Hello class and welcome to late start fall semester. A few quick notes BEFORE we meet online and in class. The syllabus will be on Canvas so please print and keep it with you. I will open the course on Canvas the first day of the course (10-16-17) so check into Canvas then. As this is a 75% online course, we will only be meeting in person on 7 occasions. If you do not sign into the course and complete the first week’s work, including the discussions and quizzes during the first week, you will be dropped per COC rules. There will be work to do the first week before we meet on Saturday, but I will try to make it lighter than the following weeks. If this is your first Canvas course, be ready for a smoother experience than we had with Blackboard. I have tried to work out all the bugs BEFORE we meet online, but there are no guarantees. Just know, we will get through it together.


A little about me:

I am Professor Matthew Rungaitis. I have been an attorney assisting clients on a wide range of legal matters since 1990. I currently have my own firm in Santa Clarita. I earned my undergraduate degree from The University of Minnesota in 1987 and my J.D. degree from The University of the Pacific - McGeorge School of Law in 1990. I have been an adjunct professor at COC for 5 years, teaching various courses in Paralegal Studies, Business Law, and Real Estate. I am also a professor for National University, teaching a variety of paralegal courses and Antelope Valley College teaching business law. Finally, I also sit as a Judge Pro Tem in traffic courts throughout Los Angeles County. Thus, I have a lot of “hats” I wear as a professional which allows me a wide view of life and the law which can help you to understand some complicated topics.

Here are some tips for getting through the course successfully:

1. Update personal settings in Canvas

If you’re entering COC’s Canvas system as a student for the first time, it is a good idea to change your password. Select a unique password for yourself. I also require you to personalize your settings to add a photo as an avatar that will appear in various areas of the course. It does not have to be a picture of you, but may be you, or any avatar you wish to create. Keep in mind this will be there for all of your courses. This is also part of your first discussion board assignment.

2. Read the syllabus thoroughly and print and keep the calendar handy

All content is available at midnight on the date listed in the calendar. All assignments are due by the time and date listed in the calendars. Your timeliness is essential to obtaining a good grade in this course and is good practice for your future job in the legal/business environment where timeliness is essential to your clients.

3. Learn to navigate in Canvas

We have some nice Canvas Tutorials that you can access to get more comfortable with the Canvas environment. Keep checking your e-mail account regularly as all announcements will
come through your COC e-mail. You may forward that e-mail to your personal e-mails if you wish.

Once you have completed the steps above, you may explore the rest of the class and have fun!

This is a demanding course with a lot of material to cover for the term. The syllabus sets forth all the requirements, but my number one tip for you to perform well is to **complete all your assignments and quizzes**. If you complete all work, you should at least get a passing grade. There is a lot to learn so the weekly homework allows you to test yourself on what you learned. You can redo the homework over and over so that you understand the concepts. The quizzes cover the previous chapter’s material. The two midterms cover the chunks of materials we covered in the past weeks. However, the final covers all material covered in the entire course. I will post study guides for each chapter to help with your studying. Also, there are chapter study guides available for each chapter and you can use these before each chapter test. There will be one or two discussions each week to cover some of the topics that we go over to help you interact and learn from your classmates. Finally, there will be opportunities for extra credit.

I look forward to meeting you all online and in person.

Professor Matthew Rungaitis.