



**TRINITY VALLEY COMMUNITY COLLEGE  
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students**. It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

**Course Title**

**Legal Research and Writing**

**Course Prefix and Number**

**LGLA 1401**

**Department –**

**Division Workforce Education – Legal Assistant Technology**

**Course Type – select from one of the following categories.**

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
4	3	3

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify: \_\_\_\_\_

## **Course Catalog Description**

**A study of basic legal research and writing procedures, including techniques for conducting research with the use of computers. Emphasis is on finding the law, gathering, analyzing, and organizing the facts through the use of state and federal codes.**

## **Prerequisites/co requisites**

**None**

## **Topical Outline**

### **Legal Research**

Chapter 1 – The Legal System

Chapter 2 – What Law Governs

Chapter 3 – Court Decisions

Chapter 4 – Digests

Chapter 5 – Shepardizing

Chapter 6 - Secondary Sources

Chapter 7 – Constitutions and Statutes

Chapter 8 – Legislative History

Chapter 9 - Administrative Materials and Looseleaf Services

Chapter 10 – Computerized Legal Research

Chapter 11 – Internet Research

Chapter 12 – Practice Rules

Chapter 13 – Overview of Ethical Rules

Chapter 14 – Practitioner’s Materials

Chapter 15 – Research Strategy

### **Legal Writing**

Chapter 16 – Getting Ready to Write

Chapter 17 – Editing

Chapter 18 – Writing Basics

Chapter 19 – Case Briefing and Analysis

Chapter 20 – The Legal Memorandum

Chapter 21 – Questions Presented and Conclusions or Brief Answers

Chapter 22 – Facts

Chapter 23 – Synthesizing Cases and Authorities

Chapter 24 – The IRAC Method

Chapter 25 – Outlining and Organizing a Memorandum

Chapter 26 – Letter Writing

Citation Appendix

**Course Learning Outcomes**

**Locate, read, and understand primary and secondary legal authority; design and implement effective research strategies; be familiar with computer assisted legal research tools and the proper role of these tools; and write clear, concise legal memorandums and briefs. Define and use legal terminology relating to legal research and writing.**

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

<b>Mark with an "X"</b>	<b>General Education Outcome</b>
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
X	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

**Required Text(s)**

**Legal Research and Writing Handbook 4<sup>th</sup> ed., by Yelin, ISBN 0735551200 published by Aspen Publishers.**

**Optional Text(s)**

**Material/Technology to be supplied by the student.**

Pen, pencils and paper to take lecture notes

**Course Requirements/Grading System** – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

Instruction will be by lecture/demonstration/discussion, with emphasis on student-teacher interaction.

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date