

LEX 280 Ethics and Professionalism

COURSE DESCRIPTION:

Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test

Corequisites: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the role of a professional paralegal and identify authority that can properly be delegated by an attorney.

Course Hours per Week: Class, 2. Semester Hours Credit, 2.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Identify the role of the paralegal in a professional work environment, and the ethical practice of law
Identify and apply ethical rules, including the ABA Model Guidelines for the Utilization of Paralegal Services, the Guidelines for use of Paralegals in Rendering Legal Services, the Model Standards and Guidelines for the Utilization of Paralegals, the North Carolina Rules of Professional Conduct, as well as the American Bar Rules of Professional Conduct to the practice of law
2. Recognize key employment opportunities within the paralegal field
3. Develop professional skills critical to conducting a job search in the paralegal field
4. Explain appropriate behaviors used during the job search, interviewing, and hiring process
5. Demonstrate an understanding of the various types of, and methods to pursue paralegal certification

OUTLINE OF INSTRUCTION:

- I. Ethics
 - A. Guidelines for the Use of Paralegals-NC State Bar
 - B. Guidelines for use of Paralegals in Rendering Legal Services
 - C. NC Rules of Professional Responsibility
 - D. ABA Model Rules of Professional Conduct
 - E. Model Standards and Guidelines for the Utilization of Paralegals
 - F. ABA Model Guidelines for the Utilization of Paralegal Services
- II. Professionalism
 - A. Resume and Cover Letter
 - B. Job Searches and Employment Opportunities
 - C. Interviewing Skills and Techniques
- III. Paralegal Certification

REQUIRED TEXTBOOK AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.