



- CLASS NUMBER AND NAME:** PLN310AL Writing for the Legal Professional I LAB
- TOTAL CLOCK HOURS/UNITS:** 24 hours/1 Unit
- PREREQUISITES:** PLN240B – Legal Research II
- TEXT AND MATERIALS:** *Legal Research, Analysis, and Writing* (5th Ed. 2015) Joanne Banker Hames, Yvonne Ekern (ISBN 9780135109441); *California Style Manual* (4th Ed. 2000). Edward W. Jessen. West Group Publishers, Inc. (ISBN 314233709); *Black’s Law Dictionary* (4th Ed. 2011) Brian A. Garner. Thompson West Publishing Company. (ISBN 9780314275448)
- CLASS DESCRIPTION:** This course is an hour of lab time provided to give students the time to prepare and edit coursework and case briefs assigned in PLN310A. The instructor will be present to provide students with assistance and to provide additional explanations as needed.
- CLASS OBJECTIVES:** The student will be introduced to the legal writing process, including comprehensive and critical thinking exercises, editing, legal analysis, and IRAC, with an emphasis on case briefing.
- REQUIREMENTS:** This is an approximate schedule and is subject to change at the instructor’s discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.
- CLASS FORMAT OVERVIEW:** An hour of lab time will be provided to allow students the necessary time in which to prepare assignments and case briefs. The instructor will be present to answer questions, assist students with problems and provide explanations as needed.
- CLASSROOM ATTENDANCE-PROFESSIONALISM:** Legal Writing is an intensive class requiring attendance and continual participation.
- It is critical to the student’s success to attend class every day. **Thirty percent** of the final grade for the class will be based on attendance and participation. The student’s presence for the entire hour is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain for the entire class session. A student must be present for 80 percent of the class, or she or he will be asked to leave the class and will receive a failing grade in the class.

Discussion in class regarding cases for briefs and legal writing issues is encouraged. However, each student is responsible for his or her own written work. If a student is caught cheating the assignment will be taken away and the student will receive a zero and meet with the Legal Department Head for further discussion. Courtesy and cooperation are encouraged and a professional attitude in the classroom and law library is mandatory.

GRADING POLICIES:

The student will complete all assigned exercises and coursework, as well as briefs. **No late work will be accepted in this class. The student must turn in work by the deadlines given on the outline for PLN310A or she or he will receive a “0” on the assignment.**

Weighting of grades is as follows:

30% Attendance
70% Homework, Quizzes, Final Exams or Written Papers

Combined grades from attendance, class participation, quizzes, final exams or written papers, as applicable, will be graded on the following scale:

100-90% A
89- 80% B
79- 70% C
69- 60% D
Below 60% F

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will:

1. Understand how to identify legal issues in a client’s case and compare them with case law facts and issues;
2. Practice the fundamentals of good legal writing using step-by-step techniques: prewriting, drafting, and revising.
3. Understand the anatomy of a case brief: determining the legal issues, the holding, the analysis, and rationale of the court, and the disposition.
4. Understand statutory and constitutional analysis and how to analyze a factual situation controlled by statutory law.
5. Have a basic understanding of synthesizing case law and statutory law as applied to a fact situation.

The instructor reserves the right to reconfigure the above with prior notice to the class. The class objectives will be met regardless of deviation from this outline.