

SYLLABUS FOR CIVIL LITIGATION ONE THROUGH TWO

NORTH METRO TECHNICAL COLLEGE

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I CLASSES AND TIMES

All classes will meet from 6:30 p.m. to 9:30 p.m. on Tuesday evenings at North Metro Technical College.

There is no text book assigned. There may be reading assignments.

There will be six (6) class meetings. The last class meeting will be devoted to the final exam and the grading of the final exam in class.

II ATTENDANCE REQUIREMENT

Each student is entitled to one un-excused absence. An un-excused absence is defined as being an absence where no reason needs to be given to the instructor to justify the absence. Any additional absences require a reasonable excuse, such as sickness of the student, work requirements of the student, sickness of an immediate family member, death of the student, or death of an immediate family member. Whether the excuse is reasonable is to be determined in the sole discretion of the instructor. At the end of the course each student must write down on a piece of paper, the date and the reasonable excuse for such absence and submit it to the instructor.

III GRADING CRITERIA

The instructor has always believed that students should know in advance how they will be graded. The following will compose the final grade:

- (a) Attendance will count for 20% of the grade;
- (b) Classroom attentiveness will count for 20% of the grade; and
- (c) The final exam grade will count 60%.

The instructor's goal is for the student to learn the material. It is not the instructor's goal for the student to memorize in order to get a high grade.

IV PROOF OF ATTENDANCE BY SEATING CHART

At each class a Seating Chart will be passed around for students to sign in and to state that they are present. This should be circulated among all the students in attendance and returned to the instructor during class. By signing this document, the student promises on his or her honor that he or she was present during more than one half of the class time on that specific class date.

Yours truly,

Matthew C. Flourney
Attorney at Law, Instructor