

SYLLABUS - PART II
EDISON STATE COMMUNITY COLLEGE
LEG 211S PROBATE ADMINISTRATION
3 CREDIT HOURS
FALL 2026 - INDEPENDENT STUDY

INSTRUCTOR: Sabra L. Tomb, Esq.

Contact: 937-470-4706 (cell)

stomb@edisonohio.edu

OFFICE HOURS: Virtual as needed

COURSE FORMAT: Independent Study. No regular class meetings. Complete weekly readings and Blackboard work; assignments are due Sunday by 11:59 PM unless otherwise stated. Virtual meetings are scheduled as needed.

Text Book: Basic Wills, Trusts, and Estates for Paralegal, 8th Ed.

By Helewitz, Jeffrey A.

Other Resources: Ohio Revised Code: www.codes.ohio.gov

Supreme Court of Ohio: www.supremecourt.ohio.gov

* Probate Forms

* Desktop Guide for Probate Court Clerks

The following schedule will be observed as closely as possible; however, the instructor reserves the right to make changes that are deemed necessary to enhance the learning process. Late assignments are accepted, but will have an automatic ten (10) points deduction. See the assignment for specific instructions for each assignment.

SCHEDULE OF INDEPENDENT-STUDY ASSIGNMENTS:

Week:	Date:	Subject:	Assignment:
1	Aug. 24-30	General Overview of Estate Planning and Estate Administration Intro/Jurisdiction/Wills/Terminology	Terminology Read Chapter 1 & 2 Review ORC 2101 Review ORC 2107
2	Aug. 31-Sept. 6	Statute of Descent & Distribution Rights of Surviving Spouse Review ORC 2105.06	Review ORC 2105 Review ORC 2106 Worksheet Read Chapter 3
3	Sept. 7-13	Will Construction Review ORC 2106	Read Chapter 5 Draft Will Review ORC 2106 Review ORC 2107
4.	Sept. 14-20	Trusts Review ORC 5806/5808/5817	Read Chapter 4 Terminology Review Review ORC 5806, 5808
5.	Sept. 21-27	Estate Planning Estate Administration	Read Chapter 6 & 7 Go to Ohio Supreme Court and find Probate Forms Study for Mid Term

6.	Sept. 28-Oct. 4	Mid-Term Exam Covers Chapters 1, 2, 3, 4, and 5	
7.	Oct. 5-11	Full Administration/Release/Summary ORC 2113.01/2113.03/2113.031 Go over case scenario for homework	Review ORC 2113 Review ORC 2129 Draft Initial Documents
8.	Oct. 12-18	Inventories/Applications Creditor Claims	Review ORC 2115 Review ORC 2117 Draft Inventory
9.	Oct. 19-25	Accounts	Draft Final Forms Review ORC 2109 ORC 5731.21(A)(3)
10.	Oct. 26-Nov. 1	Review Estate Forms from Start to Finish Estate Tax	Read Chapter 8 Review ORC 5731
11.	Nov. 2-8	Guardianship/Conservatorship	Terminology Review Review/Draft Guardianship Forms Review ORC 2111
12.	Nov. 9-15	Review guardianship forms independently Draft forms using case scenario	Finish forms Review ORC 2111
13.	Nov. 16-22	Adoptions/Types/Forms	Review ORC 3107
14.	Nov. 23-29	Name Change/Types/Forms	Terminology Review Review ORC 2717
15.	Nov. 30-Dec. 6	Final Project - Complete Estate from Start to Finish	Read Chapter 9 Study Guide for Final
16.	Dec. 7-13	Final Exam and Resource Binder Due	

ASSIGNMENTS:

Weekly Blackboard response assignments are due Sunday by 11:59 PM unless the assignment states otherwise. Because this course is an independent study, responses are individual submissions; peer replies are not required unless specifically assigned.

Weekly response requirements may vary according to the scope and depth of the material. Follow the instructions posted with each assignment.

Grammar and spelling are important and will be reviewed in each assignment. It is important that we strive for accuracy and do our best to watch out for errors without our work. Make sure to use all resources available, including but not limited to, the spell check feature.

ACADEMIC DISHONESTY

The Edison Community College Academic Honesty policy will be strictly adhered to in this course. Please refer to the Edison State Community handbook online at <http://www.edisonohio.edu/handbook>.

Academic integrity is submitting one's own work and properly acknowledging the work of others. Any violation of this principle constitutes academic dishonesty and is liable to result in disciplinary action. Forms of academic dishonesty include:

□ Plagiarism – submitting all or part of another's work as one's own in an academic exercise, such as an examination, computer program, or written assignment.

* Cheating – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination.

* Facilitating Academic Dishonesty – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.

- Fabrication – altering or transmitting, without authorization, academic information or records.

The policy for this course is that you will be warned the first time. The second time you will receive a zero for the assignment. The third time you will receive a zero in the course.

EVALUATION METHODS:

Independent-study work consists of assigned readings, instructor-provided materials, completion of probate forms in manual or software-supported formats, analysis of realistic probate situations, and individual meetings with the instructor as needed.

Reading assignments are outlined above but may be adjusted in Blackboard. Each student is responsible for the text, posted materials, assignments, videos, and feedback provided during individual conferences.

There will be one mid-term exam and a final exam. Exams may include multiple choice, fill in the blank, short answer and essay or may be a situational analysis.

The final grade for the course will be based on a total number of points accumulated by the student as itemized below:

Vocabulary Quizzes	80 points
Weekly Blackboard Responses	100 points
Homework/Applied Exercises	100 points
Mid-Term Exam	100 points
Final Exam	100 points
Resource Binder	20 points
Total Possible Points	500 points

Grading Scale: A 90-100%

B 80-89%

C 70-79%

D 60-69%

F Below 60%

POLICY STATEMENTS

1. All homework assignments must be typewritten. Grammar, spelling, and punctuation will be taken into consideration when the written work is graded. A 10-point penalty will be assessed against handwritten work.
2. The Homework will be considered received when it has entered Edison's information processing system and I can retrieve it. Please send the work as a **Word** file via blackboard.
3. Academic dishonesty including cheating and plagiarism will not be tolerated and will result in a failing grade.
4. The last day to withdraw from a full-term course is established by Edison State's Fall 2026 Big Dates. Students must confirm the applicable deadline through MyESCC or Registration and Records.
5. The instructor reserves the discretion to make changes in the syllabus as necessary.
6. Students must attend scheduled individual conferences prepared and minimize distractions during meetings and assessments.

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing disabilities@edisonohio.edu or by calling 937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Contact us at 937-778-7970, through our email at 1165mgr@follett.com, or check us out online at <https://www.bkstr.com/edisonccstore/home>.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

HEALTH AND WELLNESS SERVICES

Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty and staff. Contact Darlene Francis RN, BSN at Room 060, Monday-Thursday 10am-3pm, call 937-778-7840, or email dfrancis@edisonohio.edu

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

MENTAL HEALTH SERVICES

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have established partnerships with many local mental health providers. If you are struggling and need to speak with someone in person, please reach out to Dr. Jessica Chambers, Dean of Student Engagement, at jchambers2@edisonohio.edu. If you are concerned about a student or colleague, please file a CARE Team form <https://www.edisonohio.edu/CARE-Team-Referral-Form/> so that immediate assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu or stop in and see Dr. Jessica Chambers in room 160 in Piqua.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
- email to support@edisonohio.edu
- call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help.

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

- TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.

- TESTING YOUR FAITH ACT POLICY

Students may take up to three excused days for faith observances. Submit the Testing Your Faith Act form within 14 days after the course begins; see Registration and Records for the full policy.