

# COURSE SYLLABUS



COURSE TITLE: Family Law Procedure – LGL 154-001

CLASS SECTION: 001

TERM: Winter 2022

COURSE CREDITS: 3

DELIVERY METHOD: Face-to-face on Tuesdays and Thursdays from 12.30 pm to 2.20 pm in CBA 287

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Denelle Lambert

EMAIL: [lambertd@camosun.bc.ca](mailto:lambertd@camosun.bc.ca)

OFFICE: CBA 231A

HOURS: By appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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This course introduces students to the duties and responsibilities of a legal office assistant working in family law in British Columbia. Topics covered include: specialized legal terminology; Federal and Provincial Statute Law and Regulations; Forms and Rules of Court for BC's Provincial and Supreme Court matters; Alternative Dispute Resolution; Family Law Agreements; Preparing, filing and maintaining client files; Confidentiality and client management and current family law specific technology.

PREREQUISITE(S), CO-REQUISITE(S), EXCLUSION(S):

One of: C in LGL 150 or C in BUS 276 - Must be completed prior to taking this course.

## COURSE LEARNING OUTCOMES / OBJECTIVES

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1. Practice confidentiality and demonstrate an awareness of ethical responsibilities in the completion of legal documents and correspondence in family law matters.
2. Apply knowledge of contract law to typical family law agreements.

3. Describe the role of Alternative Dispute Resolution used in family law proceedings.
4. Locate and use relevant Federal and Provincial Statutes, Rules and forms.
5. Manage all aspects of client files from commencement to conclusion of a family law proceeding.
6. Produce documents required in BC Provincial Court family law matters.
7. Produce documents required in BC Supreme Court family law matters.
8. Demonstrate knowledge of editing and proofreading skills, using precision and speed when completing legal documents and correspondence in family law matters.
9. Apply critical thinking and problem-solving skills when completing legal documents and correspondence in family law matters.
10. Use current technology specific to family law proceedings to prepare documents in family law proceedings.

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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1. Textbook: CLE Family Law Deskbook (electronic or hard copy via special purchase)
2. Legal sized folders, metal fasteners, and stick-on file labels – these will be purchased by the instructor and students will reimburse instructor
3. Print credits.

#### COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice as deemed appropriate by the instructor.

<b>January</b>	
11 / 13	Introduction & Office Procedures
18 / 20	Office Procedures & Q1
25 / 27	Agreements & Q2
<b>February</b>	
01 / 03	Family Law Practice in BCPC (Intro, Commencement) & A1 Due
08 / 10	Family Law Practice in BCPC (Interim, Orders) & Q3
15 / 17	CFCSA & Midterm Exam Review / MIDTERM EXAM & A2 Due
22 / 24	Reading Break (NO CLASSES)
<b>March</b>	
01 / 03	FL Practice BCSC (Intro, Commencement)
08 / 10	FL Practice BCSC (Fin, Service, Disc, JCC) & Q4
15 / 17	FL Practice BCSC (Chambers)
22 / 24	FL Practice BCSC (Orders, Summary, E-File) & Q5
29 / 31	FL Practice BSCS (Trials) & Q6 & A3 Due
<b>April</b>	
05 / 07	Desk Order Divorce & Q7
12 / 14	Adoption & Final Exam Review & Q8 & A4 Due

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>.

## EVALUATION OF LEARNING

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a) Assignments – 30% of final grade

Students have the opportunity to receive marks for submitting assignments throughout the term. In order to receive credits for these assignments students must produce all assignments entirely on their own. Assignments are due in class on the following dates:

Assignment 1 – February 03  
Assignment 2 – February 17  
Assignment 3 – March 31  
Assignment 4 – April 14

b) Quizzes – 20% of final grade

Students have the opportunity to receive marks for completing eight theory quizzes. Quizzes are done in D2L online and may be completed any time from 8:00 am until 9:00 pm on the day they are due. All quizzes must be done entirely solo. Quizzes are available on the following dates:

Quiz 1 – January 20  
Quiz 2 – January 27  
Quiz 3 – February 10  
Quiz 4 – March 10  
Quiz 5 – March 24  
Quiz 6 – March 31  
Quiz 7 – April 07  
Quiz 8 – April 14

c) Exams – 50% of final grade

Students have the opportunity to receive marks for completing two exams. Both exams are practical in nature (i.e. will involve creating documents), are 110 minutes long, and are open book. All exams must be done entirely solo. The midterm exam will be held during the regular class time on February 17. The final exam will take place during the final exam period. The date for the final exam will be posted online on February 18.

## COURSE GUIDELINES & EXPECTATIONS

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As your instructor you can expect me to:

- Reply to e-mails within one business day.
- Provide assessments that are relevant to the learning objectives.
- Be available for appointments when scheduled in advance.
- Grade all assessments within a reasonable amount of time.
- Be kind, courteous, and professional.

As a student I expect you to:

- Attend class regularly and arrive on time.
- Listen during lectures and avoid distractions (i.e. smartphones).
- Not film or record me without my prior written consent.
- Ask if you need help or if you have questions.
- Read the syllabus and abide by all policies/expectations/guidelines.
- Only hand in work that is your own and not share your work with others.
- Hand in all assessments on time.
- **Any requests for extensions should have a good reason for the request and the request must be made in writing before the assessment is due or takes place.** Requests for extension are only granted in exceptional circumstances.
- **No request for extensions will be granted once final grades have been entered.**
- Be kind, courteous, and professional.

NOTE: Additional requirements for individual assessments (such as quizzes, assignments, or exams) are provided in the assessment instructions. From time to time, due dates may need to be changed for assignments or quizzes. Such requirements and changes are deemed incorporated into this syllabus.

## SCHOOL OR DEPARTMENTAL INFORMATION

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**Assignment formatting.** The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2021) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>.

- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) Academic Integrity Policy

**Deadlines and exams.** You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a) **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b) Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.
- c) Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College

property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your

courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures"

(<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of

when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.