

# COURSE SYLLABUS



COURSE TITLE: Family Law Procedure – LGL 154

CLASS SECTION: D01

TERM: Winter 2024

COURSE CREDITS: 3

DELIVERY METHOD: Online Asynchronous

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən 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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## INSTRUCTOR DETAILS

NAME: Denelle Lambert

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

OFFICE: CBA 231A

HOURS: Tuesdays/Wednesdays 1:15-2:15pm in CBA 231A & virtual meetings available 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.*

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## CALENDAR DESCRIPTION

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.

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## COURSE LEARNING OUTCOMES / OBJECTIVES

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. **OPTIONAL:** Textbook: CLE Family Law Deskbook (electronic or hard copy via special purchase)
2. Other assorted supplementary information (posted on D2L)

#### 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>		
8-12	Week 1	Introduction
15-19	Week 2	Office Procedures & <b>Quiz #1</b>
22-26	Week 3	Family Law Agreements & <b>Quiz #2</b>
29 --	Week 4	FL Practice in Provincial Court (Introduction) & <b>Discussion #1</b>
<b>February</b>		
--2	Week 4	FL Practice in Provincial Court (Introduction) & <b>Discussion #1 (cont'd)</b>
5-9	Week 5	FL Practice in Provincial Court (Interim & Orders) & <b>Quiz #3</b>
12-16	Week 6	<b>Practical Assignment #1 DUE by 08:00 am on Thursday February 15</b>
19-23	Week 7	Family Day / Reading Break - <b>NO CLASSES</b>
26--	Week 8	FL Practice in BCSC (Introduction & Commencement) & <b>Discussion #2</b>
<b>March</b>		
--1	Week 8	FL Practice in BCSC (Introduction & Commencement) & <b>Discussion #2 (cont'd)</b>
4-8	Week 9	FL Practice in BCSC (Service, Discovery, & JCC) & <b>Quiz #4</b>
11-15	Week 10	FL Practice in BCSC (Chambers & Affidavits) & <b>Quiz #5</b>
18-22	Week 11	FL Practice in BCSC (Trials & Orders) & <b>Quiz #6</b>
25-29	Week 12	Desk Order Divorce & <b>Quiz #7</b>
<b>April</b>		
1-5	Week 13	Stat / <b>Practical Assignment #2 DUE by 08:00 am on Thursday April 04</b>
8-12	Week 14	CFCSA & Adoption & <b>Discussion #3</b>

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 noticed is required. Deadlines scan 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) Discussions – 30% of final grade:

Students have the opportunity to receive marks for participating in three discussions in D2L. Discussion posts are due on the date indicated in course schedule above.

b) Theory Quizzes – 20% of final grade:

Students will do seven theory quizzes based on the course materials and anything dealt with in class. Quiz dates are provided in the course schedule above.

c) Practical Assignments – 50% of final grade:

Students will have two practical assignments at the times indicated in the course schedule above. Each assignment is worth 25% of the total mark in the course. The assignments involve aspects of file completion as would be expected in a legal office.

## 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:

- Check your Camosun email regularly.
- Keep up with course work and consult the schedule regularly.
- 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, discussions, or exams) are provided in the assessment instructions. From time to time, dates may need to be changed for quizzes or discussions. 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.

- 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.
- Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.

## 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>

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Support Service	Website
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>

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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 Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### 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 ([see policy](#)). Please visit <https://camosun.ca/services/forms#medical> 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: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### 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 <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.