

COURSE SYLLABUS



COURSE TITLE: INTEGRATED PROCEDURAL EXPERIENCE
CLASS SECTION: LGL170 – D01
TERM: SUMMER 2023
COURSE CREDITS: 6
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: 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

Camosun College Calendar Description:

<http://camosun.ca/learn/calendar/current/web/lgl.html#LGL170>

In this capstone course students apply, synthesize, utilize, and combine all program content through integrative activities relating to specific and general legal knowledge and legal office procedures, including integration seminars and legal workplace practice experiences. Students develop personal workplace goals and apply administrative skills to support effective law firm operation ensuring compliance with the BC Law Society's Code of Professional Conduct. Students learn approved legal records management procedures by creating and maintaining client, time and file records/systems that meet BC's Law Society legal professional requirements. Students are introduced to the concept of a paperless office and the requirements necessary to ensure compliance with Law Society Rules. Four (4) weeks of this course will be delivered online, and three (3) weeks will be spent in a workplace environment.

PREREQUISITE(S): C in:

All of:

C in [ABT 162](#)

C in [ACCT 161](#)

C in [BUS 130](#)

C in [BUS 145](#)

C in [BUS 285](#)

C in [LGL 151](#)

C in [LGL 152](#)

C in [LGL 153](#)

C in [LGL 154](#)

C in [LGL 155](#)

C in [LGL 156](#)

Or all of: Permission from the Chair

CO-REQUISITE(S): n/a

EXCLUSION(S): n/a

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon completion of this course, students will be able to apply administrative principles and skills to support and enhance the effective operation of a law firm or other legal organization. In particular, students will be able to reliably demonstrate their abilities to:

1. Use effective critical thinking for problem solving and decision-making in day-to-day practices in a legal setting:
 - Integrate interpersonal, operational and technological elements into a variety of legal office practices
 - Assess situations, identify potential problems, changes and challenges
 - Use time and task management skills to facilitate task completion while meeting deadlines in a legal setting
 - Display an understanding of basic legal accounting principles
 - Display an understanding of basic legal research principles
2. Communicate effectively, verbally and in writing, with individuals and groups in a variety of legal contexts:
 - Use appropriate information technology and provide basic technical support related to computers and software to others in a legal setting as required
 - Receive, organize, process and respond professionally to electronic and paper communications, supporting the effective flow of information in a legal setting
 - Produce accurate legal correspondence and other documents to deadline by applying, recording, editing and language skills and using available computer technology and, in particular, troubleshoot and show initiative in relation to adapting precedents to particular matters in specific areas of practice, including: civil, corporate, conveyancing, criminal, family and wills and estates.
 - Use effective interpersonal skills in the legal environment to assist in the completion of individual and team tasks, to ensure effective client relations, and to promote the image of the law firm or other legal organization.

3. Support and promote effective legal records management
 - Create and maintain accurate client, time and file records and management systems that meet the professional requirements for electronic and paper records in a legal setting
 - Create and maintain accurate financial records that meet the professional requirements for general and trust accounts by compiling information by hand and using software appropriate to a legal setting
 - Use the internet and its tools in a legal setting to enhance communication and promote the image of the law firm or other legal organization
4. Adapt and flex with changing situations within a legal setting
 - Assess own learning needs and seek ways to meet them
 - Discuss the importance of changing technology and how it relates to effective business practices
5. Function in a responsible and accountable manner respecting the legal, ethical and social parameters of the legal environment
 - Know self well in regards to strengths, preferences, and learning styles
 - Reflect on own actions and decisions
 - Practice personal discipline and effective time management
 - Reflect motivation and/or determination
 - Conduct self in a professional manner
 - Set and meet professional and personal goals
 - Demonstrate cultural sensitivity within a legal setting
 - Make sound firm support decisions that reflect understanding of ethical, legal and social parameters
6. Implement personal professional development strategies and plans to enhance interpersonal communication and leadership
 - Solicit and use constructive feedback in the evaluation of professional knowledge and skills
 - Incorporate a variety of methods to increase own knowledge and skills into an on-going professional development plan
 - Represent personal skills, knowledge and experience realistically for professional and employment purposes
 - Exhibit a commitment to life-long learning

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

1. Related materials and forms accessed through the web and by reference to the Annual Practice Manuals, all of which will be available from the instructor, along with handouts for this course.

2. Related materials from **all previous LGL courses**.

3. It is expected that students have access to a computer and internet connection.

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	Individual Project. Employment Skills.	
Week 2	Individual Project. Administrative Duties: BF, prioritization, judgment calls, telephone skills, legal citation	
Week 3	Individual Project. Administrative Duties: Accounting, Client ID and verification	
Week 4	Individual Project. File Management	
Weeks 5, 6, and 7	Workplace Experience	

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

DESCRIPTION	WEIGHTING
Administrative Duties	15%
File Management	20%
Quizzes	15%
Individual project	15%
Employment Resources: Resume/Cover letter/Interview Skills	10%
Work-Place Experience	25%
	TOTAL
	100%

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

Support Service	Website
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.