



November 7, 2011

Dear Students:

The Fall II 2011 term (Tuesdays: November 29; December 6, 13; January 3, 10, 16, 24, 31; February 7, 14; and Thursdays: December 1, 8, 15; January 5, 12, 19, 26; February 2, 9, 16) of the Paralegal Certificate Program at SMC will begin soon and I look forward to seeing you in the classroom! The following required and legal specialties (LS) courses are being offered:

Fall II 2011 Term

<u>DAY</u>	<u>CLASS DESCRIPTION</u>	<u>INSTRUCTOR</u>	<u>ROOM #</u>
Tuesday	Legal Research and Writing (LS)	Jennifer Jordon	Walker 303
Thursday	Legal Ethics (LS)	Jd. Donnie Willingham	Walker 302
	Capstone Course/America's Prison System	Yvonne Harper	Walker 303

Capstone on America's Prison System – Pre-Approval from the Director of the SMC Paralegal Certification Program, as well as designation as a senior-level student, are pre-requisites for a student to be considered for the capstone course. In this intensive 10-week course, consisting of factual case studies and informal discussion, students will practice the skills and knowledge acquired during their paralegal coursework in a focused and intentional manner. Students will reflect on their educational experiences at SMC and prepare for their transition to life beyond SMC through intentional thinking, discussion and writing.

Legal Ethics - This course will familiarize students with the Model Rules of Professional Conduct and Code of Judicial Conduct of the American Bar Association as well as the South Carolina Statutes. Emphasis will be placed on the ethics and legal responsibilities of the paralegal.

Legal Research- This course instructs students in techniques and procedures for legal research. Students will learn to use the law library to locate applicable laws, legal resources, and reference materials. Students will be introduced to computerized legal research and on-line sources of legal materials. Students will learn practical skills needed to find state and federal statutes, case law, identify precedents and trace the development of the law up to the present.

I am enclosing a registration form, which needs to **be completed and returned by November 28, 2011**. You are welcome to email your registration to harper@smcsc.edu or fax to 864-587-4358. For additional assistance, please contact me at (864) 266-7409 or harper@smcsc.edu

I look forward to helping you achieve your educational and career goals.

Sincerely,

Yvonne Harper, Director

1000 Powell Mill Road Spartanburg, South Carolina 29301-5899
(864) 266-7409 / fax (864) 587-4358



PARALEGAL CERTIFICATE* PROGRAM AT SMC

The cost of each course is \$300. If auditing a course, students pay \$150. If enrollment is limited, students who have paid and are fully registered will be given first consideration. You may pay by check, cash, money order, Visa or MasterCard. **A payment plan is also available to qualified students.** **Refund Policy:** *In the event the class is cancelled, a full refund will be given. For students who register and then decide to drop a class, the following will apply: 80% refund at the end of the first week and a 50% refund at the end of the second week. NO refunds will be given after the end of the second week. Please be aware that once you register for a class you are added to the class roll. A Drop/Add Form must be filled out when dropping a class. You can obtain this form from the Director of the Paralegal Certificate Program.*

Fall II, 2011 Term

Tuesdays: November 29; December 6, 13; January 3, 10, 16, 24, 31; February 7, 14

Thursdays: December 1, 8, 15; January 5, 12, 19, 26; February 2, 9, 16

DAY	CLASS DESCRIPTION	INSTRUCTOR	ROOM #
Tuesday	Legal Research (LS)	Jennifer Jordon	Walker 303
Thursday	Legal Ethics	Jd. Donnie Willingham	Walker 302
	Capstone Course/America's Prison System	Yvonne Harper	Walker 303

Name: _____ Social Security #: _____

Address: _____

Town: _____ State: _____ Zip _____

Phone: (work) _____ (home) _____ (cell) _____

(email) _____

Tuesday class: _____

Thursday class: _____

Student Signature

Date Signed

Fax to 864-587-4358 or mail to Yvonne Harper

The Spartanburg Methodist College Paralegal Certificate Program is a non-academic credit program.

1000 Powell Mill Road Spartanburg, South Carolina 29301-5899

(864) 266-7409 / fax (864) 587-4358

harper@smcsc.edu

www.smccsc.edu/paralegal