

PL-S-PARALEGAL SERVICES

PL S 160. Legal System for the Paralegal

3 Credits (3)

Introduction to the court system, administrative agencies, functions of law offices, and professional conduct and legal ethics. Restricted to: Community Colleges only.

Prerequisite(s): ACT standard score in English of 16 or higher or a Compass score 76 or higher; for those scoring 13-15 in English on ACT or 35-75 on Compass, successful complete of CCDE 105N or CCDE 110N; for those scoring 12 or below on the ACT standard score in English or 34 or below on the Compass, successful completion of CCDE 105N & CCDE 110N.

PL S 162. The Virtual Law Office

3 Credits (3)

The Virtual Law Office class is a 'hands-on', project oriented course designated to provide the student with the basic law office skills needed to function successfully in a law office setting. The student will gain a practical, working knowledge of the procedures necessary to work in a law office. The skills learned in the class will directly translate to real life situations. Restricted to: Community Colleges only.

Prerequisite(s): PL S 160.

PL S 190. Criminal Law for the Paralegal

3 Credits (3)

Introduction to federal and state criminal law; criminal proceedings, prosecution and defense, sentencing and appeal.

Prerequisite: PL S 160.

PL S 200. Legal Ethics for the Paralegal

3 Credits (3)

Introduction to ethical dilemmas faced in the workforce and the rules of ethics developed by the American Bar Association, various national paralegal organizations, and the Supreme Court of New Mexico. Restricted to: Community Colleges only.

Prerequisite(s): PL S 160.

PL S 203. Immigration Law

3 Credits (3)

Survey of the basics of immigration law including the rights and obligations of citizenship and the naturalization process.

Prerequisite: PL S 160.

PL S 221. Internship I

2-4 Credits (2-4)

Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships can be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 4 credits.

Prerequisite/Corequisite: PL S 274.

Learning Outcomes

1. To identify and demonstrate professional written and oral communication in a professional legal environment.
2. To identify and demonstrate the interpersonal relationships and the paralegal profession.
3. To identify and apply the knowledge and skills learned in the classroom rules, including the rules of professional responsibility, in a professional legal environment.
4. To demonstrate proficiency in appropriate technology in a professional legal environment.

5. To evaluate the internship experience so that the student is better informed when choosing future employment.

PL S 222. Internship II

1-3 Credits

Continuation of PL S 221. Each credit requires specified number of hours of on-the-job work experience. Restricted to Community Colleges campuses only.

Prerequisite(s): PL S 221.

PL S 231. The Law of Commerce for the Paralegal

3 Credits (3)

Law of contracts, negotiable instruments, bank transfers, secured transactions, debtor-creditor relations, agency, and business types and their formation. Students will study the relevant statutes as well as draft documents associated with these types of legal practice. Restricted to: Community Colleges only.

Prerequisite(s): PL S 160.

PL S 274. Legal Research and Writing for the Paralegal I

3 Credits (3)

Legal research materials and techniques will be identified and studied; introduction to online legal research. Legal documents will be prepared and written based on the student's original research, including a Legal Memorandum.

Prerequisite: PL S 160 and ENGL 1110G.

Learning Outcomes

1. Identify the major legal resources.
2. Broadly identify the different types of jurisdiction.
3. Research and describe statutory law.
4. Research and describe case law through a case brief.
5. Identify and write legal information gained from secondary sources.
6. Identify and draft proper legal citations using Bluebook.
7. Analyze and apply valid legal research.
8. Compose an effective legal memorandum.

PL S 275. Tort and Insurance for the Paralegal

3 Credits (3)

Primary legal principles of tort and insurance law and means of establishing insurance plans, types of torts and insurance, as well as use of specific forms and procedures relating to these areas.

Prerequisite: PL S 160.

PL S 276. Wills, Trusts, and Probate for the Paralegal

3 Credits (3)

Analysis of New Mexico statutes, rules, and cases associated with wills and trusts. Study of the probate process. Emphasis on understanding the documents and the practical application of the law and on preparing and drafting documents to address clients' needs.

Prerequisite: PL S 160.

Learning Outcomes

1. Identify, discuss, and apply selected terms and concepts related to the management of illness or incapacity without using guardianships or conservatorships.
2. Identify, define, examine, and discuss selected terms and concepts related to the management of illness or incapacity using guardianships or conservatorships.
3. Identify, examine, discuss, and apply selected terms and concepts related to the use of a Last Will and Testament in estate planning.
4. Identify, discuss, and apply selected terms and standards related to intestate succession and transferring property outside a will.

5. Identify, discuss, and apply selected terms and concepts related to the use of trusts in estate planning.
6. Identify, discuss, and apply selected terms and concepts in the role of probate courts in estate planning.

PL S 277. Family Law for the Paralegal

3 Credits (3)

Examine techniques for effective lawyer-client interaction including conducting client interviews, and practical application of research and drafting of documents and court pleadings in the field of Family Law. Analysis of laws relating to marriage, divorce, custody, child support, adoption, name change, guardianship, and paternity.

Prerequisite: PL S 160.

Learning Outcomes

1. Examine the role as a family law paralegal and how it will intersect with the different areas of law.
2. Draft a client intake memorandum conveying relevant facts for attorney use.
3. Identify the major terminology for premarital law and traditional marriage law.
4. Draft a premarital agreement.
5. Discuss how a marriage may legally dissolve by annulment and by divorce.
6. Draft a divorce complaint/petition.
7. Demonstrate a working knowledge of the legal issues involved in separations agreements, custody issues, and child support.
8. Draft a separation agreement, child custody agreement, and child support agreement.
9. Describe the different types of parentage and how one can obtain and lose that right. 1
10. Explain the varying steps taken for adoption.

PL S 278. Litigation for the Paralegal

3 Credits (3)

The law of procedure and evidence will be considered through rules and cases. Case situations will be used to identify and solve problems.

Prerequisite: PL S 160.

PL S 279. Legal Research and Writing for the Paralegal II

3 Credits (3)

Continuation of PL S 274. Advanced training in legal research with a focus on analysis, writing, and preparation of pleadings, including a trial court legal brief.

Prerequisite: PL S 274.

Learning Outcomes

1. Research legal topics using the internet.
2. Create a legal research strategy and demonstrate complex legal research.
3. Recognize and implement grammar rules.
4. Draft an effective legal letter.
5. Draft an effective legal brief.
6. Identify and draft proper legal citations using Bluebook.
7. Using advanced legal analysis, draft an effective legal brief.

PL S 298. Independent Study

1-3 Credits (1-3)

Individual studies directed by consenting faculty with prior approval by department head. Restricted to Community Colleges campuses only.

Prerequisite(s): PL S 160.