

OAKLAND UNIVERSITY PARALEGAL PROGRAM
SYLLABUS

PROBATE ADMINISTRATION CEPL 25520-90205.201733

Text:

Wills, Trusts, and Estate for Paralegals
Author: Diana L. Anderson – Publisher: Wolters Kluwer (Aspen College Series)

Faculty:

Maureen Sutton, J. D.

**Contact
Information:**

Office: 248-890-4384
Email: m.m.s.sutton@gmail.com

Availability:

Email: anytime
Office hours: by appointment

Schedule:

6:30 – 9:30 p.m. Every Wednesday 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 decedent estates. Other areas of instruction include trust administration/litigation, 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/or 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. **Students are responsible to make arrangements with the instructor to make up any missed quizzes or assignments.**

Evaluation Methods:

Written Projects (3)	50%
Weekly Quizzes (6)	20%
Final Exam	20%
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.

	4.0= A	3.7= A-
3.3= B+	3.0= B	2.7= B-
2.3= C+	2.0= C	Below 2.0 results in No credit/CEU

**PROBATE ADMINISTRATION
READING ASSIGNMENTS/PROJECTS**

February 27, 2019

WEEK & DATE	DISCUSSION TOPICS	ASSIGNMENTS
1 3/6/2019	Course Overview Introduction to Probate Law-A new perspective Getting Started Gathering Information	Review Case Scenarios
2 3/13/2019	Forms of Ownership Nonprobate Assets Unsupervised Administration Informally Commenced — commencement of proceedings and notices	Chapter 18 Chapter 10 Assign Project #1
3 3/20/2019	Unsupervised Administration Informally Commenced, continued — inventory, claims, closing the estate	Chapter 11, pp. 187-193 Assign Project #2
4 3/27/2019	Small Estate Procedures Unsupervised Administration Formally Commenced	Chapter 11, pp. 193-203 PROJECT #1 DUE Review Project #1 Assign Project #3
5 4/3/18	Supervised Administration Special Problems Trust Administration/Litigation	PROJECT #2 DUE Chapter 13
6 4/10/2019	Guardianship and Conservatorship	Handout (to be provided) Review Project #2
7 4/17/2019	Taxes	PROJECT #3 DUE FINAL EXAM

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.