

COURSE SYLLABUS



COURSE TITLE: Litigation Procedures
CLASS SECTION: LGL 158 - D01
TERM: WINTER 2025
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](#).

INSTRUCTOR DETAILS

NAME: PATRICIA GAUDREULT
EMAIL: gaudreaultp@camosun.ca
OFFICE: online
HOURS: 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

Learners will be introduced to the duties and responsibilities of legal administrative professionals supporting a barrister practicing in the areas of litigation or criminal law in British Columbia. Students will examine various forms and rules of Court for civil litigation and criminal law at both Provincial and Supreme Court levels using specialized legal terminology. Learners will develop skills to prepare and maintain client files, understand confidentiality, client management, and associated technology.

PREREQUISITE(S): one of: C in English 12 or C in Camosun Alternative
CO-REQUISITE(S): C in Bus 276
EQUIVALENCIES: n/a

COURSE LEARNING OUTCOMES / OBJECTIVES

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

- Practice confidentiality and demonstrate an awareness of ethical responsibilities in the workplace.
- Reference relevant statutes and rules in preparing Provincial and Supreme Court of BC forms.

- Manage all aspects of client files from commencement to conclusion of litigation or criminal law matters, including the production of correspondence, statements of account, and documents as required in Provincial Court of BC, and BC Supreme Court in accordance with the appropriate court rules.
- Apply knowledge regarding the role of Alternative Dispute Resolution used in litigation matters.
- Describe the role of both Aboriginal law and Indigenous law used in litigation and criminal law matters.
- Apply advanced editing and proofreading skills in the preparation of documents and correspondence specific to litigation and criminal law.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Required Materials

- a) storage device or online storage
- b) instructor provided materials

Optional Materials:

- a) Legal or standard Canadian Dictionary

Note: no text is required for this course. All materials will be provided by the instructor.

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
WK 1: Jan 6 – 12	Introduction, course overview, litigation principles	Reading and Research
WK 2: Jan 13 – 19	Flow of a Case, glossary and terms	Quiz 1
WK 3: Jan 20 – 26	Commencing and defending an action	<ul style="list-style-type: none"> • Quiz 2 • Assignment 1
WK 4: Jan 27 – Feb 2	Default and Time	<ul style="list-style-type: none"> • Quiz 3 • Assignment 2
WK 5 and 6: Feb 3 - 9	Discovery Process	Reading and Research <ul style="list-style-type: none"> • Quiz 4 • Assignment 3

WK 7: Feb 17 – 23	FAMILY DAY (BC) and READING BREAK	No assignments or quizzes due this week.
WK 8: Feb 24 – Mar 2	Chambers: documents and processes	<ul style="list-style-type: none"> • Quiz 5 • Assignment 4
WK 9: Mar 3 – 9	Trial, trial documents, Bill of Costs and Settlement	Reading and research
WK 10: Mar 10 - 16	Mediation, CRT	<ul style="list-style-type: none"> • Quiz 6 • Discussion #1
WK 11: Mar 17 - 23	Criminal Law: Introduction, Canadian Charter of Rights and Freedoms, CCC, Criminal Glossary,	Reading and research
WK 12: Mar 24 – 30	First Nations in Criminal Law, Role of Crown Counsel, LSS <i>Note: College Closed for Good Friday on Friday, March 29</i>	<ul style="list-style-type: none"> • Discussion #2 • Quiz 7
WK 13: Mar 30 – Apr 6	Criminal Law: Requesting Particulars, Determining the Stage of a File, <i>Note: College Closed for Easter Monday on Monday, April 1</i>	<ul style="list-style-type: none"> • Assignment 5 • Quiz 8
WK 14: April 7 – 12	Criminal Court Forms <i>Note: last day of Winter 2024 classes is Saturday, April 12</i>	Assignment 6

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](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
QUIZZES: 8 quizzes	40%
ASSIGNMENTS: 6 assignments	40%
DISCUSSIONS:	20%
Note: there is no final exam during the exam period for this course.	<div>TOTAL</div> 100%

If you have a concern about a grade you have received for an evaluation, please contact me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.
<https://camosun.ca/sites/default/files/2021-05/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 Legal Administrative Professional program is within the Applied Business Technology (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 camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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.

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. To contact the Office of Student Support: 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.