

# PARALEGAL STUDIES (PALG)

## **PALG 210 - Law and Litigation** 3 Credits

An introduction to the legal system with a focus on the New Jersey court system. Review of substantive areas of law and application of procedural concepts from initiation of a civil lawsuit through entry of judgment. The unique role and function of attorney and paralegal in the process of client interviewing, ethical considerations, investigation and preparation for trial. Drafting of pleadings and other documents used in litigation and trial. 3 hours lecture.

## **PALG 301 - Criminal Law and Procedure** 3 Credits

Prerequisite(s): PALG 210 or JUST 204 or JUST 205 or departmental approval. Legal concepts of criminal law and their application to criminal procedure. Contrast between civil law and criminal law. Study of crimes against persons, property and the public. Searches and seizure, arrest and interrogation. Students may take PALG 301 or POLS 321 but not both courses as part of the Paralegal minor, the Political Science major or the Criminal Justice minor. 3 hours lecture.

## **PALG 304 - Real Estate Law** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. Principles of real estate law and transactions. Contracts, mortgages, surveys, title, RESPA. Conveyances of real property from the standpoint of seller and purchaser. Landlord-tenant relations. Forms and documents utilized by paralegals in real estate law. 3 hours lecture.

## **PALG 305 - Immigration Law** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. Basic overview of Immigration and Nationality Act, including historical and sociological perspectives of United States immigration. Practice and procedure of immigration law as it pertains to both administrative agency processing and consular processing. Non-immigrant visas, family-based immigration, employment-based immigration, naturalization, removal, asylum and refugee practice. Recent developments in this continually evolving area of law and practice. 3 hours lecture.

## **PALG 306 - Contract Law** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. Theoretical foundations and practical applications of contract law in the common law tradition as modified by the Uniform Commercial Code. Drafting of contracts. 3 hours lecture.

## **PALG 308 - Negotiation, Mediation and Arbitration** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. An in-depth study of complimentary forms of dispute resolution as compared and contrasted with the traditional judicial system. Students study the theoretical background and receive training in mediation, negotiation and arbitration. Students may take LAWS 220 or PALG 308 but not both courses. Students in the Paralegal Studies Program should take PALG 308. 3 hours lecture.

## **PALG 310 - Fundamentals of Patent, Trademark and Copyright Law** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. Substantive principles of patent, trademark and copyright law including categories and standards of patentability, categories of trademarks and categories of copyrightable subject matter. Assignment and licensing of such proprietary rights. Litigation involving acts of infringement including related areas of anti-trust law and unfair competition. 3 hours lecture.

## **PALG 312 - Research and Writing for Paralegals** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. Study of principles, methods and applications of research and writing as utilized by paralegals in the legal environment. Students will be required to use the library as well as conduct computer-assisted research. 3 hours lecture.

## **PALG 316 - Skills for Bilingual Legal Personnel** 3 Credits

Prerequisite(s): Fluency in Spanish required. Translating, interpreting and cultural fluency as applied to the legal field and in particular to the role of bilingual paralegals. 3 hours lecture.

## **PALG 317 - Evidence** 3 Credits

Prerequisite(s): PALG 210 or JUST 204 or JUST 205 or departmental approval. An examination of the basic principles and rules governing trial advocacy in federal and state (NJ) cases. Areas to be examined include: the hearsay rule and its exceptions, examination of witnesses (lay and expert), impeachment, privileges, real and demonstrative evidence, inference, judicial notice and presumptions. 3 hours lecture.

## **PALG 318 - Computer-Assisted Research in the Legal Environment** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. This course provides students with the theoretical foundations and practical applications of computer-based research in the legal environment. Areas to be covered in computer-assisted legal research include government legal databases and private legal databases such as Westlaw and Lexis. Factual investigation and other law-related internet research will also be explored. 3 hours lecture.

## **PALG 320 - Bankruptcy Law** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. This course prepares paralegal students to assist attorneys representing debtors and creditors in bankruptcy matters. The course emphasizes procedures and their practical applications, including interviewing clients, preparing and reviewing schedules and preparing claims and motions. The course reviews the new Federal bankruptcy code. 3 hours lecture.

## **PALG 322 - Wills, Trusts and Probate Law** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. Basic concepts, practice, and procedures in wills, probate, and trusts. Includes will drafting, estate planning, probate procedures and estate administration. Forms and questionnaires utilized by paralegals in these areas. 3 hours lecture.

## **PALG 330 - Family Law** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. Basic concepts of family law practice. Study of ceremonial and common-law marriage. Dissolution of marriage and annulment. Financial consequences, including alimony and property distribution. Child custody, adoption, illegitimacy, paternity, and surrogacy. Domestic violence. Familiarization with New Jersey procedures. 3 hours lecture.

## **PALG 331 - Administrative Law and Procedure** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. This course will employ an integrated approach to the study of administrative law. Students will explore the importance of administrative agencies in the development and implementation of public policies as well as the pervasive ways in which agency actions affect the public. 3 hours lecture.

## **PALG 332 - Personal Injury Law** 3 Credits

Prerequisite(s): PALG 210 or departmental approval. Legal concepts and terminology of personal injury law, both substantive and procedural. Negligence, medical malpractice, products liability. Drafting of pleadings and other documents utilized by paralegals in personal injury practice. 3 hours lecture.

- PALG 336 - Corporations and Partnerships** **3 Credits**  
Prerequisite(s): PALG 210 or departmental approval. Legal characteristics and tax aspects related to sole proprietorships, partnerships, limited partnerships and corporations. Formation, operation and dissolution of the corporate entity. Drafting of legal forms utilized by paralegals in these areas. 3 hours lecture.
- PALG 339 - Computer Applications in the Legal Environment** **3 Credits**  
Prerequisite(s): PALG 210 or departmental approval. Applications of computer software and hardware in the legal environment. Legal applications of word processing, databases, and spreadsheets. Legal software for document generation, document management, financial management, time billing, time and document management, computer-assisted legal research and information management in the workflow process. 3 hours lecture.
- PALG 360 - Rights Liberties American Justice** **3 Credits**  
Special fee. Applications of computer software and hardware in the legal environment. Legal applications of word processing, databases, and spreadsheets. Legal software for document generation, document management, financial management, time billing, time and document management, computer-assisted legal research and information management in the workflow process. 3 hours lecture.
- PALG 378 - Employment Law** **3 Credits**  
Prerequisite(s): PALG 210 or departmental approval. The goal of this course is to provide students with the theoretical foundations and practical applications of employment law as it has developed and been applied in the United States. The course will utilize a model and method approach which will present theory and procedure in a case problem context. The course will acquaint students with various human resource and compliance procedures in the modern legal environment. Processes such as policy creation and procedural application of modern employment law including wrongful discharge, whistleblower statutes, age discrimination, handicap discrimination, sex discrimination and harassment, race, and religion will be explored as well. Particular emphasis will be placed upon the use of ADR and CDR prior to disputes manifest before federal and state agencies. 3 hours lecture.
- PALG 390 - Independent Study in Paralegal Studies** **3 Credits**  
Prerequisite(s): PALG 210 or departmental approval. Guided study of a particular area of Paralegal Studies arranged individually between student and professor. The topic may be a more advanced treatment of a regularly offered course or the exploration of a timely and significant area of Paralegal Studies. May be repeated once for a maximum of 6.0 credits.
- PALG 398 - Selected Topics in Paralegal Studies** **3 Credits**  
Prerequisite(s): PALG 210 or departmental approval. Exploration of a timely and significant area of Paralegal Studies such as administrative law, bankruptcy, environmental law as well as new and evolving legal areas. The specific topic will be announced each time that the course is offered. May be repeated once for a maximum of 6.0 credits. 3 hours lecture.
- PALG 411 - Advanced Patent, Trademark and Copyright Law** **3 Credits**  
Prerequisite(s): PALG 210 and PALG 310 or departmental approval. Procedural principles of patent, trademark and copyright law including prosecution of patent and trademark applications in the United States Patent and Trademark Office, preparation and filing of trademark applications and preparation of applications to register claims to copyright in the United States Copyright Office. Litigation procedures for acts of infringement relating to such proprietary rights. 3 hours lecture.
- PALG 412 - Consumer Law** **3 Credits**  
Prerequisite(s): PALG 210 and PALG 312 or departmental approval. This course provides students with the theoretical foundations and practical applications of Consumer Law. The course utilizes a model and method approach, which presents theory and procedure in a case problem context. The course acquaints students with various traditional legal theories and compares and contrasts them with law as it has evolved to meet new changes in society. Areas to be covered include compulsory disclosure of information, consumer claims and defenses, abusive collective practice, state and federal regulation of the cost of credit and alternative dispute resolution. 3 hours lecture.
- PALG 413 - Elder Law** **3 Credits**  
Prerequisite(s): PALG 210 and PALG 322 or departmental approval. This course presents basic Elder Law concepts, practices and procedures. This course is a "service-learning course" requiring students to participate in an organized service activity that addresses an identified community need in this case, that of the elderly. 3 hours lecture.
- PALG 420 - Civil Trial Preparation** **3 Credits**  
Prerequisite(s): PALG 210 and PALG 312 or departmental approval. Refinement of substantive and procedural principles relating to all stages of a civil law suit from commencement of suit through judgment and appeal as applied in New Jersey. Theoretical foundations and practical applications in the state court system contrasted with the federal court system. 3 hours lecture.
- PALG 437 - Entertainment Law** **3 Credits**  
Prerequisite(s): PALG 210 and PALG 306 or departmental approval. The goal of this course is to provide students with the theoretical foundations and practical applications of entertainment law. The course will utilize a model and method approach, which will present theory and procedure in a case problem context. The course will acquaint students with various traditional legal theories and compare and contrast them with entertainment law as it has evolved to meet the changes in society. Areas to be covered include representing minors, contract preparation, copyright infringement, publishing, theatrical and musical performance, film and television. 3 hours lecture.
- PALG 438 - Trademark Law** **3 Credits**  
Prerequisite(s): PALG 210 and PALG 310 or departmental approval. Comprehensive study of procedural and substantive aspects of trademark selection, registration, use, and protection within the context of intellectual property. 3 hours lecture.
- PALG 440 - Criminal Trial Preparation** **3 Credits**  
Prerequisite(s): JUST 101 or JUST 102; and PALG 210 and PALG 301. This course presents a comprehensive overview of the criminal trial process. Preparation and trial of a criminal case as studied through case law, procedures, techniques and strategies. Contrast of New Jersey and Federal criminal procedure. Study of crime scene investigation, motion practice, grand jury, discovery, voir dire, evidentiary problems, testimonial evidence and summations. Extensive use of simulation exercises. 3 hours lecture.
- PALG 450 - Law Office Management and Technology** **3 Credits**  
Prerequisite(s): PALG 210 and PALG 339 or departmental approval. Theoretical foundations and practical applications of law office management and technology. Hands-on and theoretical problems dealing with work product, human resources, and workflow in assembly, case management, database management, human resource management, and technological interfaces with traditional processes. 3 hours lecture.

**PALG 497 - Paralegal Seminar and Internship 3 Credits**

Prerequisite(s): PALG 312 with a minimum grade of C-, PALG 210, two legal specialty courses, and departmental approval. Prerequisites or corequisites: two legal specialty courses selected from courses approved within the Paralegal Studies Program or from the approved departmental list. Field work experience of 90 hours in a private sector law office, corporation, bank or public sector agency. Required classroom seminar supplements experiential component and includes discussion of field work experience, ethical considerations and career options. 3 hours seminar, 3 hours other.

**PALG 498 - Cooperative Education: Paralegal Studies 4-8 Credits**

Prerequisite(s): PALG 312 with a minimum grade of C-, PALG 210, two legal specialty courses, and departmental approval. Prerequisites or corequisites: two legal specialty courses selected from courses approved within the Paralegal Studies Program or from the approved departmental list. Academic study integrated with supervised paid employment situation in the legal environment outside of the formal classroom setting. Part-time (20 hours per week) or full-time (40 hours per week). Required classroom seminar supplements experiential component and includes discussion of field work experience, ethical considerations and career options.