

OAKLAND UNIVERSITY PARALEGAL PROGRAM  
SYLLABUS

**PROBATE ADMINISTRATION CEPL 25500**

- Text:** Estate Administration in Michigan  
Marquardt & Holmes – The Institute of Continuing Legal Education
- Faculty:** Michael Hughes, Esq.  
Munger & Associates, P.C.
- Contact Information:** 4545 Clawson Tank Dr., Ste. 100  
Clarkston, MI 48346  
Office: 248-618-1200  
Email: to be provided
- Availability:** Email: anytime  
Office hours: by appointment
- Schedule:** 6:30 – 9:30 p.m. Every Tuesday for 7 sessions
- Credit Hours:** 2.1 CEU
- Course Description:** Comprehensive study of probate administration in Michigan, with the main focus on post-death administration of decedents' estates. Other areas of concentration include trust administration as well as guardianship and conservatorship proceedings.
- Course Requirements:** Written assignments, including drafting of probate pleadings based on a fictional decedent's probate estate from commencement through completion of the administration, class participation, textbook and outside readings, and weekly quizzes. Sessions and written assignments will incorporate textbook and supplemental materials provided to students.
- Learning Outcomes:** The following competencies should be achieved: substantive knowledge and the ability to apply a fundamental understanding of the various post-death probate administrations in Michigan, the role the paralegal plays in assisting attorneys and clients with the probate administration process, understanding of both the procedural and substantive elements required as a probate paralegal, written and oral communication proficiencies.
- Attendance:** Attendance is a factor in awarding CEUs with 2 absences allowed for this course.
- Academic Honesty:** Plagiarism is a serious academic offense that will not be tolerated and may result in failure for individual projects, course failure, or dismissal from the University. Submit work that represents your original words or ideas. Using another's work or idea without acknowledgement or permission, or cheating in any form, is a serious violation. For Academic Conduct Policy see <http://www.sba.oakland.edu/ce/paralegal> -Detailed Program Information

**Course Standards:**

It is the responsibility of each student to be prepared for each session. All assignments must be submitted on their due date. Students are expected to complete reading assignments prior to the scheduled class. It is required that students actively involve themselves in class discussions. Missing class, late arrivals, or lack of preparation will affect the Class Participation portion of the grade. All documents are to be computer generated, 8½ x 11, stapled in the upper left-hand corner, and comply with University standards. Students are responsible for arranging with a classmate to obtain missed notes, materials, or assignments.

**No cell phone or other related electronic device use in class. Set phones to vibrate, and leave class if a response is necessary.**

**Evaluation**

<b>Methods:</b>	Written Assignments (3)	60%
	Quizzes (7)	30%
	Class Participation	<u>10%</u>
		100%

**Late assignments are marked down 10% for each day late.**  
**All assignments must be satisfactorily completed for course credit.**

3.6 to 4.0= A	92-100= 4.0	80-85= 3.0	68-69= 1.8
3.0 to 3.5= B	90-91= 3.6	78-79= 2.8	66-67= 1.5
2.0 to 2.9= C	88-89= 3.5	76-77= 2.5	60-65= 1.0
1.0 to 1.9= D	86-87= 3.3	70-75= 2.0	0-59= 0.0
0.0 to 0.9= No credit/CEU			

WEEK & DATE	DISCUSSION TOPICS	ASSIGNMENTS
1 9-6-16	Course Overview Introduction to Probate Law Getting Started Gathering Information	Chapter 1, pp. 1-13 (13) Chapter 2, pp. 79-84 (7)  Review Case Scenarios
2 9-13-16	Forms of Ownership Nonprobate Assets Unsupervised Administration Informally Commenced — commencement of proceedings and notices	Chapter 3, pp. 95-111 (17) Chapter 4, pp. 125-139 (15)  Assign Project #1
3 9-20-16	Unsupervised Administration Informally Commenced, continued — inventory, claims, closing the estate	Chapter 4, pp. 140-153 (15)  <b>PROJECT #1 DUE</b>  Assign Project #2
4 9-27-16	Small Estate Procedures Unsupervised Administration Formally Commenced	Chapter 4, pp. 154-159 (7) Chapter 5, pp. 229-247 (20)  Review Project #1  Assign Project #3
5 10-4-16	Supervised Administration Special Problems	Chapter 6, pp. 265-276 (11) Chapter 8, pp. 327-341 (15)  <b>PROJECT #2 DUE</b>
6 10-11-16	Guardianship and Conservatorship	Handout (to be provided)  <b>PROJECT #3 DUE</b>  Review Project #2
7 10-18-16	Trust Administration Taxes	Handout (to be provided) Chapter 7, pp. 277-283 (7)  Review Project #3

**All reading assignments must be completed prior to the assigned class period.**

**All Projects must be turned in at the beginning of the assigned class period.**