



DOANE
UNIVERSITY

SYLLABUS

Course Title	Introduction to Legal Research
Course Number	PLS 221
Number of Credits	3 credits
Course Dates	10/15/18 - 12/15/18 (Class meetings on Wednesdays, beginning at 6:00pm).
Instructor	Jason W. Hayes, J.D.
Email Address	jason.hayes@doane.edu
Office Hours/Availability	Available for emails anytime. Texts and calls during normal business hours.
Phone Number	(402) 304-9414 for both calls and texts.
Textbook Information	<i>Required:</i> Amy E. Sloan, <i>Basic Legal Research, Tools and Strategies</i> , Wolters Kluwer (7 th Ed. 2018). ISBN: 978-1-4548-9920-4
Additional Course Materials	Coleen M. Barger, <i>ALWD Guide to Legal Citation</i> , Wolters Kluwer (6th Ed. 2017). ISBN: 978-1-4548-8776-8
Course Description	A course providing a general understanding of the nature of legal research and its specific techniques and methodologies. Students learn how to use the resources available in a standard law library and in computer-assisted legal research programs to locate primary source materials and secondary source materials, such as treatises, law review articles, and legal encyclopedia, all of which help explain the law.
Program Outcomes	a. Analyze a problem, identify and evaluate alternative solutions, and logically formulate and evaluate final solutions to problems and arguments in support of specific positions; b. Categorize, prioritize, organize, and utilize information; c. Develop legal writing skills; d. Know and understand the organization and operation of the American legal system; e. Know and

	understand the ethical responsibilities that have been established by statutes, court decisions, and court rules affecting paralegal/legal assistants and lawyers; f. Know the basic forms and functions of business organization; g. Know and understand the civil and criminal litigation process; h. Develop the knowledge and skills to form valid contracts and determine the rights and obligations of the various parties to contracts; and, i. Understand the concept of negligence, duty, breach, proximate cause, intentional torts, and strict liability.
Course Learning Outcomes/Objectives	The student, after completing the course instruction should have a heightened awareness of the following subject materials: 1) gain a general understanding of the nature of legal research and its specific techniques and methodologies for use as a paralegal; 2) learn how to use the resources available in law libraries and in computer-assisted legal research programs; 3) learn how to use proper legal citations for primary and secondary sources; and, 4) become familiar with primary source materials and secondary source materials, such as treatises, law review articles, and legal encyclopedia.
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
October 17	Introduction	Chapter 1		
October 24	Search Terms	Chapters 2 and 3		
October 31	No Class			Assignment 1 Due
November 7	Secondary Sources	Chapter 4	UNL Law Library Tour – Meet on East Campus	
November 14	Researching	Chapters 5 and 6		Assignment 2 Due
November 21	No Class			

November 28	Statutory Research	Chapter 7		Assignment 3 Due
December 5	Online Research	Chapters 10		
December 12	Research Plan	Chapter 11		Assignment 4 Due

Grading Assessments

Type of Assessment	Points	Total possible points
Assignment 1 – Legal Sources	50	50 out of 300
Assignment 2 – Citations	50	50 out of 300
Assignment 3 – Library Research Project	100	100 out of 300
Assignment 4 – Online Research Project	100	100 out of 300

Grade Scale - The grading scale is based on a thirteen-point, A, B, C, D, F scale, as follows:

A+ 97 – 100	A 94 – 96	A- 90 – 93	B+ 87 – 89
B 84 – 86	B- 80 – 83	C+ 77 – 79	C 74 – 76
C- 70 – 73	D+ 67 – 69	D 64 – 66	D- 60 – 63
F 59 or below			

Participation Policy	A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for online courses. Participation in class discussions is an integral part of your grade. Student attendance at all class meetings is expected. If a student will be unable to attend a class meeting, it is the responsibility of the student to notify the instructor and perform any necessary makeup or additional assignments given to the student by the instructor. Students should obtain class notes from a fellow classmate, and the absent student is responsible for all material covered on the day of the absence. <u>Two or more unexcused absences may result in a failing grade.</u>
Study Time	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on

	students' backgrounds.
Late Work	Assignments that are turned in late during the duration of the course are downgraded by one letter grade. For each additional week the assignment is late, an additional letter grade is reduced off the original score given. The federal requirement states that students must complete 75% of the coursework in order to receive an incomplete grade. If students fall more than two weeks behind, they cannot meet this requirement.
Submitting Assignments	Assignments may be submitted by email or in person during a class meeting. All assignments must be completed and handed in by Oct. 11, 2018 to receive <u>any</u> credit.
Format of Writings	All assignments <u>should be typed</u> , double spaced, with one-inch margins, and using a font no larger than 12 pt. in Times New Roman, Arial or Courier. If you have any questions regarding this requirement, please contact your instructor.
Communication Policy including Assignment Feedback	Student may expect a response within 24 hours for all email communication. Assessments completed while the course is in session will be graded before the next class meeting. Assessments completed at the conclusion of the course will be graded prior to the last day for registrar grade submission and will be placed in the instructor's third floor mailbox in sealed envelopes at that time.
Academic Integrity Policy	New Academic Integrity Policy to be released AUTM 2018
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at chris.brady@doane.edu or 402-467-9031 for assistance.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238

Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.