

## Wayland Mission Statement

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Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

## Contact Information

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**Course:** LGLS 5301 VC-01 – Legal Research and Writing

**Campus:** WBUonline

**Term/Session:** Fall (1) 2020

**Instructor:** Dr. Jeanette Ahlenius

**Office Phone Number:** 956-212-0221

**WBU Email Address:** Jeanette.ahlenius@wayland.wbu.edu

**Office Hours, Building, and Location:** Online

**Class Meeting Time and Location:** Online

## Textbook Information

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**Required Textbook(s) and/or Required Materials:** *Legal Research, Analysis, and Writing*;

**Author(s):** Putman, William H. / Albright, Jennifer; **ISBN:** 1-305-94837-8; **ISBN-13:** 978-1-305-94837-2; **Edition / Copyright:** 4TH 18 - Current Edition; **Publisher:** Cengage Learning; **Book Type:** Paperback

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

**Optional Materials:** Reliable internet access

## Course Information

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**Catalog Description:** Teaches students how to find legal authorities relevant to legal problems, how to analyze a legal issue using facts and law, and how to communicate legal analysis logically and concisely. This course consists of research exercises; writing exercises, including letters and legal memoranda; and more complex research and writing assignments.

**There is no prerequisite for this course.**

**Course Outcome Competencies:** Upon completion of this course, students will be able to:

- Define various legal research terms
- Distinguish between primary and secondary legal authority
- Distinguish between binding and persuasive authority
- Locate and correctly apply primary and secondary legal authority to given facts
- Locate legal authority with electronic research and validate case law
- Research and draft a legal memorandum
- Read a case and identify its component parts

## Attendance Requirements

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### WBUonline (Virtual Campus)

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

## University Policies

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**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as

the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**Student Grade Appeals:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

[WBU Catalog](#)

## Course Requirements and Grading Criteria

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Weekly Reading and Research/Writing Assignments, Discussion Boards, Drafting of Opinion Letter, and Drafting of Legal Memorandum

### Procedure Used for Computation of Final Grade

1. Responses to Weekly Research/Writing Assignments and Discussion Boards: 30% of Final Grade.
2. Final Opinion Letter: 30% of Final Grade.
3. Final Legal Memorandum: 40% of Final Grade.

### **The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

## Tentative Schedule

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Week 1 (Begins) August 17, 2020 Introduction to Legal Principles and Authorities (Chapter 1); Introduction to Legal Research and Analysis (Chapter 2); Legal Analysis: Key Facts (Chapter 9); Legal Analysis: Issue Identification (Chapter 10); Discussion Board Assignment; Writing Assignment

Week 2	August 24, 2020	Legal Analysis: Stating the Issue (Chapter 11); Case Law Analysis (Chapter 12); Counteranalysis (Chapter 13); Research: Constitutions and Statutes (Chapter 3); Research and Writing Assignment
Week 3	August 31, 2020	Case Law: Research and Briefing (Chapter 4); Research and Writing Assignment
Week 4	September 7, 2020	Secondary Authority and Other Research Sources (Chapters 5 & 6); Research and Writing Assignment
Week 5	September 14, 2020	Commercial Internet Research (Chapter 8); Fundamentals of Writing (Checklist only, p. 414 (Chapter 14)); The Writing Process for Effective Legal Writing (Chapter 15); Research and Writing Assignment
Week 6	September 21, 2020	Office Legal Memorandum: Issues and Facts (Chapter 16); Office Legal Memorandum: Analysis to Conclusion (Chapter 17); Assignment to Draft Final Legal Memorandum
Week 7	September 28, 2020	Correspondence (Chapter 19); Assignment to Draft Opinion Letter
Week 8	October 5, 2020	Assignment to Revise Final Legal Memorandum ( <b>Due Saturday, October 10, 2020, midnight CT</b> )