

CUMBERLAND COUNTY COLLEGE

Course: PL 104: Introduction to Legal Research & Writing

Credits: 3

Co-requisites: EN 101: English Composition I
PL 101: Introduction to the Legal System

Description: This course is an introduction to basic legal research and writing including manual and computerized research skills and the writing of legal documents.

Learning Outcomes:

At the completion of this course, students will be able to:

- Locate statutes, case law, and administrative regulations in the state and federal systems
- Analyze fact situations and recognize legal issues
- Draft legal documents
- Access computerized legal research services and find case law using the appropriate data bases
- Develop legal writing skills

Topical Outline:

- Law and Sources of Law
- Legal Reasoning and Analysis
- Secondary Sources and Finding Tools
- The Judicial Branch and Cases
- Primary Sources: Constitutions, Statutes, Court Rules and Administrative Law
- Citators
- Overview of the Research Process and Ethical Considerations
- Computer Assisted Legal Research
- Introduction to Legal Writing
- Fundamentals of Writing
- Transmittal Letter, Client Opinion Letter, and E-Mail Correspondence
- Pleadings
- Law Office Memo
- Memorandum of Law
- Appellate Brief

Text: Bast, Carol M., Hawkins, Margie (2013). *Foundations of Legal Research & Writing* (55th ed.). Delmar.

Student Assessment: Assessment may be accomplished through projects, portfolios, exams, presentations and/or papers.

Academic Integrity: Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense. As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

Tutoring & Project Assist

If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

Before Withdrawing From This Course

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) **BEFORE** withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.