

Cerro Coso College
Course Outline of Record Report
10/18/2021

PARAC122 : Legal Research & Writing II

General Information

Author:	<ul style="list-style-type: none">• Dawn Ward• Meehan, Barbara• O'Connor, Karen
Course Code (CB01) :	PARAC122
Course Title (CB02) :	Legal Research & Writing II
Department:	Business Information Technolog
Proposal Start:	Fall 2019
TOP Code (CB03) :	(1402.00) Paralegal
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000507917
Curriculum Committee Approval Date:	10/04/2013
Board of Trustees Approval Date:	11/14/2013
External Review Approval Date:	02/26/2014
Course Description:	This course focuses on the principles of drafting legal documents and the fundamentals of legal analysis. It includes the practice of writing legal memorandums, court documents, and correspondence. The topics of legal analysis including statutory analysis, case law briefs, issue identification, and counteranalysis are also covered.
Submission Type:	Change to Content Mandatory Revision This course is scheduled for CIC review this semester (Fall 2018). As part of the mandatory revision through CIC the changes include modification of the SLO's with course objectives, course description, course outline, and update ENG advisory to C101 due to basic skills revisions in the law.
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	<ul style="list-style-type: none">• Law
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	<ul style="list-style-type: none">• Legal Assisting (Paralegal)
Additional Bachelors or Associates Discipline Preferred:	No value

Course Development Options

Basic Skills Status (CB08)

Course Special Class Status (CB13)

Grade Options

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Rationale For Credit By Exam/Challenge

No value

Course Support Course Status (CB26)

No value

Course is not a special class.

Allowed Number of Retakes

0

Retake Policy Description

Type:|Non-Repeatable Credit

- Letter Grade Methods
- Pass/No Pass

Course Prior To College Level (CB21)

Not applicable.

Allow Students To Audit Course

Associated Programs

Course is part of a program (CB24)

Associated Program

Award Type

Active

CC Paralegal Studies

A.S. Degree Major

Summer 2018 to Fall 2020

Paralegal Studies

Certificate of Achievement

Summer 2018 to Fall 2020

Paralegal Studies Associate in Science Degree

A.S. Degree Major

Fall 2020

Paralegal Studies Certificate of Achievement

Certificate of Achievement

Fall 2020

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

No value

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07) 3

Maximum Credit Units (CB06) 3

Total Course In-Class (Contact) Hours 54

Total Course Out-of-Class Hours 108

Total Student Learning Hours 162

Faculty Load 0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Activity	0
Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Activity	0
Total	108

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
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No Value	No Value	No Value	No Value
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Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

PARAC112 - Legal Research & Writing I

This course is a continuation of PARA C112 and the courses must be taken in sequence. Students must apply correct methods of legal research to the drafting and writing of legal documents.

AND

Advisory

ENGLC101 - Freshman Composition

Students must employ proper writing and grammar skills in the preparation of legal documents. Students should be able to demonstrate college-level vocabulary and reading comprehension; synthesizing university-level sources; analyzing complex material; critiquing; critical reading; documenting sources

Entrance Skills

Entrance Skills	Description
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No value	No value
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Limitations on Enrollment

Limitations on Enrollment	Description
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No value	No value
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Specifications

Methods of Instruction

Methods of Instruction	Discussion
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<p>Rationale</p>	<p>The primary subject matter for discussion prompts for the online or on-ground classes will be the same.</p> <p>Online: Students will participate in weekly discussions. Students will post one individual initial posting per week and reply to a minimum of two classmates. The instructor will also participate in the board and student replies. For example, the instructor may rotate through one-half of the class each week to reply to all students equally throughout the course.</p> <p>On-ground: Students will participate in class discussions with the instructor or/and fellow students.</p>
<p>Methods of Instruction</p>	<p>Lecture</p>
<p>Rationale</p>	<p>Online: Lecture will be given via audio PowerPoint or instructor written lecture notes in line with the PowerPoint.</p> <p>On-ground: Face to face lecture using similar material for online.</p>
<p>Methods of Instruction</p>	<p>Written work</p>
<p>Rationale</p>	<p>The students will complete weekly assignments from the textbook and those created by the instructor based upon the materials covered in the readings. Some assignments will require research. Assignments will be similar for online and on-ground.</p>
<p>Methods of Instruction</p>	<p>Instruction through examination or quizzing</p>
<p>Rationale</p>	<p>Student will complete quizzes and examinations within the courses (online and on ground).</p>
<p>Assignments</p> <p>A. Class Discussion Question and Answer - Student interaction in discussion forum Online with other students and instructor. A sample discussion board or inclass video for discussion in week 2:</p> <p style="padding-left: 20px;">The easiest and best way to avoid writing errors in the documents you prepare for work and/or court is to proofreading, and rereading, and proofreading again. Careful proofreading can help avoid simple errors. Remember spell check and grammar check will not catch everything.</p> <p style="padding-left: 20px;">Review the following video "punctuation is important". The video is short and funny, but makes a good point. You want to send the correct message to your reader. Punctuation is Important (link to video embedded)</p> <p style="padding-left: 20px;">For this week's initial response, post two fundamentals or tips, other than proofreading, that you read within chapter 10 that can assist you in preparing an error free document. Explain why you feel those two tips are important.</p> <p style="padding-left: 20px;">Your initial post is due by 11:59p.m. Thursday, January 28. You must reply to a minimum of two classmates by 11:59p.m. Sunday, January 31st.</p> <p>Reference</p> <p>Franco, J. Punctuation is Important. https://www.youtube.com/watch?v=rIBfnqgnhzw last viewed 01-13-2016.</p> <p>B. Essay and Short Answer Questions - The students will complete weekly assignments from the textbook and those created by the instructor based upon the materials covered in the readings. Some assignments will require research. Assignments will be similar for online and on-ground.</p> <p>C. Examination - Examination will be by web site automatic graded true and false or multiple-choice questions. Additional questions posted for student to write answers to case law, law application, or research into hypothetical scenario requiring student analysis and conclusion based on substantive or procedural law. A sample multiple choice question: A law office memo is designed to:</p> <ol style="list-style-type: none"> a. inform the reader of the results of legal research b. persuade the judge to reach a particular decision c. be a party's formal statement submitted to an appellate court d. be a party's formal statement setting forth a claim or defense <p>D. Other assignments include homework and projects based upon weekly readings.</p>	
<p>Methods of Evaluation</p>	<p>Rationale</p>

Tests	Examination - Examination will be by web site automatic graded true and false or multiple-choice questions. Additional questions posted for student to write answers to case law, law application, or research into hypothetical scenario requiring student to complete short answers.
Homework	The students will complete weekly assignments from the textbook and those created by the instructor based upon the materials covered in the readings. Some assignments will require research. Assignments will be similar for online and on-ground.
Participation	The primary subject matter for discussion prompts for the online or on-ground classes will be the same. Online: Students will participate in weekly discussions. Students will post one individual initial posting per week and reply to a minimum of two classmates. The instructor will also participate in the board and student replies. For example, the instructor may rotate through one-half of the class each week to reply to all students equally throughout the course. On-ground: Students will participate in class discussions with the instructor or/and fellow students.
Distance Education Description: how outcomes are evaluated	Assignments for the online course are in line and similar to the assignments that are offered on ground. The SLO's are assessed through rubric and objective assignments such as discussion boards, exams, and homework.

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Albright, A. & Putman, W.	Legal Research, Analysis, & Writing. 4th Ed	New York: Delmar Cengage Learning.	2018	ISBN-13: 978-1-305-94837-2. ISBN-10: 1-305-94837-8
Harvard Law Review, et al. (Eds.)	The Bluebook: A Uniform System of Citation. 20th Ed.	Harvard Law Review Assoc.	2016	ISBN: 978-0-692-40019-7.

Other Instructional Materials

No Value

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

Analyze a statute and apply it to a specific problem.

Compose a statement of the legal issue narrowly and comprehensively including identification of key facts.

Examine and analyze a court case.

CSLOs

Draft the various types of legal documents including, but not limited to, pleadings, legal memorandum, and correspondence.

Expected SLO Performance: 75.0

Apply the four steps of IRAC (Issue, Rule, Analysis, and Conclusion) within a legal writing.

Expected SLO Performance: 70.0

Articulate an objective or persuasive argument and conclusion to a legal issue using proper analysis and counter analysis.

Expected SLO Performance: 75.0

Demonstrate correct citation format in legal writing.

Expected SLO Performance: 75.0

Outline

Course Outline

A. Legal Analysis

1. Review of Key Facts and Issue Identification
2. Case Law Analysis
3. Locating Research that is "on point".
4. Counteranalysis
5. Objective v. Persuasive

B. Fundamentals of Legal Writing

1. Parts of Speech
2. Sentence Structure
3. Word Selection
4. Grammar
5. Citations
6. Knowing Your Audience

C. Effective Legal Writing

1. Goal
2. Processes and Outlining
3. Research
4. Prewriting, Writing, and Postwriting

D. Office Legal Memorandum

1. Purpose, Use, and Importance
2. Prewriting, Writing, and Postwriting
3. Sections of the Memorandum
4. Analysis
5. Objective v. Persuasive
6. Conclusion

E. Court Documents

1. Basic Formatting
2. Motions and Memorandum
3. Pleadings
4. Trial Briefs
5. Appeals

F. Correspondence

1. Basic Components
2. Information Letter
3. Opinion Letter
4. Demand or Advocacy Letter
5. Settlement Letter

Delivery Methods and Distance Education

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face
Online
Hybrid
Interactive

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

All paper assignments are identical to those in an onsite class except that they are submitted by "submission box" within the Learning Management System (LMS). Weekly class discussions are conducted by means of online weekly discussion forums within the LMS. Quizzes and exams will also be uploaded to the LMS and the student will take the quiz/exam through the LMS platform, however, content will be identical to any on-site courses. The instructor is responsible for providing feedback to the discussion within the discussions each week and also through grading feedback. Some instructors use rubrics, which are also stated in the syllabus, to grade course work and discussion forums but rubrics are not required and the need will vary by assignment. Objective answers would not require a rubric. Outcomes are assessed. See Methods of Evaluation.

Effective Student-Instructor Contact: Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV -Interactive Video -Other (specify)

Faculty maintains regular and effective contact with students online through participation in discussion board forums, course announcements, annotated feedback comments on graded assignments, office hours, and responding to student inquiries via email, "ask the instructor" forum, phone or Zoom video conferencing.

Students have regular contact with each other through the required weekly discussion boards. The students are required to post an initial response each week and reply to a minimum of two of their classmates. Students can also communicate with each other through email or Canvas Inbox.

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

Any needed software can be downloaded for free such as Microsoft office through student account or Adobe Acrobat free version. Students can contact campus IT, instructor or company for assistance.

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

An accessibility check is run within the learning management system. Documents that are uploaded are checked for accessibility.

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

Online class size will not be lower than on-ground classes.