



Technical College of the Lowcountry
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LEG 135
Introduction to Law and Ethics

Course Description

This course covers a general introduction to law, including courts, legal terminology, procedures, systems and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system. Basic evidence and discovery techniques will also be covered.

Course Focus

The student will acquire an overview of a variety of areas in the disciplines of law and ethics as foundation for further study.

Text and References

No Purchase Necessary. Beginning Fall 2021, TCL implemented a new textbook model called First Day Complete (FDC). With FDC, a per credit hour book fee was added to your tuition at the time of registration. Please check your *new* TCL email account where you have been sent a link to reserve your books with the TCL College Store. Refer to this link for all details concerning FDC
<https://www.tcl.edu/first-day-complete-textbook-program/>

Student Contributions

Each student will spend at least 6 hours per week preparing for class and completing Assignments and Quizzes. Attendance is critical in this class.

Course Evaluation

The instructor will make the overall grade calculations based on the percentages described below. The point calculation will be the equivalent of grading on a 10 point scale. Points may be deducted for grammatical, spelling and typographical errors.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69=	D
Below 60	F

Midterm and Final Examinations – 50% each

Weekly quiz average – 47.2%

Resume assignment-2.5%

Course Schedule

Unit 1 - Weeks 1-7

Initial Quiz due by Midnight, Tuesday, August 31st.

Week 1 -- Course Overview and Introduction; Definition and Sources of Law; Constitutional Law; Statutory Law; Administrative Law; Case Law; Review of U.S. Constitution. Chapter 5, *Sources of American Law*, and Appendix F

Week 2 - Federal and State Court System and Alternative Dispute Resolution (Chapter 6, *The Court System and Alternative Dispute Resolution*, Review SC Court System at www.sccourts.org)

Week 3-4 – The Paralegal Profession (Chapter 1, *Today's Professional Paralegal*) and Career Opportunities (Chapter 2)

Resume Assignment due Friday, October 1st

Week 5 – The Inner Workings of the Law Office (Chapter 3);

Weeks 6-7 - *Ethics and Professional Responsibility* (Chapter 4); NALA's Code of Ethics and Professional Responsibility (Appendix A); NALA's Model Standards and Guidelines for Utilization of Paralegals (Appendix B); NFPA's Model Code of Ethics and Professional Responsibility and Guidelines for Enforcement (Appendix C), NALS Code of Ethics and Professional Responsibility(Appendix D)

Unit 1 Quizzes - Chapters 5, 6, and 1-4 will be available from Tuesday, August 24th until Friday, October 8th, 12 midnight

MIDTERM EXAM will be available from Monday, October 4th until Monday, October 18th, 12 midnight

Unit 2 Weeks 8-14

SKIP Chapters 7-9 and 11 and 12

Week 8 – Civil Litigation: Before the Trial (Chapter 10)

Week 9 -- Criminal Law and Procedures (Chapter 13)

Week 10 -- Tort Law, Product Liability, and Consumer Law (Chapter 14)

Weeks 11-- Contracts and Intellectual Property Law (Chapter 15)

Week 12-- Real Property and Insurance Law (Chapter 16)

Weeks 13-14 -- Family Law and Estates (Chapter 17)

Unit 2 quizzes Chapters 10, 13, and 14-17 will be available from Monday, October 11th until Friday, December 10th 12 midnight

FINAL EXAM will be available from Monday, November 29th until Friday, December 10th

STATEMENT OF NON-DISCRIMINATION

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability or political affiliation or belief.

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

MASK MANDATE

Until further notice, there is a mask mandate in place indoors at TCL. Failure to adhere to the mask requirement will result in the following:

First Offense: Verbal Warning

Second Offense: You will be asked to leave class with an absence for that day.

Third Offense: You will be asked to leave class and must meet with Associate Vice President Rodney Adams in Building 2 room 203 prior to returning to class.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first 10 calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- You must complete the initial quiz in the first nine days of the class. The initial quiz simply asks you for contact information so you do not need to study any materials before completing it, only review the Course Syllabus located in the Syllabus link. ***If you do not complete the quiz, by midnight, Tuesday, August 31st, I will be required to drop you from the course as having never attended.***
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

or under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancellations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp

SAFETY ADDENDUM

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definitions

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The

disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

Building Evacuation

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown

1. Clear the halls
2. Report to the nearest classroom/office

3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones

Wait for the "All Clear" before leaving

Developed/Revised: August 2021