

COURSE SYLLABUS

Course Title:	Legal Research and Writing		Date submitted:	8/31/2020 (AAC: 20-57)			
Department:	Business						
Curriculum:	Paralegal Studies						
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	LGL*102	Prerequisites: C- or better in Introduction to Law (POL*120)				
	Course Type:	L/D					
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/Clinical/Lab Z: Combined Lecture/Studio	Elective Type:	G/LAS/SS	Corequisites: None			
	AH: Art History E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science	Credit Hours:	3				
	Developmental: (yes/no)	No	Lecture:			3	
	Contact Hours:	Lecture:	3			Clinical:	0
		Lab:	0			Studio:	0
		Other:	0			TOTAL:	3
		Class Maximum:	35			Other Requirements: None	
		Semesters Offered:	Fall/Spring/Summer				
Catalog Course Description:	Provides an understanding of the basic tools of legal research through the use of legal resources, including print and electronic resources. Students will be instructed in the relative value of varied sources of law. Students will examine and work with primary and secondary authorities and law-finding tools. Research procedural methods are advanced through case examples and problem-solving techniques. Students will prepare business letters, case briefs, and legal documents requiring them to synthesize legal authorities and summarize research findings. Students will be taught proper legal citation.						
Topical Outline: List course content in outline format.	[The outline should be in title case and use the numbering format below. You may not have subtopics, but if you do, here is the format.] 1. Sources of Law; Jurisdiction 2. Legal Authorities and how to use them						

	<ol style="list-style-type: none"> 3. Court decisions 4. Citing to Court decisions 5. Finding, Understanding and Citing to cases 6. Validating caselaw (aka "Shepardizing") 7. Legal Memorandum 8. Statutory Law 9. Constitutional Law 10. Legislative History 11. Legal Writing
<p>Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>Upon successful completion of this course, the student will be able to do the following:</p> <ul style="list-style-type: none"> • Students will become familiar with the resources in and use of a law library and will develop skills to perform basic legal research using a law library. • • Students will become familiar with the use of an online legal research database and will develop skills to perform basic legal research on the database. • • Students will learn citation forms for legal resources. • • Students will understand the process and goals of legal research.
	<p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p>Recognize and describe the proper role of the paralegal in the delivery of legal services to the public and apply the ethical rules that govern the conduct of the legal profession.</p> <p>Demonstrate critical thinking, reasoning and analytical skills; conduct factual and legal research using print and computerized methods; and organize and present information effectively, both orally and in writing.</p> <p>Describe the organization of the American legal system, apply procedural law to litigation and administrative agency law, and demonstrate substantive knowledge of principles of law.</p> <p>Draft and interpret legal documents, including pleadings, deeds, mortgages, probate documents, court forms, business documents, and contracts for review by the supervising attorney.</p> <p>Perform file and case management tasks in accordance with office policy and court procedures, using problem-solving, organizational and computer skills.</p> <p>Recognize opportunities for professional development through continuing education and affiliation with professional organizations.</p>
	<p>GENERAL EDUCATION/TAP COMPETENCIES: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p>[Select the General Education Abilities from the listing below.]</p> <p>Critical Analysis/ Logical Thinking - Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible conclusions; and solve problems and make decisions based on analytical processes.</p> <p>Demonstrates: Identifies the issue(s); formulates an argument; explains and analyzes relationships clearly; draws reasonable inferences and conclusions that are logical and defensible; provides support by evaluating credible sources of evidence necessary to justify conclusions.</p> <p>Does Not Demonstrate: Identifies few or no issues; formulates an argument without significant</p>

	<p>focus; provides an unclear explanation of analysis and relationships; drawing few reasonable inferences and conclusions that are illogical and indefensible; provides little to no support using credible sources of evidence necessary to justify conclusions.</p> <p>Information Literacy/Continuing Learning - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.</p> <p>Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p>Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p> <p>Written Communication - Students will be prepared to develop written texts of varying lengths and styles that communicate effectively and appropriately across a variety of settings.</p> <p>Demonstrates: Writes articulate texts using appropriate evidence and appeals as determined by the rhetorical situation.</p> <p>Does Not Demonstrate: Writes texts lacking appropriate evidence and appeals as determined by the rhetorical situation.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p> <ol style="list-style-type: none"> 1. Assessments (Test and quizzes) 2. Research and written case analysis 3. Drafting Memorandum
<p>Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: Lexis Advanced Paralegal database</p> <p>Desired: None</p>
<p>Textbook(s)</p>	<ul style="list-style-type: none"> • The Legal Research and Writing Handbook, 8th Edition, Yelin and Samborn • ALWD Guide to Legal Citation, 6th Edition, Barger