Welcome to the Legal Ethics hybrid course, Section15219:

This course examines legal ethics and rules and their effect on the legal profession. It is a required course to obtain the associate in arts degree in Paralegal Studies.

The course will cover a range of topics and issues such as the unauthorized practice of law, confidentiality, conflicts of interest, advice and solicitation. Due to the extensive list of topics covered in the winter session, the volume of reading in the course is quite significant. In addition to the time spent in the “virtual” classroom, you should be prepared to commit yourself to a minimum of 2-3 hours of out of class preparation for every hour spent in the virtual classroom per week.

Online learning can be an incredibly rewarding and exciting adventure. It provides flexibility and an opportunity for students who might not otherwise be able to take advantage of a college curriculum; however, you should be aware that self-discipline, self-motivation, and attention to detail are required to complete the course successfully in this format. Students must be committed to meeting deadlines for reading and homework assignments in addition to participating in the virtual classroom for a minimum of three hours per week (online time).

Students who have never taken an online course are encouraged to take a look at the Counseling 070 course which is a great introduction to online learning. You may find more information about this course by going to: [www.canyons.edu/Offices/Distance_Learning/info/COUNS070.asp](http://www.canyons.edu/Offices/Distance_Learning/info/COUNS070.asp). You should also review the online orientation for Blackboard. If you have used Blackboard before, then you may need a reminder for your user name and password. This reminder is located at the online orientation for Blackboard.

This class will meet from 6:00 – 9:05p.m. in BONH-306 on the following Mondays: 1/5, 1/26 and 2/2. This class will be taken partially on ground and partially online. Please read this orientation letter carefully and contact the instructor should you have any questions. You should also read the College catalogue and semester schedule to ensure that you are familiar with campus deadlines (e.g. adding/dropping courses), the College code of conduct, along with additional guidelines and procedures.

Many of you may be new to an online course and are somewhat apprehensive about the endeavor. Let’s first discuss how to prepare for the class.

You should have a basic level of computer literacy that will permit you to perform tasks such as using a word processing program, a web browser, and email. You should also be able to send and open documents that contain attachments. Students should know how to use PowerPoint to view online presentations, and install “plug-ins” (additional software) needed to use the web site. You must also have a word processing program such as Microsoft Word, an Internet browser such as Internet Explorer, and an email address.
Your email account must be kept active during the term of the course as it is the way that your instructor will often communicate with you. Your email address will be available to your classmates. If you have privacy concerns, you should set up an email address specifically for this course. Additionally, the email address for this course must be one that is not shared with anyone else. For example, if you have an email address that you share with your spouse, sibling, parent, etc., you’ll need to set up another account that is solely your own.

Provided that an online bulletin board is used, you will be required to click on the bulletin board after logging on to the web site and type in responses to posted questions. Class “participation” is important and participating in online postings like these substitutes in part for traditional class discussion. The instructor can electronically monitor student participation and a record is maintained of the level of participation for each person taking the course.

Please be patient when awaiting a response from the instructor. Your instructor will discuss with you a reasonable time in which to expect a response to an email. Remember, sometimes your instructor will be online at the same time that you are sending an email and may respond very quickly. At other times, it may be hours or the following day before the instructor can log onto the web site and correspond.

The virtual door to the Blackboard classroom will not be open until the first day of class which is January 5, 2015. So wait until that day and then follow the instructions.

The text is available from the campus bookstore and will be on a shelf under my name. You should take care to purchase the correct textbook. We will be using the textbook, *Concise Guide to Paralegal Ethics*, by Therese A. Cannon, I.S.B.N. # 978-1-4548-0881-7.

Your Professor, Dana Nasser, is an attorney and has several years of experience as a law professor. Note that it may take a couple of days to be added to the course. At that time you will be able to access the syllabus for the class, obtain your assignments for the first week, and review the course requirements.

Further information regarding the course is available by contacting:

Professor Dana Nasser
Email: Dana.Nasser@canyons.edu