



INSTRUCTIONAL PACKAGE

LEG 132

Legal Bibliography

2018-2019

Fall 2018

INSTRUCTIONAL PACKAGE

EFFECTIVE TERM: 2018 - 2019 (Fall 2018)

COURSE PREFIX: LEG 132

CONTACT HOURS: 3.0

COURSE TITLE: Legal Bibliography

CREDIT HOURS: 3.0

PART I: COURSE INFORMATION

RATIONALE FOR THE COURSE: The purpose of Legal Bibliography is to familiarize the paralegal student with the sources and precedential value of law in the United States and the process to conduct legal research using all resources, including text and conventional print resources and computer based tools, and proper citation for authorities used in legal writing and the legal profession.

COURSE DESCRIPTION: This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.

PREREQUISITE: (Credit level [ENG 101](#) Minimum Grade of C or Credit level [ENG 101](#) Minimum Grade of TC) or (Multiple Measures English 1 and Credit level [ENG 101](#) Minimum Grade of C)

REQUIRED MATERIAL:

Text: Bouchoux, Deborah E., **Legal Research and Writing for Paralegals**, 7th Edition (2013), Aspen College Series, Wolters Kluwer Publishing.

The Blue Book: A Uniform System of Citation, 19th or 20th Edition, Columbia Law Review

Please visit the Bookstore online site for the most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section and it will take you to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

CLASSROOM ETIQUETTE:

Please refer to your Instructor's Course Information Sheet for specific information.

PART II: STUDENT LEARNING OUTCOMES

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Upon completion of this course, students will be able to:

MODULE #1

Materials Covered: Chapters 1, 13, 2 and 3

***Assessments:** Written Assignment
Test 1: Chapters 1–3 and 13

Learning Outcomes:

- Describe the different types of legal authorities, sources of law, and their hierarchy.
- Explain the legal research process and goals.
- Define the paralegal's role in legal research.
- Discuss the federal and state legal systems and their effect on sources of law and research.
- Distinguish between primary and secondary, and mandatory and persuasive legal authorities and explain the significance of the distinctions.
- Use the S.C. Code of Laws and Index to locate specific statutory law.
- Explain the codification and publication process for statutory law and the importance of annotated statutory codes.

MODULE #2

Materials Covered: Chapters 4, 5 and 6

***Assessments:** Written Assignments
Test 2: Chapters 4-6

Learning Outcomes:

- Analyze and brief judicial opinions.
- Explain judicial opinions; identify types of opinions, and the elements use by courts in writing opinions.
- Explain and use the National Reporter System to locate judicial opinions based on citations.
- Apply the basic steps of legal research using secondary sources, digests, and annotated law reports to locate primary statutory and case law on particular legal issues.
- Explain different secondary legal authorities and each type's use in legal research.

MODULE #3

Material Covered: Chapters 8, 9 and Bluebook

***Assessments:** Citation Assignments
Update and validate Assignments
Test 3: Chapters 8, 9 and Bluebook

Learning Outcomes:

- Explain and use proper citation form for primary and secondary legal authorities used in legal research and writing.
- Use the Blue Book as a reference tool for citation format and rules in legal writing.
- Demonstrate knowledge of the purpose and process of validating and updating legal research using print citators and computer-assisted methods.

MODULE #4

Material Covered: Chapters 11 and 12

***Assessments:** Electronic/Computer based research project

Learning Outcomes:

- Describe and use the digital library, internet and legal databases to conduct, update and validate legal research.
- Describe pitfalls and ethical considerations in using the Internet and computer assisted legal research tools.
- Create a computer-based legal research strategy based on a provided factual scenario and legal issue.

***Students- please refer to the Instructor’s Course Information Sheet for specific information on assessments and due dates.**

PART III: GRADING AND ASSESSMENT

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

TESTS -----	30%
ASSIGNMENTS -----	50%
RESEARCH PROJECT -----	15%
PREPARATION AND PARTICIPATION-----	<u>05%</u>
TOTAL	100%

GRADING SYSTEM:

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% & Below	F

I Course requirements incomplete. Must be completed by deadline given by Instructor or “I” converts to an F.

***Students for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.**

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

PART IV: ATTENDANCE

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources

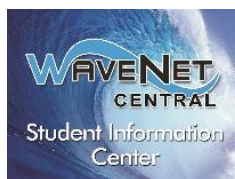


The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu