



Department of Legal Assistant Education

THE SOONER DOCKET

Enroll Now for Summer 2021 Courses!

American Bar Association Approved



*Legal Assistant Education Schedule***SUMMER 2021**

ONLINE COURSES	START DATES	END DATES	TUITION	TUITION DEADLINE	CREDIT HOURS
Business Organizations	May 1	May 31	\$100	April 16	0.5
Employment Law	May 1	May 31	\$100	April 16	0.5
Computerized Legal Research**	June 1	July 1	\$200	May 17	1
Trusts/Wills	June 1	July 1	\$100	May 17	0.5
Creditor's Rights	June 1	July 1	\$100	May 17	0.5
Contracts	June 1	July 31	\$300	May 17	1.5
Insurance Law	July 1	July 31	\$100	June 14	0.5
Intellectual Property	July 1	July 31	\$100	June 14	0.5
Oil and Gas Law	July 1	July 31	\$100	June 14	0.5
INTERNSHIPS	MEETING DATES		TUITION	TUITION DEADLINE	CREDIT HOURS
Internship I, II	Arranged		\$200	April 16	1
TRADITIONAL (SYNCHRONOUS) COURSES	MEETING DATES		TUITION	TUITION DEADLINE	CREDIT HOURS
Worker's Compensation	May 22		\$100	April 23	0.5
Family Law	June 5		\$100	May 7	0.5
Evidence	June 26 July 10 July 24		\$300	May 24	1.5

**Only students who started the Program before Fall 2020 can enroll for this course.

Enroll by April 16!

Enroll for classes at oulae.populiweb.com. Payments for courses do not have to be made at the time of enrollment in Populi. 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=697&SINGLESTORE=true

Traditional/Synchronous: The course has live classes on set dates and times (Saturdays 9 am to 5 pm) through Zoom or on campus.

Hybrid: The course is partially online and has live, scheduled class meetings through Zoom or on campus (Saturdays 9 am to 5 pm).

Online: The course is completely online and there are no live class meetings through Zoom.

COURSE DESCRIPTIONS

Business Organizations

.5 Credit Hours

An overview of the types of basic business organizations and their purposes. The course will cover advantages and disadvantages of each, legal concepts relating to each, terms used in discussing them, and related legal documents that the legal assistant might be expected to create. Topics include the formation and operation of a corporation, sole proprietorship, and general and limited partnership, with emphasis on the corporate entity in Oklahoma.

Computerized Legal Research

ONLY STUDENTS WHO STARTED THE PROGRAM BEFORE FALL 2020 MAY ENROLL.

1 Credit Hour

(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.

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.

Creditors' Rights

.5 Credit Hours

The debt collection process is discussed, including final judgments and enforcement, prejudgment remedies, statutory liens, bankruptcy, and other elements in the collection process.

Employment Law

.5 Credit Hours

This course is intended to provide the student with an understanding of current legal issues in the area of employer/employee relations, with coverage of both state and federal laws, including discrimination issues, termination issues, the Family Medical Leave Act, and the Americans with Disabilities Act. Upon completion, the paralegal should be able to interview prospective clients and recognize what legal remedies will be available to them.

Family Law

.5 Credit Hours

An overview of the issues that arise in family law that include divorce and prenuptial agreements, child custody, child support, spousal support, guardianship, and adoption.

Evidence

1.5 Credit Hours

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.

Insurance Law

.5 Credit Hours

Introduction to insurance law, with emphasis on Oklahoma statutes and cases. Includes recovery of damages for insurance company failure to deal fairly with the insured.

Intellectual Property

.5 Credit Hours

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

Internship I

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.

Internship II

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.

Oil and Gas Law

.5 Credit Hours

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.

Trusts/Wills

.5 Credit Hours

General introduction to the law of trusts, the establishment of a trust, drafting trust forms, and transferring assets into trust. Introduction to basic law, terminology, history, and development of wills, concepts of distribution, execution, and will contests.

Workers' Compensation

.5 Credit Hours

This course will provide students with the knowledge and insight necessary to work in the area of Oklahoma workers' compensation law. Focus will be on the filing of forms, preparing medical records and reports, as well as the Workers' Compensation Court.

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 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.

ENROLLMENT POLICY

All students will enroll at 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 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.

Students who started before Fall 2020 must complete 19 credit hours of required legal specialty courses and 4 credit hours of elective legal specialty courses. Course listings for curriculum prior to Fall 2020 can be located in Canvas orientation course.

Application Fee: \$100

Semester IT Fee: \$33.50

Required Courses:

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

Elective Courses:

COURSE TITLE	CREDIT HOURS	TUITION
Creditor's Rights	0.5	\$100
Business Organizations	0.5	\$100
Worker's Compensation	0.5	\$100
Insurance Law	0.5	\$100
Trusts/Wills	0.5	\$100
Intellectual Property	0.5	\$100
Employment Law	0.5	\$100
Oil and Gas Law	0.5	\$100
Family Law	0.5	\$100
E-Discovery	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.
- 2. Complete enrollment by April 16.** 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 for each course, 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 on 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	<i>Elective</i> Trusts/Wills
		<i>Elective</i> 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

1ST YEAR		
SPRING	SUMMER	FALL
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	
2ND YEAR		
SPRING	SUMMER	FALL
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	