

# SYLLABUS

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**CLASS:** SENIOR SEMINAR FOR PARALEGAL MAJORS, Lincoln Campus (two term course)

**INSTRUCTOR:** Edward “Ed” Hoffman

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**Wk Phone:** (402) 477-2233

**TEXT:** Materials Provided by Instructor for both terms.

As you are aware, the Senior Seminar course operates a bit differently than other courses. Given that, I am providing herein information about what will be required for successful completion of this course.

Mr. Hoffman has been assigned as your Senior Seminar group instructor. Said seminar group usually consists of six to eight students and typically first meets sometime in the second week of the term. We wait until that time because we must wait until after Census Day. On that day we can be sure exactly how many students have formally registered for the course. Once Mr. Hoffman has the list of students, he will contact the students with a meeting date when all members of the group will get together to discuss the requirements of the course and to schedule future meetings. If you are not contacted you should notify Mr. Hoffman at the above E-mail address immediately.

Once the class has met with Mr. Hoffman we will set several due dates. Mr. Hoffman has been given firm deadlines from Doane Administration for various stages of the senior seminar, so these due dates are not flexible – they must be met. If you are “swamped” at work or have enrolled for several other courses and only hope that you will have time for the Senior Seminar, **DO NOT ENROLL** for this course at this time. Completion of this course requires your absolute commitment to the exercise and to meeting all of the deadlines. You will have two terms to complete the course. **Your second term will be particularly demanding – and educational!**

**COURSE DESCRIPTION:** With the guidance of Mr. Hoffman, students will develop a research project which will demonstrate the knowledge and skills expected upon completion of the Paralegal major. Satisfactory completion of this project, will require you to demonstrate a solid understanding of the major, as well as show the confidence and skills to work with existing and emerging aspects of the professional field, to do independent research and effective problem solving, and to communicate effectively with your fellow students. Prerequisites: IDS206, senior standing, and permission.

You will be required to complete a twenty (24) page written personal and educational autobiography as well as a significant legal research writing and discussion project. The legal research and writing project will be a twenty (24) page brief in support of a motion for summary judgment. We will discuss the particulars in great detail once you have your materials.

**ATTENDANCE:** Attendance at all scheduled meetings and meetings with your fellow students is mandatory. You will be working in collaboration with your fellow students. **This is mandatory!** Your failure to work/meet with your fellow students will result in adverse consequences to your grade regardless of the quality of your final projects. It is my intention that you are exposed to working with others while you all work together to finalize your legal briefs. This is a challenging legal exercise but one which I feel is educational and rewarding, particularly when completed with others. My reasons are simple. In the legal field you can expect to work with others on a daily basis and must do so in a professional manner. This class will be no different.

**CLASS MEETINGS:** Class meetings will be set throughout both terms as a group and between Mr. Hoffman and individual students. All students will be required to engage in regular email correspondence with each other and Mr. Hoffman and attend all meetings. I look forward to working with you towards completion of this goal.