A. **Academic Division:** Business, Industry and Technology

B. **Discipline:** Business

C. **Course Number and Title:** PLGL1050 Legal Research and Writing

D. **Course Coordinator:**
   Assistant Dean: Craig Ali, M.S.

**Instructor Information:**
- **Name:** Click here to enter text.
- **Office Location:** Click here to enter text.
- **Office Hours:** Click here to enter text.
- **Phone Number:** Click here to enter text.
- **E-Mail Address:** Click here to enter text.

E. **Credit Hours:** 4

F. **Prerequisites:** PLGL1010

G. **Syllabus Effective Date:** Fall, 2017

H. **Textbook(s) Title:**
   - *The Bluebook: A Uniform System of Citation*
     - Authors: Columbia Law Review, et. Al.
     - Copyright Year: 2015
     - Edition: 20th
     - ISBN#: 9780692400197
   - *Legal Research and Writing for Paralegals*
     - Author: Deborah Bouchoux
     - Copyright Year: 2013
     - Edition: 7th
     - ISBN#: 9781454831327
   - *The Redbook: A Manual on Legal Style*
     - Author: Garner
     - Copyright Year: 2013
     - Edition: 3rd
     - ISBN#: 9780314289018

I. **Workbook(s) and/or Lab Manual:** Black’s Law Dictionary

J. **Course Description:** Emphasis is placed on thorough and efficient research and upon preparing briefs based on research. Computerized legal research is utilized. The primary and secondary sources of law are presented as well as step-by-step approach to their use.
K. College-Wide Learning Outcomes:

<table>
<thead>
<tr>
<th>College-Wide Learning Outcome</th>
<th>Assessments - How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication – Written</td>
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<tr>
<td>Communication – Speech</td>
<td></td>
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<tr>
<td>Intercultural Knowledge and Competence</td>
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<tr>
<td>Critical Thinking</td>
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<tr>
<td>Information Literacy</td>
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<tr>
<td>Quantitative Literacy</td>
<td></td>
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</tbody>
</table>

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Assessments – How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Interpret court opinions, statutes, Rules of Court, Constitutions</td>
<td>Quizzes, Weeks 2-15; In class activities every class session. Weeks 2-15.</td>
</tr>
<tr>
<td>2. Develop a fundamental understanding of the process of legal analysis.</td>
<td>Case Briefs, Weeks 2-15</td>
</tr>
<tr>
<td>3. Illustrate effective research strategies.</td>
<td>Lexis, Weeks 2-15</td>
</tr>
<tr>
<td>4. Develop clear and concise legal memoranda and briefs.</td>
<td>Appellate Brief, Legal Memoranda, Weeks 6, 7</td>
</tr>
<tr>
<td>5. Evaluate computer assisted legal research tools and the proper role of these tools.</td>
<td>Lexis Certification, Week 15</td>
</tr>
<tr>
<td>6. Generate accurate citations.</td>
<td>Worksheets, Weeks 8, 9</td>
</tr>
<tr>
<td>7. Locate regulatory, statutory, constitutional and case materials.</td>
<td>Completion of Law Library Assignment, Weeks 3, 4, 5</td>
</tr>
</tbody>
</table>

M. Topical Timeline (Subject to Change):

1. Sources of law, Week 1
2. Federal and state court systems, Week 2
3. Statutory law, Week 3
4. Case law and judicial opinions, Week 4
5. Legal briefs, Week 5
6. Secondary authorities, Week 6
7. Legal citation form, Weeks 7, 8
8. Updating, validating research, Week 9
9. On-line research, Weeks 9, 10
10. Mechanics of legal writing, Week 11, 12
11. Legal correspondence, Weeks 11, 12
12. Legal Memoranda, Week 13
13. Appellate briefs, Weeks 14, 15

N. Course Assignments:

1. Assigned readings
2. Case briefing
3. Citation worksheet
4. Lexis research
5. County Law Library research – worksheets
6. Appellate brief
7. Legal Correspondence
8. Legal Memoranda

O. Recommended Grading Scale:

<table>
<thead>
<tr>
<th>NUMERIC</th>
<th>GRADE</th>
<th>POINTS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>93–100</td>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
</tr>
<tr>
<td>90–92</td>
<td>A-</td>
<td>3.67</td>
<td>Superior</td>
</tr>
<tr>
<td>87–89</td>
<td>B+</td>
<td>3.33</td>
<td>Above Average</td>
</tr>
<tr>
<td>83–86</td>
<td>B</td>
<td>3.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>80–82</td>
<td>B-</td>
<td>2.67</td>
<td>Above Average</td>
</tr>
<tr>
<td>77–79</td>
<td>C+</td>
<td>2.33</td>
<td>Average</td>
</tr>
<tr>
<td>73–76</td>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>70–72</td>
<td>C-</td>
<td>1.67</td>
<td>Below Average</td>
</tr>
<tr>
<td>67–69</td>
<td>D+</td>
<td>1.33</td>
<td>Below Average</td>
</tr>
<tr>
<td>63–66</td>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>60–62</td>
<td>D-</td>
<td>0.67</td>
<td>Poor</td>
</tr>
<tr>
<td>00–59</td>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

P. Grading and Testing Guidelines:

Click here to enter text.

Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

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T. College Procedures/Policies:

**Attendance Requirements:** All students are required to attend all scheduled classes and examinations. Each faculty member has the right to establish regulations regarding attendance that he/she considers necessary for successful study.

Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students are expected to process a formal withdrawal through the Student Records Office in Kee Hall.

**Student engagement requirements:** Student engagement is based on the “active pursuit” of learning which can be measured by class attendance, class participation (in class or online), taking required quizzes/examinations, and submission of work assignments or papers. Student engagement consists of a student attending at least 60% of the class sessions (there should be attendance throughout the term) and/or completing 75% of the assignments listed on the syllabus at the midpoint in the term. Exceptions can be made when there is on-going
communication between the student and faculty member. The communication must be documented and the
faculty member and student must be in agreement regarding the exception. Students not meeting the
expectation will be administratively withdrawn from class. If a student believes he/she was
administratively withdrawn in error, he/she may file an appeal. Being administratively withdrawn may
have program and financial aid implications.

Academic Misconduct is any activity that tends to compromise the academic integrity of the college, or
subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course or program rules as contained in the course syllabus or other information provided
to the student; violation of program requirements as established by departments and made available to
students.

2. Plagiarism including, but not limited to, submitting, without appropriate acknowledgment, any written,
visual or oral material that has been copied in whole or in part from the work of others (whether such
source is published or not) even if the material is completely paraphrased in one's own words. This
includes another individual’s academic composition, compilation, or other product, or a commercially
prepared paper. Plagiarism also includes submitting work in which portions were substantially
produced by someone acting as a tutor or editor.

Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not
to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are
nevertheless subject to penalties when plagiarism has been confirmed.

3. Cheating and dishonest practices in connection with examinations, papers and projects, including but
not limited to using unauthorized notes, study aids or information on an examination; obtaining help
from another student during an examination; taking an exam or doing work for another student;
providing one’s own work for another student to copy and submit as his/her own; or allowing another
student to do one’s work and then submitting the work as one’s own. Also included would be altering
a graded work after it has been returned, then submitting the work for re-grading; or submitting
identical or similar papers for credit in more than one course without prior permission from the course
instructors.

4. Fabrication including but not limited to falsifying or inventing any information, data or citation;
presenting data that were not gathered in accordance with defined appropriate guidelines, and failing to
include an accurate account of the method by which data were collected.

5. Obtaining an Unfair Advantage including, but not limited to stealing, reproducing, circulating, or
otherwise gaining access to examination materials prior to the time authorized by the instructor;
unauthorized collaborating on an academic assignment; taking, hiding or altering resource material; or
undertaking any activity with the purpose of creating or obtaining an unfair advantage over another
student’s academic work.

6. Aiding and Abetting Academic Dishonesty including, but not limited to providing material,
information or other assistance to another person with the knowledge that such aid could be used in
any of the violations stated above, or providing false information in connection with any inquiry
regarding academic integrity.

7. Alteration of Grades or Marks including but not limited to, action by the student in an effort to change
the earned credit or grade.

In addition, cases of academic dishonesty may involve photocopied materials. Materials used may fall
under the Copyright Act. Violations of said Act may subject the user and/or the College to sanctions.
Statement on Disabilities: Any student who requires reasonable accommodations related to a disability should inform the course instructor and the Coordinator of Specialized Services (Room 138 in Kee Hall; phone 419-755-4727).

Students who encounter difficulty in any of their courses are encouraged to visit the Tutoring Resource Center (Room 119 in Fallerius Technical Education Center) for tutoring assistance, and the Student Success Center (Room 136 in Kee Hall) for academic assistance, advising services, referrals for personal counseling and Learning Disability (LD) Testing.

Statement on Withdrawals: As a student, you are expected to attend class. If you are unable or choose not to attend class, or if for whatever reason you are unable to keep up with the requirements of a course, you need to officially drop the class at the Student Records Office. Refund dates and withdrawal dates will vary slightly from term to term. Contact the Student Records Office for applicable dates. Additionally, these dates are posted on the academic calendar available on the college’s website, [www.ncstatecollege.edu](http://www.ncstatecollege.edu), under the Academics heading on the home page and are available at the Student Records Office in Kee Hall. Students should go to the Student Records Office (Room 142 in Kee Hall) to process their withdrawal from any class.

If you choose to walk away from your class without officially withdrawing from it, the faculty member teaching the class must grade your classroom performance on the material available to him or her. This normally results in an "F" grade. An "F" grade can lower your grade point average considerably depending on the total credits accumulated.