

Course Syllabus

Department : Legal Assistant
Course Title : Wills, Trusts and Probate Administration
Section Name : LGLA 1353
Start Date : 08/22/2011
End Date : 12/09/2011
Modality : ONLINE
Credits : 3 hours

Instructor Information

Name : Kayla Zeigenbein
OC Email : kzeigenbein@odessa.edu
OC Phone # : (432) 335-6485

Office Hours for Fall 2011

Monday - 10:00 - 12:00
Tuesday - 8:00 - 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 presents fundamental concepts of the law of wills, trusts and probate administration with emphasis on the paralegal's role.

Prerequisites/Corequisites

None.

Scans

(2, 6, 7)

Course Objectives

- 1.1 Describe the historical origins of the Wills, Trust and Probate Administration law both state and federal.
- 1.2 Define key legal terms in probate law.
- 1.3 List the computer hardware used in the law office setting and explain its function.
- 1.4* Define major components of the probate process and explain.
- 1.5 Define the role of the paralegal in the probate process.
- 1.6 List and define the key documents in administration of wills and probation process.
- 1.7* List and explain the function of the court system.
- 1.8 Compare and contrast the civil and administrative law process.
- 1.9 Define the role of the attorney in the probate process.
- 1.10 *Define the existence of a cause of action.
- 1.11 Define and explain the intestate law of Texas.
- 1.12 *List and explain the types of wills a person may create and understand their use.
- 1.13 *List and explain the different types of trusts that may be set up in planning an estate.
- 1.14 List the major ethical considerations for the paralegal and the attorney in the estate planning process.

***INDICATES INTEGRATED, CORE CURRICULUM SKILLS**

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

Wills, Trusts, and Estates Administration, Herskowitz, Printice Hall, 3rd Edition, 2011.

Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignment	Description
Chapter will open at midnight on first date listed and close at 11:55 pm on the 2 nd date listed.		
8/22 – 8/28	Student Information Sheet – Complete and submit	
8/29 – 9/4	Chapter 1 – Complete review questions, vocabulary quiz, and chapter test.	Purpose and Need for a Will
9/5 – 9/11	Chapter 2 - Complete review questions, vocabulary quiz, chapter test and discussion board question	Property
9/12 – 9/18	Chapter 3 - Complete review questions, vocabulary quiz, chapter test and discussion board question	Testate or Intestate
9/19 – 9/25	Chapter 4 - Complete review questions, vocabulary quiz, chapter test and discussion board question	The Will
9/26 – 10/2	Chapter 5 - Complete review questions, vocabulary quiz, and chapter test	Will Preparation and Drafting
10/3 – 10/9	Chapter 6 - Complete review questions, vocabulary quiz, chapter test and discussion board question	Advance Directives
10/10 – 10/16	Chapter 7 - Complete review questions, vocabulary quiz, and chapter test	Planning for Non-Traditional Families
10/17 – 10/23	Chapter 8 - Complete review questions, vocabulary quiz, chapter test and discussion board	Trusts: Elements and Purpose

	question	
10/24 – 10/30	Chapter 9 - Complete review questions, vocabulary quiz, and chapter test	Specialized Trusts and Gifts
10/31 – 11/6	Chapter 10 - Complete review questions, vocabulary quiz, and chapter test	The Personal Representative
11/7 – 11/13	Chapter 11 - Complete review questions, vocabulary quiz, chapter test and discussion board question	Estate Administration
11/14 – 11/20	Chapter 12 - Complete review questions, vocabulary quiz, and chapter test	Tax Considerations in Estate Administration
11/21 – 11/27	THANKSGIVING HOLIDAY	
11/28 – 12/4	Chapter 13 - Complete review questions, vocabulary quiz, and chapter test	The Probate Court and Uniform Laws
12/5 – 12/6	FINAL EXAM	COMPREHENSIVE

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 = 2791 – 2512	Assignments – 20%
B = 2511 – 2233	Vocabulary Quizzes - 10%
C = 2232 - 1954	Discussion Board – 10%
D = 1953 - 1675	Tests – 40%
F = Below 1674	Final Exam – 10%

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.**