PARALEGAL STUDIES PROGRAM

Programs

The School of Professional Advancement's online Paralegal Studies Program is approved by the American Bar Association's (ABA) Standing Committee on Paralegals. Thus, the Program maintains compliance with rigorous ABA guidelines that govern all aspects of our operations, instilling in our graduates the superior education that ABA requires and legal employers demand.

The Paralegal Studies Program offers three ABA-approved program options: a Bachelor of Arts (BA) degree and accompanying Paralegal Certificate (120 credits, including 36 credits in the PARA major); a Post-Baccalaureate Certificate (27 credits/9 Paralegal classes) for those who already have earned a bachelor's degree; and a Paralegal Studies major in SoPA's Bachelor of Interdisciplinary Studies (BIS) Program (120 credits, including 33 in the major).

The Paralegal Studies Program also offers a Paralegal Studies Minor, which is not ABA-approved and does not prepare students to work as paralegals.

Carefully sequenced coursework begins with core skills classes that emphasize legal research, writing, and analysis, along with law office technology, legal ethics, and other practical aspects of the legal profession, plus upper-level electives exploring major areas of substantive law. In or near the final semester, students not already employed as paralegals take **PARA 5900** Paralegal Studies Practicum, which includes both a 100-hour internship in a legal services office and an instructional component focusing upon legal ethics, professionalism, and career success skills. Students already employed as paralegals may apply to waive PARA 5900 and replace the course with an additional PARA 4000-level elective.

Paralegal Studies courses are offered online, including synchronous remote formats that meet weekly via Zoom and fully online formats designed for working adults. In accordance with ABA requirements, each student must complete at least three courses (9 credit hours) in either in-person or synchronous remote format. Subject to this requirement, students may complete coursework in formats that accommodate professional and personal commitments.

Paralegal Studies Program Mission Statement
The Paralegal Studies Program provides our students with the skills, wisdom, and integrity to identify, communicate, and conserve knowledge and to pursue careers as efficient, ethical legal professionals who are prepared to assist attorneys in courts, governmental agencies, law firms, and other legal services offices, or to apply to law school after graduation, if they choose.

Paralegal Studies Program Learning Outcomes
On completion of the Paralegal Studies Program curriculum, graduates will have the knowledge and skills to:

1. Describe and analyze the jurisdictions and functions of the state and federal civil, criminal, and administrative court systems.
2. Perform legal research and factual investigations using both print and electronic methods and summarize findings in legal memoranda and briefs.
3. Cite authorities consistent with the adopted legal citation manual (The Bluebook: A Uniform System of Citation).
4. Draft memoranda of law and legal correspondence.
5. Identify, draft, and file standard pretrial and litigation documents in Federal and State Courts.
6. Use industry-standard law office technology to organize and manage documents, files, billing data, and dockets for trial and other law practice management purposes.
7. Identify and apply the ABA Model Rules of Professional Conduct and the NALA and NFPA ethics guidelines.

Note: Paralegals are trained professionals who work under the supervision of licensed attorneys. Paralegals are not lawyers and are not permitted to practice law or to provide legal services directly to the public, except as permitted by law.

Credit Transfers toward the BA in Paralegal Studies
Consistent with Tulane SoPA's undergraduate credit transfer policy, which is found here: **https://sopa.tulane.edu/admissions/student-transfers/undergraduate**, students pursing the Paralegal Studies BA, BIS Major, and Paralegal Certificate may be permitted to transfer up to 18 credits (50%) of the 36 legal studies/paralegal course credits required for the PARA BA and 12 for the Paralegal BIS major, provided each course (1) meets all SoPA undergraduate course transfer requirements; (2) was completed at a paralegal or legal studies program that was approved by ABA's Standing Committee on Paralegals at the time the class was completed; and (3) has been reviewed and approved by the Paralegal Studies Program Director.

Undergraduate Offerings

Bachelor of Arts Major

- Paralegal Studies, Bachelor of Arts (https://catalog.tulane.edu/professional-advancement/paralegal-studies/paralegal-studies-ba/)

Bachelor of Interdisciplinary Studies Major

- Paralegal Studies, Bachelor of Interdisciplinary Studies (https://catalog.tulane.edu/professional-advancement/paralegal-studies/paralegal-studies-bis/)

Minor

- Paralegal Studies, Minor (https://catalog.tulane.edu/professional-advancement/paralegal-studies/paralegal-studies-minor/)

Certificate

- Paralegal Studies, Post-Baccalaureate Certificate (https://catalog.tulane.edu/professional-advancement/paralegal-studies/paralegal-studies-pbc/)

Courses

Courses on the class schedule may be listed under both the GLSP and PARA prefixes. These temporary listings result from our transition to the Paralegal Studies title across all systems. Although both prefixes may appear for the same course during this brief update period, the content, instructors, course credit, and all other aspects of the courses are identical. For guidance, please contact your advisor.

General Legal Studies (GLSP)

GLSP 1940 Transfer Coursework (0-4)

Maximum Hours: 99

GLSP 2010 Intro to the Legal System (3)
Through lectures and practical exercises, students to examine the American legal system, including both civil and common law, focusing upon the role of the paralegal; master skills in vocabulary, interviewing and investigation, law office administration, legal document drafting, and litigation support; and recognize and apply principles of legal and professional ethics. Note: Satisfies one Social Science requirement for School of Professional Advancement majors. credit hours: 3

Prerequisite(s): ENGL 1010.
A minimum grade of D- is required in ENGL 1010.

GLSP 2940 Transfer Coursework (0-4)

Maximum Hours: 99

GLSP 3020 Legal Research I (3)
Through lectures and hands-on exercises, students master efficient, effective legal research strategies for use in the law school library and on Westlaw and other online and print resources; and then analyze and compile research results in legal memoranda.

Prerequisite(s): ENGL 1010.
A minimum grade of D- is required in ENGL 1010.

GLSP 3030 Legal Writing I (3)
Building upon the research and analytical skills developed in GLSP 3020 - Legal Research, students complete written assignments and practical exercises, drafting motions, pleadings, correspondence, and other legal documents.

Prerequisite(s): GLSP 3020 and 2010.
A minimum grade of D- is required in GLSP 3020 and GLSP 2010.

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. credit hours: 3

Prerequisite(s): ENGL 1010 and GLSP 2010*.
* May be taken concurrently.
A minimum grade of D- is required in ENGL 1010 and GLSP 2010.

GLSP 3060 Litigation II (3)
Building upon the knowledge and skills developed in GLSP 3050 - 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. credit hours: 3

Prerequisite(s): GLSP 3050 and 2010.
A minimum grade of D- is required in GLSP 3050 and GLSP 2010.

GLSP 3070 Legal Technology I (3)
Through hands-on exercises and tutorials created by the National Society for Legal Technology (NSLT)®, and Relativity®, students develop skills and knowledge in the use of the software applications and methods that law offices use to support litigation and transactional practices, perform discovery and e-discovery, due diligence, case management, time-keeping, billing, and other vital law office functions. Students also have the option of pursuing NSLT Certification.

Prerequisite(s): ENGL 1010 and GLSP 2010*.
* May be taken concurrently.
A minimum grade of D- is required in ENGL 1010 and GLSP 2010.

GLSP 4030 Louisiana Succession Practice (3)
This course offers an in-depth exploration of Louisiana's civil law system governing successions, interdictions, and trusts, with a particular focus on recent developments, legislative trends, and high-profile cases that have shaped the legal landscape. Students will examine the unique procedural and substantive aspects of Louisiana law, including forced heirship, usufruct rights, the role of notarial testaments, and judicial recognition of heirs. A core component of the course will analyze recent headline-grabbing Louisiana succession disputes and interdiction proceedings, such as: • The interdiction battle involving Britney Spears' Louisiana-based family, raising ethical and procedural questions about personal liberty and the role of court-appointed curators. • The succession litigation of New Orleans Saints owner Tom Benson, examining testamentary capacity, undue influence, and multi-generational wealth planning. • The contested estate of musician and New Orleans cultural icon Dr. John (Mac Rebennack), highlighting the tension between forced heirship and testamentary freedom • Ongoing trust litigation involving complex oil-and-gas estate planning across Louisiana parishes, highlighting conflicts between fiduciary duty and beneficiary rights. • Recent litigation over irrevocable trusts established to protect family-owned land from developers, implicating public policy and environmental considerations. The course will also examine practical issues in trust formation, administration, and breach, with an emphasis on trustee litigation and enforcement mechanisms under the Louisiana Trust Code. Topics will include revocable vs. irrevocable trusts, special needs trusts, and the strategic use of inter vivos vs. mortis causa trusts in estate planning. This course is ideal for future estate planners, elder law attorneys, litigators, and judges, or anyone seeking mastery of Louisiana's distinctive legal system as it applies to families, property, and fiduciary obligations.

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 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; 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. Cross-listed with BSLS 2500 – Principles & Practices of Real Estate. credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

GLSP 4050 Family Law (3)
Through lectures and practical exercises, students in this online class analyze current and projected issues in family law; evaluate the role of the paralegal in disputes 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. credit hours: 3 Note: Satisfies one Social Science requirement for School of Professional Advancement majors.

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

GLSP 4070 Immigration Law Practice (3)
Through practical exercises and online discussions, students in this online course 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. credit hours: 3
Notes: Satisfies one Social Science requirement for School of Professional Advancement majors.

Prerequisite(s): ENGL 1010.
A minimum grade of D- is required in 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. credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

GLSP 4100 Legal Technology II (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. credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 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. credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

GLSP 4160 Interviewing and 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. credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

GLSP 4180 Bankruptcy Practice (3)
Through practical exercises and online discussions, students in this 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. credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

GLSP 4190 Legal Ethics (3)
Through practical exercises, lectures, discussions, and visual media, students 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. Notes: Satisfies one Humanities course requirement for School of Professional Advancement majors.

GLSP 4200 Legal Research & Writing II (3)
This course builds upon skills acquired in GLSP 3020 – Legal Research and GLSP 3030 – Legal Writing I. Through lectures, practical legal research assignments, case studies, and hands-on exercises, students will compare and evaluate primary and secondary sources, legislative history research, administrative law research, practice materials, and specialized topical resources research sources; distinguish and apply legal citation forms; and synthesize the steps for researching specific legal issues to formulate arguments. Students will draft and revise a variety of legal documents, including law office memoranda, briefs, and reports, and complete a project and oral presentation. credit hours: 3

Prerequisite(s): (GLSP 3030 or PARA 3030) and (GLSP 3020 or PARA 3020).
A minimum grade of D- is required in GLSP 3030, PARA 3030, GLSP 3020 and PARA 3020.

GLSP 4240 Intellectual Property and Entertainment Law (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. credit hours: 3

Prerequisite(s): GLSP 3030, 3050 and 3060.
A minimum grade of D- is required in GLSP 3030, GLSP 3050 and GLSP 3060.

GLSP 4250 Civil Rights Law (3)
Through lectures, case law, and drafting exercises, students will evaluate the historical development of race as an issue in the context of the American legal system; analyze the constitutional and statutory issues resulting from state and/or private interference with the rights of persons; compare the civil rights statutes that allow citizens to sue for violations of civil rights; Identify the competing visions of racial equality reflected in civil rights legislation, case law, and the concept of discrimination; evaluate the laws forbidding discrimination in education, voting, employment, and housing; investigate methods by which power and social reform may be exercised through the law; and evaluate the conflicts between the protections afforded to citizens and the doctrines protecting police officers in performance of their official functions. Notes: Satisfies one Race and Inclusion course requirement for School of Professional Advancement majors.

Prerequisite(s): (GLSP 3030* or PARA 3030) and (GLSP 3050* or PARA 3050) and (GLSP 3060* or PARA 3060).
* May be taken concurrently.
A minimum grade of D- is required in GLSP 3030, PARA 3030, GLSP 3050, PARA 3050, GLSP 3060 and PARA 3060.

GLSP 4280 Personal Injury - Malpractice (3)
Through practical exercises and online discussions, this online course addresses 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 skills necessary for assisting in personal injury law practice, including organizing and maintaining files, drafting pleadings, obtaining, and summarizing medical records, performing factual investigations and other necessary functions. credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 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.

GLSP 4310 Employment Law (3)
Through lectures and in-class discussions, students identify and investigate the state and federal laws governing employment in the U.S., focusing upon the disputes that may arise in the workplace. Practical exercises guide students in identifying and applying best practices for establishing, maintaining, and terminating the employment relationship; evaluating employment claims; and adhering to ethical practices. Cross-listed with BSLS 3390 – Employment & Labor Law (online). credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

GLSP 4330 White Collar Crime (3)
Through lectures, reading assignments, and practical exercises, students break down applicable state and federal laws; examine 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. credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

GLSP 4350 Law and Government in American Society (3)
Through practical exercises and online discussions, students in this 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. Notes: Satisfies one Social Science and/or American Government course requirement for School of Professional Advancement majors.

Prerequisite(s): ENGL 1010.
A minimum grade of D- is required in ENGL 1010.

GLSP 4380 Evidence Law (3)
Through lectures, practical exercises, and media, 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. credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

GLSP 4400 Pre-Law Bootcamp (3)
This online course is tailored for students who are considering applying or have been admitted to law school after completing their undergraduate degrees. Addressing essential skills, such as case briefing, legal analysis, issue spotting, effective study methods, and time management, the course will provide students with practical knowledge to prepare for the law school environment and equip them with the tools necessary to navigate the challenges of legal education successfully. Building upon essential skills, such as case briefing, legal analysis, issue spotting, effective study methods, and time management, GLSP 4400 – Pre-Law Bootcamp will employ simulations to allow students to participate in the Socratic method of instruction and other aspects of the law school experience.

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. credit hours: 3

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

GLSP 5900 Gen Legal Studies Practicum (3)
General Legal Studies majors in or nearing their final semester of GLSP study may seek Director approval to register for the Practicum. This course includes both performance of a supervised 100-hour internship in a legal services office and a classroom component. Written assignments and lectures focus upon applying technical skills in the workplace, identifying, and resolving ethical and professional issues, enhancing career development, and other aspects of law office practice and employment.

Prerequisite(s): GLSP 3030, 3060 and 3070.
A minimum grade of D- is required in GLSP 3030, GLSP 3060 and GLSP 3070.

Paralegal Studies (PARA)

PARA 1940 Transfer Credit (3)
Transfer Credit Coursework.

Maximum Hours: 99

PARA 2010 Introduction to the Legal System (3)
Through lectures and practical exercises, students to examine the American legal system, including both civil and common law, focusing upon the role of the paralegal; master skills in vocabulary, interviewing and investigation, law office administration, legal document drafting, and litigation support; and recognize and apply principles of legal and professional ethics. Note: Satisfies one Social Science requirement for School of Professional Advancement majors.

Prerequisite(s): ENGL 1010.
A minimum grade of D- is required in ENGL 1010.

PARA 3020 Legal Research I (3)
Through lectures and hands-on exercises, students master efficient, effective legal research strategies for use in the law school library and on Westlaw and other online and print resources; and then analyze and compile research results in legal memoranda.

Prerequisite(s): ENGL 1010.
A minimum grade of D- is required in ENGL 1010.

PARA 3030 Legal Writing I (3)
Building upon the research and analytical skills developed in PARA 3020 - Legal Research, students complete written assignments and practical exercises, drafting motions, pleadings, correspondence, and other legal documents.

Prerequisite(s): (PARA 2010 or GLSP 2010) and (PARA 3020 or GLSP 3020).
A minimum grade of D- is required in PARA 2010, GLSP 2010, PARA 3020 and GLSP 3020.

PARA 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.

Prerequisite(s): ENGL 1010 and (PARA 2010* or GLSP 2010*).
* May be taken concurrently.
A minimum grade of D- is required in ENGL 1010, PARA 2010 and GLSP 2010.

PARA 3060 Litigation II (3)
Building upon the knowledge and skills developed in PARA 3050 - Litigation I, students examine the U.S. state and federal court systems in greater depth, assessing 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, and post-trial rules and procedures. Lectures are supplemented with practical exercises in the drafting of effective pleadings, motions, memoranda, and discovery documents.

Prerequisite(s): (PARA 2010 or GLSP 2010) and (PARA 3050 or GLSP 3050).
A minimum grade of D- is required in PARA 2010, GLSP 2010, PARA 3050 and GLSP 3050.

PARA 3070 Legal Technology I (3)
Through hands-on exercises and tutorials created by the National Society for Legal Technology (NSLT)®, and Relativity®, students develop skills and knowledge in the use of the software applications and methods that law offices use to support litigation and transactional practices, perform discovery and e-discovery, due diligence, case management, time-keeping, billing, and other vital law office functions. Students also have the option of pursuing NSLT Certification.

Prerequisite(s): ENGL 1010 and (PARA 2010* or GLSP 2010*).
* May be taken concurrently.
A minimum grade of D- is required in ENGL 1010, PARA 2010 and GLSP 2010.

PARA 4030 Louisiana Succession Practice (3)
This course offers an in-depth exploration of Louisiana's civil law system governing successions, interdictions, and trusts, with a particular focus on recent developments, legislative trends, and high-profile cases that have shaped the legal landscape. Students will examine the unique procedural and substantive aspects of Louisiana law, including forced heirship, usufruct rights, the role of notarial testaments, and judicial recognition of heirs. A core component of the course will analyze recent headline-grabbing Louisiana succession disputes and interdiction proceedings, such as: • The interdiction battle involving Britney Spears' Louisiana-based family, raising ethical and procedural questions about personal liberty and the role of court-appointed curators. • The succession litigation of New Orleans Saints owner Tom Benson, examining testamentary capacity, undue influence, and multi-generational wealth planning. • The contested estate of musician and New Orleans cultural icon Dr. John (Mac Rebennack), highlighting the tension between forced heirship and testamentary freedom • Ongoing trust litigation involving complex oil-and-gas estate planning across Louisiana parishes, highlighting conflicts between fiduciary duty and beneficiary rights. • Recent litigation over irrevocable trusts established to protect family-owned land from developers, implicating public policy and environmental considerations. The course will also examine practical issues in trust formation, administration, and breach, with an emphasis on trustee litigation and enforcement mechanisms under the Louisiana Trust Code. Topics will include revocable vs. irrevocable trusts, special needs trusts, and the strategic use of inter vivos vs. mortis causa trusts in estate planning. This course is ideal for future estate planners, elder law attorneys, litigators, and judges, or anyone seeking mastery of Louisiana's distinctive legal system as it applies to families, property, and fiduciary obligations.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 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; 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. Cross-listed with BSLS 2500 – Principles & Practices of Real Estate.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 4050 Family Law (3)
Through lectures and practical exercises, students in this online class analyze current and projected issues in family law; evaluate the role of the paralegal in disputes 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.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 4060 Advanced Discovery and Evidence (3)
Through lectures, case law, exercises in the use of legal technology, and practical case studies, students will identify the types of electronically stored information that are subject to discovery; draft and assess the effective use of preservation notices; draft effective discovery requests to obtain information; distinguish between document management and spoliation; analyze key cases illustrating recent developments in evidentiary laws; draft pre-trial motions, including motions in limine; evaluate cases involving late disclosure of evidence; and examine the ethical issues surrounding discovery and admissibility of evidence in the 21st century. credit hours: 3

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3050 or GLSP 3050) and (PARA 3060 or GLSP 3060).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3050, GLSP 3050, PARA 3060 and GLSP 3060.

PARA 4070 Immigration Law Practice (3)
Through practical exercises and online discussions, students in this online course 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.

Prerequisite(s): ENGL 1010.
A minimum grade of D- is required in ENGL 1010.

PARA 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.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 4100 Legal Technology II (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.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 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. Cross-listed with BSLS 3450 – Commercial Law.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 4160 Interviewing and 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.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 4180 Bankruptcy Practice (3)
Through practical exercises and online discussions, students in this 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.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 4190 Legal Ethics (3)
Through practical exercises, lectures, discussions, and visual media, students 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. Notes: Satisfies one Humanities course requirement for School of Professional Advancement majors.

Prerequisite(s): ENGL 1010 and (PARA 2010 or GLSP 2010).
A minimum grade of D- is required in ENGL 1010, PARA 2010 and GLSP 2010.

PARA 4200 Legal Research and Writing II (3)
This course builds upon skills acquired in PARA 3020 – Legal Research and PARA 3030 – Legal Writing I. Through lectures, practical legal research assignments, case studies, and hands-on exercises, students will compare and evaluate primary and secondary sources, legislative history research, administrative law research, practice materials, and specialized topical resources research sources; distinguish and apply legal citation forms; and synthesize the steps for researching specific legal issues to formulate arguments. Students will draft and revise a variety of legal documents, including law office memoranda, briefs, and reports, and complete a project and oral presentation. credit hours: 3

Prerequisite(s): (PARA 3020 or GLSP 3020) and (PARA 3030 or GLSP 3030).
A minimum grade of D- is required in PARA 3020, GLSP 3020, PARA 3030 and GLSP 3030.

PARA 4240 Intellectual Property and Entertainment Law (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. credit hours: 3

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3050 or GLSP 3050) and (PARA 3060 or GLSP 3060).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3050, GLSP 3050, PARA 3060 and GLSP 3060.

PARA 4250 Civil Rights Law (3)
Through lectures, case law, and drafting exercises, students will evaluate the historical development of the Civil Rights Act; analyze the constitutional and statutory issues relating to the rights of persons in the U.S.; compare the statutes that allow U.S. citizens to sue to protect of their civil rights; and evaluate the contrasts between the protections afforded to citizens and the laws relating to other official government functions. Notes: Satisfies one Race and Inclusion course requirement for School of Professional Advancement majors.

Prerequisite(s): (PARA 3030* or GLSP 3030*) and (PARA 3050* or GLSP 3050*) and (PARA 3060* or GLSP 3060*).
* May be taken concurrently.
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3050, GLSP 3050, PARA 3060 and GLSP 3060.

PARA 4280 Personal Injury and Medical Malpractice (3)
Through practical exercises and online discussions, this online course addresses 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 skills necessary for assisting in personal injury law practice, including organizing and maintaining files, drafting pleadings, obtaining, and summarizing medical records, performing factual investigations and other necessary functions.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 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.

PARA 4310 Employment Law (3)
Through lectures and in-class discussions, students identify and investigate the state and federal laws governing employment in the U.S., focusing upon the disputes that may arise in the workplace. Practical exercises guide students in identifying and applying best practices for establishing, maintaining, and terminating the employment relationship; evaluating employment claims; and adhering to ethical practices. Cross-listed with BSLS 3390 – Employment & Labor Law (online).

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 4330 White Collar Crime (3)
Through lectures, reading assignments, and practical exercises, students break down applicable state and federal laws; examine 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.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 4350 Law and Government in American Society (3)
Through practical exercises and online discussions, students in this 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. Notes: Satisfies one Social Science and/or American Government course requirement for School of Professional Advancement majors.

Prerequisite(s): ENGL 1010.
A minimum grade of D- is required in ENGL 1010.

PARA 4380 Evidence Law (3)
Through lectures, practical exercises, and media, 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.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 5500 Selected Topics (3)
These upper-level Paralegal Studies courses introduce new legal specialty courses to the curriculum. Courses are chosen based upon the levels of legal activity, interest in the practice areas, and new and evolving trends in law practice.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.

PARA 5900 Paralegal Studies Practicum (3)
General Legal Studies majors in or nearing their final semester of GLSP study may seek Director approval to register for the Practicum. This course includes both performance of a supervised 100-hour internship in a legal services office and a classroom component. Written assignments and lectures focus upon applying technical skills in the workplace, identifying, and resolving ethical and professional issues, enhancing career development, and other aspects of law office practice and employment.

Prerequisite(s): (PARA 3030 or GLSP 3030) and (PARA 3060 or GLSP 3060) and (PARA 3070 or GLSP 3070).
A minimum grade of D- is required in PARA 3030, GLSP 3030, PARA 3060, GLSP 3060, PARA 3070 and GLSP 3070.