

OAKLAND UNIVERSITY PARALEGAL PROGRAM SYLLABUS

Estate Planning and Elder Law CEPL 25690

Text: Fundamentals of Estate Planning, Constance J. Fontaine, Editor,
Supplemental materials will be provided by the instructor. 14th Edition

Faculty: Estate Planning and Elder Law, Eric Carver, J.D., LL.M., AEP

Contact Information: (248) 203-0808 4:00 p.m.- 6:00 p.m. Mondays – Thursdays
Or alternatively ecarver@dykema.com

Availability: Monday – Thursdays 4:00 - 6:00 p.m.

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 probate administration for decedent's estates. Other areas of concentration to include trust administration, guardianship and conservatorship proceedings.

Course Requirements: Written assignments, including drafting of numerous probate pleadings based on a fictional decedent's probate estate from commencement through completion of the administration, class participation, readings and final examination. Sessions and written assignment will incorporate textbook as well as supplemental materials provided to students.

Learning Outcomes: The following competencies should be achieved: providing the ability to apply and possess 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 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 the course, projects, course failure, and/or dismissal from the University. Submit work that represents your own words or ideas. Using another's work or idea without acknowledgement or permission, or cheating on any form, is a serious violation. For Academic Conduct Policy see <http://www.sba.oakland.edu/ce/p/policies/academic-conduct-policy>
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 session. It is required that students actively involve themselves in class discussions. Missing class, being unprepared will affect the Class Participation portion of a grade. All documents are to be completed on computer, generated, 8½ x 11, stapled in the upper left-hand corner, and comply with University standards.

No cell phone or other related electronic use in class. Set phones to vibrate, and leave them on silent. A response is necessary.

Evaluation	Written Assignments	40%
Methods:	Final Exam	40%
	Class Participation	<u>20%</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			

Session	Detailed Topic Outline	Class
1	Chapters 1,2 and 3	TBA at Class
2	Chapters 4, 5, and 6	<u>TBA</u> at Class
3	Chapters 7, 8, and 9	<u>TBA</u> at Class
4	Chapters 10, 11, 13 and 14	TBA at Class
5	Chapters 15, 16, and 17	TBA at Class
6	Chapters 18, 19 ,and 20	TBA at Class
7	Final	Final