

COURSE SYLLABUS



COURSE TITLE: CORPORATE & CRIMINAL PROCEDURE
CLASS SECTION: LGL156 – D01
TERM: SUMMER 2023
COURSE CREDITS: 3
DELIVERY METHOD(S): ONLINE

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](#).

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

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

NAME: PATRICIA GAUDREULT
EMAIL: gaudreaultp@camosun.bc.ca
OFFICE HOURS: online, posted via D2L

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

This course introduces students to the duties and responsibilities of a legal office assistant working in Wills, Estates and other areas of Business Law in British Columbia. Topics covered include: specialized legal terminology; Federal and Provincial Statute Law and Regulations; Forms and Rules pertaining to various areas of law in British Columbia; First Nations Law, Testamentary documents; maintaining client files and records management ; confidentiality and client management; and current, specific technology.

PREREQUISITE(S): C in one of Bus276 or LGL150

CO-REQUISITE(S): n/a

EXCLUSION(S): n/a

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

1. Practice confidentiality and demonstrate an awareness of ethical responsibilities in the completion of documents.
 2. Apply knowledge of Wills and Estate Law to testamentary documents.
 3. Locate and use relevant Provincial Statutes, Rules and forms.
 4. Manage all aspects of client files from file opening to preparing, executing and registering testamentary documents, including Wills, Powers of Attorney, and Representation Agreements.
 5. Apply knowledge of general areas of Business law including First Nations law, Immigration law, Income Tax law, and Environmental law.
 6. Produce documents used in general areas of Business law.
 7. Demonstrate knowledge of editing and proofreading skills, using precision and speed when completing legal documentation.
 8. Apply critical thinking and problem-solving skills necessary to prepare various legal, business documentation.
 9. Demonstrate knowledge of current technology specific to estate proceedings.
 10. Demonstrate knowledge of aboriginal specific law and procedure.
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REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- a) There is no required text for LGL156. All materials will be provided by the instructor.

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

– SEE NEXT PAGE

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

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

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1 – May 1	Introductions (self), Intro to Business Law project	Post introduction Review Bus Law project Choose topic Choose team
Week 2 – May 8	Wills & Estates: Wills and Codicils, Wills Notice	Reading/research Begin Assignment 1
Week 3 – May 15	Power of Attorney, Quiz 2 / Assignment 2	Quiz 1 due Assignment 1 due
Week 4 – May 23	Note: May 22 is a Statutory Holiday – College closed Representation Agreements, Quiz 3 / Assignment 3	Quiz 2 due Assignment 2 due
Week 5 – May 29 – 31	First half of Week 5: Estates: Probate and Administration, other Wills and Estates matters	Quiz 3 due Assignment 3 due
Week 5 – June 1	Second half of Week 5: Business Law – Research and Writing	Research/Writing
Week 6 – June 5	Business Law – Research and Writing	Research/Writing Presentation preparation
Week 7 – June 12	Presentations and Peer Review	Presentations due Review presentations Peer review

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.

CAL Deadlines scan be reviewed on the [CAL exams page](#).

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

EVALUATION OF LEARNING

DESCRIPTION			WEIGHTING
Wills and Estates			50%
Quizzes	20%		
Assignments	30%		
Business Law			50%
Research Paper	20%		
Presentation	20%		
Peer feedback	10%	*	
*Note re: peer feedback: you are being marked on your own review of a peer's presentation; your feedback does not determine another student's grade, nor does another student's feedback determine your grade			
<p>Note: This course covers both Wills & Estates and Business Law; it has both theory and practice components. Students will be assessed in each of these subject areas and in each skill area. In order to pass LGL156, students need to pass both parts. Also, LGL156 is a prerequisite for LGL170.</p>			<p>TOTAL</p> <p>100%</p>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1_14.pdf) policy for more information.

http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1_14.pdf

COURSE GUIDELINES & EXPECTATIONS

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.

SCHOOL OR DEPARTMENTAL INFORMATION

The LOA program is within the Applied Business (ABT) Department of the School of Business.

STUDENT RESPONSIBILITY

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

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

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

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. To contact the Office of Student Support: 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.