SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 22.0302
SEMESTER: Departmental Syllabus
COURSE TITLE: Legal Writing
COURSE NUMBER: PRLG-0205
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: KCKCC- “issued email accounts are the official means for electronically communicating with our students.”

PREREQUISITE: PRLG-0121, Introduction to Law, PRLG-0131, Legal Research I, and PRLG-0132, Litigation I.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION: Legal Writing has been designed to enhance legal and factual research skills and to introduce the preparation of documents commonly used in law office operations and in routine communications with clients, witnesses and other professional personnel. Emphasis will be on the preparation of a legal memorandum or brief and other legal related documents.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:

I. Review of Legal Research
   A. Primary and Secondary Authorities
   B. Citation

II. Fundamentals of Writing

III. Client Opinion Letters

IV. Contracts

V. Pleadings, Motions, Discovery
   A. Complaint
   B. Answer
   C. Summary Judgment
   D. Motion in Limine
   E. Request for Documents
   F. Request for Admissions
   G. Interrogatories

VI. Law Office Memo

VII. Memorandum of Law

VIII. Appellate Brief

EXPECTED LEARNER OUTCOMES:

A. The student shall be able to discuss the fundamentals of writing
B. The student shall be able to show an understanding of client opinion letters.
C. The student shall be able to show a thorough understanding of contracts.
D. The student shall be able to discuss the differences of pleadings, motions, discovery.
E. The student shall be able to demonstrate composition of a law office memo.
F. The student shall be able to demonstrate use of a memorandum of law.
G. The student shall be able to explain an appellate brief.

COURSE COMPETENCIES:

The student shall be able to discuss the fundamentals of writing

Fundamentals of Writing

1. The student shall be able to describe the style of legal writing necessary for the clients, attorney/employer, and judges.
2. The student shall be able to identify the major parts of simple and complex sentences.
3. The student shall be able to demonstrate the ability to write essays with an introduction, body, and conclusion.
4. The student shall be able to demonstrate editing skills through corrections of rough drafts.
5. The student shall be able to demonstrate use of correct legal citations.
6. The student shall be able to demonstrate familiarity with some basic litigation terminology.
7. The student shall be able to demonstrate the ability to apply basic rules of grammar and composition in order to write clearly.
The student shall be able to show an understanding of client opinion letters.

**Case Briefs**

8. The student shall be able to identify the history of a case.
9. The student shall be able to describe the events which led to a case.
10. The student shall be able to discuss the arguments given by each side at the trial and appellate levels.
11. The student shall be able to identify the decision of a court and the rationale behind the decision.
12. The student shall be able to demonstrate the ability to brief the component parts of a legal opinion.

The student shall be able to show a thorough understanding of contracts.

**Opinion Letters**

13. The student shall be able to verbalize the concerns of a potential client.
14. The student shall be able to conduct minimal research on a hypothetical problem of a client.
15. The student shall be able to communicate the probable outcome to the client in writing.

The student shall be able to explain an appellate brief.

**Memorandum of Law**

16. The student shall be able to verbalize the assignment given to you by the attorney/employer.
17. The student shall be able to describe the path of research needed for the assignment.
18. The student shall be able to conduct extensive research on the hypothetical problem.
19. The student shall be able to summarize the results of your research in the correct form for a memo.

The student shall be able to demonstrate composition of a law office memo.

**Pleadings**

20. The student shall be able to prepare a plaintiff's petition for a hypothetical case.
21. The student shall be able to prepare a defendant's answer for same.
22. The student shall be able to prepare a counterclaim document for same.
23. The student shall be able to prepare a cross-claim document for same.

The student shall be able to explain an appellate brief.

**Appellate Briefs**

24. The student shall be able to identify the purpose of an appellate brief.
25. The student shall be able to verbalize some of the major mistakes made in writing appellate briefs.
26. The student shall be able to prepare an appellate brief based on a hypothetical case.

**ASSESSMENT OF LEARNER OUTCOMES:**
Major Exams
Quizzes
Homework, attendance, and class participation.

**GRADING:** The grade for the course is based on total points possible using the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

**SPECIAL NOTES:**
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

*Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Director of Academic Resource Center, in Room 3354 or call (913) 288-7670.*
Learning Outcomes
Discipline knowledge and content mastery is expected of all graduates. More specifically, KCKCC is committed to the Learning Outcomes listed below. We believe that competence in the Learning Outcomes is essential for the success of graduates and will enhance their ability to become contributing members of our increasingly complex world. These areas of knowledge and skills are equally valid for all KCKCC graduates, whether they transfer to a four-year college or pursue a career after leaving college.

General Education Learning Outcomes

Communication Learning Outcomes
The learner will have the ability to express, interpret, and modify ideas/information effectively (both written and oral), including but not limited to reading text accurately and correctly; writing with a clear purpose and effective organization; speaking effectively using appropriate styles that suit the message, purpose, and content; and employing active listening techniques.

Computation Learning Outcomes
The learner will have the ability to understand and apply mathematical concepts and reasoning using numerical data.

Critical Reasoning Learning Outcomes
The learner will understand inductive and deductive reasoning and have the ability to define problems and use data (qualitative and quantitative) to make complex decisions utilizing analysis, synthesis, and evaluation skills.

Technology and Information Management Learning Outcomes
The learner will have the ability to define, collect, organize, analyze, and evaluate information from a variety of sources. The learner will also have the ability to understand basic technology concepts and functionality in order to use technology as a tool to locate and retrieve information.

Community and Civil Responsibility Learning Outcomes
The learner will demonstrate knowledge, awareness, and understanding of diverse ideas, values, and perspectives of a culturally diverse world; an understanding of the ethical issues and values that are prerequisites for making sound judgments and decisions; a recognition of the obligation to become actively involved as a contributing member of the community; and a sensitivity to the awareness of aesthetic expression.
Personal and interpersonal Skills Learning Outcomes
The learner will have the ability to work cooperatively and productively with others; to understand and evaluate his/her capabilities; to manage his/her personal growth by setting realistic and appropriate goals.

SOCIAL AND BEHAVIORAL SCIENCES
STUDENT SUCCESS STRATEGIES

Know your teacher’s name.

Turn off your electronic devices in class/make paying attention to the work of the class your only concern.

Miss class only when you cannot attend/acquire missed information and materials ASAP.

Know your syllabus.

Know the attendance policy.

Know the requirements for tests and assignments.

Know information about final exam and make-up exams.

Know instructor’s position on use of Wikipedia or other online sources.

Know the instructor’s preferred writing style (APA, MLA, etc.).

Always know your grade.

Contact your teacher ASAP with concerns or questions.

Know the benefits of the academic resource center.

Know if your course has a practicum, service learning component, or other exception.

Use an academic planner.

Know the course withdrawal policy.

Know your instructor’s office hours and make appointments when necessary.

Know the school’s scholastic honesty policy.
Be familiar with the course learning objectives, course competencies, and the college’s 21st century learning outcomes for general education.