GLSP 2010  Intro to the Legal System  (3)
Through lectures and practical exercises, students explore the American legal system, including both civil and common law, focusing upon the role of the paralegal; master necessary skills in vocabulary, interviewing and investigation, law office administration, legal document drafting, and litigation support; and recognize and apply principles of professional ethics, including but not limited to the unauthorized practice of law. Online and in-person sections available in alternating semesters. Pre-requisite: ENGL 1010 Note: Satisfies one Social Science requirement for School of Professional Advancement majors.

Prerequisite(s): ENGL 1010.

GLSP 3020  Legal Research  (3)
Through lectures and hands-on exercises students master efficient, effective legal research strategies, using the law school library, Westlaw, and other online and print resources for research. Online and in-person sections available. Pre-requisite: ENGL 1010

Prerequisite(s): ENGL 1010.

GLSP 3030  Legal Writing  (3)
Building upon the research and analytical skills developed in GLSP 3020 - Legal Research, and through written assignments and practical exercises, students develop the skills and knowledge to draft motions, pleadings, correspondence, and other necessary legal documents. Online and in-person sections available. Pre-requisite: GLSP 3020.

Prerequisite(s): GLSP 3020.

GLSP 3050  Litigation I  (3)
Through lectures and practical exercises, students explore litigation in the U.S. federal and state courts, including both the civil and common law systems; recognize and apply terminology; analyze jurisdiction and venue; perform client interviews and investigations; draft initial pleadings, motions, memoranda, and discovery documents; evaluate and plan for motion practice; and develop skills in calendaring, file management, document production, depositions, and other aspects of discovery. Online and in-person sections available in alternating semesters. Pre-requisite: ENGL 1010

Prerequisite(s): ENGL 1010.

GLSP 3060  Litigation II  (3)
Building upon the knowledge and skills developed in GLSP 3060 - Litigation I, students examine the U.S. state and federal court systems in greater depth, using the theory-of-the-case approach to assess the procedural, evidentiary, and substantive rules governing civil litigation; and develop skills in legal analysis, critical thinking, formal and informal advocacy, legal writing, rules of evidence, investigative techniques, post-trial rules and procedures. Lectures are supplemented with practical exercises in the drafting of effective pleadings, motions, memoranda, and discovery documents. Online and in-person sections available in alternating semesters. Pre-requisite: GLSP 3050.

Prerequisite(s): GLSP 3050.

GLSP 3070  Legal Technology  (3)
Through hands-on exercises and tutorials, students develop skills and knowledge in the use of the software applications and methods that firms use to support litigation and transactional practices, discovery and due diligence, case management, time-keeping, billing, and other vital law office functions. Pre-requisite: ENGL 1010

Prerequisite(s): ENGL 1010.

GLSP 4010  Busn & Corporate Practice  (3)
Through lectures and practical exercises, students examine the laws governing various business organizations and relationships, including sole proprietorships, agencies, partnerships, corporations; assess the responsibilities of businesses toward their consumers; evaluate the requirements, rights, and obligations that contracts create; recognize the impacts of bankruptcy laws upon creditors and debtors; evaluate the consequences of willful and negligent acts; and identify the role of the paralegal in successful corporate and business transactions. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4030  Louisiana Succession Practice  (3)
Through lectures and practical exercises, students explore Louisiana's substantive law of successions and donations and the role of the paralegal within a successions practice; master the drafting of simple wills and the pleadings necessary to probate wills, appoint executors, pay estate debts, sell or lease estate property, and transfer possession of inheritance to heirs; identify and perform the actions necessary to estate administration, including collection, legal description, appraisal of assets, and preparation of documents to transfer estate assets; and preparation and filing of Louisiana Inheritance Tax and Federal Estate Tax Returns. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.
GLSP 4040 Real Property Practice (3)
Through lectures and practical exercises, students examine the laws governing real property and the tenets of real estate practice, including the role of the paralegal in real estate transactions, including retrieving and compiling property information; performing title searches; preparing preliminary abstracts and opinions of title, mortgages and transfer of ownership; requisitioning deeds and leases; and other functions associated with real estate negotiations and closings. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4050 Family Law (3)
Through lectures and practical exercises, students explore current and projected issues in family law and evaluate the role of the paralegal in cases arising from marriage, children, and property; identify and apply the components of effective client interviews; analyze child support obligations; prepare pleadings for dissolution, support, and division of property; prepare cases for trial; supervise case progress; draft property settlements; trace assets; and perform other related functions. Online and in-person sections available in alternating semesters. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director. Note: Satisfies one Social Science requirement for School of Professional Advancement majors.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4070 Immigration Law Practice (3)
Through practical exercises and online discussions in this participative online course, students explore the development and enforcement of immigration law in the U.S., based upon the Constitution, federal laws, and social policies; identify the social institutions involved in immigration; and evaluate the administration of immigration benefits, including determination of citizenship, naturalization, and other types of immigration status. Pre-requisite: ENGL 1010. Notes: Satisfies one Social Science requirement for School of Professional Advancement majors.

Prerequisite(s): ENGL 1010.

GLSP 4080 Criminal Law (3)
Through lectures and practical exercises, students explore the practice of criminal law, including criminal procedure and court rules, prosecutorial functions, probation, juvenile courts, mental commitment procedures, bail, and sentencing; and develop the skills necessary to perform investigations, discovery, alternative dispositions, and trial preparation. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4090 Administrative Practice (3)
Through lectures and practical exercises, students examine the U.S. governmental agencies that promulgate and enforce the rules through which state and federal statutes have practical application; identify and analyze applicable rules; investigate facts, draft responses, and inquiries; submit requests under the Freedom of Information Act; review agency files; and perform other paralegal functions. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4100 Advanced Legal Technology (3)
Through lectures and hands-on exercises, students define the paralegal’s role in the organization and efficient operation of law offices, examining key administrative functions, including accounting and billing procedures; hiring, scheduling, and managing non-attorney personnel; operating information storage and retrieval systems; maintaining office equipment; fostering client relations; and fulfilling other administrative needs. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4120 Admiralty Practice (3)
Through lectures, case law readings, and practical exercises, students examine the substantive laws governing maritime matters, as applied through federal and state regulations; identify issues arising from marine insurance, personal injury rights and liabilities, salvage, ship mortgages, and domestic and foreign towage regulations; and draft bills of lading, limitations of liability, and other documents. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4140 Oil and Gas Law (3)
Through lectures and practical exercises, students analyze the state and federal laws governing the fossil fuel industry and other forms of regulated energy, addressing drilling, storage, transportation, and environmental and societal impacts, with a focus upon the role of the paralegal in the litigation, transactional, and regulatory matters that arise under energy laws. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.
GLSP 4150 Commercial Law (3)
Through lectures and practical exercises, students evaluate the concepts, principles, and laws that govern business transactions; examine the role of the paralegal in the drafting, execution, and enforcement of contracts, mortgages, pledge assignments, and other security devices; explore the allocation of liability; identify legal procedures for enforcement and collection; and develop the professional skills and judgment necessary to function ethically and successfully in a commercial practice. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.
Prerequisite(s): GLSP 3030, 3060 or 3070.

GLSP 4160 Interviewing & Investigation (3)
Through lectures and practical exercises, students learn principles, methods, techniques for identifying, obtaining, documenting, and disseminating information in civil and criminal actions; and develop the interviewing skills necessary to communicate effectively while avoiding ethical pitfalls. Pre-requisites: GLSP 3030 and 3070, or approval of Director.
Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4180 Bankruptcy Practice (3)
Through practical exercises and online discussions, students in this participative online course explore the U.S. Bankruptcy system, including the development of the U.S. Bankruptcy Code, Federal Rules of Bankruptcy Procedure, the Bankruptcy Court, and the U.S. Trustee system. Assignments focus upon the practical role of the paralegal in cases arising under Chapter 7, Chapter 13, and Chapter 11 of the Bankruptcy Code, including the drafting of pleadings and use of the electronic filing system; and ethical issues, such as a debtor's right to a fresh start versus a creditor's right to a meaningful distribution. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.
Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4190 Legal Ethics (3)
Through practical exercises, lectures, discussions, and visual media, students in this participative asynchronous online course examine the professional and ethical dilemmas legal professionals face and compare the ethical rules and professional standards developed by the American Bar Association, adopted by Louisiana, and presented as guidelines by the two major paralegal associations. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director. Notes: Satisfies one Humanities course requirement for School of Professional Advancement majors.
Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4220 Insurance Law Practice (3)
In this participative online course, students examine the state and federal laws governing the insurance industry and the legal actions arising under insurance contracts in Louisiana and other states. Through practical exercises and online discussions, students develop the skills to perform the tasks typically assigned to paralegals in the claims handling process, litigation defense, and case management; and identify the issues of ethics and professionalism that arise in insurance matters. Pre-requisites: GLSP 3030, 3050 and 3060 or approval of Director.
Prerequisite(s): GLSP 3030, 3050 and 3060.

GLSP 4230 Pro Bono Practice (3)
Through lectures, on-site interviews, and practical exercises, students identify and evaluate the governmental and private agencies that provide free or low-cost legal services to lower-income persons and develop the skills required for the tasks typically assigned to paralegals in pro bono practice. Pre-requisites: GLSP 3030, 3050 and 3060 or approval of Director.
Prerequisite(s): GLSP 3030, 3050 and 3060.

GLSP 4240 Intellectual Prop & Entertain (3)
Through lectures and practical exercises, students examine the state and federal laws governing intellectual property, including trade secrets, patents, copyrights, and trademarks; evaluate the respective roles of lawyers and paralegals in researching, monitoring, enforcing, and otherwise maintaining intellectual property protection; and analyze intellectual property issues in the context of the mass media and entertainment industries. Pre-requisites: GLSP 3030, 3050 and 3060 or approval of Director.
Prerequisite(s): GLSP 3030, 3050 and 3060.

GLSP 4280 Personal Injury - Malpractice (3)
Through practical exercises and online discussions, students in this participative online course explore the prosecution and defense of personal injury and medical malpractice actions under tort and insurance laws, the Louisiana Medical Malpractice Act, and other applicable laws. Practical exercises develop the paralegal skills necessary for personal injury law practice, including organizing and maintaining files, drafting pleadings, obtaining and summarizing medical records, performing factual investigations and other functions. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.
Prerequisite(s): GLSP 3030, 3060 and 3070.
GLSP 4290 Medical Records Analysis (3)
Through lectures and hands-on exercises, students master the skills and substantive knowledge necessary to obtain, review, summarize, and prepare medical records for use as evidence in litigation. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4300 Louisiana Notary Law (3)
Through lectures and practical drafting exercises, students evaluate the laws governing Notary Publics in Louisiana, focusing upon duties and powers and the specific documents notaries may draft or authenticate in adoptions, emancipations, tutorships, interdictions, successions, wills, real estate transactions, mortgages, security interests, and other legal actions. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4310 Employment Law (3)
Through lectures and in-class discussions students explore the state and federal laws governing employment in the U.S., focusing upon the disputes that may arise in the workplace. Through practical exercises, students identify and apply best practices for establishing, maintaining and terminating the employment relationship; evaluating employment claims; and adhering to ethical practices. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director. Online and in-person sections available in alternating semesters.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4320 Health Care Compliance (3)
Through lectures and practical exercises, students investigate the relationships among insurance, physicians and their patients; evaluate the laws and principles governing medical records, bioethics, privacy and security; and medical ethics, and the healthcare industry as a whole; compare the state and federal laws creating Medicare, Medicaid, and other programs; and assess the role of the paralegal in law firms, governmental agencies, healthcare corporations, and other businesses in the healthcare industry. Pre-requisites: GLSP 3030, 3060 and 3070 or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4330 White Collar Crime (3)
Through lectures, reading assignments, and practical exercises, students examine applicable state and federal laws and the nature, investigation, and prosecution of white-collar crimes; compare the types of corporate, governmental, environmental, and economic crimes that arise; and assess their economic and sociological impacts. Practical exercises define the inter-related roles of prosecutors, defense attorneys, and paralegals in the investigation and prosecution of white-collar crimes. Pre-requisites: GLSP 3030, 3060 and 3070 or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4340 Social Security Disability Law (3)
Through lectures and practical exercises, students examine U.S. Social Security disability laws and legal actions, including the claims evaluation process, the claimant's right to representation, disability benefits for children, SSI benefits during the application process, proof of disability, and the duties and responsibilities of Administrative Law Judges (ALJs); and define the paralegal's role in preparing applications and assisting clients throughout the disability claims process. Pre-requisites: GLSP 3030, 3060 and 3070 or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 4350 Law in American Society (3)
Through practical exercises and online discussions, students in this participative online course examine the three branches of U.S. Government; assess the interplay between America’s legal system and social structure; and analyze the impact of the legal system upon social, economic, and political relationships. Via interactive assignments, students analyze the functions of the federal and state courts and the availability of justice to citizens of varying socioeconomic means. Pre-requisite: ENGL 1010. Notes: Satisfies one Social Science course requirement for School of Professional Advancement majors.

Prerequisite(s): ENGL 1010.

GLSP 4370 Workers Compensation Law (3)
Through lectures and practical assignments, students analyze the history and structure of Workers Compensation Law; examine the hearings and appeals system, the nature and types of litigation arising from Workers Compensation claims, and define the role of the paralegal in assisting clients in submitting applications for Workers Compensation benefits and participating in other aspects of the claims process. Pre-requisites: GLSP 3030, 3060 and 3070 or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.
GLSP 4380  Evidence Law (3)
Through lectures and practical exercises, students examine the Federal Rules of Evidence and related common law rules and identify and analyze the underlying constitutional provisions and evolving caselaw governing the procurement, development, and admissibility of evidence in civil and criminal matters. Pre-requisites: GLSP 3030, 3060 and 3070 or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 5500  Selected Topics (3)
These upper level General Legal Studies courses introduce new legal specialty courses to the curriculum. Topics are chosen based upon levels of legal activity, interest in practice areas, and new and evolving trends in law practice. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.

GLSP 5900  Gen Legal Studies Practicum (3)
Students who are in their final or penultimate semester of study may seek Director approval to register for the Practicum. This course includes both a classroom component and performance of an attorney-supervised 100-hour internship in a law firm or other legal services office. Written assignments and lectures focus upon developing job search skills, applying paralegal skills in the workplace, and resolving issues arising from ethics, professionalism, and other aspects of paralegal practice and employment. Pre-requisites: GLSP 3030, 3060 and 3070, or approval of Director.

Prerequisite(s): GLSP 3030, 3060 and 3070.