

THE SOONER DOCKET

The University of Oklahoma
LAW CENTER

Vol. XXVIII, No. 3
March, 2006
Approved
American Bar Association

Generations
OF EXCELLENCE

LEGAL ASSISTANT EDUCATION SCHEDULE

SUMMER, 2006

COURSE TITLE	COURSE DATES	FEES
Alternative Dispute Resolution	June 3, June 17, July 8	\$240
Introduction to Law	June 3, June 17, July 8	\$240
Practice in the Federal Court Seminar	June 10	\$80
Evidence	June 24, July 15, July 29	\$240
Intellectual Property	June 24, July 15, July 29	\$240
Legal Analysis	June 24, July 15, July 29	\$240
Internship I, II, III	Arranged	\$160

PROPOSED FALL, 2006 COURSES

Introduction to Law
Legal Analysis
Legal Research
Civil Procedure I
Professional Ethics
Law Practice Management
Bankruptcy
Business Organizations
Seminars TBA
Internship I, II, III

PROPOSED SPRING, 2007 COURSES

Introduction to Law
Legal Analysis
Legal Research
Civil Procedure II
Computerized Legal Research
Evidence
Legal Writing
Contracts
Insurance Law
Seminars TBA
Internship I, II, III

FROM THE DIRECTOR'S DESK: MUCH MORE WORK NECESSARY FOR CREATION OF A PARALEGAL DIVISION OF THE OKLAHOMA BAR ASSOCIATION

In the last edition of *The Sooner Docket*, I provided an update on the efforts of the Legal Assistant Services Committee of the Oklahoma Bar Association to develop a stronger affiliation between paralegals and the OBA through the creation of a Paralegal Division. Since then, the committee made a presentation to the OBA Board of Governors seeking a resolution from the board to begin the process of creating a division.

In its October meeting, the board did not approve our proposed resolution, but we received enough positive comments from individual members to warrant continuing the effort. The committee will soon be developing its strategy to renew its application for a paralegal division. One important aspect of that strategy will be an information campaign to the members of the Board of Governors,

the OBA House of Delegates, and even to the Justices of the Oklahoma Supreme Court. The committee will be calling on all Oklahoma paralegals who support the idea of a Paralegal Division of the OBA to begin thinking about attorneys they know who sit on the Board of Governors or the House of Delegates.

We may soon ask for your participation in our efforts to educate the OBA about the importance of paralegals to the legal-services industry. Members of the committee welcome your ideas on getting the word out, so please contact us. For a list of the current committee members, go to <http://www.okbar.org/members/committees/las.htm>.

Kyle L. Buchanan, Director

STUDENTS SHOULD TAKE EVIDENCE IN SUMMER, 2006

Under the Department of Legal Assistant Education's Suggested Courses of Study, students who began their paralegal studies in spring, 2006, should take Evidence in summer, 2006. Evidence is a required course and is offered every spring and every other summer. Students who entered in spring, 2006, should take Civil Procedure II, Legal Writing, and Computerized Legal Research in the spring, 2007.

Students who began their studies in semesters other than spring, 2006, and who have not taken Evidence also are advised to take it in summer, 2006.

Students should always follow the Suggested Course of Study for the semester in which they began paralegal studies. Following the Suggested Course of Study assures students that they will take required courses in the only semester the courses may be offered and will take prerequisites to other courses in the proper order.

ADVISING

Do you need advice about which courses to take or the order in which to take them? If you are having difficulty deciding how to schedule your classes or have any other questions about the program, please call Larry Laneer at 405-325-1726 or Kyle L. Buchanan at 405-325-4860.

PLACEMENT

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

Students should check 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, scholarship information, schedule announcements, and job openings.

HOW TO ENROLL IN DEPARTMENT OF LEGAL ASSISTANT EDUCATION CLASSES:

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:

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, SUMMER, 2006

ALTERNATIVE DISPUTE RESOLUTION

Course Objective: Introduction to resolution of disputes outside the traditional courtroom procedure, with an overview of this rapidly growing area in the law, including mediation, arbitration, and mini-trials for business disputes. Primary emphasis will be on the court-annexed procedures of mandatory arbitration, summary jury trials, and settlement conferences used in Federal Court in the Western District of Oklahoma.

Instructor Profile: Sunny Rowland is a licensed attorney and a private mediator with Specialized Mediation Services. She is also an adjunct professor in the OU College of Liberal Studies.

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, currently an Assistant District Attorney for Garvin County, has practiced both civil and criminal law.

INTELLECTUAL PROPERTY

Course Objective: The nature of the rights, acquisition and enforcement of, and property and contract interests in, patents, trademarks, copyrights, and trade secrets.

Instructor Profile: Martin G. Ozinga is a registered patent attorney who handles all aspects of intellectual property and is of counsel at Phillips, McFall, McCaffrey, McVay & Murrah in Oklahoma City.

INTERNSHIP

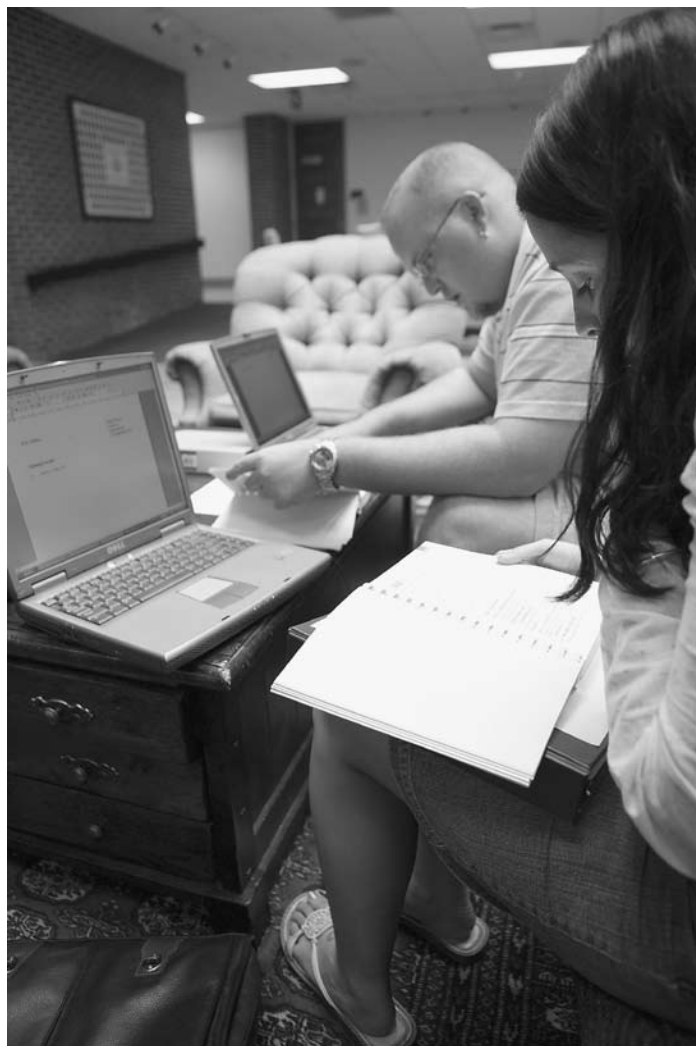
Course Objective: The goal of Internship is to (1) assist paralegal students in going from the classroom to the world of law firms, corporations, public agencies, and organizations; (2) provide students with a meaningful, practical experience in a professional setting; (3) assist students in clarifying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

Instructor Profile: Kyle L. Buchanan 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, a Certified Paralegal with the law firm Phillips, McFall, McCaffrey, McVay & Murrah, in Oklahoma City, works in corporate, probate, and real estate law. 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 legal assistant at Pierce, Couch, Hendrickson, Baysinger & Green, in Oklahoma City, and is treasurer and a member of the Board of Directors of the Central Oklahoma Association of Legal Assistants.

PRACTICE IN THE FEDERAL COURT SEMINAR

Course Objective: This seminar is designed to acquaint those who infrequently handle federal cases with (1) procedure in federal court; (2) some useful and commonly needed forms for federal civil practice; (3) the specific practice requirements of the judges of the Western District of Oklahoma; and (4) the most readily available sources of law to answer questions. The seminar will focus on practice in the federal courts, including Social Security, foreclosure, motion practice, employment law, federal torts, service of process, trial procedure, use of computers in the courtroom, assembling exhibits, preparing status conference memorandums, magistrate referrals, and bankruptcy. Very limited time will be spent on criminal procedure.

Instructor Profile: Kay Sewell practiced law privately for four years before joining the Civil Division of the United States Attorney's Office in 1988.

(Schedule Subject to Change Without Notice)



IMPORTANT INSTRUCTIONS AND POLICIES

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 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.

GRADUATION

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

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.

SUGGESTED COURSES OF STUDY

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

SUMMER, 2006, ENROLLMENT FORM

To enroll for the SUMMER, 2006, semester, check courses below (or write "audit" in the space, if you are auditing the course for no credit). NEW APPLICANTS for admission to the program must submit \$80.00 application fee (non-refundable), official transcript(s), and Department of Legal Assistant Education application form. Transcripts that have been "issued to student" or are not in an envelope that was sealed at the institution are not official and will not be accepted. CLASSES MEET FROM 9:00 A.M. TO 5:00 P.M. ON EACH DATE LISTED. For help, call 405-325-1726.

CAUTION: BE SURE THAT YOU HAVE NOT ENROLLED IN COURSES THAT HAVE CONFLICTING DATES.

ENROLLMENT	COURSE NUMBER/TITLE	FEE/PAYMENT DEADLINE
_____	2153 Alternative Dispute Resolution	\$240 May 12
_____	1013 Introduction to Law	\$240 May 12
_____	9003 Practice in the Federal Court Seminar	\$80 May 26
_____	2093 Evidence	\$240 June 2
_____	2143 Intellectual Property	\$240 June 2
_____	1023 Legal Analysis	\$240 June 2
_____	Internship I _____, II _____, III _____	\$160 June 2

Student Name: _____ Social Security No. _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone (Day): (_____) _____ (Evening): (_____) _____

Person to Contact in Case of Emergency:

Name: _____ Saturday Telephone: (_____) _____

Address: _____

Enclosed is my 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.

E-MAIL ADDRESS: lae@hamilton.law.ou.edu

HOME PAGE ADDRESS: <http://www.law.ou.edu/lae>

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

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