

My name is Suzanne Schultz. I am the instructor for CALR (Computer Assisted Legal Research) online. I am a paralegal who worked in plaintiff personal injury and commercial defense litigation in the Detroit area legal community for 25+ years. I am also a graduate of the OU paralegal program. I have been teaching this course in various formats at OU since 1999. The latest version is the online format. I moved to Austin, Texas last summer and I am very happy to be able to continue teaching this course long distance.

Some of our classes will be live online instruction with me, and other weeks you will be doing self-guided lessons and Westlaw tutorials that you can view anytime. I look forward to working with each of you this semester. Below are instructions for the beginning of the course. If you have any questions or concerns- call or email.

We will be communicating primarily through email, but you are welcome to call me at any time. I will respond to emails within 48 hours, including a quick "got it" email to let you know I received your assignments each week. If your question is preventing you from completing an assignment on time, call me. I will also be available on Saturday mornings, before and after our live online meetings for telephone conferences.

Weekly assignments will be emailed to you by Saturday morning each week- due the following Saturday. Please submit your assignment via email to schultz2733@yahoo.com. You can either handwrite your answers on the worksheet and scan to email, type your answers in a Word document and attach to an email, or number the answers and type within the body of the email. *Please put the assignment # in the subject line of the email.*

Make every effort to attend each live online presentation. There is no way to make up what you miss and it may affect your overall ability to complete assignments satisfactorily.

Keeping Track of Your Time

You will note on the homework that there is a spot for the answer and also a time column. Keep track of all the time you spend on each question. This gives you practice for timekeeping that is an important function in law firms, and it helps me assess whether you are getting the answer in a reasonable time- so I can give you additional help if needed.

As the class progresses, I will begin giving you time limits for each question. For example, beginning in Week 3, if the question indicates ____/.25- this would mean that you record your time, but you are not to spend more than 15 minutes on the assignment. You will not be penalized for not completing the question- if it is taking you more time, this generally means that you are on the wrong track and it would not be effective to continue. If you don't get the right answer within the time limit I will work with you to identify the problem with your research so you can go back and complete the assignment.

In your job as a paralegal, it is important to develop a sense of how long to spend on an assignment before you go back to the lawyer to get additional guidance so you don't waste time- we are trying to simulate this in the course and have found that it works quite well.

Prepare Your Computer for Live Online Meetings

We will be using the basic features of OU's Elluminate software for our class. You do not need a microphone, but you need speakers or headphones to hear the lectures. The first live session will start at 9:30am on Saturday, January 26th. Below is the link to join the class website. You should try this link as soon as possible to make sure you have the appropriate software etc. on your computer to run the program. If you are not able to connect, search Google for "Oakland University Elluminate" for the tech help page for Oakland University. The tech dept is not open on Saturday mornings- so you should practice logging on ahead of time to make sure you can connect successfully.

Elluminate requires a recent version of JAVA on the computer you will be using. The program will tell you if you need to download a newer version and prompt you on how to add it. Although you are probably already running an appropriate version, it may take an hour the update, so plan accordingly. The first time you access the class, it will take longer than subsequent times. The first time you may experience a "time out" and need to log on again to finish the process.

The most common problem that students encounter is with pop-up blockers. If they are not disabled, a strip will appear at the top or bottom of your screen, just below your tool bars, requiring you to select to allow downloading of the site. If you do not select it quickly enough, the program will launch anyway- taking you to a practice site- not our class site. They look the same, except that "Computer Assisted Legal Research" is listed in the top left corner on the correct site.

When you log on, the program asks for a name- type your first and last name- as you want it displayed on the list that the class sees- no password needed. You will know you are successful when you see your name on the list, below the title of the course on the left side of the page. The classroom will be active on April 8th. I will send you a link to join.

If you prefer to use an email address that is different than your OU email address- send it to me- otherwise I will communicate with you via your OU email.

Westlaw

If you do not have your Westlaw password- or if it isn't working, please contact Linda Wallace, the program director before Week 3. Beginning with our live online session Week 3, you will need to have access to Westlaw to complete the assignments and to view the tutorials that will be assigned to view.

Week One

The semester begins on April 13th- although there is no live online meeting on this day. Attached is your first lesson. It is a self-guided tutorial of some legal resources available on the Internet. The assignment is due on April 20th by 9am.

Also review the syllabus and schedule and practice logging onto the OU online class website before Week 3.

Week Two

The homework assignment and study materials will be distributed by Saturday morning, April 20th. The homework is due at 9am on April 27th.

Week Three

We will be meeting online for the first time from 9:30 am to 11:00 am on April 27th. OU suggests that you login a half hour early the first week. So login and get your coffee, etc. while you wait until class starts!

Elluminate allows you to hear me and see my computer screen. You communicate by typing in a chat bar on the screen. Applications like these are utilized for continuing education training and video conferencing in law firms- it is excellent experience for you.

I will be online beginning at 9:00am to greet you and assist with technical issues, if I can. I am not a tech expert- but I have experience with Elluminate and may be able to help. If you can't connect- email me at schultz.2733@yahoo.com with your phone number and I will call you to try to work through the problem. Beginning at 9:00am we will start class and I won't be checking email during class. However, you can call me and I will put you on speaker, so you may be able to hear the lecture even if you can't see the demonstration (248) 442-2733.