

Bergen Community College
Division of Business and Social Sciences
Department of Criminal Justice & Legal
Studies

Course Syllabus

**LGL-200-XXX Business
Communications for Paralegals**

Semester and year:
Section Number:
Meeting Times:
Locations:

Instructor:
Office Location:
Phone:
Departmental Secretary:
Office Hours:
Email Address:

Course Description:

- LGL-200 Business Communications for Paralegals is a course in the communication skills of writing, speaking, and listening, with particular applications to Paralegals. Emphasis is placed on effective techniques to be used in interviews and meetings. Students learn how to prepare letters, memos, and reports. Oral participation and presentation of written projects are required.
- Prerequisites: LGL-101 Fundamentals of Law I; LGL-103 Legal Research and Writing
- Credits: 3 credits
- Supplemental Materials: To be provided by professor during the semester either in hardcopy or posted to Canvas course shell.
- Practical Assignments: Legal Memos, Legal Correspondence, Firm

Newsletters, Business Plan, Establishment of LinkedIn Account, Utilization of Artificial Intelligence in Legal Workplace, Wardrobe and Non-Verbal Communication, professional photograph and other forms of communication utilized in the legal workplace environment.

Student Learning Outcomes: As a result of meeting the requirements in this course, students will be able to:

Student Learning Outcome:	Means of Assessment:
1. To provide the student with the an awareness of the need to effectively communicate in business and personal life including how instructions, decisions and attitudes will be conveyed to business associates and clients in accordance with the Rules of Professional Conduct and professional standards, norms and customs.	<p>Students will submit projects during intervals during the course. These projects will relate to communication in the legal workplace including the analysis of Legal Ethical Issues and the processes and procedures whereby these issues are recognized and the proper course of action taken. Students will utilize textbook and case studies. Video presentations will also be provided.</p> <p>Standard: At least 80% of all students will receive an average grade of "70" or better on the projects. Projects will be reviewed with students and concepts reinforced. Homework assignments will be required specifically addressing this course learning outcome.</p>
2. To encourage students to be objective and analytical in their communication and to study effective communications in the legal workplace including, oral written, appearance, social media and including artificial intelligence.	<p>Students will submit projects during intervals during the course which will require the utilization of communication skills in writing and orally and through analysis of non-verbal, appearance and artificial intelligence (AI) These projects will focus on communication skills and opportunities of the legal professional. Projects will include legal memoranda, legal briefs, use of forms, photographs and graphics, videos and appropriate practice aides Emphasis will also</p>

	<p>be placed on legal ethical concerns and the opportunities and dilemmas faced by legal professionals.</p> <p>Standard: At least 80% of all students will receive an average grade of "70" or better on the projects. Projects will be reviewed with students and concepts reinforced. Homework assignments will be required specifically addressing this course learning outcome.</p>
<p>3.To provide effective writing and oral communication skills in the legal workplace environment.</p>	<p>Students will submit projects during the course which will have required written and oral requirements. Analysis will require consideration of conventional and electronic communication, letter writing, remote work, social media, artificial intelligence, and ethical considerations.</p> <p>Standard: At least 80% of all students will receive an average grade of "70" or better on these homework assignments and projects. Projects and homework assignments will be reviewed with students and concepts reinforced.</p>
<p>4. To provide the with communication skills that will foster efficient, accurate and cost effective communication and delivery of legal services to client in an effective and professionally responsible manner.</p>	<p>Students will submit projects and homework assignments which will have components requiring business planning and presentation and to locate specific legal resources and access to the courts for clients. Students will recognize and incorporate current events into their communications so that clients are provided with relevant and current data. Research consideration will relate to legal and factual issues as it pertains to our court system, system of ethics</p>

	<p>and its application to particular case studies. Proper citation, grammar and communication of legal authority is reinforced.</p> <p>Standard: At least 80% of all students will receive an average grade of "70" or better on the projects. Projects and homework assignments will be reviewed with students and concepts reinforced.</p>
--	--

Course Content:

WEEK	PART I	
		<u>Foundations of Legal Writing and Communication – Personal/Professional</u>
1 & 2		Ch. 1 & 2 – Reading as Background – Methods of Communication
(6 hours)		ASSIGNED HOMEWORK PROBLEMS #1 & 2
3-5	PART II	<u>Writing Fundamentals – Communication in Writing</u>
(9 hours)		Ch. 3 – Pre-writing Process
		Ch. 4 – Writing Fundamentals
		ASSIGNED HOMEWORK PROBLEMS #3 & 4
6-7	PART III	<u>Writing Formats – Protocols, Purpose and Audience</u>
(6 hours)		Ch. 5 – Casebriefs
		Ch. 6, 7, 8 – Legal Memos
		ASSIGNED HOMEWORK PROBLEMS #5 & 6
8-9	PART IV	<u>Organizing Your Writing – Proofreading and Legal Vocabulary</u>
(6 hours)		Ch. 9 – IRAC
		Ch. 10 – Synthesizing Authorities
		Ch. 11 – Outlining
		ASSIGNED HOMEWORK PROBLEMS #7 & 8
10-12	PART V	<u>In-Office Communications- Clients and Co-workers</u>
(9 hours)		Ch. 13 – Client Interviewing, File Memos, Deposition Summaries
		Ch. 14 – Foundations of Letter Writing
		ASSIGNED HOMEWORK PROBLEMS #9 & 10

12-15 PART VI Semester Summary and other communication issues
(9 hours) Artificial Intelligence, Remote Working and
Communication with appearance and attire, Social
Media in the Legal Workplace Environment

Course Texts and/or Other Study Materials:

Basic Legal Writing for Paralegals, Samborn & Yelin, Little Brown, 2020 (6th
or most recent edition).

Grading Policy:

Evaluation and Assessment:

Homework Problems.....10%
Mid-Term Project (Legal Memo).....45%
Final Exam/Project (Legal Newsletter).....45%

Students are required to have all projects submitted by due date. Late submissions shall be penalized a full grade for each day the project is late. For any project or submission not submitted by the end of the semester final submission due date, student shall receive an F grade for that assignment.

Homework: Assignment submission may be required for course credit as assigned and required by the Professor during the semester and will be integrated into final grade pursuant to evaluation procedures listed above.

See also attendance and late submission statements

Attendance Policy:

Attendance: Will be taken at each session and is subject to the rules of the college. Attendance at lectures is imperative to acquisition and understanding of the substantive material of the course. Habitual absence (considered more than two unexcused absences) and/or tardiness may result in loss of credit for the course.

Students are instructed to notify the professor prior to absences, if known and are responsible for the materials from classes which are missed. Students are required to all examinations on the announced date or otherwise scheduled at the discretion of the instructor. All projects and examinations must be completed for credit for the course. Late submissions will be penalized a quarter grade for each day project is late. If a student has an excused absence and misses an exam, that student

must be prepared to take an exam on or before the first day of their return to class. If a student has an unexcused absence for an exam, that student will receive a zero grade for that exam. If a student misses both the midterm and the final examination, that student will not receive a passing grade in the class.

Faculty absence: Students should consult Canvas course shell and/or college website for daily cancellations. Students may also be informed by email directly by the professor.

Cell/Smart Phones: The use of cell/smart phones and other electronic devices is not permitted in class and all students must silence their cell phones prior to class session. Audio and video recording and photography is prohibited in class.

Course Shell: Students should monitor course shell (Canvas) on a regular basis and are responsible for all content which is posted by the instructor on the course shell.

Other College, Divisional, and/or Departmental Policy Statements:

[Academic Matters - Bergen Community College - Acalog ACMS™](#)

Statement on the appropriate use of AI (see the following link for guidance):

[AI-Guidance-Resource-Page.pdf \(bergen.edu\)](#)

ADA statement:

[Disability Services \(Office of Specialized Services\) | Bergen Community College](#)

Sexual Harassment statement:

[HR-003-001.2018-Policy-Prohibiting-Sexual-Harassment.pdf \(bergen.edu\)](#)

Statement on acceptable use of BCC technology:

[Acceptable-Use-Policy.pdf \(bergen.edu\)](#)

Recommended Syllabus Statements from the Office of Specialized Services:

[Syllabus Statements | Bergen Community College](#)

Statement on the purpose and value of faculty office hours.

Student and Faculty Support Services:

Accessibility Statement

Bergen Community College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability) and, as a result, need a reasonable accommodation to participate in this class, complete course requirements, or benefit from the College's programs or services, contact the Office of Special Services (OSS) as soon as possible at 201-612-5270 or www.bergen.edu/oss. To receive any academic accommodation, you must be appropriately registered with OSS. The OSS works with students confidentially and does not disclose any disability-related information without their permission. The OSS serves as a clearinghouse on disability issues and works in partnership with faculty and all other student service offices.

Student Support Services

Bergen Community College provides exemplary support to its students and offers a broad variety of opportunities and services. A comprehensive array of student support services including advising, tutoring, academic coaching, and more are available online at <https://bergen.edu/currentstudents/>.



Sidney Silverman Library Online Resources:

[Guides BY SUBJECT - LibGuides at Bergen Community College](#)

General Search and Databases: [Library | Bergen Community College](#)

Note to Students: This Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.