This is the course syllabus and it contains important information. Be sure to read the entire syllabus and contact me if you have difficulty understanding what is required for your successful completion of this course.

**Instructor**

Karren S. Price  
Office: Liberal Arts North, Room 133  
Office Phone: 936 468-2685, or 4408  
Email: priceks@sfasu.edu

**Office Hours**  
TTh: 11:00-12:30, Tu: 3:30-5:00, Th: 3:30-4:00  
Other hours are available by appointment.

**Course Related E-mail Guidelines**

All e-mails to me concerning class issues should include your name and course number reference (CJS 213.001).

All e-mails to you concerning class issues will be directed to your SFASU e-mail address. You are responsible for checking your assigned SFASU e-mail in-box for messages. Likewise, your e-mails to me should be made through the SFASU e-mail system to insure delivery.

You are responsible for reading all announcements, course documents and e-mails relating to this course.

**Classroom Meeting Schedule and Location**

Ferguson 374, 12:30-1:45pm

**Text**  
*Fundamentals of Litigation for Paralegals* 8th edition; Maerowitz, Marlene

**Course Objectives**

You will have the opportunity to develop a working knowledge in:  
Motion Practice  
Jurisdiction and Venue  
Discovery  
Pleadings  
Settlement Negotiations  
Trial Preparation
Program Learning Outcomes

The student will demonstrate critical reasoning, problem solving abilities, communications skills, and technology skills.

The student will demonstrate an awareness of ethical issues in criminal justice, and how to use ethical reasoning to formulate decisions and promote positive organizational and professional trust.

Student Responsibility

You retain the responsibility to regulate your behavior in a manner that will be conducive to learning and attaining a passing grade for this course. You are expected to comply with the following general rules of civility:
- You are expected to attend class regularly, on time and prepared for discussion of the assigned material
- Cell phone audible, vibrating alerts, text messaging and game playing during class are unacceptable and will result in your being asked to leave the classroom
- No hats, caps or other headgear is allowed during class
- No bare midsections
- No underwear visible

You are expected to participate in class discussions, and while you are free to express your personal views, you must also respect the views of others. I maintain the right to terminate any discussion that is becoming disruptive to the learning process.

You retain the responsibility to make notification of special needs and/or circumstances to the University, Department Chair, and to me.

Because you are an adult, I will not discuss your class business with your parents or guardians.

Class requirements are just that, and failure to submit required material may result in an overall failing grade.

Tardiness is unacceptable. If you arrive late, please enter quietly, and sit in the rearmost available seat. If there is a quiz that has already been handed out, you will not be allowed to complete it at that time. If your tardiness persists, (i.e. 3 times or more), you will be asked to meet with me during office hours to discuss the issue and you may be asked to consider dropping the course.

Course Presentation

This course will be more valuable to you if it is something more than a lecture class. I will adapt the class presentation to your level of participation and interest. (This should be interpreted by you to mean that lively discussion of the material is much preferred.) In addition to the required reading, your in class participation is required.

Calendar, Assessment Methods and Tentative Dates
Class Presentation: 25% of the final grade
Case Briefings: 25%
Paper: 8-10 pages: 25%
Final Paper: Due on Tuesday of dead week in May: 25%

Examinations may be both objective, (multiple choice), and subjective (short answer and essay).

The course grade will be based as follows:
90 + points = A
80 + points = B
70 + points = C
60 + points = D
Below 60 points = F

Final grades within .5 % or more of the next higher letter grade will be awarded the higher letter, for example: 89.5 points = A, 89.4 = B.

Missed Examinations

You are required to provide excuses in order to take a make-up examination. All make up examinations must be taken within (3) **days of the date you missed**. Your failure to abide by this rule will result in 0 points for that exam.

**ACADEMIC INTEGRITY**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Cases Required for Briefing:** Notebook is due the last class day.
CJS 213 SI 2011 CASE BRIEFINGS LIST:

Pennoyer v Neff, 95 U.S. 714
International Harvester, 234 U.S. 579
International Shoe v Washington, 326 U.S. 310
Hanson v Denckla, 357 U.S. 235 (1956)
Mullane v Central Hanover Bank & Trust Co., 339 U.S. 306 (1950)
Strawbridge v Curtiss, 7 U.S. 267 (1806)
Exxon Mobil Corp. v Allapattah Services, Inc., 545 U.S. 546 (2005)
Katz v Goodyear, 737 F. 2d 238 (1984)
Mas v Perry, 489 F. 2d 1396 (5th Cir. 1974)
Osborn v Bank of the United States, 22 U.S. 738 (1824)
Merrell Dow Pharmaceuticals v Thompson, 478 U.S. 804

Class Presentation:
You will be required to make a class presentation of a 30 minute minimum length to the class on a subject within our study area, which will be assigned.

Paper: A law review article review is perfect for this size paper. Your subject matter or issue must be submitted for approval. The paper is 6-8 pages, APA style.

Final Exam: Short Essay and objective questions.

Withheld Grades Semester Grades Policy (A-54)
Please copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs.

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities
Please copy and paste the following statement and place in your course syllabus.

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the
accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.