Course Information

Course Title	Legal Writing
Course Prefix, Num. and Title	LGLA 1305: Legal Writing
Division	Technology & Business
Department	Paralegal Studies
Course Type	WECM Course
Course Catalog Description	This course presents fundamentals of legal writing techniques including case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.
Pre-Requisites	TSI satisfied in writing
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	3:3:0
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
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

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).

Weeks 1-2
Punctuation. Commas, semi-colons, colons, etc.
Week 3
Grammar. Proper sentence structure and paragraph form.
Week 4
Getting Ready to Write
Week 5
Editing for Precision
 Weeks 6-7
Legal Correspondence. Letter writing.
 Weeks 8-10
Legal Citation Style
Weeks 11-12
Case Briefing
Weeks 13-15
The Legal research memorandum. Steps in Drafting a Legal Memorandum: Synthesizing Cases.

Course Learning Outcomes:

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

1. Draft legal documents including case and fact analysis, citation formats, and legal writing styles.

2. Analyze the ethical considerations of the paralegal role relating to legal writing.

Methods of Assessment:

Writing exercises/Assignments

Exams

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

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

Supplemental Materials: The Bluebook, A Uniform System of Citation, Current Edition.

Suggested Course Maximum:
30

List any specific or physical requirements beyond a typical classroom required to teach the course.
None

Course Requirements/Grading System:

The final course grade will be based on scores earned from two exams and average of 7-8 assignments.

Assignments average (50% of final grade): At least seven written assignments are required in this class.

Exam average (40% on exam average + 10% on in-class participation): There is ONLY one (1) exam during the semester and a 2nd exam given at the time specified for the final exam. All exams are weighted equally, with the lowest grade dropped to determine the exam average, which counts as one-half of the final grade.

50% Exams
40% Assignments
10% Class Participation – Discussion Board

The following grading scale will be used to determine all grades as well as to determine your final course grade for the class.

If your score is
90%	up to 100%	A
80%	up to 89%	B
70%	up to 79%	C
60%	up to 69%	D
59%	or below	F

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