



**DOANE**  
UNIVERSITY

# SYLLABUS

<b>Course Title</b>	Legal Research and Writing
<b>Course Number</b>	PLS 412W
<b>Number of Credits</b>	3 credits
<b>Course Dates</b>	10/18/18 – 12/13/18 (Class meetings on Thursdays, beginning at 6:00pm.)
<b>Instructor</b>	Jason W. Hayes, J.D.
<b>Email Address</b>	<a href="mailto:jason.hayes@doane.edu">jason.hayes@doane.edu</a>
<b>Office Hours/Availability</b>	Available for emails anytime. Texts and calls during normal business hours.
<b>Phone Number</b>	(402) 304-9414 for both calls and texts.
<b>Textbook Information</b>	<i>Required:</i> Amy Vorenberg, <i>Preparing for Practice: Set C Case Files</i> , Wolters Kluwer (2017). ISBN: 978-1-4548-5899-7
<b>Additional Course Materials</b>	Coleen M. Barger, <i>ALWD Guide to Legal Citation</i> , Wolters Kluwer (6th Ed. 2017). ISBN: 978-1-4548-8776-8
<b>Course Description</b>	A course designed to strengthen skills for research, writing, analysis, and critical thinking. It focuses on the crucial issues of writing in the context of law practice. Students learn how to: 1) report legal research findings in an appropriate format; 2) use appropriate citations for sources; 3) use the proper format and content in drafting client correspondence and legal documents; and, 4) modify standardized forms found in form books, pleading files, or a computer data bank.

<b>Program Outcomes</b>	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.
<b>Course Learning Outcomes/Objectives</b>	The student, after completing the course instruction should have a heightened awareness of the following subject materials: 1) report legal research findings in an appropriate format; 2) use appropriate citations for sources; 3) use the format and content in drafting client correspondence and legal documents; and, 4) modify standardized forms found in form books, pleading files, or a computer data bank.
<b>Technology Requirements</b>	<a href="https://www.doane.edu/faq/minimum-computer-requirements">https://www.doane.edu/faq/minimum-computer-requirements</a>

### Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
October 18	Introduction	Chapters 1 and 2		
October 25	Case File 1	Chapters 5 and 6		
November 1	Legal writing	Chapters 7, 8, 9		
November 8	Case File 2	Chapters 10, 11		Case File 1 Due
November 15	Legal analysis	Chapters 12, 13		
November 22	No Class			

November 29	Case File 3	Chapters 14		Case File 2 Due
December 6	Legal skills	Chapter 15		
December 13	No Class			Case File 3 Due

### Grading Assessments

Type of Assessment	Points	Total possible points
Case File 1 – Partial Memorandum	50	50 out of 300
Case File 2 – Memorandum	125	125 out of 300
Case File 3 – Memorandum	125	125 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			

<b>Participation Policy</b>	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>
<b>Study Time</b>	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.

<b>Late Work</b>	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.
<b>Submitting Assignments</b>	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.
<b>Format of Writings</b>	All assignments <u>should be</u> typed, 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.
<b>Communication Policy including Assignment Feedback</b>	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.
<b>Academic Integrity Policy</b>	New Academic Integrity Policy to be released AUTM 2018
<b>Academic Support</b>	Please contact academicsupport@doane.edu <a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a>
<b>Disability Services</b>	<a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a> 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 <a href="mailto:chris.brady@doane.edu">chris.brady@doane.edu</a> or 402-467-9031 for assistance.
<b>Military Services</b>	<a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a>
<b>Anti-Harassment Policy</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a>
<b>Grade Appeal Process</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a>

<b>Credit Hour Definition</b>	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.
<b>Syllabus Changes</b>	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.