Course Description: This course builds on skills and knowledge acquired in previous courses. The student will analyze legal problems, determine necessary procedures and documents relevant to the problems, and prepare documents in court-ready or client-ready formats. The student will also participate in course discussions as assigned by the instructor.

Text and Supplies: There is no text for this course. This is an online course; the student must be self-motivated and must adhere to course deadlines. The student will need access to a computer with reliable Internet access and access to a sophisticated word processing program.

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.

Goals and Objectives: Upon successful completion of the course, students will have the ability to accomplish the following objectives/competencies accurately and efficiently:

1. Demonstrate the ability to use the Internet and legal software to find information.
2. Prepare legal documents in a manner acceptable to court personnel, clients, and other attorneys.
3. Explain filing procedures used by federal and Texas courts and Texas government agencies.

Withdraw Policy: If you have a problem and can no longer participate in class, please contact the instructor before dropping the class. The instructor will try to work with you to help you complete the class. DO NOT simply stop “attending” class and expect a grade of “W”; Midland College instructors are no longer permitted to assign a grade of “W”. It is necessary for you to contact Student Services at Midland College.

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.

**Student Participation**

Each student is expected to put in between three to six hours of study per week outside of class and participate in class discussion and case analysis. Student are expected to actively participate in class discussions and In Class Activities as assigned. Active participation requires reading the assigned material prior to the beginning of class. Failure to actively participate may result in the student being asked to leave class and not return until the material is read or the student is able to actively participate.

**Cell Phone Policy**

Cell phones are not allowed in class. If a student’s cell phone rings, vibrates, or in any other way makes a noise that distracts students from class, the student will be asked to leave class. If this occurs during an exam the student will be asked to leave and shall receive a grade of zero for the exam. If you need access to your cell phone for an emergency reason, contact the instructor prior to class to discuss the issue.

**Recording Policy**

Students who desire to record the class in any form (video, voice, etc.) must receive written permission from the instructor prior to any recording may take place. Recording any portion of the course without written permission will result in a grade of F for the course.

**Absence Policy**

In order for an absence to be considered “excused”, a student must contact the instructor PRIOR to the class absence. This can be accomplished through an email, a phone call or voicemail, or in person. A student with an excused absence will be allowed to make up an In Class Assignment for credit to be turn in the following class period. Those students with unexcused absences will NOT be allowed to make up an In Class Activity for credit.

**Late Work Policy**

Work may be accepted for a grade with a 5 point deduction for each class period the assignment is late.
**Grading Policy**

Your final grade will be calculated as follows and shall not be rounded or curved:

- 90% - 100%   A
- 80% - 89.9%   B
- 70% - 79.9%   C
- 60% - 69.9%   D
- below 59.9%   F

**Student Evaluation**

The student will be assessed on the following assignments:

- Writing and Grammar Pre-Test 2%
- Writing and Grammar Post-Test 2%
- Correspondence Assignment 5%
- Interoffice Memorandum Assignment: 15%
  - Statute Outing Assignment 7.5%
  - Case Brief Assignment 7.5%
  - Rough Draft 2%
  - Peer Review (2) 2% each/ 4% total
  - Rough Draft- Corrections 1%
- Attorney Update Letter 5%
- Open Memorandum Assignment 25%
  - Case Brief Assignment 10%
  - Question and Issue Drafting 1%
  - Analysis Drafting 2%
  - Peer Review (2) 2% each/ 4% total
  - Analysis- Corrections 1%
- Individual Student Conferences (2) 3% each/ 6% total