

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

**LEGAL WRITING**  
**LEGL 1330 (formerly LAW 1050)**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Revised: Spring 2016**

**Catalog Course Description:**

An introduction to skills necessary to create written documents used in the legal workplace.

**Entry Level Standards:**

College-level competencies in reading and English are required.

**Prerequisites:**

LEGL 1300

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

Putnam, William H. and Albright, Jennifer R; *Legal Research, Analysis, and Writing*, 3<sup>rd</sup> Edition (Delmar/Cengage Learning, 2014). ISBN: 978-1-1335-9190-0

Barger, Colleen M., *ALWD Guide to Legal Citation*, 5<sup>th</sup> Edition (Wolters Kluwer, 2014): ISBN: 9781454828754

Norton, Tracy McGaugh, Hurt and Jackson, *Interactive Citation Workbook for ALWD Guide to Legal Citation* (LexisNexis, 2015 Edition), ISBN 9781632833709

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

<b>Week</b>	<b>Topic</b>
1	Introduction to Legal Principles and Authorities ( 3.0 hours)
2	Introduction to Legal Analysis (1.0 hour); Legal Analysis – Key Facts (2.0 hours)
3	Legal Analysis – Issue Identification (1.0 hour); Legal Analysis- Stating the Issue (1.0 hour); Case Law and Case Briefing (1.0 hour)
4	Case Briefing (1.0 hour); Legal Analysis and Counter Analysis (0.5 hour); Statutory Analysis (1.5 hours)
5	Case Briefing (1.0 hour); Legal Analysis (2.0 hours)
6-8	Citation Form and usage (9.0 hrs.)
9-10	Fundamentals of Legal Writing- general considerations (3.0 hrs.), Organization (3.0 hrs.)
11	Legal Writing Exercises: office memorandum (1.0 hr.); writing fact statement (2.0 hrs.)

- 12 Office legal memorandum issue statement (1.0 hr.); analysis (1.0 hr.); conclusion (1.0 hr.);
- 13 Court Briefs and Appellate Briefs (3.0 hrs.)
- 14 Various Legal Writing Exercises (3.0 hrs.)
- 15 Final Examination

**II. Course Goals\*:**

The course will:

- A. Encourage students to practice ethical behavior. (I)
- B. Build student writing skills and expand legal vocabularies. (II, III, IV)
- C. Enhance development of critical thinking, problem solving, goal setting, and planning skills. (III, IV).
- D. Guide students to create documents in correct legal format. (V).
- E. Enhance student understanding of citing and checking sources. (I).

\*Roman numerals after course objectives reference goals of the Paralegal Studies program.

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

The student will be able to:

- 1. Understand and apply principles of writing and rules of grammar. (B,C,D)
- 2. Prepare documents in appropriate formats. (D,E)
- 3. Cite and check legal sources. (B,E)
- 4. Recognize and demonstrate acts that constitute professional behavior. (A)
- 5. Understand the use of analogies in legal writing. (A,B,C,D)
- 6. Prepare an office memorandum of law effectively communicating analysis of legal issues. (A,B,C,D,E)

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

**IV. Evaluation:**

A. Testing Procedures: 30%

A legal citation will be given. Students must pass the citation test with a score of 75% or better in order to pass the course. Students may take the citation test up to three times during the semester. 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 the citation test when scheduled will result in an "F" for the course. The instructor will provide full details the first week of class via a syllabus supplement.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 70%

1. Class participation, group work, and homework will also comprise the final grade for the course. The instructor will provide full details the first week of class via a supplementary syllabus.
2. All tests and papers will be graded for spelling and English usage in addition to content and format.
3. Any student encountering academic difficulty during the term is strongly encouraged to meet with the instructor to discuss options and solutions.

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 Academic Affairs, 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 Academic Affairs.

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.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that 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 Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to [disabilityservices@pstcc.edu](mailto:disabilityservices@pstcc.edu), or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.