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| **PROFESSOR:** | **PHONE NUMBER:** |
| **OFFICE LOCATION:** | **E-MAIL:** |
| **OFFICE HOURS:** | **SEMESTER:** |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**PLA 2114 LEGAL RESEARCH AND WRITING II (3 CREDITS)**

This course provides research and writing skills that the paralegal needs, with emphasis on legal writing and computer-assisted legal research. The course is intended to familiarize students with problems, procedures, and ethics in legal research and writing. Computerized legal research techniques using LEXIS are examined in depth to complement the techniques learned in PLA 1103. Ethical issues in legal research and writing are explored in depth, in particular issues relating to computer-assisted legal research and internet resources.

1. **PREREQUISITES FOR THIS COURSE:**

**PLA 1103 with a grade of “C” or higher**

**CO-REQUISITES FOR THIS COURSE:**

None

1. **GENERAL COURSE INFORMATION:** Topic Outline.

* In depth explanation of ethical issues in legal research and writing.

• Computerized Legal Research Techniques

• Internet Legal Resources

• LEXIS

• Legal Memorandums

• Appellate Briefs

• Shepard Citation System

• Bluebook and ALWD citation systems

• Rule 9.8

1. **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.**  **General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

General Education Competency: Research

Course Outcomes or Objectives Supporting the General Education Competency Selected:

* 02.19 Discuss the purpose of, and draft, a legal memorandum.

**B.** **Other Course Objectives/Standards**

* 02.0 Demonstrate ability to utilize the law library and apply knowledge to legal writing.
* (Program Outcome) The student will be able to:
* 02.10 List the legal publications most commonly used in the practice of law.
* 02.11 Explain administrative rules or regulations and that they have the force of law.
* 02.12 Given a hypothetical case, find applicable statutory law.
* 02.13 Given a hypothetical case, find applicable regulatory law.
* 02.14 Given a hypothetical case, find applicable case law.
* 02.15 Demonstrate how to analogize or distinguish the facts and law of one case to the facts of a given legal problem.
* 02.16 Demonstrate a working knowledge of the legal research system, by writing a short memorandum on a given question of law, and explaining the steps taken in finding the sources and reaching the conclusions.
* 02.17 Demonstrate the ability to use a uniform system of citing cases, and to update and cross-reference cases.
* 02.18 Demonstrate the ability to locate and update legal authority using computer-assisted legal research tools.

1. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu).  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

1. **ATTENDANCE POLICY:**

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

1. **GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

1. **REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

1. **RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

1. **CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)