PARALEGAL 140
Professor Kim Gundlach
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Dear Future Paralegal:

I want to welcome you to Paralegal 140, which is an elective course in Bankruptcy Law. If you are taking this course, hopefully, you have already completed Paralegal 101 and other paralegal courses. While there are no prerequisites for this course, students who have taken the introductory course and other paralegal courses before taking this one, have commented to me that they understood the course material better because of this. Of course, there are always exceptions to the rule for students who are already working in the legal field such as legal secretaries.

The Summer Term of 2014 ushers in the first time that Paralegal 140 will be offered in a hybrid format. This accelerated course will be face to face as well as in an online environment. The face to face portion of this course will be on Mondays at 6:00 p.m. to 9:05 pm in Room 304 Hasley Hall, Valencia campus. The textbook that we will be using for this hybrid course is a custom textbook for COC entitled Introduction to Bankruptcy Law, by Frey and Swinton (6th ed 2013) with Coursemate. Please purchase this custom textbook at the COC Bookstore rather than from other sources. You are strongly encouraged to purchase the custom textbook in advance of the first class and read the first two chapters of the textbook.

For the purposes of this Orientation Letter, I am going to focus more on the online component of this course. First of all, you need to assess your computer skills and your comfort level to attend class in an online environment. COC’s distance learning website offers a tremendous amount of information for assessing your readiness to take an online course and on how to succeed in the distance learning environment. The operating software program that COC uses for most of its online courses is Blackboard 9 (“Bb”). If this is your first time taking an online course through Bb, you are encouraged to go through the tutorial so you understand how to navigate through the course. Here is the link: http://ondemand.blackboard.com/students.htm. During the time that you are enrolled in Paralegal 140, COC offers technical support to students for its Bb courses.

This Orientation Letter is the first step that you need to take for the online portion of Paralegal 140. The second step is to logon to the online portion of Paralegal 140. The instructions for your first log in are available on the COC distance learning website. As you know, you can be dropped from the course if you fail to attend the first day of class in the traditional classroom setting. Similarly, you are required to log on to Bb before the close of day on the first
Wednesday of the summer term in order to be counted present for the week. In other words, because this is hybrid class, you need to show up for both the face to face and the online portion before midnight on Wednesday of the first week. If you do not meet both requirements, you will be dropped from the course.

In addition, you should have a computer (or regular access to one) and reliable internet access which will allow you to logon on to Bb at least every other day. It is your responsibility to insure that you have this ability. Please do not enroll in this course if you know you will not be able to meet these requirements.

Since this course is a hybrid format, you should find that most of the online activities are similar to what we will be doing in class. One of the differences is that because the online portion is taught in an asynchronous format, it is possible (and most likely) that I will not be online at the same time you are. While I will maintain an active presence on the coursesite, there will be times when you will need to email me at Kim.Gundlach@canyons.edu for assistance or contact me during weekly virtual office hours. Outside of virtual office hours, it is my intent to respond to all emails within 24 hours. During the weekends, it might be longer. Please plan accordingly.

Paralegal 140 will have the following online activities: lectures, discussions and quizzes. The discussions will either be the entire class or small groups. These discussions will be similar in nature to the type of discussions, which we will have in class. With some exceptions, most of the online discussions will be graded. My guidelines and expectations for these discussions will be provided to you on the coursesite. There will also be written group assignments from the small group discussions or individual assignments, some of which will be graded credit or no credit. Others will be graded. These assignments are intended to reinforce the concepts that we are learning online and in the traditional class setting.

If there are any questions regarding these online activities, you should email me at Kim.Gundlach@canyons.edu well in advance of the due date of that respective online activity.

Remember, I am here to help you do your personal best! Enjoy the journey!

Prof. Gundlach

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i http://www.canyons.edu/Offices/DistanceLearning/Pages/default.aspx
ii http://www.canyons.edu/Offices/DistanceLearning/Pages/Blackboard.aspx
iii http://www.canyons.edu/Offices/DistanceLearning/Pages/Blackboard.aspx