MIDLAND COLLEGE
SYLLABUS
1999 - 2000
LEGA 2311/ LGLA 1353
WILLS, TRUSTS AND PROBATE ADMINISTRATION
3 semester credit hours (3 hours lecture, 0 lab)

Course Description
This course presents fundamental concepts of the laws of wills, trusts and probate administration with emphasis on the paralegal’s role. The student will define and properly use terminology relating to these areas of law. The student will locate, describe and analyze the sources of law in this field and the role and ethical obligations of the paralegal. The student will draft documents commonly used in wills, trusts and probate administration.

Text, References & Supplies
Van Wie Wills, Trusts and Probate Administration for the Texas Paralegal (West)
Texas Probate Code (desk copy)

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

1. Exhibit ethical behavior
2. Develop a legal vocabulary with emphasis in this area, defining such terms as guardianship, intestacy, probate, directive to physicians, durable power of attorney, inter-vivos trust, pour-over trust, self-proving affidavits, spendthrift trust and testamentary trust.
3. Describe and explain the Texas inheritance rules, the parts of a valid will, the law governing an administrator’s and an executor’s duties. Further, describe and explain federal estate tax laws, guardians duties and procedures and those of trustees, inventory and appraisement procedures.
4. Describe the probate court’s jurisdiction, probate procedures and probate notice rules.
5. Identify guardianship documents, testamentary documents, trust parts and types of testamentary gifts.
6. List Texas will types, guardianship parties, a valid will’s requirements, will parties, and will execution procedures.
7. Prepare simple probate documents and a simple will.
8. Calculate testate and intestate distribution.
9. Complete probate forms.
10. Locate federal estate tax forms and probate laws.
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Student Contributions and Class Policies

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 during scheduled office hours in order to receive missed assignments. If a student is absent on a scheduled exam day, he/she may take a make-up exam (which may be a different exam than that given at the scheduled exam time) within one week from the scheduled date of the exam. After one week has expired, no make-up exams will be accepted.

Evaluation of Students

There will be at least four tests or projects which will be 90% of the student’s grade. Class participation and attendance will be 10% of the student’s grade.

Course Schedule

See Attachment

Scans Information

See Attachment

Instructor Information

Staff
Office:
Office Hours: See Attachment (please call for appointment)
Office Phone: 686-4208

Division Chair: Nancy Hart
Division Secretary: Glorianne Fernandez
Division Office: 142 TC
Division Telephone: 685-4657