

PARALEGAL EDUCATION PROGRAM ACCREDITATION **Form 3—Individual Course Information Form**

Provide the following information for **each** course offered in your Program, including a copy of a detailed course outline/syllabus and proposed course assessments. Each sample course assessment submitted must include a marking rubric and answer key, must specify the maximum time allotted for completion and must specify the maximum timeframe permitted for the Faculty Member to return the marked assessment. Each sample course assessment must meet the requirements for assessments set out in the Accreditation Documents.

Course Name: **Administrative Law (Alter if required)**

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Administrative Law**

- 1. Demonstrates an understanding of relevant primary legislation (e.g., *Judicial Review Procedure Act*, *Statutory Powers Procedure Act*, human rights legislation, *Charter*).
- 2. Demonstrates an understanding of the basic principles of administrative law (e.g., natural justice, fairness, discretion, bias, substantive review of public decision making).
- 3. Demonstrates an understanding of who has standing to sue.
- 4. Demonstrates an understanding of the differences between courts and administrative tribunals.
- 5. Demonstrates an understanding of the general nature, functions and procedures of tribunals.
- 6. Demonstrates an understanding of a tribunal's enabling legislation.
- 7. Demonstrates an understanding of *Charter* claims.
- 8. Demonstrates an understanding of *Charter* remedies.
- 9. Demonstrates an understanding of appeals, judicial review and standard of review.
- 10. Demonstrates an ability to interpret tribunal decisions.

Course Name: **Alternative Dispute Resolution** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:

Please check box: **ADR – Alternative Dispute Resolution**

- 11. Demonstrates an understanding of various dispute resolution mechanisms (e.g., negotiation, mediation, arbitration).
- 12. Understands the importance of explaining to client the potential consequences of dispute resolution.
- 13. Demonstrates an understanding that negotiation is an integral part of the conduct of a matter from inception to completion.
- 14. Demonstrates an ability to identify issues that can be negotiated.
- 15. Understands the importance of explaining to the client the potential consequences of negotiating or failing to negotiate.
- 16. Understands the importance of obtaining instructions concerning negotiations.
- 17. Understands the importance of preparing the client for the negotiation process.
- 18. Demonstrates an ability to identify the strategy and tactics to be used in negotiation.
- 19. Demonstrates an ability to use principles of effective or principled negotiation.
- 20. Understands the importance of documenting the resolution of issues through negotiation.
- 21. Demonstrates an ability to identify issues appropriate for mediation.
- 22. Understands the importance of explaining to the client the potential consequences of mediating or failing to mediate.
- 23. Understands the importance of obtaining instructions concerning mediation.
- 24. Understands the importance of preparing the client for the mediation process.
- 25. Demonstrates an ability to identify the strategy and tactics to be used during mediation.
- 26. Demonstrates an ability to use principles of effective and principled mediation.
- 27. Understands the importance of documenting the resolution of issues through mediation.
- 28. Understands the obligation of acting as mediator (e.g., cannot represent the parties, ensuring the parties understand the role of the mediator).

Course Name: **Advocacy** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Advocacy**

- 29. Demonstrates an understanding of courtroom etiquette.
- 30. Demonstrates an understanding of the importance of information gathering, case analysis and planning (e.g., obtain and analyze relevant facts, documents, legal issues).
- 31. Demonstrates an ability to conduct a client interview (e.g., determine the client's goals, objectives and expectations; assess whether these can be met through legal solutions; ascertain whether client is capable of providing instructions).
- 32. Demonstrates an ability to obtain additional information and resources as needed (e.g., legal research, experts, specialized licensees).
- 33. Develops and assesses theory of the case.
- 34. Develops and analyzes litigation strategy.
- 35. Demonstrates an ability to identify the order of the evidence to be called.
- 36. Demonstrates an understanding of the purpose and proper form of direct examination, cross-examination and re-examination.
- 37. Demonstrates an ability to prepare and present opening statements and closing arguments.
- 38. Demonstrates an ability to prepare own witness for, and conduct, direct examinations and re-examinations.
- 39. Demonstrates an ability to prepare for, and conduct, cross-examinations of witnesses of other parties.
- 40. Participates in a mock trial or hearing.
- 41. Demonstrates an ability to anticipate and prepare objections.
- 42. Demonstrates an ability to introduce exhibits.
- 43. Demonstrates an ability to prepare submissions as to costs/sentence.

Course Name: **Communication/Writing** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Communication/Writing**

- 44. Demonstrates an understanding of the importance of proper writing skills for paralegals.
- 45. Demonstrates an understanding of sentence structure (e.g., grammar, syntax, spelling, punctuation).
- 46. Demonstrates an understanding of the writing process (e.g., drafting, revising, editing).
- 47. Demonstrates an ability to properly organize material.
- 48. Demonstrates an ability to draft clearly and concisely.
- 49. Demonstrates an ability to draft client-centered materials.
- 50. Demonstrates an ability to draft legal documents in plain language.
- 51. Demonstrates an ability to draft legal correspondence.
- 52. Demonstrates an ability to prepare routine legal documents.
- 53. Demonstrates an ability to edit standard precedents.

Course Name: **Criminal/Summary Conviction Procedure** *(Alter if required)*

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Criminal/Summary Conviction Procedure**

- 54. Demonstrates an understanding of the elements of a crime.
- 55. Demonstrates an understanding of relevant legislation (e.g., *Criminal Code*, *Charter*, *Controlled Drugs and Substances Act*, *Criminal Rules of the Ontario Court of Justice*).
- 56. Demonstrates an understanding of professional responsibilities in criminal matters (e.g., duty to the client, duty to the court).
- 57. Demonstrates an understanding of the role of the police, Crown, and defendant in criminal proceedings.
- 58. Demonstrates an understanding of investigatory powers (e.g., search and seizure, investigation and questioning of suspects).
- 59. Demonstrates an understanding of arrest and compelling the attendance of the accused.
- 60. Demonstrates an understanding of the classification of offences and trial jurisdiction.
- 61. Demonstrates an understanding of summary conviction proceedings (e.g., part XXVII of the *Criminal Code*).
- 62. Demonstrates an understanding of charging documents (e.g., information).
- 63. Demonstrates an understanding of judicial interim release/bail.
- 64. Demonstrates an understanding of common summary conviction offences.
- 65. Demonstrates an understanding of defences to summary conviction offences (e.g., procedural and substantive).
- 66. Demonstrates an understanding of disclosure obligations (by the Crown, third parties and defence counsel).
- 67. Demonstrates an understanding of diversion options.
- 68. Demonstrates an understanding of pleas (e.g., voluntary, informed, consequences).
- 69. Demonstrates an understanding of compelling witnesses.
- 70. Demonstrates an understanding of criminal summary conviction trial procedure (e.g., pre-hearing conference, pretrial motions and applications, trial proper).
- 71. Demonstrates an understanding of the types of evidence presented before the summary conviction court.
- 72. Demonstrates an understanding of sentencing (e.g., purpose and objectives, principles of sentencing, sentencing powers and restrictions).
- 73. Demonstrates an understanding of appeals.

Course Name: **Employment Law** (Alter if required)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Employment Law**

- 74. Demonstrates an understanding of relevant legislation (e.g., *Employment Standards Act, 2000*, *Labour Relations Act, 1995*, *Human Rights Code*, *Workplace Safety and Insurance Act, 1997*, *Occupational Health and Safety Act*).
- 75. Demonstrates an understanding of the nature of the employer-employee relationship.
- 76. Demonstrates an understanding of the employment contract.
- 77. Demonstrates an understanding of employment law principles (e.g., reasonable notice, wrongful dismissal, just cause, constructive dismissal).
- 78. Demonstrates an understanding of human rights (e.g., harassment and discrimination).
- 79. Demonstrates an understanding of disability and the duty to accommodate.
- 80. Demonstrates an understanding of privacy in the workplace.
- 81. Demonstrates an understanding of employment standards.
- 82. Demonstrates an understanding of labour relations.
- 83. Demonstrates an understanding of the practice and procedure related to the Workplace Safety and Insurance Board and the Workplace Safety and Insurance Appeals Tribunal (e.g., service requirements, time limits, parties, witnesses, evidence, types of relief the Board can grant).
- 84. Demonstrates an understanding of the practice and procedure related to the Human Rights Tribunal of Ontario (e.g., service requirements, time limits, parties, witnesses, evidence, types of relief the Tribunal can grant).
- 85. Demonstrates an understanding of the practice and procedure related to the Ontario Labour Relations Board (e.g., service requirements, time limits, parties, witnesses, evidence, types of relief the Board can grant).
- 86. Demonstrates an understanding of the prosecution and defence of regulatory offences related to employment law.

Course Name: **Ethics and Professional Responsibility** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:**Please check box:** Ethics and Professional Responsibility

- 87. Demonstrates an understanding of the permitted scope of practice.
- 88. Demonstrates an understanding of the *Paralegal Rules of Conduct*, as specified below.
- 89. Rule One – Citation and Interpretation
- 90. Demonstrates integrity (e.g., honesty, meeting financial obligations, responsibility to the Law Society, and responsibility to other licensees).
- 91. Demonstrates civility and professionalism in dealings with others (e.g., displays courtesy, respect, good faith, candour and fairness, including notifying a sender of inadvertent disclosure).
- 92. Understands the meaning and enforceability of undertakings and trust conditions.
- 93. Maintains appropriate professional relationships with clients, other licensees, employees and others (e.g., does not engage in sexual harassment, discrimination and human rights violations; respects multi-cultural issues).
- 94. Demonstrates and maintains competence (e.g., skill and knowledge, care and diligence, client service, quality of service).
- 95. Demonstrates knowledge of legal principles, substantive law, and procedure related to practice area.
- 96. Demonstrates an ability to investigate matters, ascertain client objectives, and implement appropriate courses of action to realize objectives.
- 97. Declines to act or seeks appropriate assistance when matter is beyond own abilities.
- 98. Declines to act when matter is outside permitted scope of practice.
- 99. Takes appropriate steps to determine who the client is and the client's role in the matter (e.g., multiple parties, spouses/family members, business partners, corporations, authority to bind).
- 100. Understands duties related to advising clients (e.g., honesty and candour).
- 101. Understands the obligation to keep the client informed at all relevant stages of the matter in a timely and effective manner (e.g., advising on developments).
- 102. Manages and updates the client's expectations with respect to timeframes, results, and costs.
- 103. Understands the obligation owed to clients with diminished capacity (e.g., maintain normal professional relationship, take appropriate steps to have a lawfully authorized representative appointed).
- 104. Demonstrates an understanding of the obligation to represent the client within the limits of the law (e.g., declines to assist with or encourage dishonesty, fraud, crime or illegal conduct).
- 105. Avoids becoming the tool or dupe of an unscrupulous client (e.g., proceeds of crime, evidence, fraud).
- 106. Accepts only retainers that are capable of performance under the law and within the permissible scope of practice.
- 107. Recognizes and fulfils duties related to confidentiality (e.g., cannot disclose without explicit or implied client consent; must keep the client's paper and property out of sight and out of reach of those not entitled to see them).
- 108. Recognizes that duties related to confidentiality survive termination of the retainer.

- 109. Recognizes situations that constitute a conflict of interest or potential conflict of interest (e.g., close personal or sexual relationship with a client; personal financial interest in a client's affairs or a matter in which the paralegal may be requested to act; serving as a director of a public or private corporation for which the paralegal or paralegal firm acts; acting against former clients; joint retainers; transfers between paralegal firms; doing business with a client).
- 110. Declines to advise or represent more than one side in a dispute.
- 111. Avoids or manages conflicts of interest (e.g., does not act unless there is express or implied consent from all clients and it is reasonable for the paralegal to conclude that the representation will not have a material adverse effect upon the representation of or loyalty to the other client).
- 112. Takes appropriate action in situations where an actual or potential conflict of interest is identified (e.g., refers for independent legal advice, declines to act, discloses the conflict to the client and obtains consent, establishes reasonable measures to ensure non-disclosure of confidential information where appropriate, advises the client of the consequences in the event the potential conflict materializes, documents the steps taken when a potential conflict of interest has been identified).
- 113. Understands the obligations related to the preservation and handling of client property.
- 114. Withdraws from representation in compliance with the *Paralegal Rules of Conduct* or rules of tribunal (e.g., good cause; notice to the client; serious loss of confidence; non-payment of fees; mandatory withdrawal in cases of discharge by the client, client instructions that require the paralegal to act contrary to the *Paralegal Rules of Conduct*, or lack of competence; withdrawal from quasi-criminal and criminal proceedings).
- 115. Demonstrates an understanding of the obligations related to acting as an advocate (e.g., raise every issue and advance every argument; attempt to secure every lawful benefit, remedy or defence; advise and assist with the disclosure of documents).
- 116. Understands the obligation to treat the tribunal with candour, courtesy and respect (e.g., abstain from knowingly deceiving the tribunal, abstain from harassing a witness, abstain from offering a benefit or delivering a threat to procure withdrawal of a charge).
- 117. Recognizes issues related to interviewing witnesses (e.g., declaring the paralegal's interest, refraining from approaching or dealing with a person who is represented by another licensee without that licensee's consent, dealing with corporations).
- 118. Recognizes issues related to communicating with witnesses providing testimony (e.g., during and after examination-in-chief, cross-examination and re-examination; during out of court examinations).
- 119. Understands the obligations related to acting as a witness (e.g., abstain from submitting own affidavit when acting as advocate, entrust conduct of case to another licensee when acting as witness).
- 120. Recognizes duties to the administration of justice (e.g., encourages respect for the administration of justice).
- 121. Avoids engaging in sharp practice (e.g., taking advantage of slips by other licensees not going to the merits or involving a sacrifice of the client's rights).
- 122. Maintains a professional tone in communications (e.g., avoids abusive or offensive language).
- 123. Demonstrates an understanding of the general duty owed to the Law Society.
- 124. Understands the obligation to reply promptly and completely to any communication from the Law Society.
- 125. Demonstrates an understanding of the duty to report own or other licensee's misconduct (e.g., misappropriation or misapplication of trust funds, abandonment of practice, participation in serious criminal activity related to the licensee's practice or mental instability of such a serious nature that the licensee's clients are likely to be prejudiced).

- 126. Demonstrates an understanding of the duty to self-report to the Law Society criminal charges/convictions in accordance with the by-laws.

Course Name: **Evidence and the Litigation Process** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box **Evidence and the Litigation Process**

- 127. Demonstrates an ability to apply appropriate statutory rules of evidence.
- 128. Demonstrates an ability to apply appropriate common law rules of evidence.
- 129. Demonstrates an understanding of the basic principles regarding admissibility of evidence (e.g., relevance, materiality, weight, prejudicial effect, probative value).
- 130. Demonstrates an understanding of the exceptions to admissibility (e.g., hearsay, opinion, privilege, improperly obtained evidence, settlement discussions).
- 131. Demonstrates an understanding of the different types of evidence (e.g., testimonial, documentary, real evidence; direct and circumstantial; character and opinion; similar fact evidence; admissions; confessions).
- 132. Demonstrates an understanding of the use of expert evidence at trial (e.g., expert reports, qualifying the experts).
- 133. Demonstrates an understanding of the adversarial process.
- 134. Demonstrates an understanding of the role of judges, counsel, and affected parties.
- 135. Demonstrates an understanding of the legal burden of proof in criminal matters, civil matters and before administrative tribunals.
- 136. Demonstrates an understanding of obtaining and providing timely disclosure.
- 137. Demonstrates an understanding of the *Limitations Act, 2002*.
- 138. Demonstrates an understanding of the commencement of proceedings.
- 139. Demonstrates an ability to identify affected parties and provide appropriate notice.
- 140. Demonstrates an understanding of capacity, litigation guardians, and parties under a disability.
- 141. Demonstrates an understanding of the trial/hearing process (e.g., pretrial motions, applications, trial proper, decisions).
- 142. Demonstrates an understanding of types of issues dealt with in applications and motions.
- 143. Demonstrates an understanding of compelling witnesses.
- 144. Demonstrates an understanding of the sequence of proceedings in a trial (e.g., opening statements, examination-in-chief, cross-examination, re-examination, closing arguments).
- 145. Demonstrates an understanding of submissions as to cost/sentence.
- 146. Understands the importance of ensuring a matter has been disposed of appropriately (e.g., minutes of settlement, judgment/order issued and entered, final releases, dismissal order).
- 147. Demonstrates an understanding of the basis for appeals.

Course Name: **Field Placement/Practicum** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:

Please check box

Field Placement/Practicum

- 148. Demonstrates an ability to prepare an employment résumé in accordance with professional legal standards.
- 149. Demonstrates professional behaviour (e.g., consistent attendance and punctuality, reliability, professional demeanour and appearance).
- 150. Demonstrates an understanding of the operations, functions and procedures of the work environment.
- 151. Demonstrates an ability to apply academic skills and knowledge to a practical work setting.
- 152. Demonstrates a willingness to perform all assigned duties in a careful and diligent manner.
- 153. Demonstrates an ability to meet deadlines.
- 154. Demonstrates an ability to respond accurately to written and oral instructions.
- 155. Demonstrates appropriate time management skills.
- 156. Demonstrates an ability to problem solve.
- 157. Demonstrates appropriate interpersonal skills.
- 158. Demonstrates an ability to adapt behaviour in response to professional feedback.
- 159. Demonstrates an ability to use legal precedents, resources and files.
- 160. Demonstrates an ability to adequately analyze the field placement experience.

Course Name: **Introduction to the Legal System** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box : **Introduction to the Legal System**

- 161. Demonstrates an understanding of the structure of the Canadian government/political system.
- 162. Demonstrates an understanding of the Canadian legal system (e.g., civil vs. common law).
- 163. Demonstrates an understanding of private law, public law, procedural law and substantive law.
- 164. Demonstrates an understanding of legal terminology.
- 165. Demonstrates an understanding of the organization of the Canadian court system.
- 166. Demonstrates an understanding of jurisdiction.
- 167. Demonstrates an understanding of the *Constitution Acts, 1867 to 1982*.
- 168. Demonstrates an understanding of the *Charter*.
- 169. Demonstrates an understanding of property law (e.g., real property – interests in land, systems of land registration, mortgages; intellectual property; negotiable instruments; *Personal Property Security Act*).
- 170. Demonstrates an understanding of business law (e.g., corporations, partnerships, and sole proprietorships, and the advantages and disadvantages of each; registration of businesses).
- 171. Demonstrates an understanding of consumer law (e.g., *Competition Act, Sale of Goods Act, Food and Drugs Act, Repair and Storage Liens Act, Motor Vehicle Repair Act*).

Course Name: **Legal Accounting** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Legal Accounting**

- 172. Demonstrates an understanding of basic accounting terminology.
- 173. Understands and uses general accounting principles (e.g., meets financial and record keeping obligations, understands benefit of employing accountant or bookkeeper to assist).
- 174. Demonstrates an understanding of the accounting equation.
- 175. Demonstrates an understanding of debits and credits.
- 176. Demonstrates an understanding of the difference between a general account and a trust account.
- 177. Demonstrates an understanding of the Law Society's books and record keeping requirements (e.g., maintenance of appropriate trust and general books and records).
- 178. Demonstrates an understanding of the obligations related to trust accounts (e.g., preservation of client property, types of monies to be deposited, withdrawal of trust monies).
- 179. Demonstrates an understanding of accounting journals (in accordance with by-law).
- 180. Demonstrates an understanding of accounting ledgers (in accordance with by-law).
- 181. Demonstrates an ability to analyze and record transactions.
- 182. Demonstrates an ability to adjust entries.
- 183. Demonstrates an ability to prepare a trial balance.
- 184. Demonstrates an understanding of financial statements.
- 185. Demonstrates an understanding of bank reconciliations.
- 186. Demonstrates an understanding of calculating HST.

Course Name: **Legal Computer Applications** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Legal Computer Applications**

- 187. Demonstrates an ability to use computer software (e.g., word processing software, presentation software, chart and spreadsheet software, accounting software, email).
- 188. Demonstrates an ability to format and edit documents.
- 189. Demonstrates an ability to produce spreadsheets.
- 190. Demonstrates an ability to produce correspondence.
- 191. Demonstrates an ability to produce memoranda.
- 192. Demonstrates an ability to set up and use legal forms (e.g., headings and jurats).
- 193. Demonstrates an ability to produce legal documents (e.g., pleadings, affidavits, notices of motion, applications).
- 194. Demonstrates an ability to edit precedents.
- 195. Demonstrates an ability to find legal resources on the Internet.

Course Name: **Legal Research/Writing** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:

Please check box Legal Research/Writing

- 196. Demonstrates an ability to research and update statutes and regulations through paper and electronic means.
- 197. Demonstrates an ability to research and update cases through paper and electronic means.
- 198. Demonstrates an ability to interpret and apply statutes and regulations.
- 199. Demonstrates an ability to interpret and apply cases.
- 200. Demonstrates ability to draft legal correspondence.
- 201. Demonstrates an ability to draft legal memoranda.
- 202. Demonstrates ability to draft persuasively.

Course Name: **Practice Management/Operating a Small Business** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Practice Management/Operating a Small Business**

- 203. Demonstrates an understanding of the different methods of business start-up (e.g., starting a business, buying a business).
- 204. Demonstrates an understanding of the legal forms of business ownership.
- 205. Demonstrates an understanding of the factors involved in planning the start-up of a business (e.g., acquiring insurance, business name, taxes, permits, renting an office, acquiring equipment and supplies, hiring employees, determining fees).
- 206. Demonstrates an understanding of the strategies used to manage a business (e.g., planning, maintenance, growth, organization).
- 207. Demonstrates an understanding of the elements of a business plan.
- 208. Demonstrates an ability to analyze trends that may affect the business (e.g., demographic, economical, technological, cultural).
- 209. Demonstrates an understanding of the importance of financial analysis as a success indicator.
- 210. Understands the obligation to maintain a conflicts checking system.
- 211. Understands the obligation to maintain reminder systems (e.g., limitation periods, important dates).
- 212. Demonstrates an understanding of the importance of time management.
- 213. Maintains an electronic or written record for each matter for which the paralegal is retained.
- 214. Understands the obligation to properly open and maintain client files (e.g., file organization, file storage, preservation of client property).
- 215. Understands the obligation to properly store client files (e.g., closing, retaining, and disposing of client files; closed file storage).
- 216. Understands the obligation to use technology in compliance with the *Paralegal Rules of Conduct* (e.g., confidentiality, conflicts, advertising, offering services).
- 217. Understands the obligation to use technology in a competent manner (e.g., adopts adequate security measures, employs back-up and disaster recovery plans, considers obsolescence).
- 218. Demonstrates an understanding of Rule 5 (Fees and Retainers) of the *Paralegal Rules of Conduct*.
- 219. Meets all financial obligations (e.g., obligations incurred by the paralegal, obligations incurred on the client's behalf).
- 220. Establishes the scope of the retainer (e.g., confirms the identity of the client, sets out the actions to be taken, outlines the capacities being represented, explains any limitations related to client instructions).
- 221. Clearly delineates fees and disbursements in a statement of account.
- 222. Sets out and explains the basis for fees and disbursements in the retainer (e.g., special or extraordinary disbursements, hidden fees, rates for various personnel performing the work, hourly versus alternative rates, periodic rate increases, contingency arrangements).
- 223. Confirms the acceptable forms of client communication in the retainer (e.g., by phone, email or letter; timeframes for response).
- 224. Understands the need to manage client expectations regarding fees and nature of work (e.g., recording time spent on client matter, sending out billings at regular intervals).

- 225. Charges fair and reasonable fees and disbursements (e.g., based on time, effort, difficulty, or special skill; disclosure of fees; non-appropriation of funds).
- 226. Understands the obligation to complete tasks in an efficient, timely and cost effective manner.
- 227. Demonstrates an understanding of Rule 8 of the *Paralegal Rules of Conduct*.
- 228. Ensures that staff is properly trained to understand and adhere to relevant *Paralegal Rules of Conduct* (e.g., confidentiality, conflicts, integrity, honesty, civility, discrimination and harassment).
- 229. Delegates and supervises staff appropriately and in accordance with the *Paralegal Rules of Conduct* and *By-Law 7.1* (e.g., enhances cost efficiencies for client; does not delegate unless employee is competent and permitted to perform task; ensures employee does not provide legal services, perform work only a paralegal can perform, or hold himself or herself out to be a paralegal).
- 230. Demonstrates an understanding of human rights and workplace safety issues concerning employees.
- 231. Demonstrates an understanding of marketing and advertising to promote business.
- 232. Understands the obligation to offer and market legal services ethically per the *Paralegal Rules of Conduct* (e.g., marketing that is demonstrably true, accurate, and verifiable; is not misleading, confusing, or deceptive; and is in the best interests of the public as well as consistent with a high standard of professionalism; offers and advertises services only within the permitted scope of practice and jurisdiction).
- 233. Demonstrates an understanding of restrictions regarding firm name, letterhead and signs (e.g., does not mislead regarding firm, paralegals employed, jurisdiction where services are offered).
- 234. Understands the requirement to maintain insurance in accordance with *By-Law 6*.
- 235. Understands the requirement to cooperate with the insurer regarding any claims made against the paralegal.

Course Name: **Provincial Offences/Motor Vehicle Offences** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Provincial Offences/Motor Vehicle Offences**

- 236. Demonstrates an understanding of the difference between criminal offences and provincial offences.
- 237. Demonstrates an understanding of provincial offences procedure (e.g., *Provincial Offences Act*, *Courts of Justice Act*).
- 238. Demonstrates an understanding of the role of the police, Crown, provincial offences officers and defendant in the provincial offences system.
- 239. Demonstrates an understanding of investigatory powers (e.g., search and seizure, investigation, questioning of suspects).
- 240. Demonstrates an understanding of the classification of offences (e.g., mens rea, absolute liability, strict liability).
- 241. Demonstrates an understanding of the types of matters that are heard before the Provincial Offences Court (e.g., *Highway Traffic Act*, *Compulsory Automobile Insurance Act*, *Liquor Licence Act*, *Environmental Protection Act*, *Occupational Health and Safety Act*, *Trespass to Property Act*, *Blind Persons Rights Act*, *Charter*, municipal by-laws).
- 242. Demonstrates an understanding of different procedural streams and charging documents (e.g., under parts 1, 2 and 3 of the POA).
- 243. Demonstrates an understanding of judicial interim release/bail.
- 244. Demonstrates an understanding of disclosure obligations (e.g., by the Crown, third parties and defence counsel).
- 245. Demonstrates an understanding of the provincial offences trial process (e.g., pre-hearing conference, pretrial motions and applications, trial proper).
- 246. Demonstrates an understanding of *Charter* motions (e.g., s. 11(b)).
- 247. Demonstrates an understanding of pleas (e.g., voluntary, informed, consequences).
- 248. Demonstrates an understanding of the type of evidence presented at a provincial offences hearing.
- 249. Demonstrates an understanding of compelling witnesses.
- 250. Demonstrates an understanding of common offences under the *Highway Traffic Act* (e.g., speeding, fail to stop, improper turn, following too closely, careless driving, fail to report, fail to remain, seatbelt violations).
- 251. Demonstrates an understanding of available defences under the *Highway Traffic Act* (e.g., procedural and substantive).
- 252. Demonstrates an understanding of sentencing (e.g., purpose and objectives, principles of sentencing, sentencing powers and restrictions).
- 253. Demonstrates an understanding of appeal rights.

Course Name: **Residential Landlord and Tenant Law** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Residential Landlord and Tenant Law**

- 254. Demonstrates an understanding of relevant legislation (e.g., *Residential Tenancies Act, 2006*).
- 255. Demonstrates an understanding of the landlord-tenant relationship.
- 256. Demonstrates an understanding of the types of tenancies.
- 257. Demonstrates an understanding of the rights and responsibilities of the tenant.
- 258. Demonstrates an understanding of the rights and responsibilities of the landlord.
- 259. Demonstrates an understanding of rent control.
- 260. Demonstrates an understanding of rules and procedures regarding the termination of tenancies (e.g., tenant termination, landlord termination, notice of termination).
- 261. Demonstrates an understanding of the process and procedure before the Landlord and Tenant Board (e.g., service requirements, time limits, parties, witnesses, evidence, types of relief the Board can grant).
- 262. Demonstrates an understanding of the procedures involved with different types of landlord applications.
- 263. Demonstrates an understanding of the procedures involved with different types of tenant applications.
- 264. Demonstrates an understanding of the type of evidence that is introduced before the tribunal to prove common allegations and defences.

Course Name: **Small Claims Court** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Small Claims Court**

- 265. Demonstrates an understanding of civil procedure and how it applies to Small Claims Court (e.g., *Small Claims Court Rules, Courts of Justice Act*).
- 266. Demonstrates an understanding of parties (persons or entities who can sue and be sued) and joinder.
- 267. Demonstrates an understanding of the types of claims that come before the Small Claims Court.
- 268. Demonstrates an understanding of the commencement and defence of proceedings (Plaintiff's Claim and Defence).
- 269. Demonstrates an understanding of the rules regarding pleadings (e.g., content, time for delivery, form, purpose, amendment).
- 270. Demonstrates an ability to draft pleadings.
- 271. Demonstrates an understanding of service of process.
- 272. Demonstrates an understanding of any notice and delivery requirements for specific documentary evidence (e.g., business records, medical and other expert reports).
- 273. Demonstrates an understanding of disposition before trial (e.g., summary judgment, determination of issue before trial).
- 274. Demonstrates an understanding of offers to settle and minutes of settlement.
- 275. Demonstrates an ability to draft terms of settlement.
- 276. Demonstrates an understanding of pre-trial conferences.
- 277. Demonstrates an understanding of motions and applications in Small Claims Court.
- 278. Demonstrates an ability to draft motion materials (e.g., notice of motion and affidavit).
- 279. Demonstrates an understanding of the Small Claims Court trial.
- 280. Demonstrates an understanding of the types of evidence presented before the Small Claims Court.
- 281. Demonstrates an understanding of costs.
- 282. Demonstrates an understanding of procedures related to default proceedings (e.g., documentation, calculation of interest).
- 283. Demonstrates an understanding of enforcement of judgments (e.g., examinations in aid of execution, writs of seizure and sale, writs of delivery, garnishment).

Course Name: **Torts and Contracts** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Torts and Contracts**

- 284. Demonstrates an understanding of intentional torts and defences.
- 285. Demonstrates an understanding of negligence law and defences.
- 286. Demonstrates an understanding of occupier's liability law and defences.
- 287. Demonstrates an understanding of strict liability law and defences.
- 288. Demonstrates an understanding of vicarious liability law and defences.
- 289. Demonstrates an understanding of remedies in tort law.
- 290. Demonstrates an understanding of determination of damages.
- 291. Demonstrates an understanding of the elements of a valid contract (e.g., intention, offer, acceptance, consideration, legality, form).
- 292. Demonstrates an understanding of conditions, warranties, and implied terms.
- 293. Demonstrates an understanding of privity of contract and assignment of contract rights.
- 294. Demonstrates an understanding of contractual defects (e.g., mistake, misrepresentation, undue influence, duress).
- 295. Demonstrates an understanding of methods of discharging a contract.
- 296. Demonstrates an understanding of methods of breaching a contract.
- 297. Demonstrates an understanding of remedies for breach of contract.

Course Name: **Tribunal Practice and Procedure** (*Alter if required*)

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)

Competencies addressed in this course:Please check box: **Tribunal Practice and Procedure**

- 298. Demonstrates an understanding of general practice and procedure before administrative tribunals (e.g., burden of proof, who hears cases, record of proceedings, documentation, tribunal process).
- 299. Demonstrates an ability to identify and interpret enabling legislation of administrative tribunals.
- 300. Demonstrates an understanding of the tribunal hearing process (e.g., motions, applications, hearings, decisions).
- 301. Demonstrates an understanding of the sequence of proceedings in a tribunal hearing (e.g., opening statements, direct examination, cross-examination, re-examination, closing arguments).
- 302. Demonstrates an understanding of the nature of evidence introduced at a tribunal hearing.
- 303. Demonstrates an understanding of the legislation, practice, and procedure related to the tribunals before which a paralegal may represent a client (e.g., Social Benefits Tribunal, Licence Appeal Tribunal, Assessment Review Board, Ontario Municipal Board/Local Planning Appeal Tribunal, including service requirements, time limits, parties, witnesses, evidence, types of relief the tribunal can grant).

Individual Course Information Form

Course Name:

Course Code:

Total Course Hours:

Course Description:

Methods of Instruction:

(Lecture, Practice/Skills Exercises, etc.)

Methods of Evaluation:

(Assignments, Tests, Examinations, etc.)

Textbook(s) (Title, Author, Publisher, Publication Date):

Supplementary Resources: (Legislation, Internet, Articles etc.)