

Check Appropriate Boxes: Undergraduate credit  Graduate credit  Professional credit

1. School/Division College of Arts & Sciences 2. Academic Subject Code POLS  
3. Course Number Y222 (must be cleared with University Enrollment Services) 4. Instructor J. Manocha  
5. Course Title Litigation for Paralegal Studies

Recommended Abbreviation (Optional) \_\_\_\_\_  
(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2008

7. Credit Hours: Fixed at 3 or Variable from \_\_\_\_\_ to \_\_\_\_\_

8. Is this course to be graded S-F (only)? Yes \_\_\_\_\_ No X

9. Is variable title approval being requested? Yes \_\_\_\_\_ No X

10. Course description (not to exceed 50 words) for Bulletin publication: This course examines the processing of a case from initial client interviews to final disposition. Includes the drafting of complaints, answers, counterclaims, interrogatories and other discovery tools, gathering of evidence, and motions and judgments.

11. Lecture Contact Hours: Fixed at 3 or Variable from \_\_\_\_\_ to \_\_\_\_\_

12. Non-Lecture Contact Hours: Fixed at 0 or Variable from \_\_\_\_\_ to \_\_\_\_\_

13. Estimated enrollment: 25 of which 100 percent are expected to be graduate students.

14. Frequency of scheduling: annual Will this course be required for majors? Yes - Paralegal Studies

15. Justification for new course: See attached Certificate Students

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

Xianke Chen Date 4/16/08  
Department Chairman/Division Director

Approved by:

J. Manocha Date 5/8/08  
Dean ASCC DEAN CLAS

\_\_\_\_\_  
Date \_\_\_\_\_  
Dean of Graduate School (when required)

\_\_\_\_\_  
Date \_\_\_\_\_  
Chancellor/Vice-President

\_\_\_\_\_  
Date \_\_\_\_\_  
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

**Course: Y222**

**Course Title: Litigation for Paralegal Studies**

**15. Justification for new course:**

This course is designed to match the same course offered at IUPUI in the Paralegal Studies Certificate Program. It replaces the previously offered SPEA course in this program. By aligning the course with the IUPUI course number, it will facilitate the ability to transfer from campus to campus and also better reflect the academic level of the course.

**MATCHING COURSE REQUEST**

Check appropriate box: Undergraduate credit: XX Graduate credit:

1. School/Division: College of Arts & Sciences
2. Academic subject code: Pols
3. Course number: Y222
4. Instructor: J. Manocha
5. Course title: Litigation for Paralegal Studies

Recommended abbreviation (limit 32 characters):

6. First time this course is to be offered (semester/year): Fall 2008
7. Credit hours: Fixed at 3 or Variable from to
8. Is this course to be graded S-F (only)? No
9. Is variable title approval being requested? No
10. Course description (not to exceed 50 words) for Bulletin publication:

This course examines the processing of a case from initial client interviews to final disposition. Includes the drafting of complaints, answers, counterclaims, interrogatories and other discovery tools, gathering of evidence, and motions and judgments.

11. Lecture Contact Hours: Fixed at 3 or Variable from to
12. Non-Lecture Contact Hours: at 0 or Variable from to
13. Estimated enrollment: 25 of which 100 percent to be expected from undergraduate students
14. Frequency of Scheduling: annual Will this course be required for majors? Paralegal Studies certificate students - yes
15. Justification for new course: This course is designed to match the same course offered at IUPUI in the Paralegal Studies Certificate Program. It replaces the previously offered SPEA course in this program. By aligning the course with the IUPUI course number, it will facilitate the ability to transfer from campus to campus and also better reflect the academic level of the course.
16. Are the necessary reading materials currently available in the appropriate library? Yes
17. Please append a complete outline of the proposed course, and indicate instructor, texts, etc.
18. If this course overlaps with existing courses, explain which courses and why.
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses.

**INDIANA UNIVERSITY SOUTH BEND**  
**Paralegal Studies Certificate Program**

**Pols Y222**  
**Litigation for Paralegal Studies**  
 Fall 2008

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<u>Date</u>	<u>Subject</u>	<u>Assignment</u>	<u>Instructor</u>
<b>Week 1</b>	Course Introduction		<b>Marnocha</b>
	Litigation Principles	Ch. 1, pp. 1-28	
	Lawyer & Client Relationship...	Ch. 2, pp. 29-46	
	Court Organization	Ch. 3, pp. 47-77	
	Venue	T.R. 75-79	
<b>Week 2</b>	Causes of Action & Remedies	Ch. 4, pp. 78-125	<b>Marnocha</b>
	Affirmative Defenses	Ch. 5, pp. 126-141	
<b>Week 3</b>	same as 09-05-07	same as 09-05-07	<b>Marnocha</b>
<b>Week 4</b>	<b>Paralegal Methods Seminar</b>	No reading assignment	<b>Hyland</b>
<b>Week 5</b>	Summary Judgment	Ch. 17, pp. 471-479	<b>Marnocha</b>
		T.R. 56	
	Intro to Fed. Procedure	Ch. 6, pp.142 - 177	
		T.R. 1-15	
		T.R. 17-25	
<b>Week 6</b>	Review		<b>Marnocha</b>
	Gathering Evidence	Ch. 7, pp. 178 - 198	
	Conducting an Investigation	Ch. 9, pp. 234 - 261	
<b>Week 7</b>	Probate Court (Overview)	No reading assignment	<b>Johnston</b>
<b>Week 8</b>	<b>Midterm exam</b>		

<b>Week 9</b>	Return & review Midterm exam Review Final Assignment Criminal Practice & Law Review Structure of a Civil Trial	Ch. 19, pp. 525 - 557 T.R. 38 - 42; 47 - 53.5	<b>Marnocho</b>
<b>Week 10</b>	Evidence	Ch. 8, pp. 199 - 233 T.R. 43-45 Indiana Rules of Evidence Federal Rules of Evidence	<b>Johnston</b>
<b>Week 11</b>	Evidence continued		<b>Johnston</b>
<b>Week 12</b>	Discovery Expert Witnesses Interrogatories Oral Depositions Preparation re Depositions Medical Exams & Records Inspection & Copying Requests for Admissions	T.R. 26-37 Ch. 10, pp. 262-283 Ch. 11, pp. 284 - 308 Ch. 12, pp. 309 - 358 Ch. 13, pp. 359 - 386 Ch. 14, pp. 387 - 424 Ch. 15, pp. 425 - 437 Ch. 16, pp. 438 - 460	<b>Johnston</b>
<b>Week 13</b>	Discovery Continued Motions Preparation for Trial Judgments	Ch. 17, pp. 461 - 491 Ch. 18, pp. 492 - 524 Ch. 20, pp. 558 - 567 T.R. 58, & 64 - 71	<b>Johnston</b>
<b>Week 14</b>	Catch-up, if necessary		<b>Johnston</b>
<b>Week 15</b>	Post-Trial Motions  Appeals Settlements & Releases Arbitration and Mediation	Ch. 17, pp. 479 - 489 T.R. 50 & 59 Ch. 21, pp.568 - 579 Ch. 22, pp. 580 - 599 Ch. 23, pp. 600 - 617	<b>Johnston</b>
	Review		
<b>Week 16</b>	Final Exam		<b>Johnston</b>

**Grading:**

Mid-term Exam	100 pts.
Final Exam	100 pts.
Written Assignments	50 pts.
Day in trial	50 pts.

**Suggested Reading:**

(I really do not expect you to read these, but they are good sources of information.)

Indiana Rules of Trial Procedure

Indiana Rules of Evidence

Indiana Jury Rules

Ind. Code 31

Ind. Code 34

Ind. Code 35, Books 1 & 2

Indiana Evidence, Miller, (West's Indiana Practice, vols. 12, 13, & 13A)

research and communication skills special to the area of law. Includes methods of organizing and conducting legal research, resources available for legal research, presentation of findings in memoranda and briefs, other forms of legal writing.

**Y222 Litigation for Paralegal Studies I (3 cr.)** P: Y211 and Y221. This course examines the processing of a case from initial client interviews to final disposition. It includes drafting of complaints, answers, counterclaims, interrogatories and other discovery tools, gathering of evidence, and motions and judgments. Both Indiana and federal rules of evidence are emphasized.

**Y223 Litigation for Paralegal Studies II (3 cr.)** P: Y211, Y221, and Y222. This elective course in advanced litigation focuses primarily on aspects of trial preparation not covered in depth in Y222. Topics may include jury selection, witness preparation and examination, preparation of evidence for use at trial, jury instructions, post-judgment relief.

**Y224 Property Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This course examines the legal rules governing various types of property and the ways in which human beings relate to property. Types of property include real and personal; relationships to property include both ownership and interest. Emphasis is placed on forms and procedures used in Indiana.

**Y225 Contract Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This course includes the basic elements and principles involved in the drafting, interpretation, and enforcement of contracts, including current trends in contract law in Indiana. Includes Uniform Commercial Code.

**Y226 Tort Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This course reviews current law and recent trends in negligence and liability. Different dimensions of liability are covered. Emphasis on conduct of a tort case from initiation through relief, and on the responsibilities of legal assistants therein.

**Y227 Criminal Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This in-depth review of criminal law in Indiana covers the Indiana Criminal Code-infractions, misdemeanors, and felonies. The course emphasizes real situations that legal professionals encounter throughout the process.

**Y228 Family Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This course examines legal rules and procedures concerning domestic relations. Topics covered include separation and divorce, adoption, child custody and support, and other areas of domestic relations in Indiana.

**Y229 Estate Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This course reviews legal rules and procedures concerning the transfer of property upon the owner's demise. Provides a practical approach to the language, procedures, forms, interpretation, and administration of wills and trusts. Emphasis on current trends in Indiana and federal law.