

New Course Proposal Form

Directions:

- A. Complete this form.
- B. Attach a syllabus or course guidelines that includes
 - a. list of measurable student learning outcomes
 - b. information on how outcomes will be assessed including descriptions of reading and writing activities, projects, presentations, testing, etc
 - c. list of course requirements such as attendance, assignments, etc
- C. Have your proposal reviewed by the appropriate department and school/college committee.
- D. Submit your proposal to the University Curriculum Committee in care of the Office of Academic Affairs.

Form information:

1. Department/Program: BASS/Legal Studies
2. Course Information: LEGL/ 4850/ Computers and the Law
 Prefix Number Title

 ___3___ / : Junior standing, LEGL 2400 or POLT 2400 or permission of director

 Credit Hours Prerequisites

3. Catalog Description for the catalog: (This description should briefly describe the basic content of the course as it will be offered.)

This course will provide the student an overview of computer technology applicable to law office management, document production, scheduling (including docket control), research, litigation support and how to communicate with other systems. This course will include hands-on computer assignments. It is designed to train paralegals with the theoretical and practical skills to enable them to work in legal environments that utilize computers. Prerequisites: Junior standing, LEGL 2400 or POLT 2400, or permission of program director.

4. May students repeat this course for credit? If so, are there limits?

No.

5. What is the rationale for adding this course?

- a. How does it support the philosophy and enhance the curriculum of your department?

Many legal Studies courses are taught by practicing attorneys, judges, paralegals, partners of large law firms, and prosecuting attorneys from various diverse backgrounds and experiences. These individuals bring to the classroom not only the substantive knowledge that legal studies students need but also real world experience. As a result, this course will be taught by such an individual. The knowledge and skills obtained from this course will equip students with the ability to understand the various contract actions that can be brought in our judicial system, analyze those cause of actions, and apply their knowledge and practical skills obtained in this course to the real world. This ability falls

within the parameters of the current mission /philosophy of the Behavioral and Social Sciences Department and the College of Arts and Sciences.

- b. How does it relate to the overall University curriculum?

As part as an international university that includes many professional programs guided by contemporary practices, this course will allow students the opportunity to not only learn the substantive information but also understand how it is applied in the real world.

- c. Should this new course be considered for General Education coding? No
If yes, attach the Application for General Education Coding Form.

7. Staffing requirements:

- a. Qualifications necessary for instructor: An attorney with litigation experience and has experience supervising a paralegal. Or a paralegal that has the proper knowledge and experience.
- b. What staffing changes, if any, will be necessary to offer this additional course?
None. The Legal Studies Department has adequate professors and adjuncts to teach this course.

8. When will this course be initiated? _Fall 2008. How often will it be taught? Once each semester. What sites are likely to offer this course? Webster and Kansas City

9. Does this course affect degree requirements in your, or any other, department/program's major, emphasis, minor, or certificate. Yes
If yes, please attach corrected catalog copy for approval.

10. List any existing University course(s), undergraduate or graduate, which are similar in title and /or subject matter and explain how this course differs from them.

11. Are University resources adequate to support this course? (library holdings, space, specialized, equipment, etc.) Yes. If not, what additions are necessary?

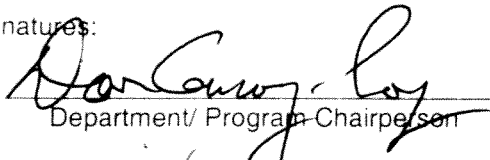
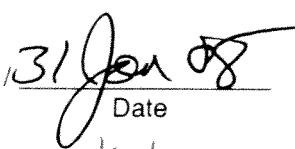
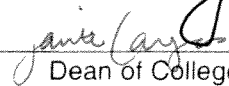
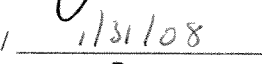
12. What course(s), if any, will be dropped to make room for this course? _

INTL 1500 The World System Since 1500; POLT 1060 Introduction to American Politics; POLT 1070 Introduction to Political Theory or HIST 3000 Ideas in History: History of Economic Thought; and HIST 1320 Twentieth-Century United States. These courses have been deleted by the proposed legal studies degree to allow the students to take more legal specialty courses as recommended by the American Bar Association. In addition, the following courses have been moved from the required curriculum to the elective portion of the Legal Studies Program. The courses are as follows: POLT 3010 American Constitutional Law or POLT 3020 Civil Liberties and the Law and INTL 2030 International Law. This decision follows the recommendations set

out by the ABA. The ABA guidelines states that even tough those courses are law related, because those courses are taught in different departments, they are not geared toward paralegals and thus do not qualify as legal specialty courses.

13. What entities (department, college/school) have reviewed and approved this proposal?
Department of Behavioral and Social Sciences, the College of Arts and Sciences.

Signatures:

	
Department/ Program Chairperson	Date
	
Dean of College/School	Date
_____ / _____	_____ / _____
Chair/Curriculum Committee	Date

Rev. 2004

Please Note that the attached course syllabus is for the new required course, Computers and the Law which will change from an Advanced Topics course to LEGL 4850.

Course	LEGL 4850 COMPUTERS AND THE LAW
Meeting Time	
Term	
Instructor Office Office Phone E-mail address	
Catalog Description	This course will provide the student with an overview of computer technology applicable to law office management, document production, scheduling (including docket control), research, litigation support and how to communicate with other systems. This course will include hands-on computer assignments. It is designed to train paralegals with the theoretical and practical skills to enable them to work in legal environments that utilize computers.
Prerequisites	LEGL 2400 or POLT 2400 or permission of instructor.
Required Text	Roper, Brent D., <u>Using Computers in the Law Office</u> , Fourth Edition. Delmar Learning (Thomson/West Publishing), 2004.
Course Objectives	<ol style="list-style-type: none"> 1. To develop familiarity with the basic software tools used in the law office or corporate/government legal department for document production, law office management, case management, scheduling, and trial preparation. 2. To develop competency in performing basic factual and background legal research using the Internet, and to use the Internet for group collaboration and sharing of documents. 3. To help students understand the ethical implications of the various uses of technology in the handling of client matters. 4. To enhance the student's familiarity with computer technology generally, and with networked, Intel-based personal computers using the Windows XP or Vista operating systems in particular. 5. To demonstrate proficiency in the use of litigation support

<p>Learning Outcomes</p>	<p>software, including in-court presentation of evidence or argument using trial presentation software.</p> <ul style="list-style-type: none"> • Students will be able to proficiently use litigation support software • Students will be able to proficiently use in-court presentation of evidence or argument trial presentation software • Students will be able to proficiently use client billing software • Students will be able to proficiently use timekeeping software • Students will be able to file legal documents using e-filing • Students will be able to proficiently use Case Management and Docket software 										
<p>Method of Assessment</p>	<table border="0"> <tr> <td>Class Presentation</td> <td>100 points</td> </tr> <tr> <td>5 Projects</td> <td>50 points</td> </tr> <tr> <td>Midterm</td> <td>100 points</td> </tr> <tr> <td>In-Class Presentation</td> <td>150 points</td> </tr> <tr> <td>Final</td> <td>100 points</td> </tr> </table>	Class Presentation	100 points	5 Projects	50 points	Midterm	100 points	In-Class Presentation	150 points	Final	100 points
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<p>Attendance</p>	<p>Due to the subject matter of this course and in keeping with Webster University’s policy, attendance is mandatory. If you cannot make a class, you should make every effort to notify the instructor prior to the class meeting. This class is of the nature that it will be difficult, if not impossible to learn the course content without attending class. Missing more than two classes will result in a letter grade of F. Constant late arrivals or early departures will affect the class participation/attendance portion of the grade. Please take careful note of the last day to withdraw from class. The instructor will not allow late withdrawals except in extreme emergencies.</p>										
<p>University Policy Statements</p>	<p>Academic Honesty</p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it. Plagiarism will result in a letter grade of F on any assignment.</p>										

Drops and Withdrawals.

Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.

Special Services

If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided. If you have a disability that may have some impact on your work in this class and for which you may require accommodations and you have not registered with the Academic Resource Center, please contact Barbara Stewart, at (314) 968-7495.

Disturbances

Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, or other electronic devices must be turned off, or switched to vibrate, when you enter the classroom. Disruption of class, whether by latecomers, noisy devices, or inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.

Weekly Schedule

Week 1

Introduction to course, course objectives and expectations, review syllabus, grading procedures and assignments. Lecture: Chapter 1, Computers in the Law Office; Adobe Acrobat Professional (not in text). Project 1 is assigned – due next class.

Week 2

Read and discuss Chapter 2, Computer Hardware and Software; Chapter 3, Word Processing; Document Automation with HotDocs (not in text).

<p>Week 3</p> <p>Week 4</p> <p>Week 5</p> <p>Week 6</p> <p>Week 7</p> <p>Week 8</p>	<p>Turn in Project 1.</p> <p>Read and discuss Chapter 4, Spreadsheet software, and Chapter 5, Database Management Systems. Project 2 is assigned – due next class.</p> <p>Read and discuss Chapter 6, Legal Timekeeping and Billing Software. Turn in Project 2. Project 3 is assigned – due next class.</p> <p>Midterm Exam on Chapters 1-5. Read and discuss Chapter 7, Case Management and Docket Software. Project 4 is assigned – due next class.</p> <p>Read and discuss Chapter 8, Litigation Support Software, and Chapter 9, Internet and Electronic Mail. Project 5 is assigned – due next class, read and discuss Chapter 10, Computer Assisted Legal Research and Chapter 11, Electronic Courthouse, Automated Courtroom and presentation Graphics.</p> <p>Travel to the Thomas F. Eagleton Federal Courthouse for a tour and demonstration of advanced courtroom presentation technology.</p> <p>Research and Presentation Project (In-class Presentation). FINAL EXAM</p>
<p>Class Participation</p>	<p>Class participation consists of the following minimum requirements: Attendance at all classes for the entire class; completion of all written work on time; appropriate, voluntary, verbal input; contributing to a positive classroom environment in all respects; contributing to the complexity and originality of critical thinking reflected in class discussion; and demonstrating professional conduct. Fulfilling the minimum of the foregoing requirements earns a student 80% of the total points available for class participation. To earn more than 80% of the total points available, a student must exhibit outstanding accomplishment in the foregoing areas.</p> <p>TALKING IN CLASS OR FAILURE TO PARTICIPATE IN CLASS DISCUSSIONS WILL RESULT IN THE STUDENT NOT RECEIVING THE FULL PARTICIPATION POINTS.</p>

Student Expectation	Students should not expect an “A” grade for mediocre or less than stellar work. If an assignment is turned in late (meaning more than fifteen minutes after class has begun), the assignment will receive a grade that is one letter grade lower than it would have received had it been timely. However, you may turn in any assignment early.
Course Policies	Students are responsible for reading all assignment prior to class. This includes any handouts. The syllabus is to serve as a general guide as to how the class will be conducted. I reserve the right to change the syllabus as the term progresses so as to accommodate special events, assignments, speakers, or other unexpected factors.
Activities	
Missed Exams and Written Assignments	The instructor reserves the right to substitute oral examination for any written exams or written assignment.