

ACADEMIC COURSE SYLLABUS

COURSE TITLE:	ADVANCED LEGAL RESEARCH (Digitally-Based)
COURSE NUMBER:	LAW R500
UNITS:	2
COURSE TYPE:	Required
PROFESSOR(S) NAME:	Laura C. Rosenthal, J.D.
PROFESSOR CONTACT INFO:	(707) 536-5261; email: l_rosenthal@live.com
SCHEDULE:	Summer 2018, Thursdays, 6:00 – 8:00 p.m.
PREREQUISITES:	Completion of first-year required coursework; preferred completion of second-year required courses.
COREQUISITES:	None
TEXTS AND MATERIALS: (Identification of any texts, materials and references used throughout the course.)	<i>California Style Manual, 4th ed.</i> , Edward W. Jessen * http://www.sdap.org/downloads/Style-Manual.pdf (free download of the Style Manual via the Sixth District Appellate Project.) Access to both a Lexis Advance and a WestLaw on-line research account is required and is available through the Law School Office. Course materials include handouts provided by the professor, reference materials available within the databases utilized in the course, as well as appropriate use of the <i>California Style Manual</i> for proper citation format.
COURSE DESCRIPTION:	Introduces students to Federal and California primary and secondary legal sources, research methods to locate relevant authority in support a legal proposition, and communicating research results through written analysis. Students will be taught techniques to plan a search, perform searching, modify searching and validate legal authority using digitally accessible libraries and services including Lexis Advance, Westlaw, and other on-line and computer access resources.
COURSE OBJECTIVES / ANTICIPATED LEARNING OUTCOMES: (Description of what students will be expected to know and do at the end of the course. What skills or knowledge will be gained by the end of the course.)	<p>Students will practice in-depth Study and Application of Advanced Legal Research Techniques, including computer-based systems, to practical legal issues.</p> <p>Traditional legal research methods and materials have been augmented and, in most circumstances, replaced by electronic research tools and databases. Legal research and access to legal materials are now readily accessible in electronic form. Further, the ability to effectively perform legal research is one of the skills that every competent practitioner must possess. Each student passing this course should have a working knowledge of the fundamental tools of legal research and the process of devising and implementing a coherent and effective research strategy.</p> <p>Attentive and participating students should:</p> <ul style="list-style-type: none"> • Gain a working understanding of the legal resources available including Judicial, Legislative and Executive Branch

	<p>documents and publications, and the appropriate application of each.</p> <ul style="list-style-type: none"> • Learn how to locate Federal and California primary and secondary authority. • Learn how to appropriately cite legal material. • Learn how to select the appropriate legal resource for supporting a legal premise and to identify mandatory and persuasive authority. • Gain or improve expertise to organize and conduct a search for materials in electronic databases and to confidently manipulate the databases to yield relevant and exhaustive searches. • Gain or improve expertise in the use of Boolean syntax text and concept searching. • Learn how to determine the validity of legal authority. • Gain an understanding of how to locate and utilize secondary materials. • Begin to develop techniques to minimize research time. • Attain a minimum level of research skills and proficiency to locate relevant legal authority for preparation of legal documents. • Demonstrate proficiency in legal analysis and problem solving by locating and applying valid authority and synthesizing the relevant rules of law into a logical framework. • Students should expect to commit a <u>minimum</u> of two hours/per hour of instruction time on assigned readings and briefing cases. For example, a 2-hour class would require at least 4 hours of outside preparation time per week.
<p>FORMAT OVERVIEW / METHOD OF INSTRUCTION (Description of how the course will be taught, including breakdown of lecture, practicum, etc.)</p>	<p>Course material is presented in a lecture-discussion format within a practicum environment including supervised practical application of the lecture content. Students should be prepared to participate and demonstrate comprehension of the reading and lecture material. The purposes of the class meetings are to introduce various advanced legal research tools, demonstrate the efficient application of legal research to practical examples, explore primary and secondary legal resources, engage students in the research process, develop efficient and effective research skills from initiating issue statements through</p>

	<p>written work product, share research strategies, and explore legal research materials in various areas of law. When available, guest speakers will present research strategies in specialized areas of law. Assistance will be provided to students during the designated class times, or as otherwise arranged by the professor and class.</p>						
<p>EXAMS:</p>	<p>Take-home exams, projects, and papers must be submitted to the Law School office by 6 p.m. on the assigned exam due date, unless otherwise noted.</p>						
<p>GRADING / ASSESSMENT CRITERIA:</p>	<p>This course is graded as follows: <u>Pass/Fail Classes:</u> 65 - 100 P Pass/Credit 64 and Below F Fail/No Credit</p> <p>To obtain a passing grade, students must:</p> <ol style="list-style-type: none"> 1. Timely complete and submit all Legal Research and Writing Assignments as assigned in class. <i>Points will be deducted for late submittals.</i> 2. Complete assigned on-line tutorials and exercises, as assigned. 3. Participate in class. Students are expected to demonstrate improvement of their research skill proficiency through active participation in class discussions and research projects. 4. Timely submit the Final Research Project and receive a passing grade as defined by the Empire College School of Law School Catalog. <p>The grade consists of:</p> <table data-bbox="649 1050 1588 1165"> <tr> <td>Class Participation</td> <td>15%</td> </tr> <tr> <td>Research Assignments (incl. Mid-Term)</td> <td>40%</td> </tr> <tr> <td>Final Research Project</td> <td>45%</td> </tr> </table> <p>The Final Research Project will be a practical research and writing exercise culminating in an Objective Legal Memo format. The Final Research Project must be submitted no later than 6:00PM of the day of the scheduled final exam period for the class. Failure to submit Final Research Project results in a Fail grade.</p> <p>Note: For Master’s of Legal Studies candidates this course is specifically designed for students to demonstrate their proficiency in legal research, analysis and writing.</p>	Class Participation	15%	Research Assignments (incl. Mid-Term)	40%	Final Research Project	45%
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Research Assignments (incl. Mid-Term)	40%						
Final Research Project	45%						
<p>ATTENDANCE:</p>	<p>Regular and punctual attendance is essential for the successful completion of law school and this class. Students should plan to attend every class. Students must attend a minimum of 80% (24 hours) of the class hours to be eligible to pass the course. Roll will be taken at each class. No more than 2 absences permitted. Class attendance is crucial in learning the language and concepts of the law.</p> <p>Make-up classes will be scheduled on evenings when classes are not usually held or on weekends or made up on another night by staying longer. Class sessions which are delayed or canceled because of holidays or policy of Empire College School of Law, and which are</p>						

	<p>re-scheduled for a different date are considered regularly scheduled class sessions, not make-up classes. A student who has exceeded the absence limits outlined will be automatically dropped from the course. A student who is dropped from a course will be required to repeat the course at its next offering to meet graduation requirements.</p> <p>Times and course sessions may change as the class proceeds and changes will be notified accordingly. If a student misses a class, the student is responsible for determining whether there has been a change from this syllabus. Class meets for 2 hour sessions, along with required time spent outside of class to complete specific assignments.</p>
ASSIGNMENTS:	<p><u>Assignment Plan:</u> Assignments will be given as the course proceeds. If you miss a class you MUST arrange to receive handouts and any assignments given; and, to turn in any assignments due or you may jeopardize credit for that assignment.</p> <p>Assignments include, but are not limited to:</p> <p>Timesheet (ongoing) Demand Letter Opinion Letter Public Record Act Request Legal Memorandum Points and Authorities</p>
Week 1:	<p>Introduction to Advanced Legal Research. Overview of course and expected outcomes.</p> <p>Review of the fundamentals of legal research, course materials, mandatory and persuasive legal authority. The basics of Lexis Advance and Westlaw. Introduction to tutorials. Please bring your Lexis and Westlaw Username and Password.</p> <p>BEFORE CLASS: Activate your Lexis and Westlaw accounts. Review course syllabus.</p>
Week 2:	<p>Process of Legal Research: developing Search Strategies. Issue spotting and marshaling relevant facts for search terms.</p> <p>Research strategy and documentation.</p> <p>Search Engines</p> <p>Handout: Proper citation format</p> <p>Assignment: Timesheets, billable hourly format (ongoing assignment)</p>
Week 3:	<p>Secondary research. A review of use of the law library.</p> <p>Use of the Internet for research</p> <p>Secondary Materials:</p> <p>Handout: Freely Accessible Internet Resources</p> <p>Assignment: Summarize facts, prepare issue statement</p>
Week 4:	<p>Statutes and Legislation. Federal and California Statutes. Legislation.</p> <p>Handouts</p> <p>Assignment: Demand Letter</p>
Week 5:	<p>Statutes and Legislation. Federal and California Statutes. Legislation.</p> <p>Assignment: Demand Letter (due week 6)</p> <p>Peer review</p>

Week 6:	Case Law: Binding and persuasive authority. Handout Assignment: Opinion Letter
Week 7:	Case Law section and assignment continued Assignment: Opinion Letter (due week 8) Peer review
Week 8:	Administrative Law, Rules Regs. Researching agency databases online Assignment: Public Records Acts Requests
Week 9:	Administrative Law, Rules Regs. Public Records Acts Requests Researching agency databases online Handouts Assignments: Public Record Acts Requests Peer Review
Week 10:	Review: Final Project assignment and overview: Legal Memorandum with Points and Authorities Handout: Points and Authorities
Week 11:	Final Project Meet and Confer practice Research and draft in class
Week 12:	Final Project. Ethics review: research guidelines Research and draft in class
Week 13:	Final Project. Editing practice Research and draft in class
Week 14:	Final Project. Draft reviews, final research points
Week 15: Exam period runs 8.6 – 8.16.18 – exact due date will be published during summer semester.	Final Project due. Final Project must be submitted no later than 6:00PM on the day of the <u>scheduled</u> final exam period for the class. The date will be published on the Exam Schedule by the Law School Staff during the semester. Submit your Final Project identified with your Student ID.

Note: Syllabi subject to change.