

Pellissippi State Community College  
Master Syllabus

**LEGAL WRITING & ANALYSIS  
LAW 1050**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Date Revised: 12/03/2010**

**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; ENGL 1010

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

1. Putnam, William H., *Legal Research, Analysis and Writing*, 2<sup>nd</sup> Edition (Thompson/Delmar, 2010) ; ISBN: 978-1-4283-0442-0
2. McGaugh, Tracy L, *Interactive Citation Workbook for ALWD Citation Manual 2010 Edition* (LexisNexis, 2010); ISBN: 978-1-4224-8027-4
3. 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:**

**Week Topic**

- |   |  |
|---|--|
| 1 | Introduction to Legal Principles and Authorities (3 hours)   |
| 2 | Introduction to Legal Analysis (1 hour)<br>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);<br>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)  |

- 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\*:

- 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\*:

Students 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: N/A

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 Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.

*(Pellissippi State Online Catalog)*

### B. Academic Dishonesty:

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. *(Pellissippi State Online Catalog)*

### 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)*