

## CASPER COLLEGE COURSE SYLLABUS

**Course Number and Title:** LEGL 1720 Legal Research II (41897)

**Semester:** Fall 2015

**Lecture Hours:** 3

**Lab Hours:** 0

**Credit Hours:** 3

**Class Time:** 11:00 – 1:45 p.m.

**Day:** TH     **Bldg./Room:** LH 172

**Instructor's Name:** Mary Kubichek

**Instructor's Office Number:** LH 175

**Phone:** 268-2618

(Home) 577-0720

(Fax) 268-3024

\* Please call at home between 7:00 p.m. – 9:00 p.m.

And on weekends between 10:00 a.m. – 7:00 p.m.

Please leave a message.

**Academic Assistant:** Crystal Sosalla – 268-2368

**Office Hours:** MTWTH 9-11 a.m. and other hours by appointment.

**E-Mail:** [kubichek@caspercollege.edu](mailto:kubichek@caspercollege.edu)

**Course Description:** This course will cover legal writing, legal research, fact investigation, interviewing fact witnesses, drafting witness statements, legislative and administrative law research and legal drafting.

**Statement of Prerequisites:** LEGL 1610, LEGL 1700 and LEGL 1710 (or Permission of the Instructor).

**Goals:** At the end of the semester students will be able to research and draft interoffice memos, perform non-legal research, draft a fact witness memo and conduct legislative and administrative law history research.

**Computer Competencies Requirement:** Students must complete 3 hours of the current Word program. If students take it through the Flexlab, they must take the first modual during their first semester.

**Outcomes:** The assessed outcomes are measured through graded class activities and portfolio work products. These include fact witness interviewing rubrics, citing exercises, legislative history and administrative law exercises, fact investigation activities, and two interoffice memorandums. Students will be given rubrics and samples for all assignments. Students should obtain an 80% average for assignments.

**General Education Outcomes:**

1. Demonstrate effective oral and written communication.
  - Students will draft 2 interoffice memos.
  - Students will orally interview a fact witness and draft a fact witness memo.
  - Students will proof legal documents.
3. Solve problems using critical thinking and creativity.
  - Students will interview clients in Casper College Legal Services and draft work product under the supervision of an attorney.
  - Students will draft a strategy to interview a fact witness.
  - Students will use their legal research skills to draft an interoffice memo on a topic of their choice.
  - Students will analyze legal ethical situations and apply disciplinary sanctions.
  - Students will conduct legislature and administrative research.
4. Demonstrate knowledge of diverse cultures and historical perspectives.
  - Students will research, analyze and synthesize cases in historical perspectives.
6. Use appropriate technology and information to conduct research.
  - Students use Westlaw and internet sources for legal and factual research.
  - Students will use the college library, the Western Heritage Museum, the Public Library and Westlaw to complete research assignments.
7. Describe the value of personal, civic and social responsibilities.
  - Students will interview clients in Casper College Legal Services and draft work product under the supervision of an attorney.

**Methodology:** Students will meet these outcomes by drafting interoffice memos, conducting a fact witness interview, perform investigative tasks, review citing rules, and complete legislative history and administrative law assignments.

**Reading Assignments:** All assignments on the syllabus are required reading.

**Required Texts:** A Uniform System of Citation 19<sup>th</sup> Edition, \*Note: The 20<sup>th</sup> edition of the Bluebook is now available, Bouchoux Text from Research I, Legal Analysis and Writing for Paralegals, Third Edition by William Putman (text from Legal Analysis), Top Ten Rules for Paralegals, Second Edition, by Deborah K. Orlick, Wyoming Legal Research by Debora Pearson and Tawnya Plumb.

You will also need to purchase a subscription to an online citation review. Details will be provided in class.

**Suggested Resource:** Pocket Guide to Legal Writing by William H. Putman.

**Preparation:** You should come to class prepared to discuss the assigned reading material. Everyone in class will have a better experience if you come to class ready to participate in the class discussion. You may not makeup participation points.

**In class:** While you are in class, this means from the top of the hour until the break or the end of class, online and similar activities such as texting, Facebook interactions, YouTube viewing, etc. is strictly forbidden. Accessing the internet for any purpose other than one assigned by the instructor will result in a request from me that you leave the classroom.

**Technology:** During class, you are not to use electronic devices to play games, surf the web, email, text or other uses unrelated to class. In addition, please remember that if you use your electronic devices inappropriately, it may serve as a distraction to everyone around you. You are not to make or take calls unless there is an emergency. Inform the instructor if you have an emergency. Tell your family, friends and employers they are not to call you during class. You will be asked to leave class for disturbing your classmates.

**Social Network Policy:** You may not use any social network, facebook, twitter, email, etc. to disparage the college, the program, the instructors, your classmates, other legal professionals, etc. Violating this policy will result in a negative job recommendation and other penalties such as failing the class and being dismissed from the program. The program will randomly check whether your email address, your ringtone, your voicemail and facebook page etc. to determine if they are professional. Take off everything that you don't want an employer to hear or see. This policy applies whether you use campus or personal devices.

**Taping Policy:** You may not videotape the class. If you need to audio tape the class you must receive permission **from the instructor and the class**. You may only use the tape for your personal studying. You may not share it with anyone or online. If you violate this policy you will be removed from class and may face campus discipline.

**Class Policies:**

- **Plagiarism will be punished with an “F” for the assignment. You are not to “borrow or lend” any writing assignment from another student or FORMER student or any other source. Other unethical conduct will receive appropriate equitable penalties. Keys must not be shared.**
- **You may not team write an individual assignment.**
- **You must NOT visit with other students while the instructor, another student or a guest speaker is talking.**
- **You may not make inappropriate nonverbal comments.**
- **You must NOT pack up before the class is dismissed.**

- **Tests and quizzes with excused absences may only be made up at the time the instructor approves.**
- **Absences will be excused with prior approval. You must leave a message before class. You may call me at home, at work or you may call our Academic Assistant. You may also email.**
- **Do not schedule personal discretionary appointments during class time.**
- **Unless these policies are followed, you will not be able to make up missed work.**
- **You are responsible for missed work.**
- **My office hours are posted on my door and inside and outside of LH 172. You are encouraged to come in, ask questions, seek clarification of assignments or other issues. For your convenience, I encourage you to make an appointment so you will have my undivided attention.**
- **Your performance in the program will be enhanced if your materials are organized. Three ring notebooks, dividers, assorted tabs, highlighters and multicolored pens will assist you.**
- **All work, unless exempted, must be computer generated. All assignments must be saved on a flash drive.**
- **All work must be in 12 or 14 font in Times New Roman or Calibri.**
- **Learning is a cooperative activity. Civility, respect, tolerance and kindness to your classmates, instructor, guest speakers and staff is required in this class, this program and life. YOU CANNOT VENT ON SOCIAL MEDIA ABOUT THIS PROGRAM.**
- **If you come in late, please do so quietly and sit in the back.**
- **Finding a parking spot is difficult so arrive early.**
- **If you must leave class early, please sit in the back and notify the instructor of the reason.**
- **This program is conducted as a job. You must treat it as such.**
- **You must sign a FERPA release in order to receive a job recommendation.**
- **If you change from credit to audit status, you must have the written approval of the instructor.**
- **Extra credit will never be substituted for an assignment.**
- **Midterm grades do not predict your final grade.**
- **You must be prepared to work in class. This is not a lecture only program.**
- **Assignments will be modified in class, especially internet assignments.**
- **Any excused work, tests, etc. must be made up by November 19<sup>th</sup> at 11:00 a.m.**

**Internet Use:** You may not turn in an internet version for an oral or written brief or any assignment. If you do go online, you must attach a copy of everything you looked at. I have copies of what is available online.

**Last Date to Change to Audit Status or Withdraw with a W Grade:** November 12, 2015.

**Students Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student. These are in the Day Timer provided by the College.

**Chain of Command:** If you have any problems with this class, you must first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command, starting with the Department Head, Program Director, the Dean and lastly the Vice President of Academic Affairs.

**First Drafts:** I will only grade first drafts with your participation. You must set up a meeting with me and bring your first draft. You must take a first draft of your final memo to the Writing Center and meet with them. This must be attached to the final.

**Academic Dishonesty – Cheating and Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 334, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Official Means of Communication:** Casper College faculty and staff will use the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**Employment Opportunities:** Your employment potential will be enhanced by networking, working or interning. Graduating from the program does not guarantee you a job. If you have a criminal conviction or have engaged in inappropriate social networking you may have a difficult time getting a traditional job.

**Professional Memberships:** You are encouraged to become a student member of LAW. You will receive applications in class. You should be a member by your second semester in the

program. The first year costs is \$30.00, the following years as a student are \$25.00. If you need financial help, see me.

**Service Requirement:** You must provide paralegal services to Casper College Legal Services clients and participate in service learning in a mock trial in your Litigation Support class. In Casper College Legal Services, when assisting your first clients, you will shadow an experienced paralegal.

**Laptop:** Bring your laptop or tablet to classes when required. The classroom is not wireless. The library has laptops that can be checked out. You may bring your laptop to class for school use only.

**Flash-drive:** You must have your flash-drive with you in each class. You may want a second one for back up. Always put your name on them.

**Tests:** You may not use the internet for in-class open book tests.

To be an effective paralegal and a successful paralegal student:

- You **MUST** be precise.
- You **MUST** proof your work many times.
- You **MUST** rewrite.
- You **MUST** pay attention to detail.
- You **MUST** maintain client confidentiality.
- You **MUST NOT give legal advice.**

Letter grades will be based on the following percentages of total possible points:

A=90%-100%

B=80%-89%

C=70%-79%

D=60%-69%

F=59% and below

#### EVALUATION CRITERIA

(These assignments are subject to change according to the instructor's notice.)

\*Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

<b>Assignments</b>	<b>Maximum Points</b>	<b>Your Points</b>
Review Activities	_____	_____

Proof Assignment	_____	_____
Negligence Outline	_____	_____
Query Practice Negligence		
• Terms and Connectors Query	_____	_____
• Natural Language Query	_____	_____
• Source & Summary from Inter-Library Loan	_____	_____
• Keycite and Shepardize Negligence Cases	_____	_____
• Internet Assignment for <u>Fisher</u>	_____	_____
CC Library Scavenger Hunt	_____	_____
Schroeder Chapters 7-15 (5pts each chapter)	_____	_____
Drafting Exercises	_____	_____
Statutory Exercises	_____	_____
Negligence Memo	_____	_____
Letter Assignment	_____	_____
Chapter Worksheet – M&M Ch. 2	_____	_____
Chapter 15 Legal Analysis Chapter Points	_____	_____
Final Memo with attachments	_____	_____
Interview of a Fact Witness	_____	_____
Memo on a Fact Witness	_____	_____
Legislative History Exercises	_____	_____
Disciplinary Summary Ethics	_____	_____
Administrative Law Exercises	_____	_____
Westlaw Legislative Exercise	_____	_____
LAW Lunch	_____	_____
Casper College Legal Services	_____	_____
Class Participation	_____	_____
Points from <u>Wyoming Legal Research</u> Chapters	_____	_____

DATE	CONTENT	CLASS ACTIVITY	ASSIGNMENT	WHAT IS DUE
Thursday August 27 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Syllabus</li> <li>• Oral Review</li> <li>• Negligence Memo</li> <li>• Final memo</li> <li>• Grammar Handouts</li> </ul>	<ul style="list-style-type: none"> <li>• Review</li> <li>• Sarah’s Review</li> <li>• Cite Review</li> <li>• Writing Handouts</li> </ul>	<ul style="list-style-type: none"> <li>• Read <u>Fisher v. Yankee Doodle</u></li> <li>• Negligence Outline for <u>Fisher</u></li> <li>• Read Negligence Cases for <u>Fisher</u></li> <li>• Inter-Library Loan Assignment</li> </ul>	

DATE	CONTENT	CLASS ACTIVITY	ASSIGNMENT	WHAT IS DUE
Thursday Sept. 3 <sup>rd</sup> Laptops	<ul style="list-style-type: none"> <li>• Proofing</li> <li>• Internet Research on Negligence Issue – 5 cites</li> <li>• Digests</li> </ul>	<ul style="list-style-type: none"> <li>• Digests</li> <li>• Proof Assignment</li> <li>• Internet Assignment for <u>Fisher</u></li> <li>• Review</li> </ul>		<ul style="list-style-type: none"> <li>• Internet Assignment on <u>Fisher</u></li> <li>• Proof Assignment (during class)</li> <li>• Query Practice for Negligence (during class)</li> </ul>
Thursday Sept. 10 <sup>th</sup> Laptops	<ul style="list-style-type: none"> <li>• Query Practice - Negligence</li> <li>• Key Cite &amp; Shepardize Cases for Negligence Memo</li> <li>• Review</li> </ul>	<ul style="list-style-type: none"> <li>• Negligence Outline</li> <li>• Update Negligence Cases</li> <li>• Shepardize Negligence Cases</li> <li>• Review</li> </ul>		<ul style="list-style-type: none"> <li>• Negligence Outline</li> <li>• Updating Negligence Cases</li> </ul>
Monday Sept. 14 <sup>th</sup>	<b>LAW LUNCH</b> 12:30 – 1:30 – You will receive extra credit if you attend			
Thursday Sept. 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Drafting</li> <li>• Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Drafting Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Drafting</li> <li>• Ch. 15 Putman, 10 Points</li> <li>• Letter Assignment</li> <li>• Read Schroeder Ch. 7-15 and App. A (Give extra time to pg. 262), 5 pts each chapter</li> <li>• Explanation of Statute Assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Drafting Exercises (during class)</li> </ul>
Thursday Sept. 24 <sup>th</sup> Laptops	<ul style="list-style-type: none"> <li>• Bluebook Scavenger Hunt</li> <li>• Citing Review</li> </ul>	<ul style="list-style-type: none"> <li>• Review</li> </ul>	<ul style="list-style-type: none"> <li>• Explanation of Statute Assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Review in Class</li> </ul>
Thursday Oct. 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Fact Witness Interviewing</li> </ul>	<ul style="list-style-type: none"> <li>• Practice Interviewing</li> </ul>	<ul style="list-style-type: none"> <li>• Fact Witness Interview</li> <li>• Scavenger Hunt – CC Library</li> <li>• GALE</li> <li>• 10 Point Ch. 5 Coyne-Furi-Perry</li> <li>• Fact Witness Interview</li> <li>• Find a Person</li> <li>• Non Legal Research</li> <li>• Ch. 2 Worksheet – M&amp;M</li> </ul>	



DATE	CONTENT	CLASS ACTIVITY	ASSIGNMENT	WHAT IS DUE
Thursday Oct. 8th	<ul style="list-style-type: none"> <li>• Fact Witness Interview</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>		<ul style="list-style-type: none"> <li>• Points from Schroeder Chapters</li> </ul>
Thursday Oct. 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Fact Investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Karen Wheeler (307) 777-7378</li> <li>• Todd T. Scott (307) 632-6224</li> <li>• Investigation and Document Control</li> </ul>		<ul style="list-style-type: none"> <li>• Negligence Memo</li> <li>• Letter Due</li> <li>• Ch. 2 Worksheet – M&amp;M</li> <li>• Putman Ch. 15, 10 points</li> <li>• Final Memo</li> </ul>
Thursday Oct. 22 <sup>nd</sup>		<ul style="list-style-type: none"> <li>• GALE Presentation</li> <li>• CC Library – Scavenger Hunt</li> </ul>		
Thursday Oct. 29 <sup>th</sup> Laptops	<ul style="list-style-type: none"> <li>• Review</li> <li>• Research Practice</li> <li>• Query Practice</li> <li>• Ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Query Practice</li> <li>• Disciplinary Summary - Ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 8 &amp; 9 of Wyoming Legal Research; 10 pts. each chapter</li> </ul>	<ul style="list-style-type: none"> <li>• Statute Assignment</li> <li>• Final Memo Queries</li> <li>• Interlibrary Loan Assignment</li> </ul>
Thursday Nov. 5 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Factual Research</li> <li>• Memo Meetings</li> </ul>			
Thursday Nov. 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Advising Week</li> <li>• CCLS Interviews 11:30, 12:00, 12:30, 1:00</li> </ul>			
Thursday Nov. 19 <sup>th</sup> ABA Visit Week	<ul style="list-style-type: none"> <li>• Legislative History</li> <li>• Administrative Law</li> <li>• Statutory Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Legislative and Administrative Law Activities</li> <li>• Administrative Law Judge</li> </ul>	<ul style="list-style-type: none"> <li>• <b>BRING YOUR BOUCHOUX BOOK TO CLASS</b></li> <li>• Legislative and Administrative Projects</li> <li>• Westlaw Legislative Project</li> </ul>	<ul style="list-style-type: none"> <li>• Find a Person Assignment</li> <li>• Non-Legal Research</li> <li>• 6 Memo Cites</li> </ul>
Thursday Nov. 26 <sup>th</sup>	<b>NO CLASS – THANKSGIVING BREAK</b>			

<b>DATE</b>	<b>CONTENT</b>	<b>CLASS ACTIVITY</b>	<b>ASSIGNMENT</b>	<b>WHAT IS DUE</b>
Thursday Dec. 3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Legislative History</li> <li>• Administrative Law</li> </ul>	<ul style="list-style-type: none"> <li>• Public Library</li> <li>• Legislative History</li> <li>• Administrative Law</li> <li>• Susan Stanton 237-4935</li> </ul>	<ul style="list-style-type: none"> <li>• Public Library Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Fact Witness Memo</li> <li>• Non-Legal Research</li> <li>• Scavenger Hunt CC Library</li> </ul>
Thursday Dec. 10 <sup>th</sup>		<ul style="list-style-type: none"> <li>• Visit to CC Western Center – Vince Corolla</li> <li>• Memo Assistance</li> </ul>		<ul style="list-style-type: none"> <li>• Complete Legislative and Administrative Law Projects</li> <li>• 10 points from Ch. 8 &amp; 9 – Wyoming Legal Research</li> <li>• Westlaw Legislative Project</li> </ul>
Monday Dec. 14 <sup>th</sup>	<b>FINALS WEEK</b> Final Memo Due December 14 <sup>th</sup> at 11:00 a.m.			

**\*\*11:00 a.m. November 19<sup>th</sup> – Deadline for all excused work!**  
**LAW Conference – September 11<sup>th</sup> and 12<sup>th</sup> – Cheyenne, Wyoming**