

# THE SOONER DOCKET

The University of Oklahoma  
**LAW CENTER**

Vol. XXIX, No. 2  
October, 2006  
Approved  
American Bar Association

*Generations*  
OF EXCELLENCE

## LEGAL ASSISTANT EDUCATION SCHEDULE

### SPRING, 2007

COURSE TITLE	COURSE DATES	FEES
Orientation	Jan. 13	Free
Civil Procedure II	Jan. 13, Jan. 27, Feb. 10	\$240
Contracts	Jan. 13, Jan. 27, Feb. 10	\$240
Evidence	Jan. 20, Feb. 3, Feb. 17	\$240
Introduction to Law	Jan. 27, Feb. 10, Feb. 24	\$240
Health Care Law Seminar	Feb. 3	\$80
Legal Analysis	Feb. 17, Mar. 3, Mar. 17	\$240
Oil and Gas Law	Feb. 17, Mar. 3, Mar. 17	\$240
Computerized Legal Research	Feb. 24, Mar. 10	\$160
Legal Research	Mar. 31, Apr. 14, Apr. 28	\$240
Legal Writing	Mar. 31, Apr. 14, Apr. 28	\$240
Resume Writing and Interviewing Seminar	Apr. 21	\$80
Internship I, II, III	Arranged	\$160

### PROPOSED SUMMER, 2007 COURSES

Introduction to Law  
Legal Analysis  
Bankruptcy  
Employment Law  
Seminar TBA  
Internship I, II, III

### PROPOSED FALL, 2007 COURSES

Introduction to Law  
Legal Analysis  
Legal Research  
Civil Procedure I  
Law Practice Management  
Professional Ethics  
Insurance Law  
Real Property I  
Seminars TBA  
Internship I, II, III

## FROM THE DIRECTOR'S DESK: INTRODUCING THE NEW DIRECTOR OF LEGAL ASSISTANT EDUCATION

Over the course of my six years as director of the Department of Legal Assistant Education, I have had the opportunity to meet and work with some wonderful people. I greatly appreciate the time spent with students, faculty, and other interested parties. However, my duties and responsibilities with other positions I hold within the Law Center have increased to the point where it would be best for me to step out of my role in paralegal education in order to concentrate more fully on my other assigned duties. Consequently, effective September 15, 2006, I will be stepping down as director of the department.

Nevertheless, the department will remain in extremely capable hands as Larry Laneer will continue to coordinate the day-to-day activities, and a new director will be appointed. The new director, David Poarch, is not new to the department, however. As the Assistant Dean for External Affairs at the University of Oklahoma College of Law, Dean Poarch has played a very important role in the department for several years. In addition to providing advice and guid-

ance to me and Mr. Laneer on policy issues, Dean Poarch has presented certificates to graduates and provided his insight on the importance of paralegals to the legal profession at orientations. Dean Poarch respects and appreciates the role that paralegals have held in his legal career and understands the future of the paralegal profession in today's legal community. His experience with paralegals, both as an Assistant United States Attorney and in private practice, makes him especially suited to guide the program as we endeavor to better educate paralegal students. Students and faculty alike will find Dean Poarch approachable and personable. The University of Oklahoma is fortunate to have such a dedicated, skilled, and forward-looking person directing the program. Please welcome Assistant Dean David Poarch as the new director of the Department of Legal Assistant Education.

Kyle L. Buchanan, Director

## CLASS OF 2006 GRADUATES

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On August 5, certificates were conferred on thirteen graduates of the Class of 2006 during a ceremony in the Dick Bell Courtroom. Graduating were Jerry Lynn Barby, Sharon S. Coleman, Maria G. Constantino, Amanda Couch, Robert Sean Foreman, Lisa M. Holden, Sarah M. Jefferson, Gregory D. Kennedy, Jeffrey Pace Stephens, Mandy J. Treat, Claudia M. Wheeler, Sherrill Ann Whipple, and Heather Lynnette Wright.

The graduation speaker was Noma D. Gurich, District Presiding Judge for Oklahoma County District Court.

Including the Class of 2006, the department has conferred certificates on 591 graduates.

## CURRENT ADDRESSES NEEDED

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If you are a student or graduate and have not received your *Sooner Docket*, we may not have your current mailing address. *The Sooner Docket* is sent via bulk mail, so it is not forwarded to your new address by the United States Postal Service. Please keep the Department of Legal Assistant Education office updated on your current mailing address.

## ADVISING

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Do you need advice about which courses to take or the order in which to take them? See the Suggested Courses of Study in this *Sooner Docket*. If you are having difficulty deciding how to schedule your classes or have any other questions about the program, call Larry Laneer at 405-325-1726.

## PLACEMENT

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We often receive resume requests from law firms, businesses, and others with openings for legal assistants. If you are seeking a position, you may submit 5 copies of your resume to be sent to employers, when requested. Resumes must be current! (One prospective employer called some references who were dead!) We will keep resumes on file for 6 months. They will then be discarded. We can help you write a good resume if you don't have one. We have several excellent books on resume writing and interviewing that are available in the lending library.

Also, check the bulletin board on the first floor of the Law Center, where we post current positions. Please let us know if you are no longer seeking a position.

## BULLETIN BOARD

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Students should check the Department of Legal Assistant Education bulletin board, on the first floor of the Law Center, for important announcements and information on legal-assistant organizations and issues, grades, scholarships, schedule announcements, and job openings.

## HOW TO ENROLL IN DEPARTMENT OF LEGAL ASSISTANT EDUCATION CLASSES:

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This *Sooner Docket* contains the class schedule, an enrollment form, and instructions and policies. To enroll, follow these steps:

1. Check the Suggested Courses of Study, in this *Sooner Docket*, to determine which classes you should take.
2. Complete the enrollment form, marking all classes that you want to take.
3. Send the enrollment form to the Department of Legal Assistant Education office. Keep a copy of the enrollment form or note the fee payment deadline for each class.
4. You may pay tuition for all classes when you enroll, or you may pay tuition by the fee payment deadline for each class. Your enrollment is not final until tuition is paid.
5. About three weeks before the first class session for each course, you will receive an instruction letter containing the instructor's syllabus and course outline. Read them carefully.
6. Purchase textbooks and materials and prepare for your first class.

## HELPFUL HINTS:

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1. An enrollment form must be completed every semester.
2. Follow the Suggested Courses of Study
3. Enroll early
4. Pay tuition by the fee payment deadline
5. Read "Important Instructions and Policies" in the *Sooner Docket*
6. For questions about your schedule, advisement, or your course of study, call the Department of Legal Assistant Education office at 405-325-1726.

# LEGAL ASSISTANT EDUCATION COURSE DESCRIPTIONS, SPRING, 2007

## CIVIL PROCEDURE II

**Course Objective:** As a continuation of Civil Procedure I, students will learn about the documents necessary for a case to proceed through the civil courts, as well as documents used in the discovery phase of a case. Through homework assignments and class presentations, students will be provided drafting techniques and pretrial strategy for use in civil litigation.

**Instructor Profile:** Tom Majors is Assistant United States Attorney, Civil Division, Western District of Oklahoma.

## COMPUTERIZED LEGAL RESEARCH

**Course Objective:** (Prerequisite: Legal Research) Computer-assisted legal research. An introductory course to familiarize students with the computerized legal research systems. Students will receive training in the effective use of search strategies to enhance their legal research capabilities.

**Instructor Profile:** Brian Zerbe is a paralegal assisting in commercial and business litigation matters at Cheek and Gelnar, in Oklahoma City. He uses the Internet daily for factual and legal research.

## CONTRACTS

**Course Objective:** Contracts is the law of binding agreements. In this course, students will learn the components of an enforceable contract, exceptions to the enforcement of contracts, and remedies available upon the breach of an enforceable contract. Each class will include oppor-

tunities for students to gain practical skills in the areas of client counseling, negotiation, drafting, and interpretation of contracts. Students will learn about specific types of contracts, such as lease agreements, insurance contracts, general contractor/subcontractor agreements, and the additional rules and laws that may apply to them. Students will apply the principles learned to a simulated fact pattern during open class discussions.

**Instructor Profile:** John C. Duncan, Jr., is an associate professor in the OU College of Law.

## EVIDENCE

**Course Objective:** Oklahoma and federal Rules of Evidence will be surveyed in order to familiarize students with the types of evidence which will and will not be admissible in court and objections which may be made during discovery and in pretrial orders to proposed evidence.

**Instructor Profile:** J. Dee Graves, an Assistant District Attorney for Garvin County, has practiced both civil and criminal law.

## HEALTH CARE LAW SEMINAR

**Course Objective:** This seminar will focus on current topics in health care law, including the Health Insurance Portability and Accountability Act, issues related to patient rights, and human subjects research protection.

**Instructor Profile:** Debra L. Chionopoulos is a lawyer and compliance officer and HIPAA privacy officer for the University of Oklahoma. She is the author of *The EMTALA Survival Guide: Practical Applications and Solutions*.

## INTERNSHIP

**Course Objective:** The goal of Internship is to (1) assist paralegal students in going from the classroom to the world of law firms, corporations, public agencies, and organizations; (2) provide students with a meaningful, practical experience in a professional setting; (3) assist students in clarifying career goals and to assess readiness to enter the legal profession; and (4) provide students an opportunity to refine professional skills.

**Instructor Profile:** David A. Poarch is the director of the Department of Legal Assistant Education and supervises all Internship students.



## INTRODUCTION TO LAW

**Course Objective:** Introduction to Law will provide an overview of the American legal system. Topics will include the development of the common law, the current prominence of statutory law, ethical considerations important to the legal assistant, and the state and federal court systems. The course also provides an introduction to substantive areas of the law.

**Instructor Profile:** J. Lynn McKay is a Certified Paralegal with Andrews, McCoy, and Orta, in Oklahoma City. She was named 2002 Legal Assistant of the Year by the Central Oklahoma Association of Legal Assistants.

## LEGAL ANALYSIS

**Course Objective:** This course is an introduction to legal writing and legal analysis. Any legal research necessary to prepare the writing assignments in this course will be provided by the instructor. Students will be introduced to different types of legal writing used by legal assistants.

**Instructor Profile:** S. Elaine Haack is a paralegal at McAfee and Taft, in Oklahoma City, and is treasurer and a member of the Board of Directors of the Central Oklahoma Association of Legal Assistants.

## LEGAL RESEARCH

**Course Objective:** To familiarize the student with the common hard-copy legal research materials and the ways in which they are used, together and separately. To teach research method, the methodology of analyzing a legal problem, finding the applicable law, and reaching a probable solution. Special emphasis will be placed on bringing research up-to-date. Through homework problems and practical exercises, to solve simple research problems and to critique the solutions.

**Instructor Profile:** Bill P. Guest is a lawyer in Oklahoma City and adjunct professor in the OU College of Law.

## LEGAL WRITING

**Course Objective:** (Prerequisites: Introduction to Law, Legal Analysis, and Legal Research; it is recommended that students with little or no legal experience complete Civil Procedure I and II before taking this course). An advanced legal-writing course designed to strengthen and sharpen existing legal-writing skills. Students will draft various documents, such as legal memoranda, briefs, discovery documents, motions, and correspondence, with an emphasis on federal and state civil procedure, proper citation form, and legal analysis, as well as the practical applications for a legal assistant involved in preparing and using these documents.

**Instructor Profile:** Gail Mullins is an assistant professor in the OU College of Law. She teaches in the legal research and writing and appellate advocacy programs.

## OIL AND GAS LAW

**Course Objective:** Course objective is to study the basic terminology, lease forms and clauses, other forms, and theory of oil and gas law. Includes discussion of both state and federal regulatory agencies.

**Instructor Profile:** Cory King is a lawyer who works in oil and gas land titles.

## ORIENTATION

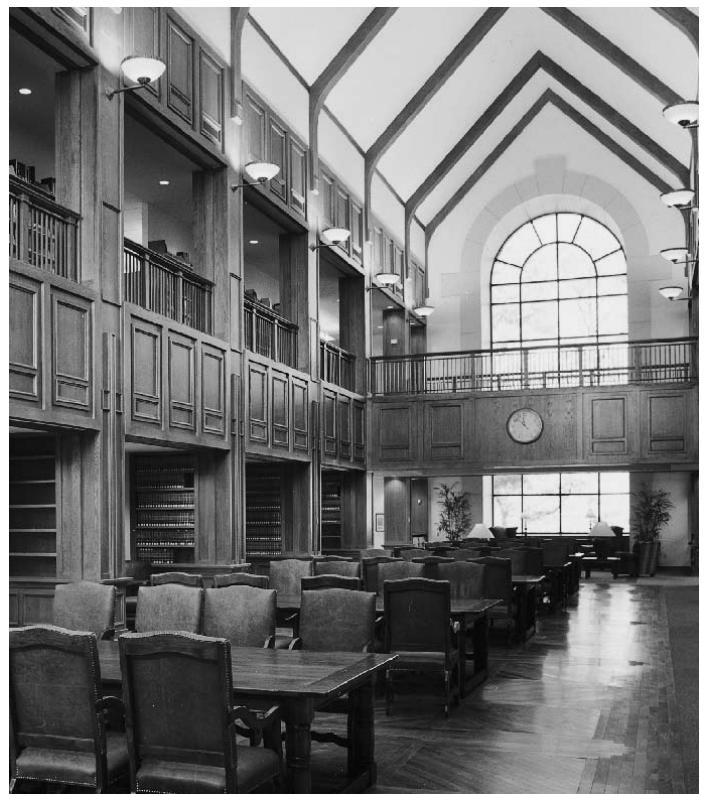
**Course Objective:** This free seminar gives those who may be interested in a career as a legal assistant/paralegal information about the profession, opportunities in the field, and the OU legal assistant education program. This orientation is for beginning legal assistant/paralegal students and others interested in the paralegal profession.

## RESUME WRITING AND INTERVIEWING SEMINAR

**Course Objective:** This seminar will provide participants with basic information about the job-search process, including interviewing and resume writing. Exercises will include a mock interview and resume writing. The seminar covers job-search resources, such as Martindale-Hubbell directories, employment agencies, associations, and networking. Plan to bring a resume with you or basic information that should be included in a resume.

**Instructor Profile:** Kyle L. Buchanan is director of the Office of Career Services in the OU College of Law.

(Schedule Subject to Change Without Notice)



## IMPORTANT INSTRUCTIONS AND POLICIES

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**The Department of Legal Assistant Education requires 42 units of legal-specialty courses and a minimum of 40 credit hours of general-education courses to complete the American Bar Association-approved certificate program.**

### ENROLLMENT

All students must complete an enrollment form at the beginning of each fall, spring, and summer semester, listing all classes they want to take during the semester. To receive credit for classes, the student must be admitted to study in the Department of Legal Assistant Education on or before the enrollment deadline. Classes may be audited, with assignments not being evaluated and no grade recorded. Auditors pay the same tuition as students who take courses for credit. Department of Legal Assistant Education courses may be accepted for credit in some degree programs at the University of Oklahoma and other institutions. Please contact those programs and institutions regarding the transfer of courses.

### PAYMENT POLICY

Students must consult the class schedule to determine the payment deadline for each class. Students have two options to pay for classes: (1) Payment may be made for all classes at the time of enrollment or (2) payment may be made before the payment deadline for each class. All checks, money orders, or charges must be made payable to the University of Oklahoma. **ENROLLMENT IN A CLASS IS NOT COMPLETE UNTIL TUITION IS PAID.**

### WITHDRAWAL FROM CLASS

Students must contact the Department of Legal Assistant Education office to withdraw from a class. **NO CASH REFUNDS ARE GRANTED TO STUDENTS WHO WITHDRAW FROM A CLASS.** Students who withdraw on or before the payment deadline for a class will receive 100% tuition credit. **STUDENTS WHO WITHDRAW AFTER THE PAYMENT DEADLINE FOR A CLASS AND BEFORE 4:00 P.M. ON THE MONDAY PRECEDING THE FIRST SCHEDULED CLASS MEETING WILL RECEIVE A 60% TUITION CREDIT.** Students who withdraw from a class after the Monday preceding the first scheduled class meeting will receive no tuition credit. Tuition credits must be used within two semesters. After two semesters, the tuition credit will expire, and no cash refund will be made. The department reserves the right to make exceptions in emergencies.

Students may withdraw anytime prior to the last day of a class with a grade of Withdrawal/Passing, with the approval of the instructor. Students withdrawing on or after the date of the last class meeting will receive a Withdrawal/Failing.

### GRADES AND GRADED ASSIGNMENTS

Grades are posted on the first floor of the Law Center, by the student's partial Social Security Number. Students who want to receive grades and graded assignments by mail must provide the office with a self-addressed, postage-paid envelope that is sufficient to contain the material. Grade or assignment requests must specify the student's Social Security Number, course title, and semester. **GRADES ARE NOT GIVEN OVER THE TELEPHONE.** Assignments will be retained in the department office, to be picked up by students, for one semester. Assignments or other materials that are not picked up will be discarded.

### GRADING POLICY

A twelve (12) point grading scale is used, in which an A+ = 12 to F = 0.

For certificate candidates, a grade point of 4.00, or C-, must be earned in required legal-specialty courses and a passing grade in elective legal-specialty courses. A student who earns a grade of D+ or below in a required course must repeat the course.

In order to receive a passing grade in any course, the student must satisfactorily complete all assignments and the final examination. Failure to do either of these will result in a failing grade. An "I" (incomplete) is given when a student is unable to complete certain course requirements for reasons satisfactory to the instructor. If a grade of "I" is not changed within one year, it will become permanent, and the student will be required to repeat the course in order to receive credit. Students may appeal a final course grade under the department's Grade Appeal Procedure. The appeal must be submitted within thirty days of the date the final grade was posted.

### SEMINARS

Seminars are offered on a variety of topics. Students may apply a maximum of two (2) units of seminar credit toward the legal-specialty course requirement. Seminars are graded pass/fail, and attendance is required to receive a passing grade.

### GRADUATION

Certificates are conferred annually, in August, to students who have completed all requirements.

## SUGGESTED COURSES OF STUDY

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### STUDENT ENTERING IN FALL SEMESTER

		1st Year		2nd Year	
Fall	Spring	Summer	Fall	Spring	Summer
Introduction to Law	Evidence	Elective (3 units)	Civil Procedure I	Civil Procedure II	Elective (2 units)
Legal Analysis	Elective (3 units)	Elective (3 units)	Professional Ethics	Legal Writing	
Legal Research	Computerized Legal Research		Law Practice Management	Elective (3 units)	

### STUDENT ENTERING IN SPRING SEMESTER

		1st Year		2nd Year	
Spring	Summer	Fall	Spring	Summer	Fall
Introduction to Law	Evidence or Elective (3 units)	Civil Procedure I	Civil Procedure II	Evidence or Elective (3 units)	Elective (3 units)
Legal Analysis	Elective (3 units)	Professional Ethics	Legal Writing	Elective (2 units)	Elective (3 units)
Legal Research		Law Practice Management	Computerized Legal Research		

### STUDENT ENTERING IN SUMMER SEMESTER

		1st Year		2nd Year	
Summer	Fall	Spring	Summer	Fall	Spring
Introduction to Law	Legal Research	Evidence	Elective (3 units)	Civil Procedure I	Civil Procedure II
Legal Analysis	Professional Ethics	Elective (3 units)	Elective (2 units)	Elective (3 units)	Legal Writing
	Law Practice Management	Computerized Legal Research		Elective (3 units)	

**UNIVERSITY OF OKLAHOMA**  
**DEPARTMENT OF LEGAL ASSISTANT EDUCATION**

SPRING, 2007, ENROLLMENT FORM

To enroll for the SPRING, 2007, semester, check courses below (or write "audit" in the space, if you are auditing the course for no credit). Enclose check, money order, or American Express, Discover, MasterCard, or Visa (circle one) number (and expiration date) in the total amount of \$ \_\_\_\_\_, payable to the University of Oklahoma. Send to Financial Services Office, University of Oklahoma Law Center, 300 Timberdell Road, Room 2004, Norman, OK 73019. You may pay by credit card over the telephone by calling 405-325-4798.

PAYMENT FOR COURSES SHOULD BE RECEIVED ON OR BEFORE PAYMENT DEADLINE TO ASSURE ENROLLMENT. WITHDRAWAL AND REFUND POLICIES ARE STATED IN *THE SOONER DOCKET*. PLEASE READ CAREFULLY.

**CAUTION: CLASSES MEET FROM 9:00 A.M. TO 5:00 P.M. ON EACH DATE LISTED. BE SURE THAT YOU HAVE NOT ENROLLED IN COURSES THAT HAVE CONFLICTING DATES. FOR HELP WITH ENROLLMENT, CALL 405-325-1726.**

ENROLLMENT	COURSE NUMBER/TITLE	FEE/PAYMENT DEADLINE
_____	1000 Orientation	Free
_____	2083 Civil Procedure II	\$240 December 15
_____	2253 Contracts	\$240 December 15
_____	2093 Evidence	\$240 January 2
_____	1013 Introduction to Law	\$240 January 15
_____	9055 Health Care Law Seminar	\$80 January 19
_____	1023 Legal Analysis	\$240 January 26
_____	2133 Oil and Gas Law	\$240 January 26
_____	2252 Computerized Legal Research	\$160 February 2
_____	1033 Legal Research	\$240 March 9
_____	1243 Legal Writing	\$240 March 9
_____	9041 Resume Writing and Interviewing Seminar	\$80 April 6
_____	Internship I _____, II _____, III _____	\$160 January 5

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Student Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Day): (\_\_\_\_\_) \_\_\_\_\_ (Evening): (\_\_\_\_\_) \_\_\_\_\_

Person to Contact in Case of Emergency:

Name: \_\_\_\_\_ Saturday Telephone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Department of Legal Assistant Education  
University of Oklahoma  
300 Timberdell Road, Room 314  
Norman, OK 73019-5081

272-723100

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