



# Syllabus

## Santa Ana College Legal Transactions Paralegal 150

8/24/15 (sign into Blackboard) through 12/13/15

Instructor: Kim Smith, J.D.

Ticket: #10339

Units: 5

Meeting Days: Wednesdays, 6-10 PM, and one additional hour arranged

Textbook: Optional: Introduction to the Law of Contracts

Martin A. Frey and Phyllis Hurley Frey

ISBN: 1-4018-6471-2

Optional: Several study guides for contracts or property are available. You should strongly consider purchasing them as both of these subjects are difficult to master.

**Contact Me:** Preferably through Blackboard's Discussion Board. Private messages may come directly to [ks57463@sac.edu](mailto:ks57463@sac.edu); cc to [kim@onlinesmith.com](mailto:kim@onlinesmith.com) with the word "SAC" in the subject line. You may phone 714-528-7733 and leave a text or message, however, e-mail is quicker and more reliable.

**LEARNING OBJECTIVES:** Students who successfully complete this course will be able to: 1) Understand contract law, including formation, defenses, breach and remedies; 2) Apply those concepts to a variety of documents, including contracts governing business organizations, real property; family law and estate planning; and 3) select, edit and customize formbook and computerized forms.

**BLACKBOARD:** In addition to the lecture and assignments in the classroom, assignments, documents and information for the class **must** be accessed through <http://rsccd.blackboard.com>. Unless you are instructed otherwise, **all work must be submitted through Blackboard**. You may access this website from home, the library or the student labs at SAC. When you are officially enrolled in the class you will have access to the Blackboard class webpage. You are expected to monitor the Blackboard 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 website.

**GRADING/ASSESSMENT METHODS:**

\*Participation= 20%

Portfolio = 30%

Midterm #1= 15%

Midterm #2 = 15%

Final Exam = 20%

Total 100%

\*Participation is evaluated through in-class contribution, the presentation, and discussion board.

Extra Credit may be offered at the instructors discretion. Your semester grade will be based on what percentage of total points you earned as compared to the total points that were offered. I will "scale" the grade, at my discretion, once all grades have been entered.

**GRADING RATIONALE/GRADING POLICY:** The grading scale should conform to the following:

A = 90% and above as compared to peers on tests, quizzes and assignments. Two or fewer classes missed with few or no tardies. Class participation is insightful and reflects students review of Blackboard materials for the week and an interest in the subject matter.

B = 80% - 89% as compared to peers on tests, quizzes and assignments. Three or fewer classes missed with few or no tardies. Class participation is thoughtful and reflects students review of Blackboard materials for the week and an interest in the subject matter.

C = 70% - 79% as compared to peers on tests, quizzes and assignments. Four or fewer classes missed with few or no tardies. Some class participation and general interest in the subject matter.

D and F = At instructors discretion

**ASSESSMENTS:** Tests will consist of a combination of true-false, multiple-choice, etc, and short-answer essay questions. Generally, tests will be open book and open note. The final exam will be comprehensive.

**DISCUSSION BOARD:** You will have a short written assignments for this class under the Blackboard Discussion Tab. All assignments must be submitted through the online learning platform. We will discuss these assignments in more detail during the semester.

**ONLINE VIDEOS:** I will place videos onto my YouTube account. Please follow me and stay up to date on the entries for this class, if they are not shown in class.

- [http://www.youtube.com/playlist?list=PLqGEMQus\\_mIgNarol1XGNn816qFVK9R7F](http://www.youtube.com/playlist?list=PLqGEMQus_mIgNarol1XGNn816qFVK9R7F)
- Or search YouTube: "Kim Smith Paralegal 100" for the Legal Transactions Class.

**ATTENDANCE POLICY:** **Your attendance is expected at every class.** You should sign the attendance sheet upon entering the classroom. If you are late to class, you will not be able to sign in.

**It is the student's responsibility to withdraw officially from a course.** However, because of enrollment demand a student may be dropped by the instructor when not appearing at the first class meeting. A student may be dropped for excessive absences when the total hours of absences exceed 10% of the total, scheduled hours of the class. Under extenuating circumstances, a student may be reinstated by the instructor.

**MAKE-UP ASSIGNMENT/EXAM POLICY:** Students must turn in homework and take exams during the times expected; nevertheless extenuating circumstances and supporting documentation can be submitted to the instructor.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:** Please let me know if you need accommodations as the result of a disability. A student with a disability, who would like to request an academic accommodation, is responsible for identifying himself/herself to the instructor and to the Disabled Student Programs and Services (DSPS). To make arrangements for academic accommodations, contact the Physical Disability Center in Johnson Center, U-103, or phone (714) 564-6264, TTY (714) 564-6284 for a referral to the appropriate DSPS Department.

**CONFERENCE:** Students wishing to meet with me should arrange a time to do so. I am also frequently early to class and can be found in the classroom. I welcome the opportunity to discuss any aspect of this course or the paralegal profession with you.

**ACADEMIC HONESTY POLICY:** The College policy on cheating: "In cases where a violation of academic honesty is discovered, the faculty member is encouraged to file an "Academic Misconduct Incident Report" form and distribute the form to the appropriate offices listed. There are two categories of sanctions: Limited and College-wide. Limited sanctions include an academic action such as assigning a lower grade or a grade of "F" for the assignment, project, or test. College-wide sanctions include any sanction that will affect a student's standing with the college-at- large, up to and including suspension or expulsion from the College.

**DISCLAIMER:** The information we discuss as part of this class is for education purposes only. Nothing I say to you during the time you are enrolled in my class should be construed as establishing an attorney-client relationship. The information I provide does not constitute legal advice. I will not answer questions about specific legal matters that you, or another person known to you, may be experiencing.