



Department of Paralegal Studies

THE SOONER DOCKET

Enroll Now for Fall 2023 Courses!

American Bar Association Approved



Paralegal Studies Schedule

FALL 2023

IT FEE		TUITION	FEE DEADLINE	CREDIT HOURS		
Semester IT Fee		\$33.50	Aug. 1	0		
ORIENTATION	MEETING DATES	TUITION		CREDIT HOURS		
New Student Orientation	Aug. 19	Free		0		
SYNCHRONOUS COURSES	MEETING DATES	TUITION	TUITION DEADLINE	CREDIT HOURS		
Evidence	Sept. 9 Sept. 23 Oct. 7	\$300	Aug. 25	1.5		
E-Discovery	Nov. 4	\$100	Oct. 16	0.5		
HYBRID COURSES	SYNCHRONOUS ZOOM MEETING DATES	ONLINE		TUITION	TUITION DEADLINE	CREDIT HOURS
		START DATES	END DATES			
Introduction to Law	Aug. 26	Aug. 26	Sept. 25	\$300	Aug. 11	1.5
Legal Writing & Analysis*	Sept. 9 Sept. 23 Sept. 30	Aug. 30	Oct. 9	\$400	Aug. 11	2.0
Law Practice Management	Oct. 21	Oct. 21	Nov. 12	\$200	Oct. 6	1
Legal Research I & II*	Oct. 14	Oct. 2	Oct. 30	\$300	Sept. 18	2
ONLINE COURSES		ONLINE		TUITION	TUITION DEADLINE	CREDIT HOURS
		START DATES	END DATES			
Civil Procedure		Aug. 26	Nov. 12	\$400	Aug. 11	2
Professional Ethics		Sept. 2	Nov. 12	\$300	Aug. 18	1.5
Capstone		Sept. 18	Nov. 12	\$100	Sept. 5	
INTERNSHIPS	MEETING DATES	TUITION	TUITION DEADLINE	CREDIT HOURS		
Internship I, II	Arranged	\$200	Aug. 11	1		
Note: All live sessions (Synchronous) will meet on the scheduled Saturday, beginning at 9 AM to 5 PM.						
*Note some classes begin online before meeting live. Please review dates.						

ENROLL BY JULY 31!

Enroll for classes at oulae.populiweb.com. Payments for courses do not have to be made at the time of enrollment in Populi. Please refer to the payment deadlines above.

Online payments can be made here:

https://market.ou.edu/C20233_ustores/web/store_cat.jsp?STOREID=102&CATID=914&SINGLESTORE=true

Traditional/Synchronous: The course has live classes on set dates and times (Saturdays 9 am to 5 pm) through Zoom or on campus.

Hybrid: The course is partially online and has live, scheduled class meetings through Zoom or on campus (Saturdays 9 am to 5 pm).

Online: The course is completely online and there are no live class meetings through Zoom.

If you have a disability that may prevent you from fully demonstrating your abilities you should contact that instructor immediately so that you can discuss accommodations necessary to assume your full participation in class.

COURSE DESCRIPTIONS

Capstone

0.5 Credit Hours

This course will provide an overview of the core subjects taken throughout the program and a culmination project. It will include a discussion of career options and other opportunities available after completing the program to develop continued professional growth.

Civil Procedure

2 Credit Hours

This course will emphasize the selection of a proper forum, analysis of jurisdiction and venue requirements, both state and federal; determination of necessary parties; preparation of pleadings required in civil litigation, including petitions, motions, answers, counterclaims, and set-offs, as well as post-judgment procedures. The course covers preparation for a civil trial. It includes gathering and organizing evidence by investigation and discovery methods and contact with client and parties. Federal and state court discovery methods and organization for effective presentation at trial are studied.

E-Discovery

0.5 Credit Hours

An overview of electronically stored information (ESI) and its role in litigation.

Evidence

1.5 Credit Hours

Oklahoma and Federal Rules of Evidence will be surveyed in order to familiarize students with the types of evidence which will and will not be admissible in court and objections which may be made during discovery and in pretrial orders to proposed evidence.

Internship I, II

1 Credit Hours

The goal of this class is (1) to assist paralegal students in bridging the gap between the classroom and the world of law firms, corporations, public agencies, and organizations; (2) to provide the student with a meaningful, practical experience in a professional setting; (3) to assist the student in clarifying career goals and to assess readiness to enter the legal profession; and (4) and to provide the student an opportunity to refine professional skills.

Introduction to Law

1.5 Credit Hours

Students will examine the United States court system, the role of the Constitution in the U.S. legal system, and other foundation materials in U.S. law. Students are introduced to distinctive aspects and/or fundamental principles in U.S. law. Students will explore how law functions with various aspects of our society and how it plays an increasingly significant role in conflict resolution, civil liberties and equality, and in contracts and property agreements.

Law Practice Management

1 Credit Hour

Course will provide the student with knowledge of the industry (including the legal marketplace, the legal team, personnel relations, and client relations), provide the student with knowledge of how a law office functions (including legal fees, timekeeping, billing, and financial management), and provide the student with essential skills (including law office systems, docket control systems, records management, file management, and law library management).

Legal Writing & Analysis

2 Credit Hours

Presentation of guidelines for effective advisory and argumentative writing as applied to pleadings, briefs, legal memorandums, and other types of legal writing. Students will also learn how to brief a case. Students will learn the structure of a legal memorandum. Covers the use of effective writing style and use of Oklahoma legal research materials. It is strongly recommended that this course be completed in the student's first semester of study.

Legal Research I & II

1.5 Credit Hour

Covers use of state and federal statutes, court reporters, encyclopedias, annotations, digests, Shepard's, periodicals, legislative history sources, and administrative law materials. Computer-assisted legal research is also covered. An introduction that familiarizes students with computerized legal research systems. Students will receive training in the effective use of search strategies to enhance their legal research capabilities.

Professional Ethics

1.5 Credit Hours

(It is recommended that students complete Legal Analysis before taking this course.)

Ethics permeate all activities of a lawyer. This course will enable the paralegal to:

(1) identify ethical parameters of the legal profession; (2) research applicable statutes, rules, and case law; and (3) apply that body of law to practical situations. The course also will examine the extent of the paralegal's ethical responsibility.

INSTRUCTIONS AND POLICIES

The Department of Paralegal Studies requires 23 credit hours of legal-specialty courses and a minimum of 37 credit hours of general-education courses to complete the American Bar Association-approved certificate program.

WITHDRAWAL FROM CLASS

To withdraw from class, students must contact the Department of Paralegal Studies office. **NO CASH REFUNDS ARE GRANTED TO STUDENTS WHO WITHDRAW FROM A CLASS.** Students who withdraw on or before the payment deadline for a class will receive 100 percent tuition credit. Students who withdraw after the payment deadline for a class and before 4 p.m. a week preceding the first scheduled class meeting will receive a 60 percent tuition credit. Students who withdraw from a class after five days before the preceding the first scheduled class meeting or online start date will receive no tuition credit. Tuition credits must be used within two semesters. After two semesters, the tuition credit will expire, and no cash refund will be made. The department reserves the right to make exceptions.

Students may withdraw any time prior to the last day of a class with the approval of the instructor. Students should request to withdraw before the last day of class.

An Administrative Withdrawal (A/W) is a neutral grade used to indicate that a student has been involuntarily withdrawn by the program. A student may receive an AW for disciplinary reasons, financial reasons, or failure to stay current in completing coursework. A student cannot request an AW.

ENROLLMENT POLICY

All students will enroll at oulae.populiweb.com. To receive credit for classes, the student must be admitted to study in the Department of Paralegal Studies on or before the enrollment deadline. Classes may be audited, with assignments not being evaluated and no grade recorded. Auditors pay the same tuition as students who take courses for credit. Department of Paralegal Studies courses may be accepted for credit in some degree programs at the University of Oklahoma and other institutions. Please contact those programs and institutions regarding the transfer of courses.

PAYMENT POLICY

Students must consult the class schedule to determine the payment deadline for each class. Students have two options to pay for classes: (1) payment may be made for all classes at the time of enrollment or (2) payment may be made before the payment deadline for each class. All checks, money orders, or charges must be made payable to the University of Oklahoma.

ENROLLMENT IN A CLASS IS NOT COMPLETE UNTIL TUITION IS PAID.

GRADES AND GRADED ASSIGNMENTS

Students will be notified of grades electronically once they are posted. Students who wish to receive copies of graded assignments may contact the Department of Paralegal Studies at paralegalstudies@law.ou.edu with their name, student ID number, course title and semester. Assignments will be retained in the department office, to be picked up by students, for one semester. Assignments or other materials that are not picked up will be discarded.

GRADING POLICY

A 12-point grading scale is used, in which an A+ = 12 to F = 0.

For certificate candidates, a grade of C- or better in required legal-specialty courses and a passing grade in elective legal-specialty courses must be earned to receive credit for the courses. A student who earns a grade of D+ or below in a required course must repeat the course.

To receive a passing grade in any course, the student must satisfactorily complete all assignments and the final examination. Failure to do either of these will result in a failing grade. An "I" (incomplete) is given when a student is unable to complete certain course requirements for reasons satisfactory to the instructor. If a grade of "I" is not changed within one year, it will become permanent, and the student will be required to repeat the course in order to receive credit. Students may appeal a final course grade under the department's Grade Appeal Procedure. The appeal must be submitted within 10 days of the date the final grade was posted.

GRADUATION

Certificates are conferred annually, in August, to students who have completed all requirements.

Paralegals cannot give legal advice, accept cases, set legal fees, represent clients in court, or perform any legal service without the supervision of a licensed lawyer.

University of Oklahoma Department of Paralegal Studies

LEGAL SPECIALTY COURSES

Students are required to earn 23 credit hours, including 18 credit hours of required legal specialty courses and 5 credit hours of elective legal specialty courses. **9 credits must be completed synchronously (live).** The combined required and elective courses needed for program completion meet this requirement.

Students who started before Fall 2020 must complete 19 credit hours of required legal specialty courses and 4 credit hours of elective legal specialty courses. Course listings for curriculum prior to Fall 2020 can be located in the Canvas orientation course or contact paralegalstudies@law.ou.edu.

Application Fee: \$100

Semester IT Fee: \$33.50

Required Courses:

COURSE TITLE	CREDIT HOURS	TUITION
Introduction to Law	1.5	\$300
Legal Writing & Analysis	2	\$400
Legal Research I & II	1.5	\$300
Professional Ethics	1.5	\$300
Civil Procedure	2	\$400
Evidence	1.5	\$300
Law Practice Management	1	\$200
Contracts	1.5	\$300
Torts	1.5	\$300
Criminal Law & Procedure	1.5	\$300
Real Property	1.5	\$300
Resume Writing and Interviewing	0.5	\$100
Capstone	0.5	\$100

Elective Courses:

COURSE TITLE	CREDIT HOURS	TUITION
Creditor's Rights	0.5	\$100
Business Organizations	0.5	\$100
Worker's Compensation	0.5	\$100
Insurance Law	0.5	\$100
Trusts/Wills	0.5	\$100
Intellectual Property	0.5	\$100
Employment Law	0.5	\$100
Oil and Gas Law	0.5	\$100
Family Law	0.5	\$100
E-Discovery	0.5	\$100
Internship I	1	\$200
Internship II	1	\$200

General Education Requirements for Completion

In addition to legal specialty courses, students are required to complete 37 hours of general education credits. Most classes taken in the first two years of college will meet the general education requirement. Classes may be taken at any accredited institution of higher learning. General Education Requirements do not need to be completed before beginning courses in the Department of Paralegal Studies.

ENROLLMENT CHECKLIST

- 1. **Check the Suggested Courses of Study, in this Sooner Docket, to determine which classes you should take.** For questions about your schedule, advisement or your course of study, contact the Department of Paralegal Studies office at (405) 325-1726 or paralegalstudies@law.ou.edu.
- 2. **Complete enrollment by July 31.** Enroll in all classes that you want to take. Payments for courses do not have to be made at the time of enrollment.
- 3. **Pay tuition by the tuition-payment deadline.** You may pay tuition for all classes when you enroll, or you may pay tuition by the tuition-payment deadline for each class. **Your enrollment is not final until tuition is paid.**
- 4. **Read your syllabus and course outline carefully for courses that begin with a synchronous (live) session.** For classes that meet synchronously (live) first, you will receive an email from the program coordinator containing the instructor's syllabus and course outline. For courses that begin online, no prior reading is required. You will access the syllabus and course on Canvas on the course start date.
- 5. **Purchase textbooks and materials and prepare for your first class.**
- 6. **If you have a disability that may prevent you from fully demonstrating your abilities** you should contact that instructor immediately so that you can discuss accommodations necessary to assume your full participation in class.

FOR STUDENTS WHO STARTED FALL 2020 AND LATER

SUGGESTED COURSE OF STUDY

Student Entering in the Fall Semester

1ST YEAR		
FALL	SPRING	SUMMER
Introduction to Law	Contracts	Evidence
Legal Writing & Analysis	Resume Writing	<i>Elective</i> Trusts/Wills
Legal Research I & II	Real Property	<i>Elective</i> Insurance Law
		<i>Elective</i> Business Organizations
2ND YEAR		
FALL	SPRING	SUMMER
Civil Procedure	Criminal Law & Procedure	<i>Elective</i> Creditor's Rights
Professional Ethics	Torts	<i>Elective</i> Worker's Compensation
Law Practice Management	Capstone	<i>Elective</i> Intellectual Property
<i>Elective</i> E-Discovery		<i>Elective</i> Employment Law
		<i>Elective</i> Oil and Gas Law
		<i>Elective</i> Family Law

FOR STUDENTS WHO STARTED FALL 2020 AND LATER

SUGGESTED COURSE OF STUDY

Student Entering in the Spring Semester

1ST YEAR		
SPRING	SUMMER	FALL
Introduction to Law	Contracts	Civil Procedure
Legal Writing & Analysis	<i>Elective</i> Oil and Gas Law	Evidence
Legal Research I & II	<i>Elective</i> Intellectual Property	<i>Elective</i> E-Discovery
	<i>Elective</i> Creditor's Rights	
2ND YEAR		
SPRING	SUMMER	FALL
Torts	<i>Elective</i> Trusts/Wills	Law Practice Management
Resume Writing	<i>Elective</i> Business Organizations	Professional Ethics
Criminal Law & Procedure	<i>Elective</i> Worker's Compensation	Capstone
Real Property	<i>Elective</i> Insurance law	
	<i>Elective</i> Employment Law	
	<i>Elective</i> Family Law	

FOR STUDENTS WHO STARTED BEFORE FALL 2020

SUGGESTED COURSES OF STUDY

Student Entering in the Fall Semester

1ST YEAR		
FALL	SPRING	SUMMER
Introduction to Law	Legal Writing	Evidence
Legal Analysis	Contracts	Comp Leg Research
Legal Research	Resume Writing & Interviewing	<i>Elective</i> Trusts/Wills
		<i>Elective</i> Business Organizations
2ND YEAR		
FALL	SPRING	SUMMER
Civil Procedure	Criminal Law	<i>Elective</i> Creditor's Rights
Professional Ethics	Torts	<i>Elective</i> Worker's Compensation
Law Practice Management	Real Property	<i>Elective</i> Oil and Gas Law
		<i>Elective</i> Insurance Law
		<i>Elective</i> Intellectual Property
		<i>Elective</i> Employment Law

FOR STUDENTS WHO STARTED BEFORE FALL 2020

SUGGESTED COURSE OF STUDY

Student Entering in the Spring Semester

1ST YEAR		
SPRING	SUMMER	FALL
Introduction to Law	Contracts	Civil Procedure
Legal Analysis	Comp Leg Research	Evidence
Legal Research	<i>Elective</i> Oil and Gas Law	
	<i>Elective</i> Business Organizations	
	<i>Elective</i> Intellectual Property	
2ND YEAR		
SPRING	SUMMER	FALL
Legal Writing	Real Property	Professional Ethics
Torts	<i>Elective</i> Trusts/Wills	Law Practice Management
Resume Writing & Interviewing	<i>Elective</i> Creditor's Rights	
Criminal Law	<i>Elective</i> Worker's Comp	
	<i>Elective</i> Insurance Law	
	<i>Elective</i> Employment Law	