PARALEGAL STUDIES (PLS)

**PLS F102  Introduction to Paralegal Studies**  
3 Credits  
Sources of law in the American tripartite system of government, with emphasis on state and federal court systems. Substantive law is studied, including administrative law, business organization, civil procedure, contract, criminal, employment, family, probate, real estate and tort law. Introductory instruction in legal writing and legal research using the law library and Westlaw.  
*Lecture + Lab + Other: 3 + 0 + 0*

**PLS F105  Introduction to Paralegal Ethics**  
2 Credits  
Introduction to the ethical obligations owed by both lawyers and paralegals to their clients, other lawyers, the court systems where they work and the general public. Alaska Rules of Professional Conduct and the canons of ethics promulgated by the two nationwide paralegal associations.  
*Lecture + Lab + Other: 2 + 0 + 0*

**PLS F201  Practical Paralegal Skills**  
3 Credits  
The practical skills required of a paralegal in the job market, including drafting legal documents, pleadings and office correspondence, fact gathering through interviewing and investigating, use of the Internet for legal research, pretrial procedures, focusing primarily on civil rules 30, 33, 34, 35 and 36, and assisting at trial.  
*Prerequisites: PLS F102.*  
*Lecture + Lab + Other: 3 + 0 + 0*

**PLS F203  Torts**  
3 Credits  
Offered Spring  
Study of the essentials needed to effectively assist an attorney in the filing or defense of claims based on personal injury and property damage. A basic vocabulary of legal terminology associated with tort law is studied together with important statutes and case law. Emphasis on Alaska law.  
*Prerequisites: PLS F102.*  
*Lecture + Lab + Other: 3 + 0 + 0*

**PLS F215  Contracts/Real Property**  
3 Credits  
Offered Spring  
Basic vocabulary and concepts essential to effectively assist an attorney with the preparation of contracts and real property transactions.  
*Prerequisites: PLS F102.*  
*Lecture + Lab + Other: 3 + 0 + 0*

**PLS F240  Family Law**  
3 Credits  
Offered Fall  
Basic vocabulary and concepts essential to understanding family law and assisting a practicing attorney in matters involving marriage issues, premarital contracts, annulment, divorce, dissolution, property division, child custody, support and visitation.  
*Prerequisites: PLS F102.*  
*Lecture + Lab + Other: 3 + 0 + 0*

**PLS F242  Employment and Administrative Law**  
3 Credits  
Offered Spring  
Legal principles which define the relationship between employers and employees. Includes obligations imposed by Federal and Alaska state statutes and administrative regulations. Includes how administrative agencies are created and how they provide administrative law through promulgation of rules and regulations and through quasi-judicial decisions.  
*Prerequisites: PLS F102.*  
*Lecture + Lab + Other: 3 + 0 + 0*

**PLS F250  Probate Law**  
3 Credits  
Offered Spring  
Basics of probate law and the uniform probate code. Includes the preparation and interpretation of wills, administration of decedent’s estates, intestate succession laws, guardianships and other related probate matters. Focus on Alaska statutes and probate rules.  
*Prerequisites: PLS F102.*  
*Lecture + Lab + Other: 3 + 0 + 0*

**PLS F260  Computers in the Law Office**  
3 Credits  
Offered  
Introduction to the role of computers in the law office. Includes hardware and software. Use of word processors, spreadsheets, databases, computer-assisted legal research, the Internet and electronic mail, and litigation support, case management and bookkeeping/billing software.  
*Prerequisites: PLS F102.*  
*Lecture + Lab + Other: 3 + 0 + 0*

**PLS F270  Constitutional Law for Paralegals**  
3 Credits  
Offered Fall  
Exploration of constitutional law as it applies to the day-to-day work of a paralegal in criminal law, civil procedure, family law, administrative/employment law and personal injury litigation. Examination of the separation of powers among the branches of the federal government; federalism and the states’ rights; economic and property rights; and individual freedoms and protections under the Constitution, with an emphasis on due process.  
*Prerequisites: PLS F102.*  
*Lecture + Lab + Other: 3 + 0 + 0*
PLS F275  Business Organizations
3 Credits
Offered Fall
Benefits and shortcomings of the three basic business forms: corporation, partnership, and sole proprietorship. How to form each business form, how to operate it according to relevant laws and regulations, and how to dissolve the business.
Prerequisites: PLS F102.
Lecture + Lab + Other: 3 + 0 + 0

PLS F280  Legal Research and Writing for Paralegals
3 Credits
Offered Fall
Legal research skills using law library methods, computer-assisted legal research and the Internet. Read and understand authorities from three branches of government: executive, legislative and judicial. Emphasis on precedent from Alaska and federal court systems. Includes writing skills from drafting of law office correspondence to preparation of court pleadings and briefs.
Prerequisites: PLS F102.
Lecture + Lab + Other: 3 + 0 + 0

PLS F285  Advanced Legal Writing
2 Credits
Offered Spring
Expand on writing skills previously learned by drafting documents regularly assigned to practicing paralegals. For example, pleadings to be filed in court, legal documents, such as contracts, wills and those used by business organizations, office correspondence, deposition summaries and interoffice legal memorandums.
Prerequisites: PLS F102; PLS F280.
Lecture + Lab + Other: 2 + 0 + 0

PLS F299  Paralegal Studies Internship
3 Credits
An internship involving a minimum of 150 hours of work under the supervision of an attorney, and, when available, a practicing paralegal for that attorney in a local law office or law-related situation. Must seek approval of faculty advisor for admittance. Note: Students meet as a class only once. All subsequent classes or meetings with UAF faculty advisor are arranged by individual student(s) and advisor.
Prerequisites: Must have completed at least 75% of paralegal studies degree requirements with a minimum 2.8 cumulative GPA or approval of UAF faculty advisor.
Lecture + Lab + Other: 0 + 0 + 10