

**SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
LITIGATION II
FALL 2026 - INDEPENDENT STUDY**

LEG 232S

3 CREDIT HOURS

INSTRUCTOR: Sabra L. Tomb, Esq.

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.

E-MAIL: stomb@edisonohio.edu

OFFICE TELEPHONE: 937-470-4706 (cell)

TEXTS: McCord, James W.H., *The Litigation Paralegal: A Systems Approach*, 7th ed. Clifton Park, NY: West Legal Studies, 2008;

SCHEDULE OF INDEPENDENT-STUDY ASSIGNMENTS

Date	Chapter – Reading Requirement	Homework
Week 1 Aug. 24-30	Introduction to Course Tort and Paralegal Roles Discovery: Overview and Interrogatories Federal/State Civil Rules: 26:33 Statsky Handout Chap. 7 pp. 291-338	None
Week 2 Aug. 31-Sept. 6	Rules of Evidence: Overview Answering Interrogatory Chap. 7 pp. 38-351	Interrogatory Drafting Assignment Due
Week 3 Sept. 7-13	Document Production and Control/Medical Examinations Federal/State Civil Rules 34/35 Chap. 9 pp. 427-434	Answers to Interrogatories Due

Date	Chapter – Reading Requirement	Homework
Week 4 Sept. 14-20	Reviewing Medical Records Request for Admissions Federal/State Civil Rule 36 Medical Records Review	Document Production Request/IME Notice Drafting Assignment Due
Week 5 Sept. 21-27	Discovery Deposition: Notices and Subpoenas Federal States Civil Rules 30/45 Ch. 8 pp. 352-368	Test #1 Request for Admission Drafting Assignment Due
Week 6 Sept. 28-Oct. 4	Discovery Deposition: Preparing and Digesting Deposition Outline/Checklist Questions Ch. 8 368-395	Notice and Subpoena Drafting Assignment Due
Week 7 Oct. 5-11	Objections, Compelling Discovery, and Sanctions Organizing Files Chapter 9 434-451	Deposition Digest Assignment due
Week 8 Oct. 12-18	Settlement and other ADR Chapter 10	Test #2
Week 9 Oct. 19-25	Settlement and Other ADR Chapter 10	Motion to Compel Discovery Due
Week 10 Oct. 26-Nov. 1	Trial Preparation and Trial Chapter 11	Settlement Precis Due
Week 11 Nov. 2-8	Trial Preparation and Trial Federal/State Civil Rules 49/51 Chapter 11	
Week 12 Nov. 9-15	Post-Trial Practice from Motion to Appeal Chapter 12	Jury Instructions Due

Date	Chapter – Reading Requirement	Homework
Week 13 Nov. 16-22	Post-Trial Practice from Motions to Appeal Federal/State Civil Appellate Rules Motions for JNOV/New Trial Chapter 12 Federal/State Civil Rules 50/59	
Week 14 Nov. 23-29	Pros-Trial Practice from Motions to Appeal Federal/State Civil Appellate Rules Chapter 12	
Week 15 Nov. 30-Dec. 6	Review Notice of Appeal/Trial Notebook Due	Notice of Appeal Trial Notebook Due
Week 16 Dec. 7-13	N/A	Final Exam

EVALUATION METHODS

The following grade ranges will be the basis for determining the letter grade for the course. Independent-study engagement and timely completion of required check-ins will be considered before the final grade is assigned.

100 - 94%	= A	74 - 65%	= D
93 - 85%	= B	Below 65%	= F
84 - 75%	= C		

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

<u>Activity</u>	<u>Individual Worth</u>	<u>Totals</u>
Interrogatory Drafting	100 points	100 points
Answers to Interrogatories	100 points	100 points
Test (1-3)	100 points	300 points
Documents Production Request	50 points	50 points
IME Notice	50 points	50 points
Request for Admissions	100 points	100 points
Deposition Notice	25 points	25 points

Subpoena	50 points	50 points
Deposition Summary	150 points	150 points
Motion to Compel Discovery	150 points	150 points
Settlement Precis	100 points	100 points
Jury Instructions	150 points	150 points
Trial Notebook	200 points	200 points
Notice of Appeal	50 points	50 points
Independent-Study Engagement/Check-ins	25 points	50 points
TOTAL:		1600 points

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 complete assigned readings before beginning each week's work, participate in scheduled individual check-ins, and demonstrate engagement through written analysis, drafting assignments, and conferences with the instructor.
7. 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 accessibilitysupport@edisonohio.edu or by calling 937.381.1548. Accessibility and Disability Support Services is located on the Piqua Campus in

Room 160. For additional information, visit the [Accessibility and Disability Services](#) page

8. 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.

10. 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.

11. 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.

12. 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

13. 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!

14. 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.

15. 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.

16. 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

17. 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/.

18. 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/>

19. ADDITIONAL SUPPORT SERVICES

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

20. TESTING YOUR FAITH ACT POLICY

PURPOSE

The purpose of this policy is to ensure compliance with applicable provisions of state and federal laws governing religious accommodations in the higher education learning environment.

POLICY STATEMENT

Edison State Community College is committed to providing an environment that is respectful of the religious beliefs of its students. The College will accommodate sincerely held religious and/or spiritual beliefs, observances, and practices of its students. Students are permitted to be absent for up to three (3) days each semester to take holidays for reasons of faith or religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization with no academic penalty as result of an absence permitted in this policy. Students will be given alternative accommodations for examinations/academic requirements missed due to an absence permitted in this policy if both of the following conditions are met:

§ The student's sincerely held religious belief or practice severely affects the student's ability to take an examination or meet an academic requirement; and

§ The student provides written notice of the specific dates for which the student requests alternative accommodations to each faculty member within fourteen (14) days of the first day of instruction in a particular course. Faculty will accept without question the sincerity of a student's religious or spiritual belief system and keep requests for alternative accommodations confidential. Faculty will schedule a time and date for an alternative examination, which can be before or after the time and date the examination or other academic requirement was originally scheduled, but does so without prejudice. Instructors are required to include in each course syllabus a statement regarding this policy. The statement must include both of the following:

§ A description of the general procedure for requesting accommodations; and

§ Contact information for an individual whom a student may contact for more information about this policy.

This policy, as well as a non-exhaustive list of major religious holidays or festivals for the next two academic years, will be posted in the Student Handbook and on the College website. If you have questions or concerns about this policy you can contact, Dr. Jessica Chambers, Dean of Student Engagement, at jchambers2@edisonohio.edu.

If you encounter a problem with this policy, you can fill out a Student Complaint Form online. The form can be found on the Edison State Community College website under the Student Resources section of the Student Life page. The direct link to the form is <https://www.edisonohio.edu/Student-Complaint-Form/>.

PERSONS AFFECTED

All Edison State Community College students with the exception of the College Credit Plus students only taking classes in their respective high schools.