

problem-solving techniques is emphasized.

A minimum of 400 hours of field work, in the area of specialization (substance abuse treatment, gerontology, child welfare and family rehabilitation services and mental health services) is required during the two semester placement. Students must complete all professional internship placement documentation, complete a placement interview and attend the professional internship orientation prior to enrolling in HUS 4701/HS 701 and HUS 4801/HS 801. Policies and procedures are stated in the Professional Internship Performance Standard Manual.

Prerequisites: GPA of 2.5 or better, HUS 3501/HS 501, HUS 3503/HS 503, HUS 3504/HS 504, and one HUS/HS specialization course: HUS 3602/HS 602 or HUS 3603/HS 603 or HUS 3604/HS 604 or HUS 3605/HS 605 and the corresponding specialized health course: HEA 3502/HE 502 or HEA 3503/HE 503 or HEA 3504/HE 504 or HEA 3505/HE 505

HUS 4802/HS 802 Volunteerism

2 cl hrs, 2 cr

The role and function of volunteers in human services organizations. Students develop a training program to meet the needs of volunteers and human services agencies. The student analyzes the professional and ethical issues concerning the role of volunteers in human services organizations.
Prerequisites: HUS 2405/HS 405, HUS 3501/HS 501, HUS 3504/HS 504

HUS 4803/HS 803 Resource Development In Human Services

3 cl hrs, 3 cr

The process of developing resources for a human services program. Students develop a statement of need, a budget and program management evaluation procedures. Resources for funding programs, the requirements of various funding sources, and the legal requirements for resource accountability are explored.

Prerequisites: HUS 3501/HS 501, HUS 3503/HS 503, HUS 3504/HS 504, ENG 1121/EG 121

HUS 4804/HS 804 Management Concepts in Human Services

3 cl hrs, 3 cr

The nature of human services management, program planning and administration. Special attention is given to the concepts and practice skills of various organizational and program management models including program planning budgeting system, management by objective, cost-benefit analysis, zero-base budgeting and total quality management. Emphasis is placed on management efforts that make human services organizations and programs more efficient, effective and humane in the delivery of health and social services.

Pre- or corequisite: HUS 2405/HS 405

HUS 4810/HS 810 Strategic Planning and Reformation Within the Human Services Organization

3 cl hrs, 3 cr

This course focuses on the theoretical and applied dimensions of strategic planning and organization reform with reference to policy design and program implementation within public and nonprofit organizations. Focus is on management, population diversity, needs, funding, program effectiveness, stakeholders of an organization, systematic assessment and the ever changing social environment.

Prerequisites: HUS 3620/HS 620, HUS 4804/HS 804 or department approval required

Law and Paralegal Studies

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PROGRAMS:

Legal Assistant Studies/AAS
Legal Assistant Studies/BS

FACULTY:

Professor: Hunter
Assoc Profs: Donsky, Mennella, Moran
Asst Prof: Williams

Associate in Applied Science in LEGAL ASSISTANT STUDIES

The terms "paralegal" and "legal assistant" are used interchangeably. Both terms refer to people who assist attorneys with all forms of substantive legal work. Paralegals perform a wide variety of specialized tasks in a broad range of legal matters, all under the supervision of an attorney.

The curriculum at City Tech is designed to provide the student with an understanding of substantive and procedural law and the practical skills required to function in the legal environment.

The Department of Law and Paralegal Studies offers two degrees: an associate in applied science (AAS) and a bachelor of science (BS). Students may be admitted into either program. Both programs have the approval of the American Bar Association.

Both curricula offer a solid liberal arts background with a full range of legal specialty courses that give the students the technical proficiency and practical skills necessary to competently perform legal tasks. The College has an excellent in-house law library. Paralegal students also have a newly remodeled premier cutting edge computer lab with legal-applicable and legal-specific software, including systems for computer-assisted legal research. These resources assure that the City Tech paralegal graduate will be equipped with the legal writing, research and computer skills required to work in law-related areas.

Paralegal courses are offered both day, evening, weekend and a select number of courses are available in the summer program. AAS students participate in one internship course and baccalaureate students may participate in an additional internship course. This gives the student the opportunity to combine classroom study with practical on-the-job experience. Transfer students should meet with the department chair prior to acceptance into the program.

Representative samples of sites where associate degree graduates are working include the U.S. Attorney General's Office,

New York City Law Department, U.S. Department of Labor, New York City Board of Education, Legal Aid, Chase Manhattan Bank, Cullen & Dykman, Federal Trade Commission, New York City Transit Authority, New York State Workers' Compensation Board and judicial offices as well as local law firms.

Entrance and Progression Standards

Entrance into paralegal studies courses requires CUNY certification in reading and writing. All students admitted without such proficiencies will be required to complete necessary remediation and to obtain certification before progressing into paralegal studies courses. A minimum grade of "C" in each course with the prefix LAW is required for progression within the paralegal studies major. Students may repeat an LAW course once if they have received a "D" or "F" grade.

REQUIRED COURSES IN THE MAJOR		Credits
LAW 1101/LS 101	Introduction to Paralegal Studies	3
LAW 1103/LS 103	Civil Law and Procedure	3
LAW 1201/LS 201	Legal Research	3
LAW 1202/LS 202	Real Estate	3
LAW 2301/LS 301	Estates, Trusts and Wills	3
LAW 2303/LS 303	Family Law	3
LAW 2304/LS 304	Legal Research II	3
LAW 2403/LS 403	Legal Document Preparation	3
LAW 2409/LS 409	Legal Internship and Seminar I	4
Select one of the following three courses for 3 credits:		
LAW 2302/LS 302	Business Organization and Commercial Law	3
LAW 2405/LS 405	Torts and Insurance Law	3
LAW 2406/LS 406	Criminal Law	3
Subtotal		31
OTHER REQUIRED COURSES		
ACC 1162/AC 162	Elements of Accounting	3
MST 1101/MS 101	Introduction to Microcomputer	3
ENG 1101/EG 101	English Composition I	3
ENG 1121/EG 121	English Composition II	3
MATH 1 ¹	Mathematics	4
PHIL 1101/PH 101	Introduction to Philosophy	3
PSY 1101/PS 101	Introduction to Psychology	3
SCI 1 ¹	Science (BIO/BY, CHEM/CH, PHYS/SC with a lab)	4
SPE 1330/TS 330	Effective Speaking	3
Subtotal		29
TOTAL CREDITS REQUIRED FOR THE DEGREE		60

¹ See page 34 for detailed explanation of core required courses and categories.

Bachelor of Science in LEGAL ASSISTANT STUDIES

This is the first baccalaureate in paralegal studies offered at any public college in New York State. The trend in the paralegal profession is that employers are requiring higher levels of education. Larger law firms and corporate law departments in New York require applicants with a baccalaureate degree. The upper-level baccalaureate courses in paralegal studies introduce students to more specialized areas of law and increase communication and computer skills. The minimum educational requirement for law school is a baccalaureate degree; our degree meets that requirement, with the added advantage of familiarity with law and legal research prior to entering law school.

Graduates with a baccalaureate degree are working in higher-level jobs in government and prestigious law firms.

Admission into the Baccalaureate Program

There are many ways a student can enter the bachelor of science program in legal assistant studies. Students may enter the bachelor of science degree program as freshman if they meet the general College criteria on pages 9, 32. These students will follow the AAS curriculum for the first 60 credits and may choose to receive the AAS along the way. Students may transfer in from the City Tech AAS program in paralegal studies before or after completing the AAS degree. Students may enter from other programs either here at City Tech or from other colleges if they meet College criteria for transfer admission. Students with questions are advised to consult the Office of Admissions.

Transcripts of entering transfer students will be evaluated to determine the courses they must complete for the bachelor of science degree.

Please consult the department for further information.

ASSOCIATE DEGREE PREPARATION		Credits
For AAS		31
Other Required Courses for AAS		29
Subtotal		60
REQUIRED COURSES IN THE MAJOR		Credits
LAW 4704/LS 704	Legal Technology	3
Select one of the following two courses for 3 credits:		
LAW 4800/LS 800	Advanced Legal Research (Prior dept. permissions required/completion of 90 credits)	3
or		
LAW 4801/LS 801	Internship and Seminar II	
LAW 4900/LS 803	Senior Legal Seminar (must be taken in final semester)	3
Select five of the following nine courses for 15 credits:		
LAW 3604/LS 604	Employment and Labor Law	
LAW 3601/LS 601	Taxation	
LAW 3602/LS 602	Trial Preparation	

LAW 3805/LS 805	Forensic Science and the Legal Process	
LAW 4701/LS 701	Law Office Management	
LAW 4702/LS 702	Bankruptcy	
LAW 4703/LS 703	Immigration	
LAW 4705/LS 705	Administrative Law	
LAW 4802/LS 802	Trademark, Copyright, Patent	
LAW 3500 series/LS 503.0 through LS 504.5 series	Legal Modules (one set of three)	3
	Subtotal	27
OTHER REQUIRED COURSES		
ENG 1161/EG 161	Language and Thinking (or any 200 or 400 Level EG course)	3
ENG 3401/EG 401	Law Through Literature	3
GOV 2401/GO 401	Constitutional Law or	
SOC 2403/SO 403	Law and Society	3
MAT 1272/MA 272	Statistics I or	
MAT 1372/MA 372	Probability and Statistics I	3
PHIL 2211/PH 211	Philosophy of Law	3
SPE 1340/TS 340	Oral Interpretation of Literature	3
PSY/PS ¹	Any upper-level Psychology	3
SCI 2 ¹	Science (continuation for one year sequence)	4
ELECTIVES		
Free Electives		5
History Elective	any HIS/HI or AFR 1602/AF 602, AFR 1615/AR 615, AFR 1616/AF 616, AFR 1620/AF 620, PRS 1601/PR 601, PRS 1612/PR 612	3
	Subtotal	33
TOTAL CREDITS REQUIRED FROM THE DEGREE		120

¹ See page 34 for detailed explanation of core required courses and categories

COURSES:

LAW 1101/LS 101 Introduction to Paralegal Studies

3 cl hrs, 3 cr

An overview of the legal system and the role of the legal assistant within that system. Includes the sources of the law; legal terminology; the operation of the court system at the state and federal level; respective roles of attorney, client and paralegal; legal ethics and the Code of Professional Responsibility, interviewing techniques and a survey of specialized areas of law.

Prerequisite: CUNY certification in reading and writing; *corequisite:* ENG 1101/EG 101

LAW 1103/LS 103 Civil Law and Procedure

3 cl hrs, 3 cr

This course is the theory and application of law and procedure in civil litigation with emphasis on New York State law. It focuses on the role of the paralegal in preparing for litigation, including an understanding of the court system, the steps required in the litigation process and their time lines, drafting documents, trial and post trial topics and an introduction to the use of the computer in litigation.

Prerequisite: CUNY certification in reading and writing; *pre- or corequisites:* LAW 1101/LS 101, ENG 1101/EG 101

LAW 1201/LS 201 Legal Research

3 cl hrs, 3 cr

A working knowledge of the law library is presented including practice in finding statutes, cases and administrative regulations. Students are taught validating and gain experience in using legal encyclopedias, digests and other sources. All these research skills are integrated within written assignments.

Prerequisites: LAW 1101/LS 101, ENG 1101/EG 101; *pre- or corequisite:* LAW 1103/LS 103

LAW 1202/LS 202 Real Estate Law

3 cl hrs, 3 cr

The basic concepts of real property. The student will prepare real estate documents such as contract of sale, mortgage and note, deed, closing statement and lease agreement. Instruction in reading a survey and completing a title search. The course also covers real estate brokers, title insurance, landlord-tenant proceedings, foreclosures, and the differences between condominiums and cooperatives. The role of the paralegal in real estate law is emphasized throughout.

Pre- or corequisite: LAW 1201/LS 201

LAW 2301/LS 301 Estates, Trusts and Wills

3 cl hrs, 3 cr

A basic overview of estate terminology, the jurisdiction of Surrogates Court and estate administration procedures. The fundamental law of wills, trusts and estates, as well as the preparation of the basic legal documents in each of these areas.

Prerequisite: LAW 1201/LS 201

LAW 2302/LS 302 Business Organizations

3 cl hrs, 3 cr

Application of the basic principles of contract law including the Uniform Commercial Code; the nature and structure of the three basic business forms: sole proprietorship, partnership and corporation. A comparison of methods of financing and formation of these business entities. Students will prepare business agreements which may include, a partnership agreement, articles of incorporation, minutes, by-laws and related documents, promissory notes and sales contracts. Emphasis is also placed on an examination of creditor and debtor rights.

Prerequisite: LAW 1201/LS 201

LAW 2303/LS 303 Family Law

3 cl hrs, 3 cr

Prepares students to handle client interviews, conduct research and draw up the necessary documents for the practice of family law. Includes a study of the Family Court System and the New York laws relating to all areas of family law: marriage, divorce, annulment, custody, support, adoption, maintenance, name change, guardianship, paternity and juvenile matters.

Prerequisite: LAW 1201/LS 201

LAW 2304/LS 304 Legal Research II

3 cl hrs, 3 cr

Builds upon a working knowledge of the law library and research techniques mastered in LAW 1201. This course applies those techniques by utilizing them in practical application. In addition, the student is introduced to the use of computerized legal research and more development in the use of citations. This course focuses on analysis and evaluation of researched material with a concentration on the writing aspect of reporting research.

Prerequisites: LAW 1201/LS 201

LAW 2306/LS 306 Legal Issues for Facilities Managers

3 cl hrs, 3 cr

The legal issues that affect facility management. Topics cover principles of contracts, leases, service and employment agreements, purchase agreements, relevant federal and state laws, environmental and municipal regulations, liabilities of different legal entities, tort liability, media and group relations, debtor rights, business ethics and disability laws.

Prerequisite: ENG 1101/EG 101

LAW 2403/LS 403 Legal Document Preparation

3 cl hrs, 3 cr

Language and format of legal documents. A review of skills acquired in LAW 1101/LS 101 Introduction to Paralegalism, LAW 1103/LS 103 Civil Law and Procedure, LAW 1201/LS 201 and LAW 1304/LS 304 Legal Research and Legal Research II and the utilization of these skills in preparing legal documents. Identification of legal terms, phrases and sentence structure is required. Students will prepare and complete documents such as pleadings, motions/orders, first draft of a contract/business agreements, legal business letters/correspondence, deposition digests and other legal documents.

Team projects and role-playing are also emphasized and are implemented in some of the drafting assignments. *Prerequisites: All required LAW 1201/LS 201 and LAW 2304/LS 304*

LAW 2405/LS 405 Tort and Insurance Law

3 cl hrs, 3 cr
Basic tort law and insurance law as it relates to personal injuries. Intentional torts, negligence, strict liability, fire insurance and workers' compensation, using specific examples and cases to illustrate the relevant legal principles. The duties and obligations of parties in tort and insurance law. Interviewing and factual investigation techniques as well as the preparation or pleading and the organization of personal injury cases.

Prerequisite: LAW 1201/LS 201

LAW 2406/LS 406 Criminal Law and Procedure

3 cl hrs, 3 cr
A study of the procedural and substantive laws relating to the practice of criminal law. An understanding of how the criminal justice system operates: the roles of the various components of that system, law enforcement, prosecution, defense counsel, the courts and how the system acts upon the criminal defendant as well as victims of crime. *Pre- or corequisite: LAW 1201/LS 201*

LAW 2409/LS 409 Internship and Seminar I

2 cl hrs, 160 field hrs, 4 cr
Provides the qualified student with an opportunity to observe and gain practical experience in a legal setting under the supervision of an attorney. Students are placed in various law-related job sites such as law offices, corporations, judicial and administrative agencies. Students enrolled in LAW 2409/LS 409 must complete 160 hours of work experience. Additionally, students must attend and participate in weekly seminars to discuss progress in the field, work-related problems and the integration of classroom instruction with practical application. Ethics and the role of the paralegal in the delivery of legal services will also be discussed. Students are instructed and assisted in the preparation of job applications, cover letters, resumes and the development of interviewing skills. *Prerequisite: Must be in final semester of study for AAS degree or have completed 24 credits of legal specialty courses or department approval required*

LAW 3604/LS 604 Employment and Labor Law

3 cl hrs, 3 cr
Substantive and procedural law, and agency rules governing the broad area of labor-management relations in the private and public sectors. How private businesses and government employers deal with unions, union's relationship with other unions, and the worker's relationship with his/her union and employer. Fair employment practices. *Prerequisite: AAS degree in legal assistant studies (or the equivalent) or completion of 27 credits in legal specialty course*

LAW MODULES

All modules will require as a prerequisite an AAS degree in legal assistant studies (or the equivalent) or 27 credits of legal specialty courses. Students will take three modules in a semester. Students must take all three modules offered on the same day and time.

LAW 3531/LS 503.1 Elder Law

1 cl hr, 1 cr
An overview of issues affecting the elderly including Medicaid, Medicare, supplemental security income and social security and other entitlements including their eligibility requirements. The course will include health care directives, supplemental needs trusts and a review of applicable laws pertaining to the elderly including Mental Hygiene Law Article 81 Proceedings. Ethical considerations involving the elderly will be discussed throughout the course.

LAW 3532/LS 503.2 Securities

1 cl hr, 1 cr
Review of terminology and fundamental concepts relating to state and federal regulation of securities offerings, markets and broker-dealers. Roles of the issuer, broker-dealer, attorney, accountant, underwriter and legal assistant in the process by which financial assets are offered for sale in the securities market. Preparation, procedure, and approval of documents used in the offering of securities.

LAW 3533/LS 503.3 Adoptions

1 cl hr, 1 cr
Examines the role of the paralegal in the adoption procedure for private placement and agency adoptions, investigative requirements, parental qualifications, couple and single-parent adoptions, step-parent adoptions, grandparent adoptions,

parental rights and the criteria for revocation of adoptions.

LAW 3534/LS 503.4 Investigative Techniques

1 cl hr, 1 cr
This course introduces information-gathering techniques through investigation, including use of discovery devices, conducting interviews, developing sources and use of the internet.

LAW 3535/LS 503.5 Workers' Compensation

1 cl hr, 1 cr
Students will concentrate on familiarizing themselves with the language and format of all labor, insurance and medical forms associated with filing a Workers' Compensation claim pursuant to the law governing such claims. Attention will be given to the client interview as well as preparation of various documents and pleadings needed to bring a claim to the hearing stage of proceedings.

LAW 3536/LS 503.6 Pension and Employee Benefits

1 cl hr, 1 cr
A review of pension and profit-sharing plans with particular emphasis on federal requirements for qualified plans. The student will become familiar with plan and trust agreements, reporting and disclosure forms and other pertinent documents.

LAW 3537/LS 503.7 Environmental Law

1 cl hr, 1 cr
An overview of current environmental law issues including air and water quality, noise controls, solid and hazardous waste, medical waste, toxic substances and environmental impact review. The emphasis is on federal and state statutory and regulatory requirements and case law interpretation. The future direction of environmental law will be discussed.

LAW 3538/LS 503.8 Commercial Transactions

1 cl hr, 1 cr
An intensified study of the Uniform Commercial Code, the central law which governs business and sales transactions within the United States. The student will become familiar with the various regulations imposed by the Code. The form and other paper work necessary to comply with this law, and the basic contract principles that underlie the use of the Uniform Commercial Code will also be examined. In addition, other laws which pertain to commercial transactions will be

discussed where appropriate.

LAW 3539/LS 503.9 International Law

1 cl hr, 1 cr
The basic concepts of international law and trade are presented to enable students to assist in private practice and the courts. The rules and regulations affecting import of goods into the United States, the various forms and documentation necessary for handling Customs matters, import and export of goods, forfeiture and seizure of goods, trade practices and agreements, and the judicial procedure followed in the review of matters involving international law will be covered.

LAW 3530/LS503.1 Alternate Dispute Resolution

1 cl hr, 1 cr
The resolution of disputes through means other than litigation. ADR is being used more frequently as an efficient and effective way to resolve controversies.

LAW 3541/LS 504.1 Evidence

1 cl hr, 1 cr
Provides a comprehensive study of the basic rules of admissibility and the purpose for which evidence is offered. Students become acquainted with evidentiary principles and how to gather information which is admissible at hearing or trial.

LAW 3542/LS 504.2 Collections

1 cl hr, 1 cr
Familiarizes students with the procedures to be taken once a judgment has been obtained. Emphasis will be placed on enforcement of judgments and the impact of federal law on this specialty.

LAW 3543/LS 504.3 Sports and Entertainment

1 cl hr, 1 cr
This course familiarizes the paralegal student with the basic aspects of sports law and entertainment law. It is a practical skills based course wherein students discuss current applicable case law and relevant legal issues surrounding this area of the law by reviewing contracts/waivers, statutes, collective bargaining agreements, and the regulations of the NCAA.

LAW 3544/LS 504.4 Forensics

1 cl hrs, 1 cr
This course will focus on the many resources used in solving cases such as the use of hair, blood/blood volume,

dental and DNA analysis, chemical, luminal, pherophalin and spectrographic tests. The legal assistant studies student will examine the methods and process of collection of and analysis of evidence through sample extraction, quantification, amplification, separation and interpretation techniques.

LAW 3545/LS 504.5 Housing Law

1 cl hrs, 1 cr

This course will provide a legal and practical foundation in various aspects of housing law including rent control, rent stabilization, security of tenure, types of tenancy, homelessness, eviction, disrepair and tenant insurance. These issues will be examined from the perspective of landlord and tenant.

LAW 3601/LS 601 Taxation for Legal Assistants

3 cl hrs, 3 cr

Examination of selected provisions of the Internal Revenue Code and administrative procedures as they relate to income taxation of individuals, corporations and estate tax returns. Methods used in preparing these returns. Explanation of types of incomes and deductions, capital gains and losses. Instruction on how to interview clients to get necessary information, maintain records and draft returns for the following taxes: corporate income; individual income; partnership income; estate, gift and trust. How to gather information for audits and review. This is not a tax preparer's course.

Prerequisites: AAS degree with major in legal assistant studies or completion of 27 credits in legal specialty courses (or the equivalent)

LAW 3602/LS 602 Trial Preparation

3 cl hrs, 3 cr

Role of the paralegal in gathering evidence to be used in evaluating and negotiating settlements and preparing for trial. Use of computers, investigative work and file preparation in litigation.

Prerequisites: AAS degree in Legal Assistant Studies, or LAW 2403/LS 403 and completion of 27 credit in legal specialty courses

LAW 4701/LS 701 Law Office Management

3 cl hrs, 3 cr

Functions and responsibilities of a legal administrator. Basic management principles and theories applied to the solution of problems and attainment of goals in the law office. Office structure, staffing, employer/employee relations, time

keeping, office equipment, professional responsibility, job analysis and evaluation, fundamentals of motivation and problem-solving techniques and aspects of financial planning for the office.

Prerequisites: AAS degree in legal assistant studies or completion of 27 credits in legal specialty courses

LAW 4702/LS 702 Bankruptcy

3 cl hrs, 3 cr

Introduces the paralegal student to the basic concepts involved in bankruptcy law and the practical aspects of representing debtors and creditors within the bankruptcy system. Selected sections of the Bankruptcy Code and Bankruptcy Rules of Procedure are covered. Students learn to prepare the forms, documents and schedules most commonly used in bankruptcy proceedings.

Prerequisites: AAS degree in legal assistant studies or completion of 27 credits in legal specialty courses

LAW 4703/LS 703 Immigration

3 cl hrs, 3 cr

This course introduces the paralegal student to the laws affecting immigration and the specialized technical vocabulary used in this area, and become familiar with the other Administrative Agencies that work with Immigration such as the US State Department, Homeland Security and Labor Departments. Students will learn to prepare the forms, documents and schedules most commonly used in immigration proceedings. They will be exposed to the use of electronic filing and processing of immigration forms and documents. Emphasis will be placed on developing communication and investigative skills necessary to obtain correct information from the client in preparing applications.

Prerequisites: AAS degree in legal assistant studies or completion of 27 credits in legal specialty courses

LAW 4704/LS 704 Legal Technology

3 cl hrs, 3 cr

This course continues instruction in previously introduced software at an advanced level and the relation of the law as it applies to the use of technology current in the law office. The importance, portability and utilization of this knowledge in entering into and advancing in the legal professions is given special emphasis.

Prerequisites: AAS degree in legal assistant studies or LAW 2403/LS 403, MST 1101/MS 101 and an additional 27 legal specialty course credits

LAW 4705/LS 705 Administrative Law

3 cl hrs, 3 cr

The development of government functions, power and procedures which form the basis of administrative law; and the role of the legal assistant in the grievance procedure and hearings. The student will research administrative law decisions, discuss the role of government agencies in the social welfare system, describe the development and role of hearing officers and administrative law judges, and describe judicial review as the court of last resort.

Prerequisite: AAS degree in legal assistant studies or completion of 27 credits in legal specialty courses

LAW 4800/LS 800 Advanced Legal Research

3 cl hrs, 3 cr

A series of research, writing and oral assignments of increasing complexity on various topics of substantive law. Will cover legal analysis, preparation of outlines and rough drafts of legal documents, e.g., appellate briefs, trial briefs and memorandums of law; correct usage of citation form, and utilization of proper legal research techniques. Particular emphasis is placed on oral and written presentation.

Pre- or corequisites: Completion of 90 required credits; baccalaureate level ENG/IEG (ENG 1161/IEG 161 or any 2000 series literature course), LAW 4704/LS 704

LAW 4801/LS 801 Internship and Seminar II

1.5 hr weekly seminar, 125 hrs internship work experience, 3 cr

The student in the last year of the program is provided with practical experience in a legal setting. Students are placed in law-related jobs in law offices, corporations, judiciary, administrative agencies, etc. The student works 125 hours under the supervision of an instructor from the College and a lawyer and/or paralegal at the internship site. The student will participate in a weekly seminar with the other interns in the program. In addition to giving the intern an opportunity to utilize paralegal knowledge and skills, this program helps the student to clarify career goals.

Prerequisite: Completion of 90 credits

LAW 4802/LS 802 Trademarks, Copyrights and Patents

3 cl hrs, 3 cr

An overview of the substantive and procedural law of patents, copyrights and trademarks and the role of the paralegal in this specialized area. How

to assist the inventor to apply for a patent with the US Patent and Trademark Office; conduct a patent search and acquire the knowledge of application and registration procedures in this area. Practice and procedure before the U.S. Patent and Trademark Office and the U.S. Copyright Office. *Prerequisite:* AAS degree in legal assistant studies (or the equivalent), or completion of 27 credits legal specialty courses

LAW 4805/LS 805 Forensic Science and the Legal Process

3 class hours, 3 credits

Forensic science is the application of science to the law and encompasses various scientific disciplines. This course will provide the student with detailed knowledge of subjects underpinning forensic science in the broad areas of Biology, Chemistry, and Investigation. It will explore ways in which a forensic case is investigated at both the scene of the crime and in the laboratory. It will also look at the techniques used by forensic biologists, chemists and use many examples of criminal cases where forensic evidence was of particular importance. Tentative topics would include but not be restricted to: Crime Scene Analysis, Significance and Properties of Physical Evidence, Toxicology, Arson, and Explosion Investigation, Forensic Serology, DNA Evidence, Fingerprinting, Document and Voice Evidence, Forensic Science and Internet Investigation. When possible, forensic professionals will be utilized in the classroom to enrich discussion. The format of the course is mainly lectures.

Prerequisite for all baccalaureate level courses: Completion of all associate level degree requirements or have received departmental approval in advance and BIO 1101/BY 101

LAW 4903/LS803 Senior Legal Seminar

3 cl hrs, 3 cr

Available to students in the last semester of their baccalaureate course work. It requires students to utilize all of the substantive legal knowledge and practical legal research skills they have acquired to produce a significant, scholarly paper on a legal topic. Students will receive an intense review of legal research techniques and legal ethics which are helpful to them before their entry into the legal job market. In addition, lectures, discussions and guest speakers will concentrate on a different substantive area of law each semester.

Prerequisite: Enrolled in final semester