



Department of Legal Assistant Education

# THE SOONER DOCKET

Enroll Now for Spring 2021 Courses!

*American Bar Association Approved*



Legal Assistant Education Schedule

SPRING 2021

IT FEE				TUITION	FEE DEADLINE	CREDIT HOURS		
Semester IT Fee				\$33.50	Dec. 15	0		
ORIENTATION		MEETING DATES		TUITION		CREDIT HOURS		
New Student Orientation		Jan. 2		Free		0		
TRADITIONAL COURSES		SYNCHRONOUS ZOOM MEETING DATES		TUITION	TUITION DEADLINE	CREDIT HOURS		
Criminal Law (Enrollment only available for students who began before FA 20)		Jan. 2 Jan. 16		\$200	Dec. 15	1		
Criminal Law & Procedure		Jan. 2 Jan. 16 Jan. 30		\$300	Dec. 15	1.5		
HYBRID COURSES		SYNCHRONOUS ZOOM MEETING DATES		ONLINE START DATES	ONLINE END DATES	TUITION	TUITION DEADLINE	CREDIT HOURS
* Note: These courses will meet <b>online</b> first, then meet <b>synchronously</b>								
Introduction to Law		Jan. 23		Jan. 23	Feb. 22	\$300	Dec. 15	1.5
Legal Writing & Analysis		Feb. 6 Feb. 20 Mar. 6		Jan. 25	Mar. 13	\$400	Jan. 4	2.0
Legal Writing (Enrollment only available for students who began before FA 20)		Jan. 23 Feb. 20		Jan. 23	Feb. 20	\$300	Jan. 4	1.5
*Real Property		Feb. 27 Mar. 13		*Feb. 8	Mar. 13	\$300	Jan. 22	1.5
Legal Research I & II		Mar. 27		Mar. 27	Apr. 24	\$300	Feb. 22	1.5
*Torts		Apr. 3 Apr. 17		*Mar. 13	Apr. 17	\$300	Feb. 22	1.5
ONLINE COURSES				ONLINE START DATES	ONLINE END DATES	TUITION	TUITION DEADLINE	CREDIT HOURS
Contracts				Feb. 8	Apr. 25	\$300	Jan. 15	1.5
Resume Writing & Interviewing				Apr. 1	Apr. 25	\$100	Mar. 1	0.5
INTERNSHIPS		MEETING DATES		TUITION	TUITION DEADLINE	CREDIT HOURS		
Internship I, II		Arranged		\$200	Dec. 15	1		

**Enroll by Dec. 7!** Payments for courses do not have to be made at the time of enrollment. Please refer to the payment deadlines above.

**Online payments can be made here:** [https://market.ou.edu/C20233\\_ustores/web/store\\_cat.jsp?STOREID=102&CATID=588&SINGLESTORE=true](https://market.ou.edu/C20233_ustores/web/store_cat.jsp?STOREID=102&CATID=588&SINGLESTORE=true)

Enroll for classes at [oulae.populiweb.com](http://oulae.populiweb.com).

# COURSE DESCRIPTIONS

## *Contracts*

*1.5 Credit Hours*

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. Using an online virtual law firm, students will have the opportunity to put their new knowledge to practical use in completing assignments typically given to paralegals relating to contract law ranging from drafting a demand letter, to a legal memorandum on Contract Law and a complaint sounding in contract law.

## *Criminal Law (For Students who started before FA 20)*

*1 Credit Hour*

This course will provide students with an understanding of criminal procedure from both a practical and theoretical perspective. Time will be spent on obtaining an overview of the constitutional underpinnings of criminal procedure as well as on practical aspects of criminal justice.

## *Criminal Law & Procedure*

*1.5 Credit Hours*

This course will provide students with an understanding of criminal law and procedure from both a practical and theoretical perspective. Time will be spent on obtaining an overview of the constitutional underpinnings of criminal procedure as well as on practical aspects of criminal justice.

## *Internship*

*1 Credit Hour*

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

## *Introduction to Law*

*1.5 Credit Hours*

Survey of the legal system and the role of the legal assistant. This course is a prerequisite to all other courses and provides the student with a background for the courses which follow in the University of Oklahoma legal-assistant program.

## *Legal Writing & Analysis*

2 Credit Hours

Presentation of guidelines for effective advisory and argumentative writing as applied to pleadings, briefs, legal memorandums, and other types of legal writing. Students will also learn how to brief a case. Students will learn the structure of a legal memorandum. Covers the use of effective writing style and use of Oklahoma legal research materials. It is strongly recommended that this course be completed in the student's first semester of study.

## *Legal Research I & II*

1.5 Credit Hours

Covers use of state and federal statutes, court reporters, encyclopedias, annotations, digests, Shepard's, periodicals, legislative history sources, and administrative law materials. Computer-assisted legal research is also covered. An introduction that familiarizes students with computerized legal research systems. Students will receive training in the effective use of search strategies to enhance their legal research capabilities.

## *Legal Writing (For Students who started before FA 20)*

1.5 Credit Hours

Presentation of guidelines for effective advisory and argumentative writing as applied to pleadings, briefs, legal memorandums, and other types of legal writing.

## *Real Property*

1.5 Credit Hours

This course is an introduction to real estate law, which includes the study of property rights, types of land ownership, real property descriptions, sale, financing, conveyancing, contracts, liens, mortgages, deeds, recording, settlement concepts, condominiums and cooperatives, leasing, and other property concepts.

## *Resume Writing and Interviewing*

.5 Credit Hours

This course will provide students with information about the job-search process including interview, resume writing and cover letter drafting. Students will learn in detail about job search resources, associations and networking opportunities.

## *Torts*

*1.5 Credit Hours*

Includes a survey of the law of torts and the role of the legal assistant in preparation and trial of a personal injury lawsuit. Negligence and other personal injury torts are emphasized. Includes pre-trial preparation, interviewing techniques, preparation and filing of pleadings, use of various discovery methods, preparing witnesses specifically for trial, and the role of the legal assistant at trial.

# INSTRUCTIONS AND POLICIES

The Department of Legal Assistant Education requires 23 credit hours of legal-specialty courses and a minimum of 37 credit hours of general-education courses to complete the American Bar Association-approved certificate program.

## **WITHDRAWAL FROM CLASS**

To withdraw from class, students must contact the Department of Legal Assistant Education office. **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 percent tuition credit. Students who withdraw after the payment deadline for a class and before 4 p.m. a week preceding the first scheduled class meeting will receive a 60 percent tuition credit. Students who withdraw from a class after five days before the preceding the first scheduled class meeting or online start date 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.

Students may withdraw any time prior to the last day of a class with the approval of the instructor. Students should request to withdraw before the last day of class.

An Administrative Withdrawal (A/W) is a neutral grade used to indicate that a student has been involuntarily withdrawn by the program. A student may receive an AW for disciplinary reasons, financial reasons, or failure to stay current in completing coursework. A student cannot request an AW.

## **ENROLLMENT POLICY**

All students will enroll at [oulae.populiweb.com](http://oulae.populiweb.com). 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.**

**GRADES AND GRADED ASSIGNMENTS**

Students will be notified of grades electronically once they are posted. Students who wish to receive copies of graded assignments may contact the Department of Legal Assistant Education at [lae@law.ou.edu](mailto:lae@law.ou.edu) with their name, student ID number, course title and semester. 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 12-point grading scale is used, in which an A+ = 12 to F = 0.

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

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 10 days of the date the final grade was posted.

**GRADUATION**

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

*Legal assistants cannot give legal advice, accept cases, set legal fees, represent clients in court, or perform any legal service without the supervision of a licensed lawyer.*

University of Oklahoma Department of Legal Assistant Education  
**LEGAL SPECIALTY COURSES**

Students are required to earn 23 credit hours, including 18 credit hours of required legal specialty courses and 5 credit hours of elective legal specialty courses. **9 credits must be completed synchronously. Required courses meet this requirement.**

Application Fee: \$100  
 Semester IT Fee: \$33.50

*Required Courses:*

<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>TUITION</b>
Introduction to Law (Hybrid)	1.5	\$300
Legal Writing & Analysis (Hybrid)	2	\$400
Legal Research I & II (Hybrid)	1.5	\$300
Professional Ethics (Online)	1.5	\$300
Civil Procedure (Online)	2	\$400
Evidence (Synchronous)	1.5	\$300
Law Practice Management (Hybrid)	1	\$200
Contracts (Online)	1.5	\$300
Torts (Hybrid)	1.5	\$300
Criminal Law & Procedure (Synchronous)	1.5	\$300
Real Property (Hybrid)	1.5	\$300
Resume Writing and Interviewing (Online)	0.5	\$100
Capstone (Online)	0.5	\$100

*Elective Courses:*

<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>TUITION</b>
Creditor's Rights (Online)	0.5	\$100
Business Organizations (Online)	0.5	\$100
Worker's Compensation (Online)	0.5	\$100
Insurance Law (Online)	0.5	\$100
Trusts/Wills (Online)	0.5	\$100
Intellectual Property (Online)	0.5	\$100
Employment Law (Online)	0.5	\$100
Oil and Gas Law (Synchronous)	0.5	\$100
Family Law (Synchronous)	0.5	\$100
E-Discovery (Synchronous)	0.5	\$100
Internship I	1	\$200
Internship II	1	\$200

## General Education Requirements for Completion

In addition to legal specialty courses, students are required to complete 37 hours of general education credits. Most classes taken in the first two years of college will meet the general education requirement. Classes may be taken at any accredited institution of higher learning. General Education Requirements do not need to be completed before beginning courses in the Department of Legal Assistant Education.

## ENROLLMENT CHECKLIST

- 1. Check the Suggested Courses of Study, in this Sooner Docket, to determine which classes you should take.** For questions about your schedule, advisement or your course of study, contact the Department of Legal Assistant Education office at (405) 325-1726 or [lae@law.ou.edu](mailto:lae@law.ou.edu).
- 2. Complete enrollment by Dec. 7.** Enroll in all classes that you want to take. Payments for courses do not have to be made at the time of enrollment.
- 3. Pay tuition by the tuition-payment deadline.** You may pay tuition for all classes when you enroll, or you may pay tuition by the tuition-payment deadline for each class. **Your enrollment is not final until tuition is paid.**
- 4. Read your instruction letter, syllabus and course outline carefully for courses that begin with a synchronous (live) session.** About three weeks before the first class session, you will receive an instruction letter containing the instructor's syllabus and course outline. For courses that begin online, no prior reading is required. You will access the syllabus and course or canvas on the course start date.
- 5. Purchase textbooks and materials and prepare for your first class.**
- 6. If you have a disability that may prevent you from fully demonstrating your abilities** you should contact that instructor immediately so that you can discuss accommodations necessary to assume your full participation in class.

# FOR STUDENTS WHO STARTED BEFORE FALL 2020

## SUGGESTED COURSES OF STUDY

### *Student Entering in the Fall Semester*

1ST YEAR		
FALL	SPRING	SUMMER
Introduction to Law	Legal Writing	Evidence
Legal Analysis	Contracts	Comp Leg Research
Legal Research	Resume Writing & Interviewing	Elective Trusts/Wills
		Elective Business Organizations
2ND YEAR		
FALL	SPRING	SUMMER
Civil Procedure	Criminal Law	<i>Elective</i> Creditor's Rights
Professional Ethics	Torts	<i>Elective</i> Worker's Compensation
Law Practice Management	Real Property	<i>Elective</i> Oil and Gas Law
		<i>Elective</i> Insurance Law
		<i>Elective</i> Intellectual Property
		<i>Elective</i> Employment Law

# FOR STUDENTS WHO STARTED BEFORE FALL 2020

## SUGGESTED COURSE OF STUDY

*Student Entering in the Spring Semester*

<b>1ST YEAR</b>		
<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>
Introduction to Law	Contracts	Civil Procedure
Legal Analysis	Comp Leg Research	Evidence
Legal Research	<i>Elective</i> Oil and Gas Law	
	<i>Elective</i> Business Organizations	
	<i>Elective</i> Intellectual Property	
<b>2ND YEAR</b>		
<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>
Legal Writing	Real Property	Professional Ethics
Torts	<i>Elective</i> Trusts/Wills	Law Practice Management
Resume Writing & Interviewing	<i>Elective</i> Creditor's Rights	
Criminal Law	<i>Elective</i> Worker's Comp	
	<i>Elective</i> Insurance Law	
	<i>Elective</i> Employment Law	

# FOR STUDENTS WHO STARTED FALL 2020 AND LATER

## SUGGESTED COURSE OF STUDY

### *Student Entering in the Fall Semester*

1ST YEAR		
FALL	SPRING	SUMMER
Introduction to Law	Contracts	Evidence
Legal Writing & Analysis	Resume Writing	<i>Elective</i> Trusts/Wills
Legal Research I & II	Real Property	<i>Elective</i> Insurance Law
		<i>Elective</i> Business Organizations
2ND YEAR		
FALL	SPRING	SUMMER
Civil Procedure	Criminal Law & Procedure	<i>Elective</i> Creditor's Rights
Professional Ethics	Torts	<i>Elective</i> Worker's Compensation
Law Practice Management	Capstone	<i>Elective</i> Intellectual Property
<i>Elective</i> E-Discovery		<i>Elective</i> Employment Law
		<i>Elective</i> Oil and Gas Law
		<i>Elective</i> Family Law

# FOR STUDENTS WHO STARTED FALL 2020 AND LATER

## SUGGESTED COURSE OF STUDY

*Student Entering in the Spring Semester*

1ST YEAR		
SPRING	SUMMER	FALL
Introduction to Law	Contracts	Civil Procedure
Legal Writing & Analysis	<i>Elective</i> Oil and Gas Law	Evidence
Legal Research I & II	<i>Elective</i> Intellectual Property	<i>Elective</i> E-Discovery
	<i>Elective</i> Creditor's Rights	
2ND YEAR		
SPRING	SUMMER	FALL
Torts	<i>Elective</i> Trusts/Wills	Law Practice Management
Resume Writing	<i>Elective</i> Business Organizations	Professional Ethics
Criminal Law & Procedure	<i>Elective</i> Worker's Compensation	Capstone
Real Property	<i>Elective</i> Insurance law	
	<i>Elective</i> Employment Law	
	<i>Elective</i> Family Law	