

Policies for Paralegal Program Courses Taught by Peggy Mathieson

Attendance: Students may be dropped after three absences. Because class lectures and activities are designed to **explain** and **supplement** the readings, attendance in class is **essential**.

Participation: You must read the material **before coming to class** and be prepared to discuss what you have read. There are no make-ups for in-class work.

Independent Work: Much of our in-class work will be done in collaboration with other members of the class. Sharing information and ideas is an essential aspect of studying the law. However, **copying the work of another student or a published source is not**. Please review the policy on cheating and disciplinary sanctions found in sections 5.8.19 and 5.8.19.1 of the Student Rights and Responsibilities (in the Student Handbook). One of the goals of this class is for you to achieve confidence in your understanding of basic legal concepts.

Assignments:

All assignments must be typed and double-spaced.

Late assignments will not be accepted for credit.
Assignments that are not typed will not be accepted for credit.
Assignments that are not double-spaced will have points deducted.

Suggestions:

You will receive an assignment two or more weeks before the due date. Don't wait until the last possible moment to start the homework. Review it early enough so that if you have any questions you can contact me or ask the questions in class. Complete it early enough so that you will have the opportunity to edit your work. Editing is an essential writing skill.

Students with Disabilities: West Valley College makes reasonable accommodations for persons with documented disabilities. College materials will be available in alternate formats (Braille, audio, electronic format, or large print) upon request. Please contact the Disability and Educational Support Program at (408) 741-2010 (voice) or (408) 741- 2658 (TTY) for assistance.

Equal Opportunity: Career Programs are offered at WVC without regard to race, creed, color, age, national origin, gender, sexual orientation, or disability.

Safety: Please refer to the Safety information found in the printed schedule of classes and to the emergency information you receive from your instructor.