PARALEGAL STUDIES (PLS)

PLS F102  Introduction to Paralegal Studies
3 Credits
Offered Fall and Spring
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 online
legal research databases.
Lecture + Lab + Other: 3 + 0 + 0

PLS F105  Ethics for Paralegals
3 Credits
Offered Spring
Examination of 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: 3 + 0 + 0

PLS F201  Practical Paralegal Skills
3 Credits
Offered Spring
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 F210  Civil Procedure
3 Credits
Offered Fall
Basic vocabulary and concepts essential to effectively assist an attorney
with the procedural aspects of civil litigations.
Prerequisites: PLS F102.
Lecture + Lab + Other: 3 + 0 + 0

PLS F215  Contracts/Real Property
3 Credits
Offered Fall Even-numbered Years
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 Fall
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  Legal Technology
3 Credits
Offered Fall
Examination of technology used in the law office. Includes computer
hardware and software. This course focuses on producing word-
processed documents and spreadsheets, creating databases, and using
computer-assisted legal research, the Internet, electronic mail, litigation
support, case management, electronic discovery and bookkeeping/billing
software in the legal field.
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 As Demand Warrants  
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  
3 Credits  
Offered Fall and Spring  
Expand on writing skills previously learned by drafting documents regularly assigned to practicing paralegals, such as pleadings to be filed in court, motion practice, office correspondence, and interoffice legal memorandums. Focus on issue identification, legal analysis and critical thinking skills.  
Prerequisites: PLS F102; PLS F280.  
Lecture + Lab + Other: 3 + 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.  
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.  
Special Notes: Students meet as a class only once; All subsequent classes or meetings with UAF faculty advisor are arranged by individual student(s) and advisor.  
Lecture + Lab + Other: 0 + 0 + 10