

Administrative Master Syllabus

Course Information

Course Title	Legal Research
Course Prefix, Num. and Title	LGLA 1303 – Legal Research
Division	Technology and Business
Department	Paralegal Studies
Course Type	WECM Course
Course Catalog Description	This course presents legal research techniques emphasizing the paralegal's role.
Pre-Requisites	TSI (Reading and Writing) requirements met
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	3:3:0
Lab/Other Hours	
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	0
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Department Head:	David Kucera, Technology & Business Division Chair	08-01-2023



Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

Week 1

- Topics: The legal system and sources of law. State and federal law. Role of paralegals in legal research. Overview of legal resources-primary and secondary authorities. The court system. The legal process. Finding tools.

Week 2

- Topics: Primary Authority and where to find it. Cases-state and federal. Hierarchy of the court system. Reporters, advance sheets and slip opinions. Citations and how to read a cite. Intro to finding tools for case law- digests, the West key number system and citators.

Weeks 3-4

- Topics: Continued discussion of digests. Cite checking in hardcopy and on-line materials. Cases, reported and slip opinions, and how to cite them. Discussion of uniform citation form, parallel cites and subsequent history. Research strategy and analysis.

Week 5

- Topics: Intro to secondary authority. How to find case law by using finding tools and secondary authority. Discuss secondary authorities: dictionaries, thesauri, and encyclopedias, A.L.R.s, treatises, and hornbooks.

Week 6

- Topics: Continued discussion of secondary sources. Secondary authority that is used to find case law and secondary authority that is used to explain the law. Legal periodicals and the appropriate indices. Restatements.

Week 7

- Topics: Validating and Cite Checking.

Week 8

- Topics: Constitutions, statutes, and legislative material. Legislation and the process of enacting a statute. Session laws and sources of legislative history, compiled (USCCAN and CIS) and uncompiled (Congressional Report).
- Citing legislative materials and Shepardizing statutes.

Week 9

- Topics: Administrative material-federal and state. Legal significance of administrative materials Examples: EPA and IRS. Discussion of the Federal Register and the CFR as well as state administrative codes. Updating, verifying, using, and citing administrative materials.

Week 10

- Topics: Computer assisted legal research. WESTLAW, LEXIS, and the Internet.

Week 11

- Topics: Computer assisted legal research con't.

Week 12

- Topics: Practice rules, ethical rules and practitioners' materials. Combining computerized research with manual tools. Review of all materials and research strategy.

Weeks 13-15

- Topics: Practice rules, ethical rules and practitioners' materials. Combining computerized research with manual tools. Review of all materials and research strategy.

Course Learning Outcomes:**Learning Outcomes – Upon successful completion of this course, students will:**

1. Locate primary and secondary legal authorities
2. Apply effective research strategies using standard and/or electronic legal research tools
3. Analyze the ethical considerations of the paralegal's role relating to legal research

Methods of Assessment:

Research assignments, exams, and quizzes
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Required text(s), optional text(s) and/or materials to be supplied by the student:

Legal Research and Writing Handbook: A Basic Approach for Paralegals (Current Edition), Andrea B. Yelin and Hope Viner Sambor.

Suggested Course Maximum:

30

List any specific or physical requirements beyond a typical classroom required to teach the course.

None

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Research assignments.. 40%
Midterm Exam..... 25%
Final Exam 25%
Class participation 10 %
Total 100%

Grading Scale
A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 0% - 59%



Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
 - Critical Thinking
 - Communication
 - Empirical & Quantitative Skills
 - Teamwork
 - Social Responsibility
 - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist