

SYLLABUS

Code: PLGL106

Title: Legal Research and Writing

Institute: Business and Social Science **Department:** Paralegal Studies

Course Description: This course is an introduction to legal research and writing. The course will provide a working knowledge of and an understanding of legal research materials, tools and methods. Students will learn to develop research and writing strategies, and will learn to research and write case briefs, legal briefs and legal memoranda. This course will provide the student with the knowledge and skills needed to create basic legal research and communicate their findings in the proper written format

Prerequisites: --

Corequisites: --

Prerequisites or Corequisites: ENGL121 and PLGL105

Credits: 4

Lecture Hours: 4

Lab/Studio Hours: 0

REQUIRED TEXTBOOK/MATERIALS:

The Process of Legal Research, Kunz, et al. Little, Brown Publishers

ADDITIONAL TIME REQUIREMENTS:

Research is completed outside of class. Working with learning assistant related to research must be done outside of class.

COURSE LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- Examine the concepts and principles of legal research and writing.
- Research, analyze and write simple to complex legal research documents utilizing various computer software applications.
- Demonstrate ethical and professional responsibility.
- Demonstrate an understanding of the legal research and writing process.

GRADING STANDARD:

Form of testing is at the discretion of professor but must conform to the following:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	76-79
C	70-75
D	65-69
F	64 or below

* Course Grade – Individual instructor changes in grading requirements will be found in that instructor's course grading addendum.

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COURSE CONTENT:

INSTRUCTIONAL UNITS:

1. Case Law
2. Statutes and Citations
3. Legal Encyclopedia
4. Other Legal Resources
5. Non-Legal Resources
6. Legal Writing

DEPARTMENT POLICIES:

Legal Studies Department Policies:

1. Grading Policy:
Grades for assignments, projects, exams, and courses are to be determined by the individual Instructor, however, the Department reserves the right to approve same for adjunct Instructors.
2. Cheating Policy:
In light of the nature and ethical demands of the profession for which we are preparing students, it is the Department's policy that THERE WILL BE A ZERO TOLERANCE FOR CHEATING OR UNETHICAL BEHAVIOR WITH RESPECT TO ANY ASPECT OF A STUDENT'S PARTICIPATION IN THE PROGRAM. A student who is found to have engaged in same will receive no credit for any course that is involved and may be asked to leave the program. Further college disciplinary action may also be taken.
3. Attendance Policy:
The Legal Studies Department wishes to advise students that, with rare exception, it would be extremely difficult, if not impossible, to be successful in a course without regular class attendance. The Department, therefore, encourages attendance, except in cases of illness, emergency, or other serious problem or conflict. It is up to the individual Instructor as to whether to require attendance or to include it as a criterion for grading. In any event, no student should miss two consecutive classes, or three classes overall in a term, without contacting the course Instructor as soon as possible.
4. Taping Classes:
Tape recording of classes or Legal Studies Department programs without a proper Alert form is prohibited. Tapes made pursuant to an Alert form are for the sole use of the student for whom the Alert form was issued, and are to be used only for the purposes provided therein.
5. "Retesting" Policy:
It is the Department's position, in light on the nature and demands of the profession for which we are preparing students, that students will not be permitted to "retest", unless the individual Instructor finds compelling reason to do so in an unusual circumstance.
6. Course Testing Center Policy:
The Department has no official policy other than to indicate it has no objection to an individual Instructor making use of the testing center under appropriate circumstances.
7. Late Assignment Test Policy:
It is the Department's policy that all assignments and tests are to be completed and submitted in the date scheduled for same. It is up to the individual Instructor to determine what consequences, if any, will result from lateness. However, the Department reserves the right to approve same for adjunct Instructors.

Questions about the Legal Studies Department Program or the Paralegal Profession may be directed to the Program Director at (732) 224- 2976, to the Learning Assistant at (732) 224-2337, or to full time faculty members.

COLLEGE POLICIES:

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

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Please refer to the [BCC STUDENT HANDBOOK AND BCC CATALOG](#).

NOTIFICATION FOR STUDENTS WITH DISABILITIES:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

ADDITIONAL SUPPORT/LABS:

The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arises.