

BANKRUPTCY LAW
De Anza College – Social Science Division
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Spring Quarter 2011
Para 093 - 4 Units
Webpage: <http://www.deanza.edu/faculty/ferrillstephanie/>

CLASSES: *Mondays & Wednesdays, 12:30 -2:15 pm in Room L22*

OFFICE HOURS: 12:00 pm – 12:30 pm, Wednesday; and 5:00 – 5:30 pm Thursday L13

TEXTBOOK: Basic Bankruptcy Law for Paralegals, by David Buchbinder; Aspen Press; 7th Ed., Required.

COURSE DESCRIPTION: This course will provide students with an understanding of the United States Bankruptcy System, including its forms, procedures, and law, as well as the role of the Courts, attorneys, paralegals, trustees, creditors and debtors.

COURSE OBJECTIVES: To provide an understanding of the role of a paralegal in the bankruptcy process; the use of forms and pleadings in bankruptcy proceedings; an understanding of essential areas of the Bankruptcy Code and Bankruptcy Law; and an understanding as to the process and use of case analysis in Bankruptcy Law.

ASSIGNMENTS: Both reading and writing assignments are required for this class. Some of the assignments will be done in class, others will be assigned as homework. All written homework assignments must be typed, numbered, all pages stapled together with your name on all pages. Unless specifically advised otherwise, all work must be your own. Absent, exceptional reasons, late papers are not accepted. If a student cannot attend a class during which a paper is due, the paper must be emailed or left in my mailbox PRIOR to beginning of class on the due date. (Instructor is sole judge of exceptional reasons.) Any student who fails to turn in two assignments or misses more than 3 classes will not receive a passing grade in the class.

GRADING POLICY: The final grade is the cumulative number of percentage points each student achieves on the following exams and assignments, given the percentage weight as indicated:

Mid Term	25% of final grade	5/05/11
Schedules/Forms	35% of final grade	TBA
Final Exam	40% of final grade	11:30 a.m.-1:30 p.m. Thursday, June 23, 2011

Grading scale:

100-99 = A+	98–93 = A	92-90 = A-	89-87 = B+
86-83 = B	82-80 = B-	79-76 = C+	75-71= C
70-67 = D+	66-62 = D	61-60 = D-	59-0 = F

NO LATE ASSIGNMENTS WILL BE ACCEPTED, AND THERE WILL BE NO MAKE-UP EXAMS.

ATTENDANCE: Attendance is required. Class participation is encouraged. Class participation and attendance will be factored into the student's final grade. A sign-in sheet will be provided at every class session and each student is required to sign in at every class.

Drop Policy: If a student is present the first day of class and thereafter wishes to drop the course, the student must take responsibility for completing all paperwork. Instructor will not take care of this for the student. However, **instructor reserves the right to drop any student who misses 2 classes without contacting the instructor or fails to turn in 2 consecutive assignments.** There is no guarantee however, that the instructor will exercise this right to drop a student. If the student wishes to be sure that he is dropped from the class without penalty then it is up to the student to take all necessary steps. **Failure to do so may result in the student receiving an "F" grade in the class.**

POINTS TO REMEMBER:

Dropping the Class: Students who drop the class or stop attending MUST process the appropriate form(s) through the Admissions and Records office in order to avoid receiving an "F" in the class. It is the student's responsibility to confirm the last day to drop the class and have the proper paperwork timely completed and submitted.

Cheating Policy: Cheating and/or plagiarism will be considered student misconduct. While collaboration on assignments is fine, any material turned by a student MUST BE IN THE STUDENTS OWN WORDS (unless it is a properly cited quote), AND REPRESENT THEIR OWN WORK. All quotes, sentences and other material obtained through other resources, book, case law, statute, internet, etc. must be properly identified and cited. If a student presents any plagiarized work as their own, they will be immediately dropped from the class. Additionally, if a student is caught cheating in any other way, they will be immediately dropped from the class and reported to the dean. Further discipline may occur.

Recording and Notes: Audio recording of the lectures is generally allowed, however, students may not duplicate the recordings or duplicate and sell notes or records of the lecture(s). If a student is found to have duplicated and/or sold notes and lectures, they will be immediately dropped from the class and further discipline may occur.

Reasonable Accommodations: Please contact the college's administration regarding any documented disabilities that require reasonable accommodations.

Cell Phones and Pagers: Cell phones, blackberries and other electronic devices must be turned off or on silent mode during the class.

Classroom Conduct: Students are expected to participate in class discussions. Everyone is expected to treat each other with respect therefore rude and inappropriate behavior will not be tolerated.

COURSE SYLLABUS & READING ASSIGNMENTS

Week 1	Read Chapters 1- 3, 28
Week 2	Read Chapters 4 – 5, 30 Introduction to “Best Case Solutions”
Week 3	Read Chapters 6 – 9, 29
Week 4	Read Chapters 10 – 12
Weeks 5	MID-TERM Read Chapters 13 - 15
Week 6	Read Chapters 15 - 17
Week 7	Read Chapters 18 - 20
Week 8	Read Chapter 21-22
Week 9	NO CLASS MONDAY, 5/30/11 Read Chapter 23
Week 10	Read Chapters 24-25
Week 11	Read Chapter 26 <i>CATCH-UP & REVIEW</i>
Week 12	FINAL EXAM Thursday, June 23, 2011

*** All dates APPROXIMATE - Instructor reserves the right to modify the schedule as appropriate.**