

Wayland Mission Statement

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

Course: LGLS 5301 VC01 – Legal Research and Writing

Campus: WBUonline

Term/Session: Spring 2024

Instructor: Dr. Brenda Johnson

WBU Email Address: brenda.johnson@wayland.wbu.edu

Office Hours, Building, and Location: Appointments are available via Zoom upon request

Class Meeting Time and Location: WBU Online

Course Information

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.

Textbook Information

Required Textbook(s) and/or Required Materials:

LGLS 5301 – Legal Research and Writing

TITLE	AUTHOR	PUBLISHER	ED	YEAR	ISBN#
Legal Research, Analysis, and Writing	Putman/Albright	Cengage	5 th	2024	9780357619445

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.

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

WBUonline

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

[Link to Statement on Academic Integrity](#)

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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291-1057. 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. Rick Hammer, hammerr@wbu.edu or call (806) 292-9150.

Course Requirements and Grading Criteria

PROCEDURE USED FOR COMPUTATION OF FINAL GRADE

- Required First Assignment: 2.5 percent of final grade
- Email Assignment: 2.5 percent of final grade
- Blackboard Assignment: 5 percent of final grade
- Attendance/Participation: 10 percent of final grade
- Weekly Discussion Boards or Weekly Alternative Assignments: 25 percent of final grade
- 2 Quizzes: 25 percent of final grade
- Final Project: 30 percent of final grade

Required First Assignment: As the name implies, this assignment must be completed first. You will find this assignment at the very top of the course content section. **NOTE: This assignment will be used for census purposes.** Thus, students who have completed the RFA before the deadline will be counted as attending/participating on census day. **Students who have not completed this assignment by the deadline will be automatically dropped from the course on August 15, 2024.** Please understand that completion of other course activity (such as discussion boards or other assignments) **will not substitute for the required first assignment.** Therefore, even if you completed all of the other assignments, but fail to complete this assignment, you will be administratively dropped from the course. In the event that you are administratively dropped and wish to remain in the course, please do not hesitate to email me. I will be happy to assist you in getting re-enrolled.

Email Assignment: In an effort to ensure that you are capable of communicating with me, you will be required to review the syllabus and email me **from your Wayland email address by August 15, 2024 at 11:59 pm CST.** The email should simply state that that you are fulfilling the email assignment and that you have read the syllabus. You should also address whether or not you have any questions regarding the syllabus.

Blackboard Assignment: In an effort to ensure that you are capable of submitting documents (and that no issues arise when you are required to submit your final project, you will be required to submit a copy of the syllabus in the designated location in the “Week One Folder”. **This assignment is due on or before August 15, 2024 at 11:59 PM CST.**

Attendance/Participation: I will utilize the weekly assignments/discussion boards to measure your attendance. Accordingly, missing weekly deadline will result in an “absence”. If you are absent 4 times, you will be in violation of the 25% rule and may receive an F in the course. The participation portion of the grade will be measured by the depth of your responses in the discussion boards and weekly assignments.

Reading Assignments: Reading Assignments are to be completed on time (i.e., before the corresponding assignments are due). It will be to your benefit to take notes as you read. Additionally, you should be prepared to participate in online discussions about the assigned reading.

Discussion Boards/Weekly Alternative Assignment: There will be discussion board or weekly alternative assignment for each week of class, except for week 8. Each week, a prompt (or the instructions for the weekly alternative assignment) will be posted by Monday at 1:00 p.m.

If a discussion board is assigned for the week, you will need to formulate an initial response to that prompt by Thursday @ 11:59 p.m. CST of each week. By Sunday at 11:59 p.m. CST of each week, you will need to have read your classmates initial responses and reply to at least two of your classmates' initial responses. Of course, you are welcome to respond to more than two of your classmates' posts, but you will need to clearly indicate which two responses you would like me to grade. Otherwise, I will grade the first two responses.

Note: Posting all your discussion answers on Bb is a major requirement of this course.

Accordingly, late posts will receive an automatic deduction. If you consistently turn in late assignments, the deductions will increase. Additionally, please remember that plagiarism will not be tolerated in any way (refer to the Wayland Baptist University Policy on Dishonesty). You may view your peers work and postings to learn from one another, but you can't copy their work.

While there is no specific word limit, your initial post should be long enough to adequately address the prompt and all issues that are presented. Your initial post must be insightful, thorough, and show an appreciation and understanding of the issues. Your responses to your classmates' initial posts should identify portions of the post you agree/disagree with and explain why. Additionally, your responses should supplement, contradict, question, or further discussion on the pertinent subject area. All posts should be substantiated by examples from the textbook and/or appropriate websites. Do not forget to cite your sources! It is also expected that all posts reflect critical thinking and good grammar.

If a weekly alternative assignment is posted in lieu of the discussion board, that assignment will be due on Sunday by 11:59 PM CST.

Course Exams and Quizzes: You will have weekly quizzes which will test your knowledge of the assigned readings for the week. Each week as you read the assigned reading material, you are advised to take notes as the quizzes are open book and open note. The quizzes will have time constraints imposed. Therefore, you should ensure you have an adequate understanding of the material prior to beginning the quizzes as you will not have time to "hunt" for answers in the textbook.

Final Project: Your final project (a written legal memorandum) will be due on October 2, 2024 by 11:59 PM CST. More information about this assignment will be released on the first day of class. Plagiarism shall result in disciplinary action. Late papers will receive lower grades unless the instructor determines that there is a satisfactory reason for the late receipt. Papers must be submitted in Times New Roman 12-Point Font. No Exceptions! Please note that this assignment is through Safe Assignment and I will not accept any submissions with a 50% or more Matching Percentage. If your Matching Percentage is 50% or more you will receive an automatic "F" for the assignment. This information will then be reported to the Dr. Bobby Hall and he will handle any further sanctions from the University. Furthermore, there will be a significant reduction in your grade for Matching Percentages between 21% and 49%. The only allowable Matching Percentage is 0 % to 20%.

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.

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.

Tentative Schedule

WEEK ONE: (August 12, 2024 – August 18, 2024)

- **Required First Assignment:** Due Wednesday by 11: 59 PM CST
- **Blackboard Assignment:** Due Wednesday by 11:59 PM CST
- **Email Assignment:** Due Wednesday by 11:59 PM CST
- **Assigned Reading:** Chapter 1 (Intro to Legal Principles & Authorities) Chapter 2 (Intro to Legal Research and Analysis) Chapter 9 (Legal Analysis – Key Facts) Chapter 10 (Legal Analysis – Spotting the Issue)
- **Discussion Board Assignment:** Initial response due by Thursday at 11:59 PM CST. Two responsive posts to your classmates due by Sunday at 11:59 PM CST.
- **Weekly Quiz:** Due Sunday by 11:59 PM CST

WEEK TWO: (August 19, 2024 – August 25, 2024)

- **Assigned Reading:** Chapter 11 (Legal Analysis: Stating the Issue) Chapter 12 (Case Law Analysis – Is a case on point?) Chapter 13 (Counteranalysis) Chapter 3 (Constitutions, Statute, Administrative Law, and Court Rules – Research and Analysis)
- **Written Alternative Assignment:** Due Sunday by 11:59 PM
- **Weekly Quiz:** Due Sunday by 11:59 PM CST

WEEK THREE: (August 26, 2023 – September 1, 2024)

- **Assigned Reading:** Chapter 4 (Case Law Research and Briefing)
- **Discussion Board:** Initial Post due Thursday by 11:59 PM. Two responsive posts tot your classmates due Sunday by 11:59 PM CST.
- **Weekly Quiz:** Due Sunday by 11:59 PM CST.

WEEK FOUR: (September 2, 2024 – September 8, 2024)

- **Assigned Reading:** Chapter 5 (Secondary Authority and Other Research Sources—Encyclopedias, Treatises, American Law Reports, Digest, Shepard’s) Chapter 6 (Secondary Authority – Periodicals, Restatements, Uniform Laws, Dictionaries, Legislative History, and Other Secondary Authorities)
- **Discussion Board:** Initial Post due Thursday by 11:59 PM. Two responsive posts tot your classmates due Sunday by 11:59 PM CST.

- **Weekly Quiz:** Due Sunday by 11:59 PM CST

WEEK FIVE: (September 9, 2024 – September 15, 2024)

- **Assigned Reading:** Chapter 8 (Commercial Internet Research) Chapter 14 (Fundamentals of Writing) Chapter 15 (The Writing Process for Effective Legal Writing)
- **Alternative Written Assignment:** Due Sunday by 11:59 PM
- **Weekly Quiz:** Due Sunday by 11:59 PM

WEEK SIX: (September 16, 2024 – September 22, 2024)

- **Assigned Reading:** Chapter 16 (Office Legal Memorandum: Issues and Facts) Chapter 17 (Office Legal Memorandum: (Analysis to Conclusion)
- **Alternative Written Assignment:** Due Sunday by 11:59 PM CST
- **Weekly Quiz:** Due Sunday by 11:59 PM CST

WEEK SEVEN: (September 23, 2024 – September 29, 2024)

- **Assigned Reading:** Chapter 18 (External Memoranda: Court Briefs) Chapter 19 (Correspondence)
- **Discussion Board:** Initial response due by Thursday at 11:59 PM CST. Two responsive posts to your classmates due by Sunday at 11:59 PM CST.
- **Weekly Quiz:** Due Sunday by 11:59 PM CST

WEEK EIGHT: (September 30, 2024 – October 5, 2024)

- **Final Project (Legal Memorandum):** Due October 2, 2024 by 11:59 PM CST.

OTHER IMPORTANT DATES:

- **Term Begins:** August 12, 2024
- **Census Date:** August 19, 2024
- **Midterm ROUP Submitted:** September 9, 2024
- **Last day to drop with a “w”:** September 13, 2024
- **Last day to drop with “WP/WF”:** September 27, 2024
- **Last day of Term:** October 5, 2024
- **Grades Due:** October 8, 2024.