

# LS 1040 Legal Research & Writing I Syllabus

SALT LAKE COMMUNITY COLLEGE

Instructor:

E-mail:

Office:

Phone:

**Course Description:** In this 3 credit course, students learn and apply basic research principles to fact situations encountered in a law office. Students will gain familiarity with research tools and methodologies including preparing simple office memoranda and citation style. Requires a “B-” grade or higher to progress in the Paralegal program.

**Texts:** The Bluebook: A Uniform System of Citation 21<sup>st</sup> Edition, Harvard Law Review Association

## **GRADING**

A	Excellent	93-100%
A-	Excellent	90-92%
B+	Good	86-89%
B	Good	83-85%
B-	Good	80-82%
C+	Average	76-79%
C	Average	73-75%
C-	Average	70-72%
D+	Below Average	66-69%
D	Below Average	63-65%
D-	Below Average	60-62%
E	Failing	0-59%

## **Assignment Percentages**

First Writing Assignment – 10%

Case Brief – 10%

First Research Assignment – 15%

Second Research Assignment – 15%

First Project – 20%

Final Project – 30%

## **Additional Policies**

**Withdrawal and Incomplete Grades:** The last day to drop this class with a refund is listed in the official college schedule but is approximately 3 weeks after the first day of class; the last day to withdraw (without refund) is also listed in the official college schedule but is approximately 12 weeks after the first day of class. Any requests to withdraw after that date will require documentation from a physician or an employer stating that you are unable to continue in the class for health or work-related reasons. Poor performance in the class is not a legitimate reason for withdrawal. It is the responsibility of the student to drop/withdraw from this class, not the instructor. Students who do not attend during the first week of class may be dropped at the discretion of the instructor.

**Dropping the Course:** If you decide for any reason to discontinue this class, you must go through the process of dropping the class with SLCC. I cannot and will not do it for you. If you stop submitting work and do not drop the class, I am required to give you a grade based on the limited amount of work you have submitted, which could result in an “E”.

**Incomplete Grades:** Sometimes life gets in the way for all of us to do our best. Car accidents happen – pandemics destroy our plans – things change at work. That’s why incomplete grades exist; however, awarding an incomplete grade is rarely in a student’s best interest. Most “I” grades become failing grades after the required one-year grace period expires. The school policy is that a grade of “I” (Incomplete) may be available at the instructor’s option but is only given in the most extenuating of circumstances (for example health reasons) for which there is verifiable written documentation. In order to receive an incomplete, nearly all course work must have been completed (>75%) with a passing grade. When an incomplete grade is awarded, a contract must be completed to finish the missing work.

## **Institutional Policies**

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

## **Learning Support and Tutoring Services**

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you.

**Accommodations for students with disabilities:** Students with medical, psychological, learning or other disabilities desiring accommodations or services under ADA, should contact the Disability Resource Center

(DRC). The DRC determines eligibility for and authorizes the provision of these accommodations and services

**Academic honesty and the SLCC Student Code of Conduct:** Students are both bound and protected by the SLCC Student Code of Conduct. If you are unaware of this Code and the requirements it makes of you as well as the protection it gives you, contact Student Services for a copy (of either the complete code or the abbreviated version). Personal integrity and responsibility are requirements of this class, as are all other guidelines of the Student Code.

Plagiarism is theft. Any time you present another person's work as your own—even if that other person is a friend and/or spouse—you have plagiarized. The penalty for a first offense of academic dishonesty is no credit for the assignment, which cannot be redone. A second offense means that you fail the course and will be reported to the Division Chair and Student Advising.

### **Title IX Information:**

20 U.S.C.A. Section 1681 (a): TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving federal funds.”

Examples of violations (but not limited to):

- Sexual advances, requests for sexual favors and sexually motivated physical conduct
- Overt or subtle pressure for sexual activity
- Sexually offensive verbalization including remarks, “teasing”, slurs, and innuendo.
- Repeated inappropriate jokes or comments about sex or gender specific traits.
- Conduct that is demeaning or derisive and occurs substantially because of one's gender.
- Sexual assault
- Sexual Violence
- Gender based disparate treatment.

Violations can occur in any college environment, such as (but not limited to):

- Field Trips
- Classrooms
- Student Clubs
- Athletics
- Transportation
- On Campus Events

If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact: Students-: Dr. Marlin Clark, Dean of Students, 801-957-4776, STC 276 A (Redwood) Employees or Community members: Ken Stonebrook, Title IX & Discrimination Manager, 801-957-5027, AAB 211G (Redwood)

Online Reporting Form: <http://www.slcc.edu/eo/title-ix/complaint.aspx>

Salt Lake Community College has a strong prohibition against retaliation. The college does not tolerate acts of retaliation against anyone for engaging in filing a complaint or participating in an investigation.

**Institutional Syllabus:** See the Institutional Syllabus for more information about:

- Institutional Policies
- Advising
- Counseling
- Learning Support
- Tutoring Services
- DRC
- and many other support services

## STUDENT LEARNING OUTCOMES

**Program Learning Outcomes:** Consistent with the College's learning outcomes, the Paralegal Studies program is committed to achieving the following student learning outcomes:

1. Demonstrate a clear understanding of legal concepts and terminology in several substantive areas of the law.
2. Perform professional caliber legal research and writing using legal reasoning skills in the reading and interpretation of legal materials such as statutes, court decisions and other legal documents.
3. Analyze the procedural rules in both the civil and criminal areas of the law and the relationship between procedural rules and substantive law.
4. Demonstrate effective oral and written communication.
5. Describe the ethical responsibilities of paralegals, the rules of professional conduct governing lawyers, and the application of these rules to paralegals.

**Course Learning Outcomes:** Consistent with the Paralegal Studies Program learning outcomes, the Program is committed to achieving the following course learning outcomes for LS 1040:

<b>Course Objectives</b>	<b>Activities and Assignments Used to Assess Student Achievement of course objectives.</b>  *Students will be assessed using one or more of the following:
Students will be able to conduct legal research using a variety of sources, including online and printed resources, to find relevant legal authority.	First Research Assignment
They will be able to identify and analyze primary and secondary sources, and determine which sources are binding in which courts.	First Research Assignment – 15% Second Research Assignment – 15% First Project – 20% Final Project – 30%
Students will be able to identify legal issues in a complex situation and apply relevant legal principles and rules.	First Writing Assignment – 10% Case Brief – 10%
Students should be able to interpret and apply the law accurately and investigate and analyze facts effectively.	First Research Assignment – 15% Second Research Assignment – 15% First Project – 20% Final Project – 30%
Students will be able to cite appropriate legal authority to support statements about the law and follow standard citation and attribution style and conventions.	First Research Assignment – 15% Second Research Assignment – 15% First Project – 20% Final Project – 30%

## Tentative Course Outline

This is a tentative course schedule and is subject to change based on the instructor's and students' needs.

Week	Topic	<b>Activities and Assignments Used to Assess Student Achievement of course objectives.</b>  *Students will be assessed using one or more of the following:
1	Overview of course. Logic and Reasoning The Syllogism	First Writing Assignment
2	Chapter 1: The Law of the Land <ol style="list-style-type: none"> <li>1. The importance of legal research</li> <li>2. Legal authorities</li> <li>3. Primary authority</li> <li>4. Secondary authority</li> <li>5. Finding tools –Indexes, Digests, etc.. .</li> <li>6. Research media.</li> <li>7. How to read a Citation</li> <li>8. How to read and brief a case</li> </ol>	<u>Serpente</u> Case Brief Assignment First Writing Assignment Due - Bring a Hard Copy to Class Edit Assignment
3	<ol style="list-style-type: none"> <li>1. Case Brief Due</li> <li>2. Edit Assignment Due</li> <li>3. Discussion of keeping paper trails on research assignments</li> </ol>	Case Brief Edit Assignment
4	<ol style="list-style-type: none"> <li>1. Library Tour – University of Utah Law Library</li> <li>2. Re-write of First Writing Assignment Due</li> <li>3. First Research Assignment</li> </ol>	First Writing Assignment First Research Assignment
5	<ol style="list-style-type: none"> <li>1. First Research Assignment Due</li> <li>2. The Blue Book and Citation Format – Overview</li> <li>3. Second Research Assignment</li> </ol>	Second Research Assignment
6	Library time to work on re-do of First Research Assignment and complete Second Research Assignment	
7		

	<p>Second Research Assignment Due – Bring Hard Copy to Class  Re-do of First Research Assignment  Research Techniques – The Research Trail</p> <p>Chapter 2: From Curiosity to Closure: Eight Cognitive Tasks</p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Client centered curiosity</li> <li>3. Develop research terms and research issues.</li> <li>4. List and rank potential authorities.</li> <li>5. Assess available sources.</li> <li>6. Consultation and creativity</li> <li>7. Stop researching.</li> </ol>	Re-do of First Research Assignment
8	<p>Research Techniques Continued  Re-Do of Second Research Assignment Due  Treasure Hunt – In Class Assignment – Research Trail  Chapter 9: Reporters, Digests, and their Alternatives</p> <ol style="list-style-type: none"> <li>1. What is a case?</li> <li>2. The common law, stare decisis and precedent</li> <li>3. Mandatory versus persuasive precedent</li> <li>4. History and treatment of the case</li> <li>5. Publication status/additional factors</li> </ol>	Treasure Hunt
9	<ol style="list-style-type: none"> <li>1. More on Research and Research Trails</li> <li>2. Citations – Pinpoint, Id. and other signals</li> <li>3. Treasure Hunt – In Class Assignment – Research Trail and Pinpoint</li> <li>4. First Project</li> </ol>	First Project
10	Library Time for First Project	
11	<p>First Project Due  Discussion of Project  Second Project</p>	Second Project
12	Library Time to Work on Second Project	
13	Individual Meetings to Review Progress	
14	Individual Meetings to Review Progress	