

Preface

Introduction

This second edition of Introduction to Law for Paralegals provides an overview of the U.S. legal system and its participants, and an introduction to substantive law. The book presents these concepts by balancing theory with practice. As in the previous edition, the first few chapters introduce the student to the world of legal practice, from a discussion of the sources of law to legal research and the initial steps of bringing both civil and criminal actions. Later chapters examine specific areas of law in greater depth, while also focusing on the development of practical skills.

In this second edition, the author provides new cases and additional features, including updated web sites and questions keyed to the issues provided in the new case excerpts.

In addition to presenting a solid introduction to legal procedures and substantive issues, this text also emphasizes the richly rewarding life of a legal professional. Practical examples are included in each chapter, as well as profiles of legal professionals from judges to court reporters. Each chapter also profiles practicing paralegals from across the country. Their interview excerpts provide a window on the day-to-day practice of law that is rarely seen in any introductory text.

Features

This book was designed with the reader in mind. The text presents the material in a variety of methods to take advantage of different student learning styles. There is a strong visual element to the text with features such as “Issue at a Glance,” a brief summary of an important issue raised in the chapter. Each chapter also contains a section discussing how to build practical skills.

Features found in the text include:

- **Chapter Objectives**

Each chapter begins with clearly stated learning objectives to guide readers in their studies.

- **Issue at a Glance**

Each chapter includes short synopses of issues discussed in the chapter, positioned adjacent to the material under discussion, not only as a way of

helping the reader synthesize important issues, but also as a visual marker for later study.

■ **Definitions**

As each new term is introduced, it is also defined for the student. These on-the-spot definitions provide a handy reference.

■ **Skills**

Each chapter contains not only discussions of the theoretical underpinnings of law, but also practical examples to assist the student in building the skill sets needed to succeed in the legal field.

■ **Sample Cases**

Each chapter contains a case excerpt designed to emphasize some of the points raised in that chapter and to provide material for classroom discussions.

■ **Questions About the Case**

At the end of each case, a list of questions is provided to help students focus on the important aspects of the decision. These questions will facilitate classroom discussions.

■ **Chapter Summary**

Each chapter contains a concise summary of the major issues discussed. This feature helps readers focus on the important points raised in the chapter.

■ **Skills You Need in the Real World**

In keeping with the balance of theoretical discussion and practical examples, in the “Skills” section found at the conclusion of each chapter the author addresses how the student can learn a variety of important practical skills, from searching courthouse records to creating appellate brief banks.

■ **Profiling a Paralegal**

To help the reader make an emotional connection with the material under discussion, the author offers a profile of an individual paralegal in each chapter. These profiles are designed not only as a way to discuss practical aspects of the daily working life of paralegals, but also the essential role they play in modern legal practice.

■ **Ethical Discussion**

Ethics is a vital component of any legal text, but never more so than in an introductory text that will help lay the foundation for the reader’s entire paralegal education and later professional life. To emphasize the important role that ethics plays in law, each chapter contains a separate ethical discussion in addition to the entire chapter devoted to this critical issue.

■ Web Sites

The Internet is becoming an increasingly vital link for students. The web sites at the end of each chapter will assist students in gathering more information about the chapter topics.

■ Key Terms and Phrases

A list of key terms and phrases used in each chapter will assist the student in mastering the concepts presented.

■ Review Questions

Extensive review questions test the student's comprehension of the issues under discussion. These review questions, coupled with the discussion questions, provide rich material for classroom discussions.

■ Practical Applications

While the review and discussion questions encourage dialogue about the topics in each chapter, the practical applications allow the student to put this theoretical knowledge to practical use and to make a stronger connection with the material, while building important skills.

■ Non-Gender Specific Language

In recognition of the impact of gender specific language, the author has adopted the following convention in the text: Each even-numbered chapter uses "he" in general discussions and examples, while the odd-numbered chapters use "she" for the same purposes.

Pedagogy

The following features are included in the text to accommodate different student learning styles:

- Learning objectives stated at the beginning of each chapter
- Terms and legal vocabulary set in bold and defined immediately for the student; also listed in the glossary for later reference
- Many different visual aids that illustrate crucial points
- Professional profiles to help the student make a personal connection with the material
- Lesson plans in the instructor's manual that provide alternative presentations: for example, Lesson Plan A, which emphasizes practical applications, as opposed to Lesson Plan B, which emphasizes substantive law
- End-of-chapter questions, activities, and assignments to hone the students' understanding
- End-of-chapter ethical discussion
- Web sites for further research and/or discussion

Instructor's Manual

The author has developed an extensive instructor's manual to accompany the text, which provides a wealth of resources for the instructor. The manual is also available on a CD, to help instructors make more efficient use of their time. Among the features in the instructor's manual are these:

- **Suggested Syllabi**

Suggested syllabi are provided for various versions of an Introduction to Law courses, including alternate syllabi for instructors who emphasize theoretical over practical, or practical over theoretical.

- **Lesson Plans**

The author provides several different lesson plans to help instructors who must present introductory courses in 6, 8,10,12, or 16 week formats.

- **Chapter Lecture Outline and Discussion**

Each chapter is outlined for the instructor and annotations are added throughout the outline to provide additional discussion and classroom material for the instructor.

- **Additional Web Resources**

The instructor's manual contains additional web sites to provide other resources for classroom discussion and assignments.

- **Additional Assignments**

In addition to the chapter review and discussion questions in the book, extra assignments are provided in the instructor's manual.

- **Answers to Review Questions and Discussion Questions**

The end-of-chapter review questions are answered in detail. The author also provides suggested answers for the discussion questions.

- **Test Bank**

The test bank includes a variety of test questions:

Essay questions (five per chapter)

Short answer (ten per chapter)

Multiple choice (twenty-five per chapter)

True-False (ten per chapter)

- **Additional Features on Instructor's Manual CD:**

- **Power Point Slides**

The author has prepared a power point presentation for each chapter of the text.

- **Additional Cases**

Additional cases are provided for classroom discussion. These can be used in a variety of ways, including as lecture hand-outs and additional assignments.