



WOL-201: Legal Research and Writing - Course Syllabus

Description:

Created for non-lawyers, WOL-201 Legal Research and Writing, prepares paralegals to perform typical responsibilities in law offices and legal departments. Content includes issue spotting, analysis and counter-analysis, traditional and online research, secondary authorities and citing, writing briefs and memoranda, and more. The simplified, clear format builds confidence with practice and reinforcement, through hypotheticals, examples, and exercises, along with interactive quizzing and interactive assignments. This course also includes the latest updates with special attention to digital tools used in law practice, such as fee-based, legal research subscriptions.

Textbook: Legal Research, Analysis, and Writing 4th Ed. – Putman, Albright ISBN: 9781305948402

Course objectives:

Throughout the course, you will meet the following goals:

- Explain the main sources and types of law.
- Understand the basic structure of the state and federal court systems.
- Describe legal research and the elements of legal analysis.
- Discuss how the elements of legal analysis apply in specific situations.
- Describe the elements of a court opinion and how to find court opinions.
- Provide an overview of legal research and the most frequently used commercial services.
- Understand the three stages of the legal writing process.

Contents:

Ch 1: Intro to Legal Principles and Authorities

Ch 2: Intro to Legal Research and Analysis

Ch 3: Constitutions, Statutes, Admin Law

Ch 4: Case Law—Research and Briefing

Ch 5: Encyclopedias, Treatises, Law Reports

Ch 6: Periodicals, Restatements, Uniform Laws

Ch 7: Computers and Internet Legal Research

Ch 8: Commercial Internet Research

Ch 9: Key Facts

Ch 10: Issue Identification (Spotting the Issue)

Ch 11: Stating the Issue

Ch 12: Is a Case on Point?

Ch 13: Counter-analysis

Ch 14: Fundamentals of Writing

Ch 15: Effective Legal Writing Process

Ch 16: Issues and Facts

Ch 17: Analysis to Conclusion

Ch 18: External Memoranda: Court Briefs

Ch 19: Correspondence

Grading Scale (70% required for passing)

A = 90-100%

B = 80-89.9%

C = 70-79.9%

F = Below 70%

Grade Weighting

Chapter Quizzes..... 50%

Activities 20%

Final Exam 30%

100%