

Course Syllabus

Department : Legal Assistant

Course Title : Elder Law

Section Name : LGLA 1300.610

Start Date : 08/22/2011

End Date : 05/06/2011

Modality : FACE-TO-FACE

Credits : 3 hours

Instructor Information

Name : Kayla Zeigenbein

OC Email : kzeigenbein@odessa.edu

OC Phone : 432-335-6485
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Office Hours for Fall 2011

Monday - 10:00 - 12:00

Tuesday – 6:00 - 11:00

Wednesday - 10:00 - 12:00

Thursday – 8:00 - 11:00

Friday by appointment only

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

This course provides an overview of the paralegal profession including ethical obligations, professional regulation, trends and issues, and the paralegal's role in assisting the delivery of legal services.

Prerequisites/Corequisites

None.

Scans

(5, 6, 9, 10, 11)

Course Objectives

- 1.1 Explain the development of elder law and identify the special needs of the elderly client.
- 1.2 Identify the ethical concerns in an elder law practice.
- 1.3 Identify last will and testament drafting requirements.
- 1.4 List the steps of the probate administration process.
- 1.5 Define terminology associated with will creation and estate settlement.
- 1.6 Identify and explain the roles of participants involved in will creation and probate administration.
- 1.7 Explain the need for advance health care decision making and describe the types of advance health care planning documents.
- 1.8 Explain the purpose of creating a guardianship or conservatorship and the procedural process of a guardianship or conservatorship petition.
- 1.9 Explain the fundamental reasons for trust creation and define terms related to basic trust.
- 1.10 Explain the development and ramifications of domestic partnerships and civil unions.
- 1.11 List the sources of retirement income.
- 1.12 Explain the differences between Social Security, SSI, and OASDI benefits.
- 1.13 Explain the importance of housing and the person-environment fit.
- 1.14 Define age bias and discrimination and explain the constitutional safeguards in place against age discrimination
- 1.15 Describe the extent to which elder abuse, neglect, and exploitation exist in American society.
- 1.16 Describe the fundamental liberty and privacy interests of parents and explain the status of grandparent visitation legislation.
- 1.17 List the choices available in planning a funeral and describe the financing strategies used to pay for funerals.

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS
(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

Elder Law, Gallo, Delmar 2009.

Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignments	Description
8/22	Orientation	
8/29	Chapter 1 – Vocabulary Quiz and Review Questions 1-10	The Elder Law Practice
9/5	Holiday – Labor Day	
9/12	Chapter 2 – Vocabulary Quiz and Review Questions 1-17	Life Planning: Drafting a Last Will and Testament
9/19	Chapter 3 – Vocabulary Quiz and Review Questions 1-10	Life Planning: Advance Directives for Health Care, Euthanasia and Physician Assisted Suicide
9/26	Chapter 4 – Vocabulary Quiz and Review Questions 1-10	The Guardianship and Conservatorship Process
10/3	Chapter 5 – Vocabulary Quiz and Review Questions 1-12	Estate Planning: Trusts
10/11	Chapter 6 – Vocabulary Quiz and Review Questions 1-18	Cohabitation, Marriage and Divorce
10/17	MID-TERM EXAM	CHAPTERS 1-6
10/24	Chapter 7 – Vocabulary Quiz and Review Questions 1-14	Financial Planning
10/31	Chapter 8 – Vocabulary Quiz and Review Questions 1-15 Chapter 9 – Vocabulary Quiz and Review Questions 1-10	Housing Options Age Discrimination
11/7	Chapter 10 – Vocabulary Quiz and Review Questions 1-10	Elder Abuse
11/14	Chapter 11 – Vocabulary Quiz and Review Questions 1-10	Grandparenting Issues
11/21	Chapter 12 – Vocabulary Quiz and Review Questions 1-10	Legal Aspects of Funeral Planning
11/28	Movie – The Bucket List	
12/5	FINAL EXAM	CHAPTERS 7-12

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted.

Grading Scales	Grading Percentages
A = 90-100	Vocabulary Quizzes – 20%
B = 80-89	Review Questions – 30%

C = 70-79	Mid-Term Exam – 25%
D = 60-69	Final Exam – 25%
F – Below 59	

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**