



Course Number and Title: PLG 273 Civil Procedure

Campus Location:
Georgetown, Dover

Effective Date:
2020-51

Prerequisite:
ENG 090 or ENG 091 or EAP 093 or higher

Co-Requisites:
none

Course Credits and Hours:
3.00 credits
3.00 lecture hours/week
0.00 lab hours/week

Course Description:
This course introduces the process of civil litigation as well as interviewing and investigative skills. The course also includes drafting pleadings and discovery.

Required Text(s):
Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

Additional Materials:
None

Schedule Type:
Classroom Course

Disclaimer:
None

Core Course Performance Objectives (CCPOs):

1. Use basic legal terminology in written and oral communications. (CCC 1; PGC 1)
2. Develop strategies to complete a client interview. (CCC 1, 5; PGC 5)
3. Discuss the pre-trial process. (CCC 1; PGC 4, 5)
4. Discuss problems involved in the conduct of trial proceedings. (CCC 1, 2, 4; PGC 3, 4, 5)
5. Identify forms of judicial remedies. (CCC 1, 5, 6; PGC 4, 5)
6. Prepare draft documents used in civil proceedings. (CCC 1; PGC 2, 4, 5)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Use basic legal terminology in written and oral communications.
 1. Define basic terms associated with trial procedures.
 2. Use terminology associated intentional and unintentional torts.
 3. Identify legal terminology used in personal injury issues.
 4. Use legal terminology associated with insurance.
2. Develop strategies to complete a client interview.
 1. Identify obstacles to communication and methods of overcoming them.
 2. Identify types of information essential to a legal interview.
 3. Prepare questions to use in a client interview.
 4. Interview a client to obtain legal information to use in civil procedures.
 5. Assess the impact of a client or witness upon a jury.
3. Discuss the pre-trial process.
 1. Describe how a case is brought to trial.
 2. Discuss the effect motions have on the course of litigation.
 3. Explain the purpose of discovery.
 4. Explain how a complaint originates and where it is filed.
4. Discuss problems involved in the conduct of trial proceedings.
 1. Discuss problems frequently encountered with the selection of juries.
 2. Identify examples of problems related to witnesses.
 3. Explain rules regarding the admissibility of evidence.
 4. Discuss the effect of motions to the trial proceedings.
5. Identify forms of judicial remedies.
 1. Give examples of remedies used in cases involving breach of contract.
 2. Describe circumstances when punitive damages would be awarded.
 3. Identify legal application of equitable remedies.
6. Prepare draft documents used in civil proceedings
 1. Draft a civil complaint to initiate a lawsuit.
 2. Prepare and respond to discovery and/or pretrial motions.

Evaluation Criteria/Policies:

Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

92	-	100	=	A
83	-	91	=	B
75	-	82	=	C
0	-	74	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

Final Course Grade:

Calculated using the following weighted average

Evaluation Measure	Percentage of final grade
Summative: Tests (3) and Quizzes (equally weighted)	40%
Summative: Final Exam	20%
Summative: Written Assignments (Client/Litigation) (equally weighted)	30%
Formative: Homework/Participation	10%
TOTAL	100%

Core Curriculum Competencies (CCCs are the competencies every graduate will develop):

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):
PLGAASPLG

1. Explain the present and potential role of the paralegal within the legal system.
2. Produce documents necessary for a functioning law office.
3. Comply with the profession's Code of Ethics within the legal system.
4. Use a range of research methods and information necessary to complete a variety of legal activities.
5. Apply acquired knowledge of legal specialty areas in the workplace.

Disabilities Support Statement:

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.