



# INSTRUCTIONAL PACKAGE

LEG 230

Legal Writing

2019/2020 Term  
Spring/2020

# **INSTRUCTIONAL PACKAGE**

## **Part I: Course Information**

Effective Term: Spring 2020

COURSE PREFIX: LEG 230

COURSE TITLE: Legal Writing

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

### **RATIONALE FOR THE COURSE:**

The purpose of this course is to acquaint the paralegal student with the skills necessary to effectively and efficiently analyze legal and factual issues and communicate that analysis through a variety of legal writing techniques.

### **COURSE DESCRIPTION:**

This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and legal briefs, and trial notebooks.

### **PREREQUISITES/CO-REQUISITES:**

Legal Bibliography (LEG 132) with a minimum final grade of C and English Composition I (RNG 101).

\***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

### **REQUIRED MATERIALS:**

**Text:** Deborah E. Bouchoux, **Legal Research and Writing for Paralegals**, 8<sup>th</sup> Edition, Wolters Kluwer/Aspen Publishing (2017).

**Text:** Harvard & Columbia Law Review, **The Bluebook**, 20<sup>th</sup> Edition (2017)

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

**Or**

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

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

## **TECHNICAL REQUIREMENTS:**

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

WaveNet and D2L email access.

Proficiency with use of Word as a word processing software program.

Password for Westlaw provided to students in Legal Bibliography.

## **STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

## **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

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

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

#### **Module #1: Legal Research and Citation Review**

**Materials Covered:** Chapters 13, 8, 9 & 12

**\*Assessments:** Writing Assignments  
Research Assignment  
Test

#### **Learning Outcomes:**

1. Describe and perform the process of updating and validating legal research manually and electronically;
2. Utilize correct legal citation form for primary and secondary legal authorities in writing;
3. Explain and write using intricate citation for use of punctuation, quotation, legal signals and short form citation; and
4. Develop strategies and processes for conducting legal research projects best for specific goals.

#### **Module #2: Writing and Legal Writing**

**Material Covered:** Chapters 14 & 15

**\*Assessments:** Writing Assignments  
Case Briefing

#### **Learning Outcomes:**

1. Apply rules of grammar, punctuation, spelling and composition to write clearly and effectively communicate;

2. Assess audience, purpose, and message to dictate effective writing for legal and business stakeholders;
3. Dissect and analyses court opinions in legal briefing format used by the legal profession;
4. Discuss the importance of the briefing process to the skill of legal writing; and
5. Draft documents exhibiting the hallmarks of legal writing: precision, clarity, readability, brevity, and order.

### **Module #3: Legal Correspondence & Writing Steps**

**Material Covered:** Chapters 16 & 19

**\*Assessments:** Writing Assignments  
Research Plan  
Case Briefing

#### **Learning Outcomes:**

1. Describe and use the basic elements of business and legal correspondence;
2. Draft legal opinion letter using results from research of legal issue and using appropriate writing style, tone and clarity to inform and educate the audience;
3. Draft legal demand letter using proper format, writing style and tone to persuade audience to whom letter is addressed; and
4. Research and analyze case law and statutory laws to apply in writing to unique factual situations.

### **Module #4: Legal Memoranda**

**Material Covered:** Chapter 17  
Handouts

**\*Assessments:** Research Results & Outline  
Legal Memoranda Assignment

#### **Learning Outcomes:**

1. Prepare research plan and memorandum outline based on factual scenario;
2. Draft a legal memorandum on research issue to objectively address legal and factual situation to be utilized by a paralegal's attorney in a hypothetical case; and
3. Convey information in writing in an objective, non-argumentative style in an opinion letter and internal legal memorandum.

### **Module #5: Legal Briefs**

**Material Covered:** Chapter 18  
Handouts

**\*Assessments:** Legal Brief Assignment and/or Order Assignment

#### **Learning Outcomes:**

1. Draft a proposed Court order based on hypothetical argument in a legal matter to be submitted to a presiding judge; and
2. Compose an argumentative legal brief for hypothetical case directed to a trial judge and opposing counsel.

**\*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	8.33%
Assignments	16.67%
Westlaw Assignments	16.67%
Correspondence	25.00%
Legal Memorandum	16.67%
Trial Brief or Order	16.67%
	100%

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

#### GRADING SYSTEM:

90% - 100% — **A**

80 - 89% — **B**

70 - 79% — **C**

60 - 69% — **D**

Below 60% — **F**

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 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **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 or go to the [Online Resource Center](#) to access on-demand resources any time.



### 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 Beth Havens, 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, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students 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 Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

### **Title IX Requirements**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

\*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).

<b>Inquiries regarding the non-discrimination policies:</b>	
---	--

<p>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 Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, VP Student Affairs</b>  <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway  Campus  PO Box 261966, Conway, SC 29528-6066  843-349-5228  <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a> _</p>	<p><b>Jacquelyne Snyder, VP Human Resources</b>  <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus  PO Box 261966, Conway, SC 29528-6066  843-349-5212  <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>



