



- CLASS NUMBER AND NAME:** PLN31BL WRITING FOR THE LEGAL PROFESSIONAL II LAB
- TOTAL CLOCK HOURS/UNITS:** 24 hours/1 Unit
- PREREQUISITES:** PLN310A Writing for the Legal Professional I & PLN31AL – Writing for the Legal Professional I Lab
- 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 assignments given in PLN310B, including legal research projects, a legal memorandum and various types of legal correspondence. The instructor will be present to provide students with assistance and to provide additional explanations as needed.
- CLASS OBJECTIVES:** The student will continue to explore the legal writing process in the second section of Legal Writing. The student will learn how to determine whether his or her legal research is completed; how to organize a legal writing project at the completion of his or her legal research; how to write in an organized, succinct, clear manner; and how to edit and revise. The focus of the second half of legal writing is to practice predictive writing through the preparation of a legal memorandum. The student will also practice working on legal correspondence; specifically reviewing and writing demand letters and opinion letters.
- 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:** One hour of lab time will be provided to allow students the necessary time in which to prepare assignments. The instructor will be present to answer questions, assist with problems and provide explanations as needed.
- CLASS ATTENDANCE:** 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 must complete all assigned exercises and coursework. **No late work will be accepted in this class. The student must turn in work by the deadlines given on the outline for PLN310B or she or he will receive a “0” on the assignment.**

Weighting of grades is as follows:

30% Attendance
70% Homework, Quizzes and Final Exam 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 be able to:

1. Review a legal project and consider any potential problem areas prior to drafting a document;
2. Organize and outline a writing assignment;
3. Write a clear thesis paragraph, using IRAC principles;
4. Understand clear and effective writing by learning the elements of editing and revising;
5. Understand the components of the memo: facts, framing the issues, question presented, and conclusion;
6. Effectively synthesize statutes and cases;
7. Draft legal correspondence such as demand letters, and other components of correspondence and;

8. Understand the importance of refraining from providing legal opinions.

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.