



COURSE INFORMATION

Course Number and Title: Law 558: Immigration Practice Management

Credits: 3

Description

This course covers the fundamentals of immigration law office management. This course is designed to familiarize the student with the practical inner workings of a law office, including an understanding of law office procedures. Law office management goes beyond mere efficiency and productivity and includes being sensitive to ethical concerns and providing quality legal services to clients in an affordable manner.

Course Outcomes

By the end of the course, you will be able to:

- Introduce the student to the workings and management of a law office.
- Prepare the student for what a legal team is expected to accomplish administratively once on the job.
- Review the types of law offices, staff positions/legal teams, and possible office structures in different types of law offices.
- Educate the student on common ethical and malpractice problems for attorneys and paralegals, and how to avoid or handle the concerns/problems.
- Explain the importance of legal fees, timekeeping, billing, and client trust funds in a law office.
- Explain the importance of docket control/case management and its relationship to malpractice, ethics, and providing quality services to clients.
- Introduce the broad concepts of law office management/administration, including the delivery of a quality product, the provision of outstanding customer-service-focused legal services to clients, law library management, file management, and so forth.
- Introduce the student to legal marketing.
- Provide the student with hands-on technology-focused exercises, software, and projects to allow the student to use and apply learned information about law office management.

COURSE DETAILS

Required Materials

The following is a list of materials you will be required to purchase for this course. Additional materials such as articles will be linked directly in the course.

Required Books



- The Future of Immigration Law Practice, American Immigration Lawyers Association, available at http://www.aila.org/File/Related/The_Future_of_Immigration-Report.pdf (last visited 7/22/19)
- Practical Law Office Management (Cengage Mindtap)

Grading Methodology

Achievement in this course will be assessed through completion of the following activities:

Assignment Name	Points
Practical Application Exercises	20%
Quizzes	25%
Discussion Boards	15%
Final Assessment	30%
Live Sessions	10%
Total	100%

Grading Scale

Grades are based on a curve.

Any grade of F or lower requires students to retake the course. Incompletes are not approved without instructor approval. Students should not expect any incomplete requests unless in extreme circumstances. Terms of any incompletes should be negotiated with the instructor and under no circumstances will they remain for more than one (1) year.

Late Assignment Policy

It is very important that work be turned in on time or students will find it very difficult to catch up. All work in the course (e.g., projects, papers, exams, quizzes, etc.) will be due as noted on the class calendar by 11:59 pm CT.



Any assignment that is late will have deductions from points earned of 10% per day. **Students should reach out to their instructor immediately to discuss any concerns.**

PROGRAM INFORMATION

Mission of the Thurgood Marshall School of Law

The mission of the Thurgood Marshall School of Law is to expand opportunities for the underserved in the legal profession; prepare a diverse group of students for leadership roles in the legal profession, business and government; and offer leadership in teaching, research and service with special emphasis on a historically black heritage and tradition.

Program Goals

The goals of the program are to develop students who:

- Have Executive level communication skills
- Are Principled Strategic Decision makers
- Have the skills to make complex decisions
- Have mastery of specialized and core Immigration Law knowledge

PROGRAM POLICIES

Citation Expectations

All research work submitted should be properly cited using Blue Book standards.

Academic Integrity and the Honor Code

All academic work is subject to the provisions of the Honor Code adopted by the Student Bar Association and approved by the School of Law. Copies of the Honor Code are posted on the law school's web site, http://www.tsulaw.edu/student_affairs/rules.html. Before beginning this course, it is your responsibility to attest to the Honor Code in Module 0.



Disability Services

The mission Texas Southern University Office of Disability Services assists those with disabilities in a confidential, respectful, and friendly environment to ensure equal opportunity and accessibility to college programs and activities. They offer individualized services that are structured to support and assist in the pursuit of attaining personal educational goals. Their motto is to promote self-awareness, self-determination, and self-advocacy in a comprehensive accessible environment. We look forward to meeting you and providing you with valuable services. Information about their services can be found at <http://students.tsu.edu/departments/office-of-disability-services/>.