

Master Syllabus

All courses require a syllabus. Syllabi may be photocopied and/or posted on the class Blackboard Companion site. Faculty must review the course syllabus with students on the first day of class.



Legal Studies

<u>Course Prefix & Number:</u>	PLA 3700
<u>Course Title:</u>	Ethics
<u>Course Format:</u>	Faculty Select: Face to Face, Hybrid, Online
<u>Credit Hours:</u>	3.0 Credit Hours
<u>Course Schedule:</u>	Faculty Select: Days of week, times, locations; also include any required dates outside of the normal meeting time
<u>Prerequisites:</u>	None
<u>Co-requisites:</u>	None
<u>Faculty:</u>	Faculty Insert: Name and credentials Phone Email
<u>Office Hours:</u>	Faculty Select: Days and times, location
<u>Course Description:</u>	This course examines the ethical rules of conduct governing attorneys and other legal professionals. Topics include conflicts of interest, maintaining client confidences, solicitation of clients, zealous representation, and the unauthorized practice of law.
<u>Program Mission:</u>	Keiser University's Bachelor of Arts degree in Legal Studies trains students for careers in law and law-related fields (business, government and criminal justice) and also prepares students to pursue a law degree. Students learn the necessary information and skills for successful integration into a law office atmosphere. They also learn the ways in which the law impacts most professional fields.

Program Goal(s):

The following program goals are designed to meet Keiser University’s mission and goals:

- Students will develop legal research skills
- Students will develop legal drafting skills
- Students will be able to analyze substantive law
- Students will understand civil and criminal procedure
- Students will be able to advance litigation case files using law office technology
- Students will recognize legal ethical dilemmas

Course Objectives/Outcomes:

Learning Objectives/Learning Outcomes

Upon completion of PLA 3700, students are able to:

1. Discuss the rules regulating the practice of law and the legal profession;
2. Identify the sources of American legal ethics;
3. Discuss the duty of client confidentiality;
4. Identify potential conflicts of interests issues;
5. Demonstrate what constitutes the unauthorized practice of law;
6. Discuss the ethical considerations involved in marketing legal services;
7. Recognize the financial requirements imposed on the legal professionals, particularly dealing with client funds;
8. Explain what it means to zealously represent a client;
9. Discuss the meaning of competent legal representation.

Grading and Evaluation Methods:

<Faculty: Include critical dates in right column>

Evaluation	Percent of Total Grade	Due Date
Class Participation/Threaded Discussion	20.00%	xyz 201X
Course Objective Exercises	20.00%	
Testing	35.00%	xyz 201X
Drafting Assignment	20.00%	xyz 201X
Post Test	5%	xyz 201X

Total Percentage: 100%

Grading Scale

Letter Grade	Numeric Grade
A	90.00-100.00%
B	80.00-89.99%
C	70.00-79.99%
D	65.00-69.99%
F	Up to 64.99%

Required Textbook: Orlik, Deborah. (2008). *Ethics for the Legal Professional, 8th Ed.*
Upper Saddle River, NJ: Pearson Prentice Hall

ISBN: 9780133109290

Recommended Textbook: None

Other Required Course Material: None

Topical Outline/Course Assignments/Calendar:

WEEK 1

Learning Objectives:

1, 2, 3, 5

Assigned Reading:

Chapters 1, 2 & 3

Suggested Learning Activities:

Critical thinking and collaborative learning exercises

Evaluation:

PreTest, Homework, Drafting Assignment, Attendance and Participation

WEEK 2

Learning Objectives:

1, 4, 6

Assigned Reading:

Chapters 4 & 5

Suggested Learning Activities:

Critical thinking and collaborative learning exercises

Evaluation:

Homework, Testing, Drafting Assignment, Attendance and Participation

WEEK 3

Learning Objectives:

1, 7, 9

Assigned Reading:

Chapters 6 & 7

Suggested Learning Activities:

Critical thinking and collaborative learning exercises

Evaluation:

Testing, Homework, Drafting Assignment, Attendance and Participation

WEEK 4

Learning Objectives:

1, 8

Assigned Reading:

Chapters 8 & 9

Suggested Learning Activities:

Critical thinking and collaborative learning exercises

Evaluation:

Post Test, Final Examination, Homework, Drafting Assignment, Attendance and Participation

Course Guidelines and Policies*

**Faculty course guidelines must not contradict standard University or Program policies as stated in the University Catalog, Program Student Handbook and/or Program Manual.*

*Additional guidelines and pre-approved policies may be included, examples appear below. The University Department Chair (UDC) should be consulted prior to making changes in the verbiage or adding additional policies. Any policies included in the syllabus should fit with the “students first” philosophy, and compliment the mission of the University and the program. **Faculty: Please delete this paragraph (and all other red font) from the syllabus before you disseminate to students.***

Academic Integrity

Students are expected to maintain the highest standards of academic conduct, professional honesty, and personal integrity. Plagiarism, cheating and other misconduct are serious violations and will not be tolerated, and may result in academic penalties, including suspension or dismissal.

Participation

Participation is a basic requirement for an effective learning community. Students’ participation will be assessed and reflected in the participation grade. Class participation is based on the following criteria: arriving to class on-time; paying attention during lectures and discussions; respectful listening when someone else is speaking; being engaged in the class and in your learning without distractions such as texting, side-bar conversations, checking your phone or email etc. For online courses, participation is graded via weekly threaded discussion.

Missed Tests/Quizzes

Makeup exams will be allowed only with pre-approval of the instructor or with an acceptable,

documented reason. Acceptable reasons for makeup exams include severe illness, family emergency or other unavoidable events. Exam format for makeup exams may be different than the original exam but the content for the exam will not change.

Late Assignments

Faculty Select Ground Campus Courses or Online Courses, as applicable:

Ground Campus Courses

Assignments are due at the start of class on the day noted. Late assignments without penalty will be accepted only in cases of emergency. Students should discuss turning in late work directly with the instructor and in advance of the due date whenever possible. Late assignments will not be accepted if the assignment has already been graded and returned to the class. Faculty: Input information about your specific late policy

Online Courses

Assignments are due by Sunday at 11:59 pm ET each week. Late assignments without penalty will be accepted only in cases of emergency. Students should discuss turning in late work directly with the instructor and in advance of the due date whenever possible. Faculty: Input information about your specific late policy

Civility/Professionalism

This class is a community of learners, which means we will depend upon each other for support and information. In order to learn, we must be open to the views of people different than ourselves. Please honor the uniqueness of your classmates and appreciate the opportunity we have to learn from one another. Please respect each others' opinions and refrain from personal attacks or demeaning comments of any kind.

It is of the utmost importance to communicate with courtesy and professionalism. Professional courtesy includes respecting others' opinions, being courteous and respectful, and working together in the spirit of cooperation.

University and Program Policies

Students are expected to abide by the policies set forth in the University Catalog and the Student Program Handbook/Manual. The University Catalog is available electronically at <http://www.keiseruniversity.edu/catalog/>. The Program Student Handbook/Manual is available electronically at the direction of your instructor.

Disability Accommodations:

In compliance with the Americans with Disabilities Act (ADA), students who require reasonable accommodations due to a disability to properly execute coursework must complete the application process and receive approval from the review committee. The first step is to consult with the Campus President or Dean of Academic Affairs.