

Computerized Legal Research  
Dixie State College of Utah-CJ 2310 CRN: 23820  
M-5:15 p.m.-7:45 p.m.

Instructor: Craig Harter  
Office: NIB (North Instructional Building) #110  
Office Hours: 10:00-10:50 am Tuesday/Thursday  
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Room: JEN 192  
Final Exam: (5/2/11)-5:00 p.m.-7:30 p.m., in the Jennings Building Room 192, *unless otherwise announced.*

Course Description:

This class will enable a student to take a factual situation and examine the legal issues. The student will be able to do some limited legal research through available online resources. It will also cover the writing of legal memorandums and legal briefs. This course will further explore the problems, issues, and trends related to criminal justice. The student will be exposed to a variety of teaching methods, including, but not limited to the following: lecture, video, guest lecturers, and assigned text study.

Students are expected and encouraged to utilize the basic research skills necessary to construct and articulate their views through both research and writing. This course will teach students how to articulate themselves through writing and perform the necessary research to support those views. The student is encouraged to express personal opinions freely, but most remember to observe all legal and ethical considerations in arriving at a certain answer/opinion.

Text:

“Foundations of Legal Research & Writing,” Fourth Edition by Carol M. Bast and Margie Hawkins. *Note: This textbook is available on reserve at the DSC library.*

Course Goals and Objectives:

- Students will be given a legal question that needs to be answered.
- Students will be able to write, understand, research, and verify the rule correct rule(s) of law.
- Students will be able to distinguish between primary, secondary, and persuasive authority.
- Students will be able to correctly incorporate and utilize case proper case citations.
- Students will be able to identify and draft a proper legal thesis when addressing the legal question(s) at issue.
- Students will be exposed to the judicial system, including the process of how a case is appealed.
- Students will be able to draft the following legal documentation: Client Transmittal Letter, Office Memo, and Memorandum of Law.
- Students will learn to construct and articulate their views upon the criminal justice system through research and writing.
- Students will learn how to properly shepardize case law.

- Students will learn to observe all legal and ethical considerations in arriving at a certain answer/opinion.

Prerequisite

Students enrolled in this course must have successfully completed the Criminal Justice (CJ) 1010: Introduction to Criminal Justice (*unless otherwise approved*).

Grading Criteria:

Participation/Quizzes:	50 pts
Assignment #1	50 pts
Assignment #2	50 pts
Assignment #3	50 pts
Exam 1:	50 pts
Exam 2:	50 pts
Exam 3:	50 pts
Exam 4:	50 pts
Final Exam:	50 pts

Final Grades will be determined as follows:

A	=	450 - 420
A-	=	419 - 389
B+	=	388 - 359
B	=	358 - 329
B-	=	328 - 298
C+	=	297 - 268
C	=	267 - 238
C-	=	237 - 208
D	=	207 - 178
F	=	177 and below

Expectations:

Classroom attendance and participation are a mandatory part of course instruction. Students are expected to read ahead of time and prepare to be called on to comment on related issues. All assignments are to be completed on a timely basis and in a thorough manner. Students shall be expected to bring their textbook to class. Note taking and of all relevant in class discussion is detrimental to the student’s success as there will be point that either may or may not be adequately covered, or amendments to a ‘related area’ in the textbook. The student is responsible for all assigned reading and testing purposes, regardless of whether or not the material was discussed in class. ***The instructor may change the syllabus as needed in order to enhance the learning experience.***

Students should check their dmail on a regular basis as case law may be provided for an in class discussion. If students use an alternate account other than their dmail, they should provide it to the instructor as soon as possible.

Attendance

Attendance will be taken each week. Students who have 100% attendance will have the opportunity to drop their lowest test score on record. This WILL NOT apply to either pre-arranged excused absences, or students who leave class early.

Academic Integrity

No form of academic dishonesty will be tolerated. Students are encouraged to work together for purposes of studying for upcoming exams, and in related coursework. Avoid cheating in all forms! If a student is caught cheating, the instructor will be forced to report academic dishonesty to Dixie State College of Utah (Dean of Students). Your name will be placed upon the academic database, and you will receive a ‘0’ on

the assignment/test. Any such academic dishonesty will subsequently be reported to any college institution to which you may apply, and can ultimately affect your ability to attend college.

Student's with Disabilities

Proper documentation of a disability is required in order to receive services or accommodations. Any student who is eligible for requesting reasonable academic accommodations due to a disability must provide a letter of accommodation to their professor from the Disability Resource Center within the first week of the course. Please take the initiative to provide the aforesaid documentation to your instructor(s). The Disability Resource Center is located in the basement of the Career Center/Financial Aid Building (located next to the Testing Center).

Important Dates/Deadlines

Jan 10	Classwork Starts
Jan 12	Last Day to Add Without Signature
Jan 17	Martin Luther King Jr. Day
Jan 18	Drop fee begins (\$10 per class)
Jan 25	\$50 Late Registration/Payment Fee
Feb 1	Pell Grant Census
Feb 1	Last Day for Refund
Feb 1	Last Day to drop without receiving a "W" grade
Feb 2	Courses dropped for non-payment
Feb 4	Last Day to ADD Classes
Feb 21	President's Day
Feb 28	Mid-Term Grades Due
Mar 4	Last Day to DROP/AUDIT Classes
Mar 14-18	Spring Break
Apr 1	Last Day for Complete Withdrawal
Apr 11	Fall registration open to Seniors (90+ credits)
Apr 12	Fall registration open to Juniors (60+ credits)
Apr 13	Fall registration open to Sophomores (30+ credits)
Apr 14	Fall registration open to all students
Apr 28	Classwork Ends
Apr 29	Final Exams
May 2-5	Final Exams
May 6	Commencement

Class Schedule

January 10 Course Introduction, Course Syllabus, *Course Lecture: Chapter 1 pp. 1-16*; “How to Retrieve a Case Online.”; *Read Chapter 2: Legal Reasoning and Analysis* pp. 17-42 for 1/24 class; *Read Chapter 3: Secondary Sources and Finding Tools* pp. 43-98 for 1/24 class.

January 17	NO SCHOOL!! MLK HOLIDAY
January 24	<i>Course Lecture: Chapters 2 &amp; 3 Review; Test #1 Review (Chapters 1-3). (Test #1 will be in the testing center from 1/25-1/28). <u>Read Chapter 4: The Judicial Branch and Cases</u> pp. 99-129 for 1/31 class.</i>
January 31	<i>Course Lecture: Chapters 4 Review; Research: Common Law Elements of Specific Intent Crimes: (Ex post facto/Supremacy Clause Issue). <u>Read Chapter 5: Primary Sources; Constitutions; Statutes, Court Rules and Administrative Law</u> pp.131-188 for 2/7 class.</i>
February 7	<i>Course Lecture: Chapter 5 Review; Research: Common Law Elements of Specific Intent Crimes Cont'd; <u>Read Chapter 6: Citators</u>, pp. 189-218; <u>Read Chapter 7: Overview of the Research Process and Ethical Considerations</u>, pp. 219-238 for 2/14 class.</i>
February 14	<i>Course Lecture: Chapter 6 &amp; 7 Review; Test #2 Review (Chapters 4-7). (Test #2 will be in the testing center from 2/15-2/18. In class assignment/discussion "How to Shepardize a Case." <u>Read Chapter 8: Computer Assisted Legal Research</u>, pp. 239-257 for 2/28 class.</i>
February 21	NO SCHOOL!! PRESIDENT'S DAY HOLIDAY.
February 28	<i>Course Lecture: Chapter 8 Review. Case Review (TBA), In class research assignment. <u>Read Chapter 9: Introduction to Legal Writing</u>, pp. 259-280 for 3/7 class.</i>
March 7	<i>Course Lecture: Chapter 9 Review. <u>Read Chapters 10: Fundamentals of Writing, and 11: Transmittal Letter, Client Opinion Letter, and E-Mail Correspondence</u> for 3/21 class, pp. 281-292; pp. 293-307.</i>
March 14	NO SCHOOL!! SPRING BREAK
March 21	<i>Course Lecture: Chapters 10 &amp; 11 Review; Test #3 Review (Chapters 8-11). In class assignment/discussion "How to Write a Client Transmittal Letter," (50 pts) <u>Read Chapter 12: Pleadings</u> pp. 309-328 for 3/28 class; Course Lecture, Chapter 12 Review. (Test #3 will be in the testing center from 3/22-3/24).</i>
March 28	<i>Course Lecture: Chapter 12 Review; In class assignment/discussion "How to Write a Law Office Memorandum" (50 pts); <u>Read Chapter 13: Law Office Memo</u> pp. 329-351 for 4/4 class.</i>
April 4	<i>Course Lecture: Chapter 13 Review; <u>Read Chapter 14: Memorandum of Law</u> pp. 353-372 for 4/11 class; Course Lecture.</i>
April 11	<i>Course Lecture: Chapter 14 Review; In class assignment: "Fundamentals to Writing a Successful Memorandum of Law." (50 pts); In class assignment/discussion "How to Organize a Memorandum of Law." <u>Read Chapter 15: Appellate Brief</u> pp. 373-397 for 4/18</i>
April 18	<i>Course Lecture: Chapter 15 Review; Test #4 Review (Chapters 12-15). (Test #4 will be in the testing center from 4/19-4/22).</i>
April 25	Review for Final Exam.
May 2	Final Exam-(5:00 p.m.-7:30 p.m.) in the Jennings Building Room 192, <i>unless otherwise announced.</i>