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| **PROFESSOR:**        | **PHONE NUMBER:**        |
| **OFFICE LOCATION:**        | **E-MAIL:**        |
| **OFFICE HOURS:**        | **SEMESTER:**        |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**PLA 2200 LITIGATION (3 CREDITS)**

This course is designed to familiarize the student with the structure of the federal and state judicial systems and their jurisdictions. It introduces the student to the basic litigation process and its procedural aspects by focusing on the federal and state rules of civil procedure and evidence. It includes comparisons of state and federal court rules, the drafting of pleadings, and ethical considerations relating to litigation.

1. **PREREQUISITES FOR THIS COURSE:**

ENC 1101 (MINIMUM GRADE OF “C”) OR EQUIVALENT

**CO-REQUISITES FOR THIS COURSE:**

None

1. **GENERAL COURSE INFORMATION:** Topic Outline.

• Understanding Our Judicial System

• Civil Procedure

• Administrative Procedures

• Alternative Dispute Resolution

• Federal Rules of Court

• Florida State Court Rules

• Ethical Issues Facing Litigation Paralegals and Trial Attorneys

1. **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.**  **General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

 General Education Competency: **Analyze**

 Course Outcomes or Objectives Supporting the General Education Competency Selected:

* 04.06 Discuss and prepare discovery documents.

**B.** **Other Course Objectives/Standards**

* 04.0 Demonstrate knowledge of all phases of trial practice and procedure. (Program Outcome) The student will be able to:
* 04.01 Define a variety of terms associated with litigation and trial practice.
* 04.02 Explain the sequence and basic contents of pleadings.
* 04.03 Prepare pleadings from information given in a simple hypothetical situation.
* 04.04 List and briefly explain six causes of action in civil cases.
* 04.05 Explain the basic concept of the Statute of Limitations.
* 04.07 Discuss the basic rules of procedure and evidence code.
* 04.08 Describe how evidence/exhibits are organized for trial.
* 04.09 Describe the purpose and contents of a trial notebook.
* 04.10 Describe the typical steps in jury and nonjury civil trials from pretrial through the appeal, if any.
* 09.0 Demonstrate knowledge of and ability to perform litigation techniques and procedures (Program Outcome) The student will be able to
* 09.01 Describe the various types of interviews that a paralegal would conduct.
* 09.02 State what the paralegal would need to know prior to the interview, and also describe the materials needed in preparation for the interview.
* 09.03 Describe the techniques for asking questions and also list the basic points for good listening.
* 09.04 Describe the form, or format, that the paralegal would use to present the results of the interview to the attorney.
* 09.05 Describe the purpose of background investigations and analysis.
* 09.06 List the sources of information for conducting the background investigations.
* 09.07 Describe how the results of the background investigation and analysis can be presented to the attorney.
* 09.08 Discuss the evaluation and use of the evidence.
1. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at equity@fsw.edu.  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

1. **ATTENDANCE POLICY:**

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

1. **GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

1. **REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

1. **RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

1. **CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)