COURSE INFORMATION FORM

DISCIPLINE        Paralegal Practice
COURSE TITLE      Legal Writing
CR.HR             3.0
LECT HR.          3.0
LAB HR.           
CLIN/INTERN HR.  
CLOCK HR.        

CATALOG DESCRIPTION
Students will draft weekly briefs, memoranda, or pleadings and review and revise settlements, leases, transactional documents, and employment documents.

PREREQUISITES
PARA 100, PARA 176

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:

1. Draft formal legal memoranda, pleadings, and briefs.
2. Read, review, revise, and understand settlements, leases, transactional documents, and employment documents.
3. Identify and use legal citations and vocabulary in memos and briefs.

GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

Outcomes (ESO)
1. Communication
   C. Writing Skills
      2. Engage in writing as an open process that includes generating and revising pre-writing, drafting, revising, proofreading, editing (1,2,3)
      4. Gather information, evaluate its credibility, analyze and synthesize sources (1,2,3)
2. Critical Thinking
   C. Formulate a hypothesis
      2. Provide supporting arguments, evidence and/or experimentation (2,3)
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

The students will demonstrate:

1. Possession of a broad knowledge of substantive and procedural law
   a. An ability to draft basic legal memoranda, pleadings and briefs
   b. Read, review, revise, and understand settlements, leases, transactional documents, and employment documents

2. Conduct efficient and productive legal research, investigation and analysis using current technology:
   Understand and use legal citations and vocabulary

3. The ability to communicate clearly and cogently, orally and in writing, with attorneys, staff, clients and third parties

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Large writing assignments (1,2)
2. Short Writing Assignments (2,3)
3. Final Exam (1,2)
COURSE OUTLINE FORM

CATALOG NO. PARA 177

DISCIPLINE Paralegal Practice

COURSE TITLE: Legal Writing

Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Overview and Review of Advanced Legal Research Methods
   A. Formulation of Legal Issues
   B. Organizing, directing, and performing legal research

II. Drafting Legal Documents
   A. Memoranda
   B. Client Letters
   C. Opinion Letters
   D. Pleadings and Discovery
   E. Injunctions

III. Reading, reviewing, and revisions
   A. Settlements
   B. Leases
   C. Business organizational transactions
   D. Employment contacts