

## Santa Ana College Course Syllabus

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### **Class: Paralegal 121 Ethics**

**Course Description:** Ethics for paralegals: fees, client funds, billing, advertising, solicitation, unauthorized practice, deceit, confidentiality, conflict of interest, suppressing evidence, reporting misconduct, and professional practice obligations.

**Text:** Ethics: Top Ten Rules for Paralegals, Orlik  
Edition 2 ISBN 0-13-506393-0.

**Student Evaluation:** All assignments for this class are accessible via Canvas. Each assignment will be given a numerical value (i.e. 10 points, 20 points and so on). Assignments are placed into three categories, "Assignments" (20%), "Discussions" (50%) and "Final Assignments (30%)" Each category is weighted, meaning the total category is worth a percentage of the final grade in the class. Except for quizzes, (which have the correct answer and reason for the answer available after submission), each assignment has a rubric, including the discussions. Prior to doing the assignment read the rubric. After the assignment is graded, review the rubric if you receive less than 100%.

**Due Dates:** Various online assignments for credit will be given. To receive credit assignments must be posted by the due date. **One student skill being assessed is the ability to work in a timely manner and meet due dates.** No late assignments will be accepted.

**Canvas:** Assignments for the class can be accessed on the Canvas web site. You may access this web site from home, the library or the student labs at SAC. When you are officially enrolled in the class you will have access to the class. The student is expected to monitor the web site and complete all assignments in a timely manner when posted on the web site. The schedule of reading and assignments will be posted on the web site. Lecture material will be made available on the web site. The student will be able to access their current grade and credit for assignments on the web site.

**Honesty Policy:** A student found cheating on any exam or assignment, will receive no credit for that exam or assignment, and may result in a failing grade in the class. The student will not be allowed to drop and receive a W for the course. Cheating is defined to include but not limited to presenting any work that is not entirely the student's own work as well as copying other student's work or using any unauthorized material during a test or assignment. Students are  
Para 121 Ethics sample

required to cite the source of the information used to answer questions and or to post responses or conclusions. The source may be a web page (full address and date of viewing the site), the text, student posts or Professor Manzano's comments. **In a law office, you must always state where you got the information.**

#### **Accommodations for Disabilities**

Students with verifiable disabilities who want to request academic accommodations are responsible for notifying their instructor and Disabled Students Programs and Service (DSPS) as early as possible in the semester. To arrange for accommodations, contact DSPS by phone (714) 564-6260 or (714) 564-6384 (TDD for students that are deaf) or stop by the DSPS Center in U-103.

**Contact with Professor Manzano:** Do not email Professor Manzano with class questions. Ask all class questions on Canvas under class discussions/class questions. **You may continue to email Professor Manzano with privacy issues.**

**General Class Questions:** General class questions **must be asked** under the "General Course Questions: Ask Professor Manzano" section of the online discussion board found on the Canvas class web site. If the question is the type you would ask in class, ask it here.

**Student Learning Outcomes/Course objectives:** At the end of this course students will have a understanding of the rules of ethics that govern the legal profession in California. Students will independently manage their time so as to complete assignments and tasks in a timely manner. Students will understand and meet deadlines. Students will be able to independently gather information that is available via the internet. Students will demonstrate through the online discussions communication and interpersonal skills necessary for the law office environment. Students will demonstrate the ability to keep ethical time and billing logs.

**Attendance/Participation:** Participation and turning in assignments by the due dates will be considered "attendance." Failure to participate in the discussion boards and/or to turn in assignments by the due dates will be considered an "absence." Students MAY be dropped for excessive absences. Students are responsible to officially drop the class through admissions/web advisor if they plan not to complete the class. Note a W counts as an attempt. Read the college catalog on the limitation to the number of attempts a student may have for a class.

**Legal Questions:** **Professor Manzano will only answer questions pertaining to the material covered in class. Do not ask personal legal questions.**

***Professor Manzano will not give legal advice. If you have a legal question, you are advised to consult your attorney. Professor Manzano will not represent students.***

Read the information in the course information folder.