make-up examinations will cover the same material as the scheduled examination. Failure to make up an examination within the specified time will result in a grade of zero for the missed exam. Students must contact the instructor prior to missing the class in order to be eligible for a make-up assignment or exam. If notice is not given of an absence make-up assignments and exams will be allowed at the sole discretion of the instructor. Students missing class are responsible for finding out what was missed and getting the notes from another student. The instructor reserves the right to give quizzes, announced or unannounced, at any time. There is no opportunity to make up quizzes that are missed. Final exams are not given early or late.
Scholastic Dishonesty: Cheating, including but not limited to, sharing work, copying, providing answers to another student, using notes/books/materials that are not allowed, will not be tolerated. Plagiarism of another person’s work or your own work is not allowed at Midland College. If you are caught or suspected of cheating or plagiarizing you will be reported directly to the Dean’s office. You may be given a grade of zero for the course, removed from the course, or even removed from Midland College permanently.

Withdraw Notice: The instructor cannot drop students who stop attending or have an excessive number of absences. Missed work will be graded as zero and averaged into the final grade. It is your responsibility to drop a class if you no longer plan to attend and complete the semester. Check the Midland College catalog for last day to drop.

Email: All e-mails will be sent to you through the college e-mail system. To access your college e-mail:
1. go to http://mymc.mail.midland.edu;
2. enter your user name: you user name is your first initial, the first three letters of your last name, and the last three numbers in your social security number, with no spaces;
3. enter your password: your password is your social security number without dashes;
4. you may now change your password if you desire.