

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
STANDARD COURSE SYLLABUS
WILLS AND ESTATES LET1523

COURSE DESCRIPTION: This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics.

COURSE OBJECTIVES:

1. Discuss intestate succession.
2. Discuss different types of wills.
3. Explain the concept of probating an estate.
4. Explain a living will.
5. Explain the various types of trusts and their roll in estate planning.
6. Examine powers of attorney.

COURSE REQUIREMENTS:

1. Students must meet the requirements of the NWCC attendance policy.
2. Students must have a final average that is passing as defined by the grading scale listed in the Course Outline.

The Paralegal Technology degree requires the CPAS;

The MS-CPAS2 (Mississippi Career Planning Assessment System) is administered to all Career-Technical students completing a program of study, unless the program requires a specific certification or licensure. Prior to exiting the Paralegal Technology program, you will be required to complete the Level 1 and 2 CPAS for paralegals.

METHODS OF INSTRUCTION:

The methods of instruction used for this course may include any or all of the following:

1. Lecture
2. Discussions
3. Power Point Presentations and videos
4. Outside assignments and projects
5. Online assignments and testing
6. Online class meetings and discussions

EVAUATION TOOLS:

Evaluation Tools for this class may include the following: weekly discussion questions, weekly assignments, weekly test grades, midterm and final test grades.

REQUIRED TEXTBOOKS:

See the individual instructor's Course Outline for the specific textbook(s) to purchase.

REQUIRED EQUIPMENT/MATERIALS/SUPPLIES:

See the individual instructor's Course Outline for the specific equipment/materials/supplies to purchase.

GRADING POLICY:

NWCC does not have a standard grading scale for all classes. See the individual instructor's Course Outline for the specific grading scale used for this class.

NWCC'S OFFICIAL ATTENDANCE POLICY:

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student's absences exceed the equivalent of two weeks of class meetings, that student will be withdrawn from the class with a grade of "F." Online courses have additional information regarding class attendance included in the instructor's Course Outline. Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence. Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual instructor for absences and for making up work missed.

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

A student who has been reported as having excessive absences has the right to appeal. For more information about the appeal process, contact the Center Dean or the Associate Vice President for Educational Affairs.

ATTENDANCE POLICY FOR ONLINE CLASSES:

For specific information regarding the attendance policy for online classes, see the Course Outline.

PLAGIARISM AND CHEATING/ACADEMIC HONESTY:

Both cheating and plagiarism are prohibited. Plagiarism is the presentation of another person's ideas, words, or work as one's own. Alleged violations involving cheating, plagiarism, and other academic misconduct will be handled according to the procedures outlined in the *NWCC Student Guide*. These procedures are as follows: Students involved in cheating or plagiarizing will be reported to a five-member Ad Hoc Committee on Cheating and Plagiarism. The chairman of this committee will be the Academic or Career- Technical Dean as determined by the student's major. Other committee members will be the division director/chairman of the department in which the alleged dishonesty occurred, the student's faculty advisor, and two SGA members. The committee will review the alleged act and may assign sanctions ranging from imposing a failing grade in the course to withdrawal from the College.

STATEMENT OF AUTHORITY:

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

ATTENDANCE APPEAL PROCESS

A student who has been reported as having excessive absences has the right to appeal. For more information about the appeal process, contact the Asst. Dean of Career & Technical Education, Robin Douglas by phone at 662-562-3233 or rdouglas@northwestms.edu.

ADA STATEMENT:

Students with disabilities are encouraged to notify their instructors of their condition at the beginning of the semester. The college and your instructors will make reasonable accommodations for persons with documented disabilities.

For more information contact:

Michael Dottorey, Tate Hall at 662-562-3309 or mldottorey@northwestms.edu.

Rhonda Still, Tech # 1 at 662-562-3366 or rsstill@northwestms.edu.

ADDITIONAL POLICIES (COURSE OUTLINE):

Individual instructors and specific programs may have policies and requirements in addition to those listed here. Any additional course information that is particular to a given teacher or program will be included in the Course Outline attached to this syllabus.

Note: The instructor reserves the right to make any necessary changes to the information provided in the syllabus and the course outline during the semester.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE **COURSE SYLLABUS** **WILLS AND ESTATES LET1523-Online**

INSTRUCTOR: Steve McDavid
Berry Hall, # 8
662-562-3345 (Office)
smcdavid@northwestms.edu

My office hours will be posted on my office door. I will make myself available at other times by appointment only. You can always email me whenever you have a question and I'll get back with you as soon as possible. **PLEASE IDENTIFY WHICH CLASS YOU ARE IN BECAUSE I TEACH MULTIPLE CLASSES ONLINE AND ON CAMPUS!**

IMPORTANT NOTICE: Please use this document as a reference throughout the year

COURSE DESCRIPTION: This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics.

COURSE OBJECTIVES:

1. Discuss intestate succession.
2. Discuss different types of wills.
3. Explain the concept of probating an estate.
4. Explain a living will.
5. Explain the various types of trusts and their roll in estate planning.
6. Examine powers of attorney.

COURSE REQUIREMENTS: Students must meet the Northwest Mississippi Community College attendance policy and have a “C” average.

REQUIRED TEXT: *Wills, Trusts, and Estate Administration, 7th d, Hower and Khan.* Every student must have his or her own copy of all books and other materials. The book and materials must be brought to class. You will be allowed one week at the start of each semester to acquire your materials. After this time, you will not be allowed to attend class otherwise.

COURSE REQUIREMENTS:

1. Students must meet the requirements of the NWCC attendance policy.
2. Students must have a final average that is passing as defined by the grading scale listed in the Course Outline.

The Paralegal Technology degree requires the CPAS;

The MS-CPAS2 (Mississippi Career Planning Assessment System) is administered to all Career-Technical students completing a program of study, unless the program requires a specific certification or licensure. Prior to exiting the Paralegal Technology program, you will be required to complete the Level 1 and 2 CPAS for paralegals.

METHODS OF INSTRUCTION:

The methods of instruction used for this course may include any or all of the following:

1. Lecture
2. Discussions
3. Power Point Presentations and videos
4. Outside assignments and projects
5. Online assignments and testing
6. Online class meetings and discussions

GRADES: Grades are assigned on a ten (10) point scale. I reserve the right to give extra credit and curve up the grades if I so determine. Grades will be based upon chapter test grades, midterm and final test grades. Homework/ participation grade, outside assignment grades and writing assignments will all count toward extra credit.

The grading system at Northwest Mississippi Community College is as follows:

- | | |
|---|------------------|
| A | 4 quality points |
| B | 3 quality points |
| C | 2 quality points |
| D | 1 quality point |
| F | 0 quality points |

A student's grade in this course will be based upon the following factors:

Discussion Answers		5%
Assignment responses	10%	
Chapter Tests in total		20%
Midterm Exam		25%
Final Exam		40%

Evaluation Tools:

1. READING ASSIGNMENTS:

- Read each chapter
- Take notes and review
- I will also be posting **Power Point Reviews** for MOST chapters. I will also post examples, cases, statutes, and any other information needed for the semester.

2. CHAPTER TESTS:

- After reading go and take the chapter test
- You have 3 chances to take the test
- The highest grade will apply
- **ONLY AFTER you have taken the test a 3rd time will you see the correct answers**
- You can work ahead on the chapters
- Tests will be **CUT OFF** as noted in Canvas.

3. WRITING ASSIGNMENTS/DISCUSSIONS:

- Your writing assignments and discussions are found in the weekly modules of Canvas
- They must be typed in the Assignment of Discussion section, and **not** emailed to me.
- **DEADLINES ARE DEADLINES!**
- You must turn something in for credit by deadline or receive a **ZERO!**
- Assignments are to be typed in **complete sentences** and **paragraphs** that fully explain your answers or definitions.
- Please put them in your own words! **DO NOT COPY FROM BOOK!**
- Writing assignments will be graded on writing skills 60% and correct answers 40%.

4. **MIDTERM EXAM:**

- Your midterm will be taken at home during the dates stated in Canvas
- The Midterm test will cover the chapters listed in the modules prior to the midterm test.
- **You can use your chapter test to study, but you must complete each test 3 times in order to see the answers**
- If you are experiencing trouble with your computer or a technical problem contact E-Learning center at (662)560-5259 or Technical Support at 1-866-361-8969 it is open 24/7.

5 **FINAL EXAM:**

- Your final will cover **ALL** chapters.

NWCC'S OFFICIAL ATTENDANCE POLICY:

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student's absences exceed the equivalent of two weeks of class meetings, that student will be withdrawn from the class with a grade of "F."

MWF Classes- 6 days

TTH Classes – 4 days

One day per week Classes – 2 days

Tardies: Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual instructor for absences and for making up work missed.

ATTENDANCE APPEAL PROCESS

A student who has been reported as having excessive absences has the right to appeal. For more information about the appeal process, contact the Asst. Dean of Career & Technical Education, Robin Douglas by phone at 662-562-3233 or rdouglas@northwestms.edu.

INSTRUCTOR PERFORMANCE: If you have a concern about the class, or if I offend you in some way, please come to my office and let me know. I will be open to your comments and accept constructive criticism very well. Your grade will not be affected in any way. Also, you will have the opportunity to evaluate me towards the end of the semester.

PLAGIARISM AND CHEATING/ACADEMIC HONESTY: Both cheating and plagiarism are prohibited and are unacceptable behavior. Plagiarism is the presentation of another person's ideas, works, or work as one's own. I expect you to do your own work. There will be instances when you will get to work together to a certain extent. You will be notified of these instances. If I catch you cheating on a test or another assignment, you will receive a grade of "0" on that test or assignment. A person will be considered to be cheating if the person copies someone else's work, allows someone else to copy from his or her work, or uses cheat notes or other forms of cheating on tests or assignments.

STATEMENT OF AUTHORITY/REVISION: The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process. The instructor also reserves the right to make any necessary changes to the information provided in this course syllabus.

ADA STATEMENT:

Students with disabilities are encouraged to notify their instructors of their condition at the beginning of the semester. The college and your instructors will make reasonable accommodations for persons with documented disabilities.

For more information contact:

Michael Dottorey, Tate Hall at 662-562-3309 or mldottorey@northwestms.edu.

Rhonda Still, Tech # 1 at 662-562-3366 or rsstill@northwestms.edu .

EMERGENCY PROCEDURES FOR ON-SITE COURSES:

1. In case of fire, the teacher will instruct the students to exit the building and head directly away from the building. Students should not linger around the exits because they may block the fire vehicles.
2. In case of tornado, the teacher will instruct the students to go the basement of the building (or another safe location). In case of earthquake, the teacher will instruct the students to remain in the classroom and to get under a desk or other sturdy object.

COURSE CALENDAR:

<i>August 18th</i>	<i>Classes Begin</i>
<i>August 22nd</i>	<i>Last day to register</i>
<i>September 1st</i>	<i>Labor Day Holiday</i>
<i>October 10th</i>	<i>Student progress reports due in Registrar's Office</i>
<i>October 13th -14th</i>	<i>Fall Break</i>
<i>October 24th</i>	<i>Last day to withdraw from a course, if failing, and receive a "W"</i>
<i>October 31st</i>	<i>Last day to make application for Fall Graduation</i>
<i>November 3rd -7th</i>	<i>Pre-registration for Spring 2015</i>
<i>November 10th -25th</i>	<i>Pre-registration for appointment</i>
<i>November 21st</i>	<i>Residence halls close for Thanksgiving at 4 PM</i>
<i>November 24th-29th</i>	<i>Thanksgiving Holidays</i>
<i>December 1st</i>	<i>Classes resume</i>

December 3rd-5th Clearance
December 11th-16th Final Exam
December 17th Semester grades due in Registrar's Office

If you have any questions regarding this document please email me or give me a call. Please state which class you are in because I teach multiple classes online and campus!