

**LEGAL STUDIES**  
Meade Senior High  
Business Education  
Academy of Law & Public Service

**INSTRUCTOR:** Mrs. O'Meara

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**COURSE GOALS/OUTCOMES**

- Prioritize work, interpret information and communicate effectively to assist attorneys in the delivery of legal services to clients and to perform administrative responsibilities
- Perform investigative fact-finding to obtain records and critical evidence
- Obtain and apply resources necessary to solve basic legal problems
- Exhibit appropriate interpersonal, teamwork, and leadership skills necessary to function in support roles
- Demonstrate communication and computer technology skills necessary to design and analyze appropriate informational documents for several audiences
- Investigate the options available to pursue employment and/or advanced credit standing towards an Associate of Arts degree in paralegal studies

**COURSE CONTENT**

- Today's Professional Paralegal
- Careers in the Legal Community
- Regulation and Ethical Responsibilities
- Working in a Law Office
- The American Legal System
- The Civil Litigation Process—Before the Trial
- Conducting Interviews and Investigations
- Computers and the Legal Profession
- Legal Research, Analysis, and Writing

Each chapter will be covered in approximately five (5) days with no chapter taking more than ten (10) days.

**EVALUATION PROCEDURES**

Each assignment will be given a point value. Each assignment will take from one day to one week to complete. **REMEMBER TO ALWAYS TURN IN YOUR BEST WORK!**

A=90-100%	40% Classwork/Homework
B=80-89%	30% Quizzes
C=70-79%	20% Participation
D=60-69%	10% Work Habits Assessment
E=59% or less	

Homework will be assigned regularly (not more than twice a week) and will be related to the curriculum.

### Missing Class And/Or Missing Work

Work may be made up after being absent with a legal excuse. It is the student's responsibility to show their absence slip to the teacher. It is also the student's responsibility to see the teacher regarding make-up work.

### **SPECIAL COURSE REQUIREMENTS**

Since this class is part of the Academy of Law and Public Service program, students may need to attend various meetings and/or field trips. Proper attire, attitude, and behavior are required. When guest speakers are present in the classroom or the class is on a field trip, proper behavior and questioning techniques are required. Students are expected to pay for the cost of the field trip.

### **MATERIALS**

The text, *West's Paralegal Today—The Essentials* by R.L. Miller & M. S. Urisko, will be assigned to each student using a property receipt. If the book is lost, the student will be responsible for the cost. Please report lost books immediately. A workbook will be used along with the text. There is no charge for the workbook.

Supplies: Small, three-ring binder  
Ruled, loose-leaf paper  
Pen or pencil

### **CLASSROOM RULES**

Classroom behavior, student absences, and tardiness to class are outlined in the Student Handbook. This class will follow the procedures in the Student Handbook. It is expected that all students will follow the guidelines outlined in the "Meade High School Academic Honesty Policy."