

**Course Number:** PLAW 1100

**Course Title:** Introduction to Law Studies

**Course Description:**

This course is a survey of the American legal system, the substantive and procedural law of Indiana, and the role of the professional in the legal profession. Topics include an overview of professional ethics, the court system, procedural and substantive law, and basic legal analysis. This entry-level course is a prerequisite for all law courses in the Paralegal and Pre-Law programs. The purpose of the course is to build a foundation of basic knowledge for subsequent, more specialized courses.

**Prerequisites:** None.

**Credit hours:** 3

**Learning Outcomes:**

Upon the successful completion of this course, students will be able to:

1. Understand the structure and function of the American legal system.
2. Understand and be able to use legal terminology.
3. Explain the differences between statutory and case law and how each is made.
4. Differentiate between civil law and criminal law.
5. Differentiate between substantive law and procedural law.
6. Explain basic court procedures used in civil and criminal cases.
7. Develop a basic understanding of certain major areas of substantive and procedural law.

**Indiana Tech**  
*College of Professional Studies*  
**PLAW 1100 – Introduction to Law Studies**  
**Online Course Syllabus Content**

**Instructor Information**

Please see Professor Profile at the Blackboard instructional site.

**Course Schedule**

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

**Online Course Policies**

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

**Textbook**

Hames, J., & Ekern, Y. (2010). *Introduction to law* (4th ed.). Upper Saddle River, NJ: Prentice Hall.

**Grading Events & Grading Criteria**

Unless otherwise specified, all assignments must be submitted via Blackboard.

<b>Course Preparation Quiz</b>	<b>25 points</b>
<b>Weekly Quizzes (4 at 50 points each)</b>	<b>200 points</b>
<b>Assignments (4 at 100 points each)</b>	<b>400 points</b>
<b>Discussion Boards (5 at 60 points each)</b>	<b>300 points</b>
<b><u>Final Exam</u></b>	<b><u>100 points</u></b>
<b>Total</b>	<b>1025 points</b>

**Weekly quizzes-** in each of the first four weeks there will be a weekly quiz. These quizzes will be open during the week they are assigned. You can take the quiz as many times during the week as you wish and you will receive the highest grade earned. There is no penalty for taking it numerous times. The only thing to remember is they will be only open during the week they are assigned and cannot be taken late barring an exceptional circumstance approved by your instructor. If they are permitted to be taken late under these circumstances students will only receive one opportunity to take the quiz. These quizzes are 20% of the grade

**Examination-** the final exam will be cumulative and comprise 10% of the student's grade. This exam may contain questions from the weekly quizzes. There will only be one opportunity to take this exam. Also, once you access an examination, you must complete it. There is no starting over or resuming an exam.

**Discussion Boards-** Each week the student will be expected to respond to a discussion board prompt a minimum of three times. These discussion boards are worth 30% of the grade. These discussion boards are the opportunity to learn from the instructor and fellow students in the classroom format. Outside research may not be required but if it is students are expected to cite any sources used. This is the opportunity to use examples and specifics to really bring alive the knowledge learned. Students who do not post using examples and specifics will not earn full points. Points are awarded based on 30 points for the initial post and 15 points for each response post. Students should log in and post more than once a week. The initial post is due each week by Thursday and response posts by Sunday at 11:59 p.m. EST.

**Assignments-** Each of the first four weeks will contain an assignment to assess understanding. These will measure critical thinking or application of knowledge learned.

### Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

Percentage Achieved	Grade	Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-	70% or above	C-
90% or above	A-	77% or above	C+	60% or above	D
87% or above	B+	73% or above	C	Below 60%	F
83% or above	B				

### Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

### Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.

- The student is ○ in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
  - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
  - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated university authority.

## Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor and classmates, is by using the Send Email function within the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it. Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor send to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to [OnlineSupport@IndianaTech.edu](mailto:OnlineSupport@IndianaTech.edu) with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.