

Paralegal  Course Outlines

TITLE: Legal Research and Writing I
(PARA 250)

- OBJECTIVES:**
1. To introduce the students to legal reference materials which are most commonly used in practice.
 2. To give the students opportunities to use the materials by assigning research projects and requiring written results.
 3. To introduce the students to teamwork by conducting research in small groups.
 4. To give the students insight into their abilities and areas for improvement in basic writing skills.

CREDITS: 3 Semester credit hours

INSTRUCTION: Lecture; small groups; library work

EVALUATION: Research assignments; tests

OUTLINE:

<u>Week</u>		<u>Time</u>
1:	Introduction: The course The library Basics of finding the law	2.5 hours
2:	Federal and state court systems Statutory law Library assignments: case reporters and Federal statutes	2.5 hours
3:	Statutory law Case law and judicial opinions Library assignments: state statutes and Case reporters	2.5 hours
4:	Case law Library assignments: case briefing	2.5 hours

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| 5: | Digests, A.L.R.'s and Words & Phrases
Library assignments: federal and regional digests, A.L.R.'s, and Words & Phrases | 2.5 hours |
| 6: | Citation form – introduction to Uniform Blue Book of Citation
Library assignments: Citation exercises on all major legal authorities | 2.5 hours |
| 7: | Review
Test #1 | 2.5 hours |
| 8: | Encyclopedias, periodicals, treatises, and restatements
Library assignments: Am.Jur., C.J.S., Index to Legal Periodicals, Restatement of Torts | 2.5 hours |
| 9: | Miscellaneous Secondary Authority
Library assignments: Black's Law Dictionary, Martindale-Hubbell Law Directory | 2.5 hours |
| 10: | Legal citation form
Library assignments: citation exercises in all authorities covered thus far | 2.5 hours |
| 11: | Updating and validating research
Shepard's, including CD-ROM
Library assignments: Shepardizing cases, statutes, constitutions | 2.5 hours |
| 12: | Special research issues: legislative, executive, and administrative materials
Library assignment: Congressional Record and Federal Register | 2.5 hours |
| 13: | Review
Test #2 | 2.5 hours |
| 14: | New technology in legal research
Introduction to WestLaw and CD-ROM | 2.5 hours |
| 15: | Hands-on training in WestLaw and CD-ROM
Library assignments: WestLaw and CD-ROM | 2.5 hours |
| 16: | Review | |

Final exam

2.5 hours