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Fall 9-2004

LEG 184T.01: Legal Ethics

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**UNIVERSITY OF MONTANA-MISSOULA
COLLEGE OF TECHNOLOGY
COURSE SYLLABUS**

Course Number and Title: U 184T Legal Ethics

Fall Semester Calendar 2004

Meeting Times: Tuesday and Thursday: 12:10 p.m. to 1:00 p.m.

INSTRUCTOR: Thomas Stanton. I can be reached at 243-7850 or Tom.Stanton@umontana.edu. My office is located in the Northeast corner of the Business Administration building, East Campus. Office hours are before, between and after classes. (See schedule on office door).

REQUIRED TEXT:

Ethics and Professional Responsibility for Legal Assistants, 3rd Ed.

Author: Therese A. Cannon

Publisher: Aspen Law & Business (Aspen Publishers, Inc.)

SUGGESTED REFERENCE MATERIALS:

Model Rules of Professional Conduct

Model Code of Professional Responsibility and Code of Judicial Conduct

As announced and/or distributed by the instructor.

COURSE DESCRIPTION: Introduction to ethics for the legal assistant, including confidentiality, legal assistant-attorney relationship, fee arrangements, Code of Professional Conduct, attorney-client privilege, fiduciary responsibilities, and public service.

COURSE OUTLINE: This outline is intended to provide a general guide to progress through the course. Each chapter will take two days of discussion. The first day will cover the ethical concepts gathered for review and the second day will focus on the cases interpreting the concepts. **Chapters listed are to have been read by the date identified.**

Week 1

Tuesday, August 31, 2004: Introduction and Discussion of Syllabus.

Thursday, September 2, 2004: Case reading skills, various ethics reporters and decisions

Week 2

Tuesday, September 7, 2004: Discussion: Chapter 1, Regulation of Lawyers

Thursday, September 9, 2004: Discussion: Chapter 1 cases

Week 3

Tuesday, September 14, 2004: Discussion: Chapter 2, Ethical Guidelines and Regulation of Legal Assistants

Thursday, September 16, 2004: Discussion: Chapter 2 cases

Week 4

Tuesday, September 21, 2004

Thursday, September 23, 2004

Week 5

Tuesday, September 28, 2004: Discussion: Chapter 3, Unauthorized Practice of Law

Thursday, September 30, 2004: Discussion: Chapter 3 cases

Week 6

Tuesday, October 5, 2004: Discussion: Chapter 4, Confidentiality

Thursday, October 7, 2004: Discussion: Chapter 4 cases

Week 7

Tuesday, October 12, 2004: **No Class – Instructor Absence**

Thursday, October 14, 2004: Discussion: Chapter 5, Conflicts of Interest

Week 8

Tuesday, October 19, 2004: Discussion: Chapter 5 cases

Thursday, October 21, 2004: Review Chapters 1 through 5 for Mid-Term Exam

Week 9

Tuesday, October 26, 2004: **Mid-Term Examination**

Thursday, October 28, 2004: Discussion: Chapter 6, Advertising and Solicitation

Week 10

Tuesday, November 2, 2004: No class: Election Day

Thursday, November 4, 2004: Discussion: Chapter 6 cases

Week 11

Tuesday, November 9, 2004: Chapter 7, Fees and Client Funds

Thursday, November 11, 2004: No Class – Veterans Day

Week 12

Tuesday, November 16, 2004: Discussion: Chapter 7 cases

Thursday, November 18, 2004: Discussion: Discussion: Chapter 8, Competence

Week 13

Tuesday, November 23, 2004: Discussion: Chapter 8 cases

Thursday, November 25, 2004: **No Class - Thanksgiving**

Week 14

Tuesday, November 30, 2004: Discussion: Chapter 9, Special Issues in Advocacy

Thursday, December 2, 2004: Discussion: Chapter 9 cases

Week 15

Tuesday, December 7, 2004: Discussion: Chapters 10, Professionalism and Chapter 10 cases

Thursday, December 9, 2004: Review for Final Exam

Week 16

Final Exam, per U.M./C.O.T. Final Schedule

GRADING

Scale:

A: 100-93%

B: 92-85%

C: 84-77%

D: 76-70%

F: below 70%

Participation: Every student is expected to participate and/or be prepared to participate in class discussions. Accordingly, class participation can positively or negatively affect the student's grade.

Exams: Count. for 80 % of final grade.

Quizzes, Projects and/or Class Participation: Count for 20 % of final grade.

Quizzes may be given at any time; announced or unannounced. Some of the quizzes may be graded in class for no value. Some of the quizzes will be collected and graded for value toward final grade.

Make up quizzes may be given at the sole discretion of the instructor.

Absences: The instructor reserves the right to lower grades for excessive absences.

Extra Credit: Opportunities may arise where point credit can be given for independent projects as developed between student and instructor.

Other: If any student requires special consideration for any reason, it is the responsibility of the student to contact the instructor to discuss the matter prior to any situation that might give rise to the special consideration requested.

The instructor reserves the right to alter or amend any part of this proposed outline at any time during the semester.