



WACO, TEXAS

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**Texas Civil Litigation**  
**LGLA 1344**  
**COURSE SYLLABUS**

REVISED:  
2009-2010

**LEGAL ASSISTANT PROGRAM  
COURSE SYLLABUS  
2008-2009**

**GENERAL COURSE INFORMATION**

Title: Federal Litigation

Course Number: **LGLA 1344**

**INSTRUCTOR INFORMATION**

Name: Linda Gassaway  
Room 215, Applied Sciences Building  
299-8203/ Fax #: 299-8229

Office Hours: As posted at office door  
This syllabus is subject to change.

If the instructor is unavailable, please leave a message with Dorothy Johnson in Room 218 of the Applied Sciences Building at 299-8238.

**COURSE DESCRIPTION**

This course provides an overview of the litigation process continued from Federal Litigation, including all aspects of discovery, trial preparation, settlement, trial, and post-trial practice. It provides an overview of computerized document management systems used in complex litigation, covers file organization systems for complex cases, and teaches digesting, indexing, and issue coding.

**TEXTBOOK AND MATERIAL**

The Litigation Paralegal: A Systems Approach, current edition (West Publishing Co.) by James McCord and Sandra McCord

O'Connor's Rules of Court, State, edition used in Texas Litigation (West Publishing Co.)

## POLICIES AND PROCEDURES

### Class Attendance

Regular and punctual attendance is expected of all students, and each instructor should maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course. Unless an instructor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date (the 60 percent point in the semester or term), the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness with doctor's excuse for student or child (3) an illness or a death in the immediate family, or (4) observance of a religious holy day (see policy). **There will be a 10 point grade reduction for each week that the assignment is late; if less than a week, then there is a proportionate point reduction.** Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Students enrolled in THEA mandated developmental classes based on MCC's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course or courses.

Programs such as Cosmetology and many of the Health Sciences may have departmental attendance guidelines due to clinical requirements or requirements of approving agencies. (See appropriate departmental policies for details.)

## **Student Absences on Religious Holy Day**

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

## **Tardiness**

Students are expected to arrive at class on time and to remain for the entire class period. Arriving after the roll has been checked or leaving prior to the end of the class period will affect the student's grade. Two (2) late arrivals or 2 early departures equal one (1) absence. It is the student's responsibility to ask the instructor to change an "absent" to a "tardy" if he/she arrives after the roll has been taken. Leaving early without prior explanation to the instructor equals an absence.

## **Late Work**

All assignments must be completed on time. For each class period that an assignment is turned in past its due date, ten points will be deducted from the grade. No assignments will be accepted after two weeks of the due date. Any variance from this policy is within the instructor's discretion.

Notwithstanding anything to the contrary, because all assignments are considered necessary to your success in preparation for your career, it is within the instructor's discretion to require that all assignments be completed for you to receive a final grade in the course; if an assignment remains undone, the instructor may assign a final grade of "incomplete", which over time automatically changes to an "F" if the assignment remains uncompleted.

## **Ethics**

It is the student's responsibility to read the General Conduct Responsibility Policy in the Highlander Guide (MCC Student Handbook). Any breaches of conduct will result in disciplinary action.

Academic Dishonesty Policy: Students found to be guilty of acts of academic dishonesty are subject to college policy as found in <http://www.mclennan.edu/students/hguide/gen.html> . In addition, in this class, students are subject to the following discipline:

First Offense: failing grade on the assignment  
Second Offense: failing grade in the course

## **GRADING**

Grading will be based on the following standard:

A = 90 - 100  
B = 80 - 89  
C = 70 - 79  
D = 60 - 69  
F = Below 60

A grade of C or better in all required LGLA courses is a prerequisite to graduation with a Legal Assistant degree.

Grades will be determined as follows:

3 tests	30%
Final Exam	20%
Participation and assignments	50%
Final Grade for Course	100%

If you miss one of the three tests, the final exam grade will be used as your grade on the missed test as well as your final test grade. If you miss two tests, the final exam grade will be used as your grade on both missed tests as well as your final exam grade. If you miss any additional tests, those test grades will be zero.

If you miss the final exam, that grade will be zero. No makeup tests or finals are allowed. If you make below a 70 on any of your tests, you must meet with me to discuss your score; it is your responsibility to schedule a time for that meeting.

## **COMPETENCIES**

Appropriate workplace competencies and foundation skills identified by the Secretaries Commission on Achieving Necessary Skills (SCANS) are integrated into the following objectives/competencies.

### **Course Objectives**

The student will:

1. Know the purpose, form, and content; responses and objections; and techniques for accomplishing basic types of discovery.
2. Draft various discovery documents.

3. Attend a deposition through a videotape deposition.
4. Digest a deposition.
5. Develop a familiarity with the automated litigation support available.
6. Learn techniques for producing, digesting, and organizing documents and information for both small case files and large case files.
7. Learn techniques for document control.
8. Perform searches and digesting on computer systems.
9. Be familiar with settlement processes and forms.
10. Know legal assistant's role in assisting attorney during trial.
11. Learn skills to be effective in working with witnesses and organizing paperwork for trial.
12. Draft practical forms for use at trial.
13. Be able to organize a trial notebook.
14. Be familiar with procedures in enforcing judgments and appeals.

### Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

#### CIVIL LITIGATION PROGRAM:

#### COMMON WORKPLACE COMPETENCIES

<b>Manage Resources:</b>	Time / Money / Materials / Space / Staff
<b>Exhibit Interpersonal Skills:</b>	Work on teams/ Teach others / Serve customers / Lead work teams/ Negotiate with others
<b>Work with Information:</b>	Acquire & evaluate data / Interpret & communicate data
<b>Apply Systems Knowledge:</b>	Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems
<b>Use Technology:</b>	Select equipment and tools

#### FOUNDATION SKILLS

<b>Demonstrate Basic Skills:</b>	Arithmetic & Mathematics / Speaking / Listening
<b>Demonstrate Thinking Skills:</b>	Creative thinking / Decision making / Problem solving / Thinking logically
<b>Exhibit Personal Qualities:</b>	Self-esteem / Self-management / Integrity

#### **ADA Statement:**

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or [msweatt@mclennan.edu](mailto:msweatt@mclennan.edu).

Course Number: <u>LGLA 1344</u> Course Name: <u>Federal Litigation</u>	Relevant Competencies (Identify by Competency Number)
<p style="text-align: center;"><b>SCANS COMPETENCIES.</b></p> <p>1. Managing Resources:</p> <ul style="list-style-type: none"> <li>a. Manage time</li> <li>b. Manage money</li> <li>c. Manage materials</li> <li>d. Manage space</li> <li>e. Manage staff</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> </ul>
<p>2. Exhibiting Interpersonal Skills:</p> <ul style="list-style-type: none"> <li>a. Work on teams</li> <li>b. Teach others</li> <li>c. Serve customers</li> <li>d. Lead work teams</li> <li>e. Negotiate with others</li> <li>f. Work with different cultures</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e. 1-9</li> <li>f.</li> </ul>
<p>3. Working with Information:</p> <ul style="list-style-type: none"> <li>a. Acquire/evaluate data</li> <li>b. Organize/maintain information</li> <li>c. Interpret/communicate data</li> <li>d. Process information with computers</li> </ul>	<ul style="list-style-type: none"> <li>a. All</li> <li>b. 1,6,7,13</li> <li>c. 2,4,8</li> <li>d. 5</li> </ul>
<p>4. Applying systems knowledge:</p> <ul style="list-style-type: none"> <li>a. Work within social systems</li> <li>b. Work within technological systems</li> <li>c. Work within organizational systems</li> <li>d. Monitor/correct system performance</li> <li>e. Design/improve systems</li> </ul>	<ul style="list-style-type: none"> <li>a. 11</li> <li>b. 5</li> <li>c. 10</li> <li>d. 1,6,9,14</li> <li>e. 1,7,13</li> </ul>
<p>5. Using Technology:</p> <ul style="list-style-type: none"> <li>a. Select equipment and tools</li> <li>b. Apply technology to specific tasks</li> <li>c. Maintain/troubleshoot technologies</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b. 5,8</li> <li>c.</li> </ul>
<p style="text-align: center;"><b>SCANS FOUNDATIONS.</b></p> <p>6. Demonstrating Basic Skills:</p> <ul style="list-style-type: none"> <li>a. Reading</li> <li>b. Writing</li> <li>c. Arithmetic/Mathematics</li> <li>d. Speaking</li> <li>e. Listening</li> </ul>	<ul style="list-style-type: none"> <li>a. All</li> <li>b. 2,4,6,12</li> <li>c.</li> <li>d. All</li> <li>e. All</li> </ul>
<p>7. Demonstrating Thinking Skills:</p> <ul style="list-style-type: none"> <li>a. Creative thinking</li> <li>b. Decision making</li> <li>c. Problem solving</li> <li>d. Thinking logically</li> <li>e. Seeing with the mind's eye</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> </ul>
<p>8. Exhibiting Personal Qualities:</p> <ul style="list-style-type: none"> <li>a. Individual responsibility</li> <li>b. Self-esteem</li> <li>c. Sociability</li> <li>d. Self-management</li> <li>e. Integrity</li> </ul>	<ul style="list-style-type: none"> <li>a. All</li> <li>b.</li> <li>c.</li> <li>d. All</li> <li>e.</li> </ul>