



Department of Paralegal Studies

# THE SOONER DOCKET

Enroll Now for Spring 2025 Courses!

*American Bar Association Approved*



## Paralegal Studies Schedule

## SPRING 2025

| IT FEE                        |                                |                    |                    | TUITION          | FEE DEADLINE     | CREDIT HOURS     |              |
|-------------------------------|--------------------------------|--------------------|--------------------|------------------|------------------|------------------|--------------|
| Semester IT Fee               |                                |                    |                    | \$33.50          | Dec. 16          | 0                |              |
| ORIENTATION                   |                                | MEETING DATES      |                    | TUITION          |                  | CREDIT HOURS     |              |
| New Student Orientation       |                                | Jan. 11            |                    | Free             |                  | 0                |              |
| SYNCHRONOUS COURSES           | SYNCHRONOUS ZOOM MEETING DATES |                    |                    | TUITION          | TUITION DEADLINE | CREDIT HOURS     |              |
| Criminal Law & Procedure      | Jan. 11<br>Jan. 18<br>Feb. 1   |                    |                    | \$300            | Dec. 20          | 1.5              |              |
| HYBRID COURSES                | IN-CLASS MEETING DATES         | ONLINE START DATES | ONLINE END DATES   | TUITION          | TUITION DEADLINE | CREDIT HOURS     |              |
| Introduction to Law           | Jan. 18                        | Jan. 18            | Feb. 16            | \$300            | Dec. 20          | 1.5              |              |
| *Legal Writing & Analysis     | Feb. 4<br>Feb. 15<br>Mar. 1    | *Jan. 22           | Mar. 9             | \$400            | Jan. 6           | 2.0              |              |
| *Real Property                | Feb. 22<br>Mar. 8              | *Feb. 3            | Mar. 8             | \$300            | Jan. 20          | 1.5              |              |
| *Legal Research I & II        | Apr. 12                        | Mar. 24            | Apr. 20            | \$300            | Mar. 10          | 1.5              |              |
| *Torts                        | Apr. 5<br>Apr. 19              | *Mar. 8            | Apr. 20            | \$300            | Feb. 21          | 1.5              |              |
| ONLINE COURSES                |                                |                    | ONLINE START DATES | ONLINE END DATES | TUITION          | TUITION DEADLINE | CREDIT HOURS |
| Contracts                     |                                |                    | Feb. 3             | Apr. 20          | \$300            | Jan. 17          | 1.5          |
| Resume Writing & Interviewing |                                |                    | Apr. 1             | Apr. 20          | \$100            | Mar. 15          | 0.5          |
| Capstone                      |                                |                    | Feb. 24            | Apr. 20          | \$100            | Feb. 10          | 0.5          |
| INTERNSHIPS                   |                                |                    | MEETING DATES      | TUITION          | TUITION DEADLINE | CREDIT HOURS     |              |
| Internship I, II              |                                |                    | Arranged           | \$200            | Dec. 20          | 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 Dec. 5!**

Payments for courses do not have to be made at the time of enrollment. Please refer to the payment deadlines above.

**Online Payments Link:** [https://market.ou.edu/C20233\\_ustores/web/store\\_cat.jsp?](https://market.ou.edu/C20233_ustores/web/store_cat.jsp?STOREID=102&CATID=1020&SINGLESTORE=true)

[STOREID=102&CATID=1020&SINGLESTORE=true](https://market.ou.edu/C20233_ustores/web/store_cat.jsp?STOREID=102&CATID=1020&SINGLESTORE=true)

**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 or on campus.

*All synchronous (live) courses will have the option to join by 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

### *Contracts*

1.5 Credit Hours

Contracts is the law of binding agreements. In this course, students will learn the components of an enforceable contract, exceptions to the enforcement of contracts, and remedies available upon the breach of an enforceable contract. Using an online virtual law firm, students will have the opportunity to put their new knowledge to practical use in completing assignments typically given to paralegals relating to contract law ranging from drafting a demand letter, to a legal memorandum on Contract Law and a complaint sounding in contract law.

### *Criminal Law & Procedure*

1.5 Credit Hours

This course will provide students with an understanding of criminal law and procedure from both a practical and theoretical perspective. Time will be spent on obtaining an overview of the constitutional underpinnings of criminal procedure as well as on practical aspects of criminal justice.

### *Internship*

1 Credit Hour

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

Survey of the legal system and the role of the paralegal. This course is a prerequisite to all other courses and provides the student with a background for the courses which follow in the University of Oklahoma paralegal program.

### *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 Hours*

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.

## *Real Property*

*1.5 Credit Hours*

This course is an introduction to real estate law, which includes the study of property rights, types of land ownership, real property descriptions, sale, financing, conveyancing, contracts, liens, mortgages, deeds, recording, settlement concepts, condominiums and cooperatives, leasing, and other property concepts.

## *Resume Writing and Interviewing*

*.5 Credit Hours*

This course will provide students with information about the job-search process including interview, resume writing and cover letter drafting. Students will learn in detail about job search resources, associations and networking opportunities.

## *Torts*

*1.5 Credit Hours*

Includes a survey of the law of torts and the role of the paralegal in preparation and trial of a personal injury lawsuit. Negligence and other personal injury torts are emphasized. Includes pre-trial preparation, interviewing techniques, preparation and filing of pleadings, use of various discovery methods, preparing witnesses specifically for trial, and the role of the paralegal at trial.

## 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 <https://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](mailto: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](mailto: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

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



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