



SYLLABUS

Course Title	The American Legal System
Course Number	PLS 205 (CRJ 205)
Number of Credits	3 credits
Course Dates	3/12/19 – 5/7/19 (Class meetings on Tuesdays, beginning at 6:00pm).
Instructor	Jason W. Hayes, J.D.
Email Address	jason.hayes@doane.edu
Office Hours/Availability	Available for emails anytime. Texts and calls during normal business hours.
Phone Number	(402) 304-9414 for both calls and texts.
Textbook Information	<i>Required:</i> Neal R. Bevans, Introduction to Law for Paralegals, Wolters Kluwer (3rd Ed. 2015) ISBN: 978-0-7355-8763-2
Additional Course Materials	N/A
Course Description	A comprehensive study of the nature of the judiciary and the court system and the major function the law serves in modern society. Students will learn (1) the general structure of the U.S. legal system at the federal, state, and local levels; (2) the roles of the various officials involved in the court system; (3) the differences in function and procedure among trial courts, appellate courts, and administrative hearings; (4) the difference between substantive and procedural law; and (5) the difference between criminal and civil law. Special attention will be given to the detailed structure of the state and local courts in Nebraska.

Program Outcomes	Because of this heightened awareness and knowledge of the component parts of the American legal system, the student should be able to differentiate between the subsystems of the judicial system involved in the commencement and duration of various legal actions.
Course Learning Outcomes/Objectives	<p>After completing the course instruction, the student should have a heightened awareness of the component parts and processes of the American Legal System. This awareness will be achieved by mastering the following areas contained within the course material:</p> <ul style="list-style-type: none"> (1) the general structure of the U.S. legal system at the federal, state, and local levels; (2) the roles of various officials involved in the court system; (3) the differences in function and procedure among trial courts, appellate courts, and administrative hearings; (4) the difference between substantive and procedural law; and (5) the difference between criminal and civil law.
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
March 12	Introduction to Law	Chap. 1		
March 19	Participants; Legal Actions	Chap. 2 and 5		Pick assignment topic
March 26	Ethics; Trials	Chap. 7 and 8		
April 2	Appeals	Chap. 9		
April 9	Personal Injury	Chap. 10		
April 16	Contracts	Chap 11		
April 23	Criminal; Family law	Chap. 12 and 16	Final exam handed out	Assign. due 6 p.m.
April 30	No Class			

May 7	No Class			Final Exam due 6p.m.
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Grading Assessments

Type of Assessment	Points	Total possible points
Legal System Assignment: The student will choose a topic and write a paper regarding the American legal system that he or she finds of interest. The topic should encompass an area of law regarding either substantive or procedural content, and should include case law and statutory materials as reference sources. (Paper should be no greater than 5 pages).	100 points	100 points out of 300 points
Final Examination: The exam will consist of essays and/or short answer questions that will cover the entire content of the course. The exam will be a take home test.	200 points	200 points out of 300 points

Grade Scale - The grading scale is based on a thirteen-point, A, B, C, D, F scale, as follows:

A+ 97 – 100	A 94 – 96	A- 90 – 93	B+ 87 – 89
B 84 – 86	B- 80 – 83	C+ 77 – 79	C 74 – 76
C- 70 – 73	D+ 67 – 69	D 64 – 66	D- 60 – 63
F 59 or below			

Participation Policy	A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for online courses. Participation in class discussions is an integral part of your grade. Student attendance at all class meetings is expected. If a student will be unable to attend a class meeting, it is the responsibility of the student to notify the instructor and perform any necessary makeup or additional assignments given to the student by the instructor. Students should obtain class notes from a fellow classmate, and the absent student is responsible for all material covered on the day of the absence. <u>Two or more unexcused absences may result in a failing grade.</u>
Study Time	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.

Late Work	Assignments that are turned in late during the duration of the course are downgraded by one letter grade. For each additional week the assignment is late, an additional letter grade is reduced off the original score given. The federal requirement states that students must complete 75% of the coursework in order to receive an incomplete grade. If students fall more than two weeks behind, they cannot meet this requirement.
Submitting Assignments	Assignments may be submitted by email or in person during a class meeting. All assignments must be completed and handed in by May 7, 2019 to receive <u>any</u> credit.
Format of Writings	All assignments <u>should be</u> typed, double spaced, with one-inch margins, and using a font no larger than 12 pt. in Times New Roman, Arial or Courier. If you have any questions regarding this requirement, please contact your instructor.
Communication Policy including Assignment Feedback	Student may expect a response within 24 hours for all email communication. Assessments completed while the course is in session will be graded before the next class meeting. Assessments completed at the conclusion of the course will be graded prior to the last day for registrar grade submission and will be placed in the instructor's third floor mailbox in sealed envelopes at that time.
Academic Integrity Policy	http://catalog.doane.edu/content.php?catoid=2&navoid=149
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal <u>needs</u> while enrolled at Doane University. Please contact Chris Brady at chris.brady@doane.edu or 402-467-9031 for assistance.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238

Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.