



PARALEGAL STUDIES PROGRAM

ParalegalSpace.com
Your Communications Portal!

Student:
Username:
Password:

TUESDAY

THURSDAY

ESSENTIAL SKILLS FOR PARALEGALS

Prior to Class...

In-Class...

Assignments...

Substantives

| | Prior to Class... | In-Class... | Assignments... | Substantives |
|----------------|---|---|---|------------------------------|
| WEEK ONE | PRIOR TO CLASS, READ Volume I: Ch. 1-2 and 4 | Orientation Vol. I: Ch. 1 The Client Vol. I: Ch. 4 The Profession Picking a client | Chapter 1: § 1.3 Client File (Due Week 21) | Tort Law |
| WEEK TWO | PRIOR TO CLASS, READ Volume I: Ch. 5: § 5.1 & 5.2 Volume I: Ch. 6 | Vol. I: Ch. 5 Court Structure Vol. I: Ch. 6 Legal Ethics | Last day to order mandatory Essential Skills Bundle. Only official Essential Skills Folder accepted for final grade. | Tort Law |
| WEEK THREE | PRIOR TO CLASS, READ Volume II: Ch. 1 Volume II: Ch. 2: §§ 2.1-2.7 Volume II: Ch. 3: §§ 3.1 - 3.8 | Vol. II: Ch. 1 Authority Vol. II: Ch. 2 Intro to Research (§§ 2.1 - 2.7) Vol. II: Ch. 3 Intro to Writing | Chapter 3: §§ 3.3, 3.4 Demand Letter; Client Letter (Due Week 5) | Tort Law |
| WEEK FOUR | PRIOR TO CLASS, READ Volume I: Ch. 7 & Ch. 8, § 8.1 | Vol. I: Ch. 7 Evidence Vol. I: Ch. 8 Investigation | Chapter 3: § 3.15 Memo (Due Week 6) | Tort Law |
| WEEK FIVE | PRIOR TO CLASS, READ Vol. I: Ch. 9, 10 | Vol. I: Ch. 9: Interviewing Vol. I, Ch. 10: Citing Authority | Chapter 9: § 9.2 Interview Questions (Due Week 7) | Tort Law |
| WEEK SIX | PRIOR TO CLASS, READ Volume I: Ch. 11 & 12 | Vol. I: Ch. 11 Trial Preparation Vol. I: Ch. 12 The Digital Court | | Contract Law |
| WEEK SEVEN | | Review for Volume I Exam Vol. II: Ch. 2 Intro to Research LAW LIBRARY (or online research) | | Contract Law |
| WEEK EIGHT | | VOLUME I EXAM (Covers Vol. I: Chapters 4-10) | | Contract Law |
| WEEK NINE | PRIOR TO CLASS, READ Volume II: Ch. 6, §§ 6.1-6.9 | Review of Volume I Exam Vol. II: Ch. 6 Pleadings | Chapter 6: Summons/Complaint (Due Week 11) | Contract Law |
| WEEK TEN | PRIOR TO CLASS, READ Volume II: Ch. 6, §§ 6.10-6.29 | Vol. II: Ch. 6 Discovery Complaint Workshop bring your client's file | Chapter 6: Discovery Docs (Due Week 13) | Contract Law |
| WEEK ELEVEN | PRIOR TO CLASS, READ Volume II: Ch. 4 and 5 Volume II: Ch. 8 | Vol. II: Ch. 4 Citing Authority Vol. II: Ch. 5 Library Support Vol. II: Ch. 8 Research (Intro to Chapter) | | Illinois Procedures Workshop |
| WEEK TWELVE | PRIOR TO CLASS, READ Volume II: Ch. 8, & 9 | Vol. II: Ch. 8 Traditional Research (Review) Vol. II: Ch. 9 Motions, Notices, Briefs | Chapter 9: Motion, Notice, and Brief (Due Week 15) | Illinois Procedures Workshop |
| WEEK THIRTEEN | | Review for Volume II Exam LAW LIBRARY (or online research) | | Business Organizations |
| WEEK FOURTEEN | PRIOR TO CLASS, READ Volume II, Ch. 11 Volume II, Ch. 12 | Vol. II: Ch. 11 The Desperate Researcher Vol. II: Ch. 12 Non-Traditional Writing Motions Workshop bring your client's file | Client File Maintenance Check | Business Organizations |
| WEEK FIFTEEN | <i>All outstanding assignments and re-writes are due.</i> | Review of Volume II Exam Prep for Comprehensive Final | | Business Organizations |
| WEEK SIXTEEN | | Vol. 1: Ch. 3: Job Hunting and Resumes | | Business Organizations |
| WEEK SEVENTEEN | | COMPREHENSIVE FINAL | | Business Organizations |

Don't forget to maintain your client's file!

LAW LIBRARY

Students will require additional law library time to complete assignments. The law library sessions will be held at the local law libraries. While an instructor will be present for library sessions, students will be expected to conduct research assignments with little assistance from instructors, relying on the materials for guidance. Students may choose to research using Westlaw and Lexis versions of assignments unless otherwise instructed.

This syllabus is subject to change. Check *ParalegalSpace.com* regularly for updates.