

WINONA STATE UNIVERSITY
NEW AND REVISED COURSE AND PROGRAM APPROVAL FORM

Routing form for new and revised courses and programs.

Course or Program HPLG 211

Department Recommendation

Matthew Lindaman
Department Chair

1-10-14
Date

mlindaman@winona.edu
e-mail address

Dean's Recommendation ☒ Yes ☐ No*

M. G. [Signature]
Dean of College

1-10-14
Date

*The dean shall forward their recommendation to the chair of the department, the chair of A2C2, and the Vice President for Academic Affairs.

A2C2 Recommendation ☒ Approved ☐ Disapproved

Chair of A2C2

Date

Graduate Council Recommendation
(if applicable)

☐ Approved ☐ Disapproved

Chair of Graduate Council

Date

Director of Graduate Studies

Date

Faculty Senate Recommendation ☐ Approved ☐ Disapproved

President of Faculty Senate

Date

Academic Vice President Recommendation ☐ Approved ☐ Disapproved

Academic Vice President

Date

Decision of President ☐ Approved ☐ Disapproved

President

Date

Please forward to Registrar.

Registrar _____
Date entered

Please notify department chair via e-mail that curricular change has been recorded.

WINONA STATE UNIVERSITY
FINANCIAL AND STAFFING DATA SHEET

Course or Program HPLG 211

Include a Financial and Staffing Data Sheet with any proposal for a new course, new program, or revised program.

Please answer the following questions completely. Provide supporting data.

1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct faculty, include a rationale.

This course will continue to be taught by an adjunct, as all the Legal Specialty Sequence courses in the Paralegal major are.

Comment by Dean: There are additional adjunct credit per year will be funded from college reserve.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current offerings, dropping of courses, etc.

There will be one section of this course taught each year, as has been the case for the past 5 years. Making this course a requirement for the Paralegal major will not have any effect on current course offerings.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing, equipment, supplies, instructional resources, etc.

There will be no effect on department supplies as this course is already being taught. This course revision will add one credit of adjunct pay to the budget for Paralegal courses.

WINONA STATE UNIVERSITY

PROPOSAL FOR A REVISED COURSE

This form is to be used to submit proposed revisions to an existing undergraduate or graduate course which cannot be changed with the Notification Form. Every item on this form must be completed prior to submission to A2C2. The department proposing this revision must include a **Financial and Staffing Data Sheet** and the **New and Revised Course and Program Approval Form** with department chairperson's and Dean's signatures. Refer to Regulation 3-4, **Policy for Changing the Curriculum**, for complete information on submitting proposals for curricular changes.

Department History / ParalegalDate 1/13/14

Please provide all of the current information for this course:

HPLG 211
Course No.

Introduction to Paralegalism and Ethics

2
Credits

This proposal is for a(n): X Undergraduate Course Graduate Course

Is this course for USP? Yes** X No Is this course for GEP? Yes** X No

List all Major Codes to which this proposal applies as a required course: HPLG

List all Major Codes to which this proposal applies as an elective course:

List all Minor Codes to which this proposal applies as a required course:

List all Minor Codes to which this proposal applies as an elective course:

Prerequisites **NONE**

Grading Method X Grade only P/NC only Grade and P/NC Option

Frequency of offering Yearly – Fall Semester

Please indicate any proposed changes in this course information

Course No.	Course Title	Credits*
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This proposal is for a(n): Undergraduate Course Graduate Course

Is this course for USP? ☐ Yes** ☐ No ☐ Is this course for GEP? ☐ Yes** ☐ No

List all Major Codes to which this proposal applies as a required course:

List all Major Codes to which this proposal applies as an elective course:

List all Minor Codes to which this proposal applies as a required course:

List all Minor Codes to which this proposal applies as an elective course:

Prerequisites _____

Grading Method	Grade only	P/NC only	Grade and P/NC Option
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Frequency of offering _____

* If this course will change the number of credits for any major or minor, the form **Proposal for a Revised Program** must also be submitted and approved according to the instructions on that form.

For General Education Program (GEP) or University Studies (USP) course approval, the form **Proposal for General Education Courses or **Proposal for University Studies Courses** must also be completed and submitted according to the instructions on that form.

Please provide all of the following information:

(Note: a syllabus or other documentation may not substitute for this)

A. Changes in the Course Description. This information will be submitted to MnSCU by the WSU Registrar's office.

1. Provide both the current and the revised catalog descriptions of this course, including credit hours, prerequisites, and grading method. Please place these in two columns, side-by-side, for easy comparison.
2. Provide both the current and the revised course outline of the major topics and subtopics to be covered in the course. These outlines should be, at a minimum, two-level outlines of topics and subtopics. Place these in two columns, side-by-side, for easy comparison.

3.a Instructional delivery methods utilized: (Please check all that apply).

Lecture: XXAuditorium/Classroom	ITV	Online	Web Enhanced	Web Supplemented
Laboratory	Service Learning	Travel Study	Internship/Practicum	
Other: (Please indicate)				

3.b. MnSCU Course media codes: (Please check all that apply).

None: XX	3. Internet	6. Independent Study	9. Web Enhanced
1. Satellite	4. ITV Sending	7. Taped	10. Web Supplemented
2. CD Rom	5. Broadcast TV	8. ITV Receiving	

4. Describe both the current and the revised course requirements (papers, lab work, projects, etc.) and means of evaluation. Place these in two columns, side-by-side, for easy comparison.
5. Describe both the current and the revised course materials (textbook(s), articles, etc.) to be used in this course. Place these in two columns, side-by-side, for easy comparison.
6. List both the current and the revised student learning outcomes for this course and how each outcome will be assessed. Place these in two columns, side-by-side, for easy comparison

B. Rationale

Provide a rationale for each of the changes proposed.

C. Impact of These Changes on Other Departments, Programs, Majors, and Minors

1. Clearly state the impact of this revision on courses taught in other departments. Does this course duplicate the content of any other course? Is there an effect on prerequisites for this or any other courses?
2. Would approval of this course revision change the total number of credits required by any major or minor of any department?
If so, explain the effects which this course revision would have.
3. If this revision has an impact on the major or minor of any other department or program, it is the responsibility of the department submitting the proposal to send written notification to the department(s) or program(s) affected. State clearly which other programs are affected by this proposal and whether the other departments have been notified and/or consulted. Attach letter(s) of understanding from impacted department(s).

D. Attach to This Proposal a Completed

1. **Financial and Staffing Data Sheet**
2. **New and Revised Course and Program Approval Form**

E. Department Contact Person for this Proposal:

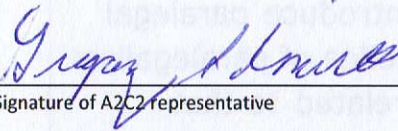
Colette A. Hyman
Name (please print)

x5880
Phone

chyman@winona.edu
e-mail address

F. Review by Department A2C2 Representative

I have reviewed this proposal and certify that it is complete


Signature of A2C2 representative

Definitions for codes in 3a and 3b:

01-Satellite:

02- CD Rom:

03- Internet: Predominately = where all, or nearly all, course activity occurs in an online environment. One to two activities may occur face-to-face in a classroom, with the maximum being two activities.

04 – ITV Sending: a course in which students are in the classroom with the instructor, other students join via interactive television technology from other geographically separate locations

05 – Broadcast TV:

06 – Independent Study: a course in which the teacher develops specialized curriculum for the student(s) based on department guidelines in the University course catalog

07 – Taped: a course in which the teacher records the lessons for playback at a later date

08 – ITV Receiving: a course in which students are not in the classroom with the teacher, other students join via interactive television technology from other geographically separate locations

09 – Web Enhanced- Limited Seat Time: For a course in which students are geographically separate from the teacher and other students for a majority of required activities. However, some on-site attendance is required. The course includes synchronous and/or asynchronous instruction.

10 – Web Supplemented- No Reduced Seat Time: For a course utilizing the web for instructional activities. Use of this code may assist your college/university in tracking courses for “smart classrooms” and/or facility usage.

A. **Changes in the Course Description.** This information will be submitted to MnSCU by the WSU Registrar's office.

1. Provide both the current and the revised catalog descriptions of this course, including credit hours, prerequisites, and grading method. Please place these in two columns, side-by-side, for easy comparison

Current:

This course will introduce paralegal majors to the practice of paralegalism and legal ethics related to that practice. The course will examine the paralegal profession, the best practices of paralegalism, office machinery, techniques and advanced practice software, office management, the role of the paralegal in legal practice, and the nature and responsibilities of legal ethics for the paralegal. Students not enrolled in the Paralegal Program need the permission of the program director to enroll in this course and must meet prerequisite requirements of the program.

Credit Hours: 2

Prerequisites: None

Grade: Grade Only

Revised:

This course will introduce paralegal majors to **paralegal work and to** legal ethics related to that practice. The course will examine the paralegal profession, the best practices of paralegalism, **office management**, the role of the paralegal in legal practice, and the nature and responsibilities of legal ethics for the paralegal. **The course will provide substantial introduction to relevant technologies, software, and databases used in the paralegal profession.**

Credit Hours: 3

Prerequisites: None

Grade: Grade Only

A. **Changes in the Course Description.** This information will be submitted to MnSCU by the WSU Registrar's office.

2. Provide both the current and the revised course outline of the major topics and subtopics to be covered in the course. These outlines should be, at a minimum, two-level outlines of topics and subtopics. Place these in two columns, side-by-side, for easy comparison.

Current:

I. INTRODUCTION

- a. Skills necessary to be an effective paralegal
 - i. Organizational
 - ii. Precision
 - iii. Communication
 - a. Interpersonal
 - b. Small group
 - c. Public speaking
 - d. Writing
 - e. Listening
 - f. Reading
 - iv. Analytical
- b. Skills necessary to survive the Paralegal Program
 - i. Organization
 - ii. Precision
 - iii. Communication
 - iv. Analytical

II. Definition of a Paralegal

- a. ABA
- b. NALA
- c. NFPA
- d. AAFPE

III. Professional Associations

- a. NALA
 - i. Explanation
 - ii. CLA Exam
- b. NFPA
 - i. Explanation
 - ii. P.A.C.E. Exam
- c. Local Organizations

IV. Paralegal Positions

- a. Skills required for Paralegals in traditional law firms
- b. Skills required for Paralegals in non-traditional settings
- c. Skills required for Paralegals in Government jobs
- d. Networking

V. Paralegal specialties and current events

- a. Legal Assistant Today
- b. Facts and Findings
- c. National Paralegal Reporter
- d. Other

VI. Job Search

- a. What employees want
- b. Skills required
- c. National and local salary statistics
- d. Job search skill
- e. Job Placement Assistance

Revised:

I – INTRODUCTION

- a. Skills necessary to be an effective paralegal
 - i. Organizational
 - ii. Precision
 - iii. Communication
 - a. Interpersonal
 - b. Small group
 - c. Public Speaking
 - d. Writing
 - e. Listening
 - f. Reading
 - iv. Analytical
- b. Skills necessary to survive the Paralegal Program
 - i. Organization
 - ii. Precision
 - iii. Communication
 - iv. Analytical

II - Definition of a Paralegal

- a. ABA
- b. NALA
- c. NFPA
- d. AAFPE

III – Professional Associations

- a. NALA
 - i. Explanation
 - ii. CLA Exam
- b. NFPA
 - i. Explanation
 - ii. P.A.C.E. Exa
- c. Local Organizations

IV – Paralegal Positions

- a. Skills required for Paralegals in traditional law firms
- b. Skills required for Paralegals in non-traditional settings
- c. Skills required for Paralegals in Government jobs
- d. Networking

V – Paralegal Specialties and current events

- a. Legal Assistant Today
- b. Facts and Findings
- c. National Paralegal Reporter
- d. Other

VI – Paralegal Employment

- a. What employers want
- b. Skills required
- c. National and Local salary statistics

A. **Changes in the Course Description.** This information will be submitted to MnSCU by the WSU Registrar's office.

2. Provide both the current and the revised course outline of the major topics and subtopics to be covered in the course. These outlines should be, at a minimum, two-level outlines of topics and subtopics. Place these in two columns, side-by-side, for easy comparison. (continued)

<u>Current</u>	<u>Revised:</u>
VII - Role of the Paralegal in the Law Office <ul style="list-style-type: none">a. Office skillsb. Paralegal Skillsc. Ethical Issuesd. Billable Timee. Exempt versus non-exempt	VII – The Job Search Process <ul style="list-style-type: none">a. Job search skillsb. Job placement assistancec. Employment opportunities noticesd. The informational interview
VIII - Paralegal Education <ul style="list-style-type: none">a. ABA Approval of Programsb. Regional Accreditation of Collegec. Continuing Legal Education	VIII – The Electronic Job Search <ul style="list-style-type: none">a. Using the World Wide Web in the job searchb. Preparing an Electronic Portfolio
IX - Sources of Law <ul style="list-style-type: none">a. Constitutionb. Statutesc. Case Lawd. Administrative Law	IX - Roles of the Paralegal in the Law Office <ul style="list-style-type: none">a. Office skillsb. Paralegal skillsc. Ethical issuesd. Billable timee. Exempt versus non-exempt
X - Types of Law <ul style="list-style-type: none">a. Criminalb. Civilc. Substantived. Procedural	X - Paralegal Education <ul style="list-style-type: none">a. ABA Approval of Programsb. Regional Accreditation of Collegec. Continuing Legal Education
XI - Jurisdiction	XI - Office Software Programs <ul style="list-style-type: none">a. Microsoft Wordb. Excelc. Outlook
XII - Venue	
XIII - Introduction to the Court System	XII - The Paperless Legal Office Environment <ul style="list-style-type: none">a. The transition from paper to electronic documentsb. Confidentiality in the Electronic legal workplacec. E-filing in the Minnesota State Court systems
XIV - Introduction to the Legal System	
XV - Briefing <ul style="list-style-type: none">a. Explanation of a Caseb. Identification of Case Partsc. Identification of Elements of a Case Citationd. Explanation of a Brief	XIII - Sources of Law <ul style="list-style-type: none">a. Constitutionb. Statutesc. Case Lawd. Administrative Law
XVI - Regulation of Paralegals <ul style="list-style-type: none">a. Certificationb. Licensurec. Independent Statusd. State-Specific Issues	XIV - Types of Law <ul style="list-style-type: none">a. Criminalb. Civilc. Substantived. Procedural
XVII - Ethics <ul style="list-style-type: none">a. ABA Code and Model Rulesb. State Ethical Codes and Rulesc. Paralegal Ethical Codes<ul style="list-style-type: none">1. NALA2. NFPAd. Ethical Topics<ul style="list-style-type: none">1. UPL2. Tort Liability3. Confidentiality4. Conflict of Interest5. Competence6. Solicitation	XV - Jurisdiction
	XVI - Venue
	XVII - Introduction to the Court System
	XVIII – Briefing <ul style="list-style-type: none">a. Explanation of a Caseb. Identification of Case Partsc. Identification of elements of a Case

A. **Changes in the Course Description.** This information will be submitted to MnSCU by the WSU Registrar's office.

2. Provide both the current and the revised course outline of the major topics and subtopics to be covered in the course. These outlines should be, at a minimum, two-level outlines of topics and subtopics. Place these in two columns, side-by-side, for easy comparison. (continued)

Current:

- XVII - Ethics (continued)
 - d. Ethical Topics (continued)
 - 7. Advertising
 - 8. Fees
 - 9. Client Funds
 - 10. Partnership with Attorney
 - 11. Pro Bono Work
- XVIII - Interviewing
 - a. Interviewing Skills
 - b. Intake Interview
 - c. Ethical References
 - 1. Confidentiality
 - 2. Privilege
 - 3. Conflict of Interest
 - d. Retainer Agreement
 - e. Fee Agreements
 - f. Releases

Revised:

- XVIII – Briefing (continued)
 - d. Explanation of a Brief
- XIX - Regulation of Paralegals
 - a. Certification
 - b. Licensure
 - c. Independent Status
 - d. State-Specific Issues
- XX - Ethics
 - a. ABA Code and Model Rules
 - b. State Ethical Codes and Rules
 - c. Paralegal Ethical Codes
 - 1. NALA
 - 2. NFPA
 - d. Ethical Topics
 - 1. UPL
 - 2. Tort Liability
 - 3. Confidentiality
 - 4. Conflict of Interest
 - 5. Competence
 - 6. Solicitation
 - 7. Advertising
 - 8. Fees
 - 9. Client Funds
 - 10. Partnership with Attorney
 - 11. Pro Bono Work
 - e. Ethics and confidentiality in the electronic work environment
- XXI - Interviewing
 - a. Interviewing Skills
 - b. Intake Interview
 - c. Ethical References
 - 1. Confidentiality
 - 2. Privilege
 - 3. Conflict of Interest
 - d. Retainer Agreement
 - e. Fee Agreements
 - f. Releases

A. **Changes in the Course Description.** This information will be submitted to MnSCU by the WSU Registrar's office.

3.a Instructional delivery methods utilized: (Please check all that apply).

Lecture: Auditorium/Classroom X	ITV	Online	Web Enhanced	Web Supplemented
Laboratory	Service Learning	Travel Study	Internship/Practicum	
Other: (Please indicate) Lecture, class discussion, guest speakers, student presentations, briefs, intake interviews, tests, quizzes, small group projects, and field trips				

3.b. MnSCU Course media codes: (Please check all that apply).

None:	3. Internet	6. Independent Study	9. Web Enhanced
1. Satellite	4. ITV Sending	7. Taped	10. Web Supplemented
2. CD Rom	5. Broadcast TV	8. ITV Receiving	

4. Describe both the current and the revised course requirements (papers, lab work, projects, etc.) and means of evaluation. Place these in two columns, side-by-side, for easy comparison.

Current:

Students will take quizzes, mid-term and final examinations following lectures and discussions. Students will prepare a mid-length paper on the role of the paralegal in the American legal system and the ethical rules that govern paralegals.

Revised:

Revised course requirements:

- research assignments
- letter writing
- proof-reading assignments
- completion of court forms and other legal documents, both paper documents and online documents for e-filing through court systems
- oral exercises regarding ethical quandaries
- oral interview exercises

A. **Changes in the Course Description.** This information will be submitted to MnSCU by the WSU Registrar's office.

5. Describe both the current and the revised course materials (textbook(s), articles, etc.) to be used in this course. Place these in two columns, side-by-side, for easy comparison.

Current:

Textbooks:

1. Battaile, K., An Introduction to Computers for Paralegal
2. Bogen, D., Paralegal Success: Going From Good to Great in the New Century
3. Burton, S., An Introduction to Law and Legal Reasoning
4. Cannon, T., Concise Guide to Paralegal Ethics
5. Cannon, T., Ethics and Professional Responsibility for Legal Assistants
6. Cooper, D. and Gibson, M., Introduction to Paralegal Studies
7. Cummings, R., Basics of Legal Documentation Preparation
8. Currier, K. and Eimermann, T., Introduction to Paralegal Studies: A Critical Thinking Approach

Revised:

Textbooks:

1. Stratsky, W., Introduction to Paralegalism, Perspectives, Problems, and Skills 7th Edition (text and workbook)
2. Goldman, T. and Cheeseman, The Paralegal Professional 4th Edition
3. Basic Manual for the Lawyer's Assistant 11th Edition by NALS (also the Instructor's Manual)
4. State of Minnesota Court System Website online demonstrations from office software companies

6. List both the current and the revised student learning outcomes for this course and how each outcome will be assessed.
Place these in two columns, side-by-side, for easy comparison

Current:

- I) To demonstrate knowledge of the American Legal system, the role of the paralegal in that system, and the rules of ethics and professional responsibility that govern legal professionals.

Measure: Students will take quizzes, mid-term and final examinations following lectures and discussions.

Standard: At least 80% of all students will receive a grade of "C" or better on each of these examinations.

- II) To demonstrate effective communication skills.

Measure: Students will prepare a paper on the role of the paralegal in the American legal system and the ethical rules that govern paralegals.

Standard: At least 80% of all students will receive a grade of "C" or better for this project.

Grading:

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 0% - 59%

Performance

Superior
More than satisfactory
Satisfactory
Weak performance
Failure to meet minimum course requirements

Revised:

- I) Students will understand the work of the paralegal.

Evaluation: letter-writing assignment; proof-reading assignments; completing paper and electronic forms; oral interview exercises; report of job-shadowing; research assignment

- II) Students will understand the nature and responsibilities of legal ethics in paralegal work.

Evaluation: oral exercise regarding ethical quandaries; oral interview exercises.

- III) Students will become acquainted with relevant technologies, software, and databases used in the paralegal profession.

Evaluation: completing electronic forms; report on job shadowing; research assignments

B. Rationale

Provide a rationale for each of the changes proposed.

This course is being expanded from 2 to 3 credits in response to the 2011 ABA re-approval review, during which it was recommended that the Paralegal Program provide more opportunity for students to learn about appropriate technology and software for the paralegal profession. We are proposing to make this course a requirement for sophomores in order to bring them more fully into the program sooner. As the program currently exists, paralegal majors begin to fulfill the interdisciplinary foundations requirements in the first year, while meeting General Education requirements, but they do not begin the Legal Specialty Sequence until the Fall of their third year. This new requirement will serve as an introduction to this sequence, as well as an introduction to the profession and to relevant technologies used within it.

C. Impact of These Changes on Other Departments, Programs, Majors, and Minors

1. Clearly state the impact of this revision on courses taught in other departments. Does this course duplicate the content of any other course? Is there an effect on prerequisites for this or any other courses?

This course does not duplicate any other courses; there are no prerequisites for this course, nor is it a pre-requisite for other courses.

2. Would approval of this course revision change the total number of credits required by any major or minor of any department? If so, explain the effects which this course revision would have.

This PROPOSAL FOR A REVISED COURSE is part of a larger revision of the Paralegal major. It increases the number of required semester hours in the paralegal major *as it currently exists* from 82 to 85. However, we are also submitting a PROPOSAL FOR A REVISED PROGRAM that will decrease the total number of semester hours required for the major from 82 to 65.

3. If this revision has an impact on the major or minor of any other department or program, it is the responsibility of the department submitting the proposal to send written notification to the department(s) or program(s) affected. State clearly which other programs are affected by this proposal and whether the other departments have been notified and/or consulted. Attach letter(s) of understanding from impacted department(s).

This course revision will have NO impact on any other department or program.

D. Attach to This Proposal a Completed

1. *Financial and Staffing Data Sheet*
2. *New and Revised Course and Program Approval Form*