

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

**LEGAL WRITING & ANALYSIS  
LAW 1050**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Revised: Spring 2011**

NOTE: This course is not designed for transfer credit.

**Catalog Course Description:**

An exploration of the details of objective legal writing designed to prepare students to articulate legal concepts and to draft documents in a manner reflecting legal analysis; overview of the elements of legal memoranda; introduction to reading and briefing legal opinion and persuasive writing.

**Entry Level Standards:**

College-level competencies in logic, reading, and English are required.

**Prerequisites:**

LAW 1000 and ENGL 1010

**Textbook(s) and Other Course Materials:**

Putnam, William H., *Legal Research, Analysis and Writing*, 2<sup>nd</sup> Edition (Thompson/Delmar, 2010) ; ISBN: 978-1-4283-0442-0

McGaugh, Tracy L, *Interactive Citation Workbook for ALWD Citation Manual 2010 Edition* (LexisNexis, 2010); ISBN: 978-1-4224-8027-4

Dickerson, Darby, *ALWD Citation Manual, A Professional System of Citation*, 4th Edition (Aspen, 2010); ISBN: 978-0-7355-8930-8

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	Introduction to Legal Principles and Authorities (3 hours)
2	Introduction to Legal Analysis (1 hour) Legal Analysis – Key Facts (2 hours)
3	Legal Analysis – Issue Identification (1 hours); Legal Analysis – Stating the Issue ( 1 hours); Case Law and Case Briefing ( 1 hour)
4	Case Briefing (1.0 hour); Legal Analysis: Counter Analysis (0.5 hour); Statutory Analysis (1.5 hours)
5	Case Briefing (1.0 hour); Citation Form and usage (2 hours)
6	Citation Form and usage (3 hours)
7	Citation Form and usage (3 hours)

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| 8  | Fundamentals of Legal Writing – General Considerations (1 hour); Fundamentals of Writing (2 hours)               |
| 9  | Legal Writing exercises ( 3 hours)   |
| 10 | Legal Writing exercises ( 3 hours)   |
| 11 | Office Legal Memorandum - Issues and Facts ( 2.0 hours); Legal Writing Exercises (1 hour)                        |
| 12 | Office Legal Memorandum - Facts (1.0 hour); Analysis (2.0 hours)   |
| 13 | Office Legal Memorandum - Conclusion (2 hours); Legal Writing Exercises (1 hour)                                 |
| 14 | Office Legal Memorandum (1 hour); Court Briefs and Appellate Briefs (1.0 hour); Legal Writing Exercises (1 hour) |
| 15 | Final Exam Period  |

## **II. Course Goals\*:**

The course will:

- A. The course will build student writing skills and expand their legal vocabularies through completion of weekly guided writing and analysis exercises that shall allow them to communicate more effectively with lawyers, legal professionals, and clients. (II, III, IV)
- B. The course will guide students with practice elements of the work ethic such as professionalism, preparedness, punctuality, honesty, cooperation, dependability, contribution, effectiveness, and good manners. ( I, II, V)
- C. The course will enhance development of critical thinking, problem solving, goal setting, and planning skills through the performance of course assignments such as intensive writing exercises, case analysis, team discussions, team case studies, experiential exercises, and oral presentations. (III, IV)
- D. The course shall expand student understanding of the legal process and the use of technology to prepare Internal Legal Memoranda used in that process. (V)
- E. The course shall develop an awareness of the ethics used in preparing legal writings. (I)

\*Roman numerals after course objectives reference goals of the ( *Paralegal Studies* ) program (Career Program Goals and General Education Goals are listed [http://www.pstcc.edu/departments/curriculum\\_and\\_instruction/syllabi/](http://www.pstcc.edu/departments/curriculum_and_instruction/syllabi/) )

## **III. Expected Student Learning Outcomes\*:**

The student will be able to:

1. Recognize and demonstrate acts that constitute professional behavior. (B)
2. Write in prose that is direct, concise, and clear (A,B,C,D)
3. Identify and articulate acts that constitute unethical behavior. (E)
4. Distinguish between the passive voice and active voice and identify correct use of active

- voice in legal writing. (A,B)
5. Describe the use of analogies in legal writing. (A,C, D)
  6. Analyze case law. (A,C,D)
  7. Analyze statutory law. (A,C,D)
  8. Analyze facts of a client's case.(A,C,D)
  9. Analyze and compare facts of client's case with facts of published cases and statutes (A,C,D).
  10. Apply law to facts ( A,C,D)
  11. Prepare an office memorandum effectively communicating analysis of legal issues. (A,C,D).
  12. Utilize correct legal citation form in legal writing (A,B,C,D,E)

\* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

#### **IV. Evaluation:**

##### A. Testing Procedures: 20% of grade

A test on Legal Citation shall be given during the course. All students must pass a basic citation test in order to pass the course. A passing grade on the citation test is 75%. The test will be given three times during the semester. Students may not defer taking the citation test until a later time. Students who do not pass the citation test will receive an "F" for the course regardless of grades received on other assignments. Failure by the student to take a citation test when scheduled will result in an "F" for the course, unless the student has been granted prior express permission by the instructor to take the test at a later time.

##### B. Laboratory Expectations:

Students should expect to study and work on writing assignments 2-10 hours per week.

##### C. Field Work:

This information, if applicable, will be provided via syllabus supplement.

##### D. Other Evaluation Methods: 80% of grade

Writing and analysis exercises, case briefs, homework and all other writings shall be given weekly during the semester. These writings shall together comprise 80% of the course grade.

##### E. Grading Scale:

A	93-100
B+	88- 92
B	83- 87
C+	78- 82
C	73- 77
D	65- 72
F	64 and below

## V. Policies:

### A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of the Learning Division, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of the Learning Division.

### B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

### C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at [www.pstcc.edu/departments/swd/](http://www.pstcc.edu/departments/swd/).

### D. Other Policies:

1. **Supplementary Syllabus.** Legal writing, analysis, and citation exercises will be assigned, and will be fully explained by the Instructor's supplementary syllabus. All work shall be expected to be typed unless otherwise instructed.
2. **Late Work:** Late papers will not be accepted nor will make-up tests be given without specific approval of the instructor.
3. **Computer Usage Guidelines:** College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful

manner. (Pellissippi State Online Catalog)