

# Mercer County Community College

## SYLLABUS

COURSE TITLE:	<b>Legal Research and Writing</b>
COURSE NUMBER:	<b>LEG 133</b>
COURSE REFERENCE NUMBER:	047168
MEETING DAY:	Monday
MEETING TIME:	6:00 – 8:40 p.m.
SEMESTER:	Spring 2005
CLASSROOM:	Room LB236
TEXTBOOK:	Carol Bast and Margie Hawkins, <i>Foundations of Legal Research &amp; Writing</i> (2 <sup>nd</sup> ed. West/Thomson Learning 2002) ISBN: 0-7668-3164-7
PRIMARY INSTRUCTOR:	Mark McCormick, Esq.
OFFICE:	BS132
TELEPHONE:	(609)586-4800 extension 3485
E-MAIL ADDRESS:	<a href="mailto:mccormma@mccc.edu">mccormma@mccc.edu</a>
OFFICE HOURS:	I am generally at the College Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m., although I am often in meetings. I can usually stay after class to meet. We can also set up a mutually convenient time to meet.
CONTACTING THE PRIMARY INSTRUCTOR:	I will make every effort to check my voicemail and e-mail every class day. As much as possible, I will try to return telephone calls and reply to e-mail messages within 24 hours; however, messages sent to/left for me on Friday afternoons may not be returned until the next business day.
TEACHING ASSISTANT:	Gail Bozza Administrative Analyst Attorney General's Advocacy Institute State of New Jersey
TELEPHONE:	(609)777-3156

### FOOD AND DRINK:

Because the classroom is a computer lab, absolutely **no food or drink** is allowed.

### ATTENDANCE:

We will take regular attendance; however, attendance will not be used in a punitive fashion for evaluation purposes (see EVALUATION). For a student who misses (or is late more than ten minutes) no more than one class session, we will use good attendance to boost such student's final grade to the next higher grade if the student is within one point of the next higher grade. [For example: If a student who never misses class has a final grade of 89 or B+, we will boost that student's final grade to a 90 or A-.]

**CONDUCT IN CLASS:**

In order to help ensure a classroom environment that is optimal for learning, we request that students observe the following rules:

1. Complete all assigned readings before class.
2. Come prepared to discuss what you have read.
3. Raise your hand and wait to be acknowledged before speaking.
4. Feel free to ask questions during class or at the end of class.
5. Show respect for the opinions of other students, even if you disagree.

**EVALUATION:**

The final grade for the course will be calculated as follows:

⇒ Quizzes/in-class exercises	10%
⇒ Homework exercises	20%
⇒ Memoranda	35%
⇒ Exams	<u>35%</u>
TOTAL	100%

There will be no extra credit for the course. All homework assignments, quizzes and exams may be completed in either pencil or ink (no red ink, please!). The memoranda should be prepared as follows:

- Typed on plain white 8½” x 11” typing paper (one side only)
- **Double-spaced**
- One-inch margins on all sides
- Stapled in the upper left-hand corner (no folders or covers)

**Be sure to keep a copy of all homework assignments, memoranda and take-home exams.** If you submit a document via e-mail, do not assume it has been received unless you receive a confirmation message in return.

**COLLEGE GRADING SYSTEM:**

<b>Letter grade</b>	<b>Percentage</b>	<b>Definition</b>
<b>A</b>	93-100	Superior achievement
<b>A-</b>	90-92	
<b>B+</b>	87-89	
<b>B</b>	83-86	Above average achievement
<b>B-</b>	80-82	
<b>C+</b>	77-79	
<b>C</b>	70-76	Average achievement
<b>D</b>	60-69	Minimally passing
<b>F</b>	0-59	Academic failure

COURSE SCHEDULE:

<i>Week</i>	<i>Date</i>	<i>Reading</i>	<i>Activities</i>	<i>Exams and Projects</i>
1	Monday 1/24/05		Introduction to the course and tour of the Law Collection	<ul style="list-style-type: none"> <li>• In-class exercise</li> </ul>
2	Monday 1/31/05	Ch. 1	American legal system	
3	Monday 2/07/05	Ch. 5 (pp. 152 - 188)	Constitutions and statutes	
4	Monday 2/14/05	Ch. 5 (pp. 189 - 219)	Court rules and administrative law	
5	Monday 2/21/05	Ch. 4	Case law	<ul style="list-style-type: none"> <li>• <b>Exercise 1 due</b></li> </ul>
6	Monday 2/28/05	Ch. 3	Case-finding tools and review for Midterm Exam	
7	Monday 3/07/05		Assignment of Memo 1	<ul style="list-style-type: none"> <li>• <b>MIDTERM EXAM</b> (first 90 minutes of class)</li> <li>• <b>Exercise 2 due</b></li> </ul>
<b>SPRING BREAK: 3/14 – 3/20</b>				
8	Monday 3/21/05	Chs. 2 & 7	Research process and case analysis	
9	Monday 3/28/05	Chs. 8 & 9	Legislation and introduction to WESTLAW	<ul style="list-style-type: none"> <li>• <b>Exercise 3 due</b></li> </ul>
10	Monday 4/04/05	Ch. 6	<i>Shepard's</i> citators and Assignment of Memo 2	<ul style="list-style-type: none"> <li>• <b>Memo 1 due</b></li> </ul>
11	Monday 4/11/05	Ch. 13	Writing letters, more on WESTLAW, and work on Memo 2	<ul style="list-style-type: none"> <li>• <b>Exercise 4 due</b></li> </ul>
12	Monday 4/18/05	Chs. 11, 12, & 16	Researching and writing memoranda and work on Memo 2	<ul style="list-style-type: none"> <li>• <b>Exercise 5 due</b></li> </ul>
13	Monday 4/25/05		Accessing on-line legal source materials and work on Memo 2	
14	Monday 5/02/05	Ch. 10	More on-line research and review for Final Exam	<ul style="list-style-type: none"> <li>• <b>Memo 2 due</b></li> </ul>
15	Monday 5/09/05			<ul style="list-style-type: none"> <li>• <b>FINAL EXAM</b></li> </ul>
Final Exam Week	T 5/10/05 – F 5/13/05		<b>Individual Sessions:</b> Students may sign up for an individual session with the primary instructor to review the Final Exam and Memo 2.	