Activities
law home
lamission.edu/online
Student Services & Support
Etudes Student Help Desk

Syllabus

Academic Calendar
textbooks
online textbook chapters

Law 34 - Legal Research – Section 0307

Prof David Jordan - Activities - Textbooks
Read Dear Online Student - Study Guide and Welcome Message

Instructor: David Jordan, Esq.
Office: Faculty Office #20
Office hours: Wednesdays 4:00 – 5:00 PM, or by appointment.
Phone: 818/364-7720 - cell phone 818-415-2015
Email: abogado@pacbell.net
Activities http://duedates.pbworks.com
etudes site http://etudes.org

Textbook:

Lexis Nexis is required for the class
http://abogado.pbworks.com/w/page/63168047/lexisnexis
click on this link to order your textbook

Classwiki: **http://legalresearch.pbworks.com/w/page/16128065/FrontPage**

Legal Notes **http://profj.us/legalnotes/**

Course Description: This course explores legal research. The student learns how to do legal research using primary and secondary legal resources and how to do federal and state law reporting.

Course Organization: Law 34 is organized into assignments, quizzes, a final legal research and writing project, and and forum discussions.

Distribution of Grades
Tests is 30% of your grade
Assignments are 30% of your grade
Final Legal Research Paper = 25 % of your grade
Discussion Forums = 15% of your grade and entered at the end of the semester

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A = 90% or above
B = 80% or above
C = 70% or above
D = 60% or above
A grade of C or greater is required to pass the class

Week 1 - Due 9/7/14

- **Read the syllabus for the class. Lexis-Nexis is required for the class. If you would like a book on "Hows to Do Legal Research" - look at the Nolo Book under textbooks go to http://lamission.edu/online - and login to your class**
- **Read the Overview of Legal Research at - http://profj.us/24sp/law34/overview.htm**
- **Read Dear Online Student**
- **Post your Introduction**

- Read Dear Online Student
- Read Law Study
- Read Legal Argumentation
- Read Learning Ethics
- Read Strategies against Procrastination
- Read Reading Law Cases-Codes

Week 2 - Due 9/14/14

- Read Primary and Secondary Legal Resources - http://profj.us/24sp/law34/primary.htm
- #1 Review California Legal Primary Resources
- #2 Review Federal Legal Primary Resources
- post to discussion forum

Week 3 - Due 9/21/14

- Read Overview of Legal Research - http://www.law.cornell.edu/wex/index.php/Legal_research
- #3 Facebook Impersonator
- Test #A - Right to Bear Arms
- Post the topic of your final paper
- post to discussion forum

Week 4 - Due 9/28/14

- Read Steps to Take in case law research -http://profj.us/24sp/law34/steps.htm
- #4 Long Island Man detained
- #5 Modified Insanity Defense
- Test #B 2012 Religious Leader Case
- post to discussion forum

Week 5 - Due 10/5/14

- Read Introduction to Basic Legal Citation - http://www.law.cornell.edu/citation/index.htm
- #6 Smart Phone Case
- #7 Athlete's Looks case
- Test #C case - Threatening Social Media Posts
- post to discussion forum

Week 6 - Due 10/12/14

- Read "Developing Keywords" to do Legal Research - http://www.profj.us/keywords/

- **#8 - Arbitration Clause**
- **Test #D - Net Neutrality case**
- **Test #E - Post your Research Topic for your Research Paper**
- **Test #F - Legal Argumentation**
- **post to discussion forum**

Week 7 - Due 10/19/14

- **Read Getting Background Information - http://profj.us/25sp/law34/background.htm**
- **#9 - Piercing the Corporate Veil**
- **#10 - Sexual Orientation Conversion**
- **Test #G - Post your thesis**
- **post to discussion forum**

Week 8 - Due 10/26/14

- **Read Refining Statement of the Legal Issue - refining legal issues**
- **Read How to Develop a Legal Argument - developing your legal argument**
- **#11 - DVR Media Company**
- **#12 - Assisting Suicides**
- **post to discussion forum**

Week 9 - Due 11/2/14

- **Read Finding Constitutions, Statutes, Regulations and Ordinances - http://profj.us/25sp/law34/finding.htm**
- **#13 case - Environmental Law case**
- **#14 case - Intestate Succession case**
- **Test #H case - Criminal Background Check**
- **post to discussion forum**

Week 10 - Due 11/9/14

- **Read Finding cases - http://profj.us/legalnotes/findingcases.htm**
- **#15 case - Restaurant servers required to pool their tips**
- **#16 case - De Facto spouse alleges emotional distress**
- **Test #I - Dangerous Animals case**
- **post to discussion forum**

Week 11 - Due 11/16/14

- **Read Improve your Legal Writing - http://www.criticalreading.com/improve_writing.htm**
- **Read Expand and Update your Legal Research - http://www.law.harvard.edu/library/services/research/guides/grfs/basics/cases.php**

- **#17 "As Is" purchase of government vehicle which contained concealed drugs**
- **Test #J - Firearms case**
- **Test #K Post outline for your final paper**
- **post to discussion forum**

Week 12 - Due 11/23/14

- **Read How to Write Legal Memorandums - sample - http://happybob.com/econjustice/articles/lawcmemo_snt.htm**
- **#18 case - Leg iron and shackles restraints during trial**
- **Test #L - Develop your Strategy - http://www.library.cornell.edu/africana/faculty/asrc100_5.html and post it**
- **post to discussion forum**

Week 13 - Due 11/30/14

- **Read How to Write Legal Memorandums - sample**
- **#19 Software Developers Case**
- **#20 State Regulation of the Bedroom**
- **Test #M Post your footnotes - law34-footnotes for your Final Research Paper - you must include your cases and codes upon which you support your "thesis"**
- **post to discussion forum**

Week 14 - Due 12/7/14

- **Read Citing Sources at - http://en.wikipedia.org/wiki/Wikipedia:Citing_sources**
- **post to discussion forum**

Week 15 - Due 12/14/14

- **Read How to Write an A+ Research Paper - http://www.aresearchguide.com/1steps.html**
- **Test #N - Post your Final Research Paper along with footnotes (at least 5 cases/codes cited)**
- **post to discussion forum**

Week 16 - Due 12/21/14

- **Take End of Class Survey**
- **What did you learn in Legal Research Class Forum**

Student Learning Outcomes:

Upon successful completion of this course, a student will be able to:

1. Brief law cases in including subject areas of the law from all of the other law classes in our paralegal program

2. Critically analyze and argue issues in case law, and learn the methods of finding and researching law cases. see **http://profj.us/leganotes**

This includes the following:
1. Primary and Secondary Sources of the Law
2. Overview of legal research
3. Steps to take in Case Law Research
4. Intro to Basic Legal Citation
5. Statsky Carthwheel and developing "legal language"
6. Getting background information
7. Refining the statement of the "Legal Issue"
8. How to develop a legal argument
9. Finding constitutions, statutes, regulations, and ordinances
10. Improve your legal writing
11. Finding cases
12. Expand and update your legal research
13. How to write a legal memo - sample
14. Final Legal Writing and Research Paper

3. Prepare a final legal research and writing paper. See format of the paper at **http://profjordan.pbworks.com/format** . The final research paper will be in the form of a position or argumentative paper. It will train the student in legal analysis, finding of law cases, and improving legal argumentation. The paper will be graded by using the following grading rubric -http://missionparalegal.pbworks.com/rubric-finalpaper

Students will read various law cases and write a case brief demonstrating their understanding and application of the essential facts and rules of law and legal principles of the case. see case brief rubric athttp://missionparalegal.pbworks.com/briefing

Skill Level: College level reading and writing; ability to access the internet. Necessary skills include proficiency using a word processing program, including spell checker, using a web browser, sending and receiving email, saving documents as RTFs (rich text format), uploading and attaching documents.

Estimated Time per Week: 10 hours (see Carnegie Rule)

Class format: The class is an entirely online class. We use the etudes course management system. readhttp://etudes.pbworks.com Carefully read our policies.

The class follows a weekly format. There are many opportunities for you to participate and earn points to attain a good grade.

Online classes require your attention and effort. If you fail to log into the class during the first two weeksyou will be excluded from the class. There are activities and assignments each week; you will need to log into the class several times a week.

To be a successful online/hybrid student, you need to do schedule a regular time for studying, read and complete on line activities, and more.

Technical Requirements: The minimum computer requirements are: Computer, either a Macintosh or IBM compatible; modem, minimum 28.8, broadband or high speed internet access is preferred and is required to view the videos. Software: Web browser software, preferably Firefox 3.5 or Internet Explorer 8, an e-mail address and a word processing program.

Get Firefox: http://www.mozilla.com/en-US/firefox/all.html

Get Internet Explorer: http://www.microsoft.com/windows/Internet-explorer/default.apx

Get a free email account at: www.mail.google.com

Students who do not have regular computer access may use computers in the campus Learning Resource Center. Be sure to save all your papers and assignments on a flash drive.

Course Login: http://etudes.org

First Assignment: Introduce yourself to the class under the forum discussions for the first week. This is where you will get to know your classmates. Post your introduction by Sunday evening, 11:59 pm, 9/7/14. You may be dripped from class if you do not post your introductions by the end of the 2nd week of class.

Contacting Your Instructor: I check my email several times a day and respond to emails within 24 hours. Please don't hesitate to contact me with any questions; email me at: abogado@pacbell.net, in the subject line put: Law 34 #0307. I am also available in-person or by telephone on Wednesdays, 4:00 – 5:00 PM.

Discussion Forums: The discussion forums are the main area for class participation. The weekly discussions open on Mondays and close the following Sunday at 11:55 PM. Initial posts are due by Wednesdays at 11:55 pm. Initial posts should be at least two paragraphs in length (approximately 120-150 words), respond directly to the topic in a reflective manner, referencing the topic link and content provided, and applying the law or case materials. Respond to at least *two* students to each forum by Sunday evening at 11:55 pm.

CLASS BIOGRAPHIES/INTRODUCTIONS : You will find your instructor's autobiography posted in the "Discussion Board" of the class website. Please post your bio in the discussion board by Friday of week one. In your bio, please be sure to include:
Your name,
Class level,
Alternate email address,
Academic accomplishments,
Other items of interest, and
Include any preliminary questions or concerns you have at this point.

DISCUSSION FORUMS: Every week a discussion questions posted to the website "FORUMS." You are required to post a answer to each discussion question by Wednesday of the forum week. Further, you are required to post, at least, one response to two or more of your classmates' initial responses. You are not required to respond to every classmate. You may, although this is a decision each student will make.

Minimum THREE different days per forum week. As we begin our online work together I want to discuss an important aspect of online learning, namely participation**. Participation** is an important part of this collaborative online learning environment. It is well documented that participation and collaboration does enhance learning & whether it be in-class or at a distance. You are encouraged to initiate and respond regularly and make sure ***your ideas are presented clearly and are substantive. Postings that lack substance will receive little or no credit. For example, "I agree," "Good posting," or similar messages that add little or nothing to the discussion will receive few, if any credits***. Discussions posted to the website are an important part of the learning that takes place in this class. In essence, we learn from each other. Share ideas or questions with your colleagues. Ask them questions. Share your own experiences.

SOME SPECIFIC EXPECTATIONS ABOUT PARTICIPATION:

Class Meeting Discussions:

- **Please read, review, and reflect on each message PRIOR to posting to the forums.** Remember: Others cannot get visual clues as to meaning, therefore, be careful in what and how you communicate. **Once posted, messages cannot be deleted!**
- All postings to any meeting in this class are to be considered CONFIDENTIAL and for consideration and discussion only by members of this class.
- Ask questions about areas of the subject that you wish to better understand or for clarification and/or amplification.
- Read your classmates comments and presentations, and respond constructively.
- Offer personal/professional experiences/observations relevant to the items being discussed.

Participation Rubric:

	Unsatisfactory	**Satisfactory**	**Exemplary**
A minimum of 3 postings per	Less than 3 **substantial postings**.	Three required**substantial**	More than the 3**substantial required**

forum on at least 3 separate days.		**postings.**	**posting.**
Answers by Wednesday	Posting answers after Wednesday	Posting answers on Wednesday	Posting answers before Wednesday
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Respond to classmates by Sunday			
Well reasoned with appropriate analysis.	No response or lacks applicability.	Response is applicable, but may not be thorough or lacks depth.	Thorough response with appropriate depth.
Appropriate dialog with classmates	Responses do not clearly relate to topic.	Responses relate to topic.	Responses clearly relate to topic.
Appropriate grammar, spelling, and APA references.	Spelling and/or grammar errors.	No spelling or grammar errors..	No spelling, grammar errors, or punctuation errors.

Student deliverables should be submitted on the specified date by midnight of the student's time zone. For purposes of scheduling, each week or module begins on Monday 12:01 AM and concludes the following Sunday at Midnight.

EXPECTATIONS FOR WRITTEN WORK:

VOCABULARY - You are expected to read and understand the material presented in the assigned text and articles you locate.

FORMAT - Papers submitted should be written in accordance with the ***APA***, ***Bluebook***, or ***other recognized formatting style***.

GRAMMAR - Use active voice in your writing. Also use the spelling and grammar check feature of your Word Processor before submitting your papers.

Homework Assignments: Assignments require you to read and brief law cases. Read the information on"briefing law cases". Below is the grading rubric for your case "briefs"

CASE BRIEF GRADING RUBRIC

	Outstanding A	**Proficient B**	**Adequate C**	**Inadequate D/F**
Case Name and Citation	Complete case name and properly formatted citation appear at the top of the case brief	Complete case name is provided but citation is incomplete	Complete case name is provided but no citation is give	Neither the case name nor the citation appears at the top of the case brief OR both case name and citation are incorrect.
Operative Facts	Operative facts are relevant to the issue being examined by the court and are logically organized.	Facts are relevant to the question being answered but lack coherence or organization.	Irrelevant facts are included. Lack of logical organization.	Relevant facts are omitted or lost in discussion of unrelated information.
Procedural Facts	Procedural history of the case is clearly and logically presented in proper chronology.	Procedural history of the case is presented but chronology is confusing.	Some procedural history is presented.	No procedural history is presented.
Issue/Short Answer	Includes all elements (applicable law, issue	Issue is separately	Issue is not separately	Issue is not articulated

	being examined and relevant facts) in a well crafted, grammatically correct question. Answer responds to question being posed.	articulated, but does not include all elements; applicable law, issue being examined and relevant facts. Answer responds to question being posed.	articulated, but implied through description of facts or discussion of law. Answer does not respond to question being posed.	No answer is given.
Law	Law is correct and is relevant to the question being answered. Rule(s) of law succinctly paraphrased rather than quoted.	Law is correct and is relevant to the question being answered, but is not paraphrased	Rules of law are used in providing answer, but it is unclear if writer understands the law and is properly applying it.	Rules of law are omitted from answer or incorrect law is used.
Rationale	The court's reasoning is presented in a clear and logical fashion, leading the reader to an understanding of the rationale behind the law.	Law is applied to the facts, but the underlying rationale is not clear.	Analysis is unclear, causing the reader to question whether the law is correct.	No analysis of the law is given.
Writing Mechanics	Sentence structure, grammar, punctuation are substantially correct. Each component's material is logically organized and presented in a clear, concise manner.	Sentence structure, grammar, punctuation are substantially correct. Organization is logical but needs better consistency and	Adherence to rules of writing is poor. Material lacks organization and/or is unclear, making it difficult to understand.	Rules of writing are ignored or misunderstood. No apparent logic to the organization of the material. Writing lacks clarity.

clarity.

**above adopted from case grading rubric - AAFPE.org website

Students who plagiarize will receive zero credit on the assignment.

Quizzes: The class is divided into weekly quizzes (which is primarily finding law cases) which are submitted under etudes (they are not timed quizzes like other classes). This is 30% of your grade.

Assignments: This includes performing legal research and finding law cases. This is 30% of your grade.

Final Writing and Research Paper. You will follow the format for your paper at . This is 25% of your grade.

Forum Discussions: The class is divided into weekly discussion forums. This is 15% of your grade.

Late Assignments Our "Late Work" Policy is firm.

Dropping your class/Exclusion: See **Academic Calendar** for specified dates to drop the class with a "W"

College regulations state that a student **may be excluded** from a course following accumulation of absences equal to a week of course work. The 12th week of class is the last date a student may drop a class with a "W". (or the 8th week in a "Late Start" class). Thereafter, the student must receive a grade in the class.

If a student has a accumulated score of 50 or below in the 12th week (or the 8th weeek in a "Late Start" class) , it is deemed that the student has accumulated absences in excess of a week of course work, and the instructor MAY, but is NOT required to DROP the student from class, with or without notice. **It is the sole responsibility of the student, and not the instructor, to drop the class.**

In addition, students who fail to login and post their introduction to class within the first (ten) days of class may be dropped from their online class.

Grading Policy: Letter grades will be determined based upon the following:

Grade Distribution

Tests are 30% of your grade

Assignments are 30% of your grade

Final Legal Research and Writing Paper = 25 % of your grade

Discussion Forums = 15% of your grade and entered at the end of the semester

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Grade Scale:		
	A	90-100
	B	80-89
	C	70-79
	D	60-69
	F	≤ 60

Please note that a grade of C or higher is required for each of the 12 paralegal certificate classes.

Points will be posted on the class website after each activity closes.

Reasonable Accommodation: For students requiring accommodation the DSPS office provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, instructor liaisons, community referrals, and job placement. The phone number for the Office of Students with Disabled Student Programs and Services is: (818) 364-7732. see their website at http://lamission.edu/dsps

Website opens Monday, 9/1/14 @ 8 am

After September 8, 2013 please note : This is an earlier and revised deadline. A "W" will appear on your transcript record after this date. This is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals.
Drop classes with a "W" - Letter grade is required after this date and forward

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If you stop attending a class (or wish to drop a class), **YOU MUST DROP THE CLASS YOURSELF ONLINE– OFFICIALLY – Failure to do so may result in a grade of "F" in that class.**
REGISTRATION INFORMATION Website – http://www.laccd.edu (Student Information System)

Admission Regular Office Hours (Subject to change) Monday and Thursday – 8am-5pm Tuesday and Wednesday – 8am-7pm Friday – 8am-12noon

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REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. (See Important Notice, page 3 of the College Catalog)

New 3 Repeat Rule
IMPORTANT NOTICE
All Students Please Read
Beginning Summer 2012: New 3 Repeat Rule

EFFECTIVE SUMMER 2012, course withdrawal ("W") or a substandard grade ("D," "F," or "NP") count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.
• Students who drop or are excluded after the last day to drop without a grade of "W" will have a "W" appear on their transcript. The "W" will count as an attempt for that course.
• For the Fall semester, Septrember 8, 2013 is the last day to drop a 16-week semester length class without a "W." Students will be able to drop a class online until this date. Contact the office of Admissions and Records for deadlines on late start, short-term and special program classes.
• A course in a student's transcript which currently shows a recorded "W" counts as an attempt for that course.

• Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
• Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
• For courses specifically designated as "repeatable," students may repeat up to three times (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
• Where the student's number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

What students should do:
• Be sure you are academically ready for classes you enroll in.
• If you must drop a course, drop before the specifi ed deadline for dropping a class without a grade of "W."

SPECIAL ACCOMMODATIONS

If you require special accommodations for a disability, religious holiday, or any other reason please inform your instructor(s) within the first week of the course and we will accommodate you if at all possible. For accommodations due to disability, you must consult with the Disabled Students Programs and Services Office after which we will abide by their recommendations.

COLLEGE RESOURCES FOR LAMC STUDENTS

see http://lamission.edu/de/student-services

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit:http://www.lamission.edu/admissions/

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visithttp://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visithttp://eagleslanding.lamission.edu/default.asp

Counseling Department: For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit http://www.lamission.edu/eops/

Financial Aid: For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visithttp://www.lamission.edu/library/

STEM Office: For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Technology) students
visit: http://www.lamission.edu/stem

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/

Three Attempt Limit

A new state policy in effect as of 2012 limits students to **three attempts per course**. Receiving a grade or a "W" for a course counts as an attempt, **regardless of when the course was taken**. Withdrawal by the deadline to avoid a "W" will not count as an attempt.

- **updated: 7/19/14**