

LAW R104: LEGAL RESEARCH AND WRITING I

Originator

ehess

College

Oxnard College

Attach Support Documentation (as needed)

PLS Advisory Committee Minutes - 10-6-21.pdf

Discipline (CB01A)

LAW - Paralegal Studies

Course Number (CB01B)

R104

Course Title (CB02)

Legal Research and Writing I

Banner/Short Title

Legal Research and Writing I

Credit Type

Credit

Start Term

Fall 2022

Formerly

PLS R104 - Legal Research and Writing I

Catalog Course Description

This course will introduce the student to print research in a law library and computer-based legal research methods, focusing on Federal and California constitutional, statutory and common law in encyclopedia, restatements, model statutes, legislative materials, articles, and other secondary sources of exposition and analysis. The course will also cover critical reading, principles of legal construction and interpretation, and drafting basic legal documents.

Taxonomy of Programs (TOP) Code (CB03)

1402.00 - *Paralegal

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

(L) Letter Graded

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

52.5

Maximum Contact/In-Class Lecture Hours

52.5

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

52.5

Total Maximum Contact/In-Class Hours

52.5

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class

Minimum Outside-of-Class Hours

105

Maximum Outside-of-Class Hours

105

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Prerequisites

ENGL R101 or ENGL R101H

Advisories on Recommended Preparation

LAW R101

Entrance Skills

Entrance Skills

Ability to read, understand, and use legal terminology, ability to differentiate between primary and secondary authority used in the practice of law.

Prerequisite Course Objectives

LAW R101-Identify and use legal terminology correctly
 LAW R101-Describe the American system of jurisprudence
 LAW R101-List the steps in the legal analysis process
 LAW R101-Identify categories of legal cases
 LAW R101-Decipher case citation

Entrance Skills

Compare the work with another, drawing conclusions based on appropriate criteria.

Prerequisite Course Objectives

ENGL R101-Write multiple-page expository and persuasive essays
 ENGL R101-Demonstrate college-level control of mechanical elements of writing such as grammar, syntax, spelling, vocabulary, and idiomatic usage
 ENGL R101-Research a topic, analyze and synthesize information, and report findings in a properly documented essay
 ENGL R101-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
 ENGL R101-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence
 ENGL R101H-Write multiple-page expository and persuasive essays

ENGL R101H- Demonstrate college-level control of mechanical elements of writing such as grammar, syntax, spelling, vocabulary, and idiomatic usage
ENGL R101H- Research a topic, analyze and synthesize information, and report findings in a properly documented essay
ENGL R101H-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
ENGL R101H-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence
LAW R101-Identify and use legal terminology correctly
LAW R101-List sources of law and other information and how it is utilized in legal analysis
LAW R101-List the steps in the legal analysis process
LAW R101-Identify categories of legal cases
LAW R101-Decipher case citation

Entrance Skills

Analyze and comprehend written material at the college level.

Prerequisite Course Objectives

ENGL R101-Demonstrate college-level control of mechanical elements of writing such as grammar, syntax, spelling, vocabulary, and idiomatic usage
ENGL R101-Research a topic, analyze and synthesize information, and report findings in a properly documented essay
ENGL R101-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
ENGL R101-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence
ENGL R101H- Demonstrate college-level control of mechanical elements of writing such as grammar, syntax, spelling, vocabulary, and idiomatic usage
ENGL R101H- Research a topic, analyze and synthesize information, and report findings in a properly documented essay
ENGL R101H-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
ENGL R101H-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence

Entrance Skills

Assess reading material by solving problems and distinguishing between fact and opinion.

Prerequisite Course Objectives

ENGL R101-Write multiple-page expository and persuasive essays
ENGL R101-Research a topic, analyze and synthesize information, and report findings in a properly documented essay
ENGL R101-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
ENGL R101-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence
ENGL R101H-Write multiple-page expository and persuasive essays
ENGL R101H- Research a topic, analyze and synthesize information, and report findings in a properly documented essay
ENGL R101H-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
ENGL R101H-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence
LAW R101-Identify and use legal terminology correctly
LAW R101-List the steps in the legal analysis process

Requisite Justification

Requisite Type

Advisory

Requisite

LAW R101

Requisite Description

Course in a sequence

Level of Scrutiny/Justification

Content review

Requisite Type

Prerequisite

Requisite

ENGL R101 or ENGL R101H

Requisite Description

Other (specify)

Specify Other Requisite Description

The course requires a minimum level of comprehension of college-level reading materials and college-level writing skills. Without these entrance skills, students will be unable to comprehend and articulate their legal findings in written form.

Level of Scrutiny/Justification

Required communication/computation skill

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|---|
| 1 | Locate and utilize legal statutes annotated to apply in their writing. |
| 2 | Demonstrate understanding and knowledge of, and ability to locate California statutes, rules of court and local rules of court. |
| 3 | Demonstrate the basics of writing case briefs and office memoranda. |

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|---|
| 1 | Demonstrate the use of legal encyclopedia in researching legal issues |
| 2 | Locate and utilize statutes and statutes annotated |
| 3 | Cite cases and other legal publications as set forth in the legal citation manuals which may include the Indigo Book, Blue Book, White Book, ALWD, and other commonly accepted legal style manuals. |
| 4 | Locate points and authorities in digests and have general understanding of the use of the digest system |
| 5 | Utilize the Shepard's Citator to determine if a specific case has been subsequently cited, revised or distinguished |
| 6 | Locate local ordinances |
| 7 | Summarize facts of a lengthy legal opinion |
| 8 | Research and write basic case briefs, legal office memorandums, and associated legal support tasks. |

Course Content**Lecture/Course Content**

1. Overview of Legal Research
 - a. Legal Authorities and Research Media
 - b. Eight Cognitive Tasks
2. Secondary Authorities
 - a. Encyclopedias
 - b. Treatises
 - c. Legal Periodicals
 - d. American Law Reports (A.L.R.) Annotations
 - e. Restatements
 - f. Additional Secondary Authorities and Strategy
3. Case Law
 - a. Reporters, Digests and Their Alternatives
 - b. Case Citators

4. Enacted Law
 - a. Codes and Session Laws
 - b. Legislative Process Materials
5. Administrative Materials
 - a. Regulations
 - b. Agency Decisions
 - c. Mini-Libraries
6. Rules of Professional Responsibility
7. Development an Integrated Research Strategy

Laboratory or Activity Content

None.

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Written expression
Problem solving exercises

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Essay exams
Individual projects
Objective exams
Problem-solving exams
Quizzes
Reports/papers
Research papers
Written analyses
Written homework
Essays
Problem-Solving Assignments

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Case studies
Class activities
Class discussions
Distance Education
Group discussions
Internet research
Small group activities

Describe specific examples of the methods the instructor will use:

Typical graded assignments (methods of evaluation):

1. Over the semester students are evaluated with written tests that measure the student's knowledge in beginning legal research and writing skills gained from instructor's presentations, discussions, and reading assignments on topics such as but not limited to California courts, the Constitution, codes, statutes and administrative regulations, case law and others.
2. Students are evaluated in classroom discussions on their ability to explain and demonstrate their knowledge of information from textbook reading assignments on topics, including create a case brief and other legal writings.
3. Students are evaluated on chapter assignments by requiring students to write a variety of assignments, including those involving the utilization of legal research in a variety of legal documents.

Representative Course Assignments

Writing Assignments

1. Students are required to draft and prepare a number of documents using from their research. These writings may include, but are not limited to case briefings and introduction to pleadings, complaints, discover, and other legal documents as a transition to the second level course.

Critical Thinking Assignments

Students will be tested on their ability to take the legal concepts learned in the course and apply them to a given scenario and identify all legal issues presented in the scenario and successfully analyze the legal outcome of the case.

Reading Assignments

1. Students are required to study the information on legal research.
2. Students are required to study material or authorities with research at a law library, online or with other computer resources.

Problem-Solving and Other Assignments (if applicable)

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Outside Assignments**Representative Outside Assignments**

Typical outside of classroom assignments:

1. Reading
 - a. Students are required to study the information on legal research.
 - b. Students are required to study material or authorities with research at a law library, online or with other computer resources.
2. Writing
 - a. Students are required to draft and prepare a number of documents using their research. These writings may include, but are not limited to case briefings and introduction to pleadings, complaints, discovery, and other legal documents as a transition to the second level course.

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Description

Putman, JD, William H., **Legal Research, Analysis, and Writing**, Independence, KY, Cengage, Inc. 2018 (4th Edition or latest edition)
ISBN-10: 1305948378 | ISBN-13: 9781305948372

Resource Type

Other Resource Type

Description

The Bluebook: A Uniform System of Citation.

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (1%–50% online)
Hybrid (51%–99% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Telephone	The telephone medium of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.
Synchronous Dialog (e.g., online chat)	The students will be involved in synchronous dialogue during webinar presentations by the professor in which they use the chat feature of the webinar to discuss issues brought up in the professor's lecture and ask questions of the professor and other students.
Other DE (e.g., recorded lectures)	Prerecorded lectures on the learning for a given week will be made and placed in the modules to be replayed by the students for additional assistance in learning the concepts involved for a given week.
Face to Face (by student request; cannot be required)	This media of communication will be used between the professor and students needing additional help by meeting at a specific location during normal office hours.
E-mail	The professor will be involved in email communication with students needing additional help via this communication media.
Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Telephone	The telephone medium of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.

Synchronous Dialog (e.g., online chat)	The students will be involved in synchronous dialogue during webinar presentations by the professor in which they use the chat feature of the webinar to discuss issues brought up in the professor's lecture and ask questions of the professor and other students.
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Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Telephone	The telephone medium of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.
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Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

Examinations**Hybrid (1%–50% online) Modality**

On campus
Online

Hybrid (51%–99% online) Modality

On campus
Online

Primary Minimum Qualification

LEGAL ASSISTING

Review and Approval Dates**Department Chair**

10/18/2021

Dean

10/19/2021

Technical Review

MM/DD/YYYY

Curriculum Committee

10/27/2021

DTRW-I

MM/DD/YYYY

Curriculum Committee

11/10/2021

Board

MM/DD/YYYY

CCCCO

11/29/2021

Control Number

CCC000542123

DOE/accreditation approval date

MM/DD/YYYY