

COURSE TITLE AND NUMBER: LA 202 RESEARCH, WRITING AND ANALYSIS II

# North Central Michigan College

NCMC MASTER COURSE SYLLABUS FOR YEARS 2001-2003

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DIVISION/AREA: Business and Technology

DEPARTMENT:

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DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

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DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

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TOTAL HOURS OF INSTRUCTION: 3 LECTURE: 3 LAB: 0 TOTAL CONTACT HOURS: 52.8

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COURSE NUMBER: LA 202

CREDIT HOURS:

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COURSE TITLE: Research, Writing and Analysis II

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TRANSFERABLE YES: NO: X TO:

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PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: LA 201

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## CATALOG DESCRIPTION:

This course develops skills the student acquired in LA 201 by teaching the student how to analyze, summarize, analogize and apply case law, statutory provisions and other authorities to factual scenarios. This course is designed to teach the student how to draft convincing legal briefs.

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## GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
  - Write and speak effectively
  - Independently acquire knowledge
  - Select and use mathematical tools for problem solving and decision making
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## COURSE OBJECTIVES &amp; OUTCOMES:

Upon successful completion of this course, you will -

- Recollect and always apply the fundamentals of writing.
  - Understand the legal writing process in general.
  - Handle **all** professional correspondence.
  - Prepare office memoranda.
  - Write and completely assemble court briefs.
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METHODS OF INSTRUCTION: Lecture, in class discussion and projects, research projects

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**METHODS OF EVALUATION:**

Mastery of the skills in this course will be evaluated through weekly written assignments, class participation, and a final project. The official grading system of the college will be applied to each item. These items will then be weighted toward a final grade as follows:

Weekly Assignments & Class Participation:	25%
Final Project:	75%

**REQUIRED TEXTS:**

*Legal Analysis and Writing for Paralegals*, William H. Putnam, West Publishing, 1998.  
*Ballentine's Legal Dictionary and Thesaurus*, Jonathan S. Lynton, Lawyers Coop. Publ., 1995.  
*The Bluebook A Uniform System of Citation*, 15th Ed., Columbia Law Review et al., Harvard Law Review Association, 1991.  
 Class Handouts.

**OPTIONAL SUPPLEMENTARY MATERIALS:**

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

**TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:**

Week	Topic, Chapter
1	Review of Fact application and analysis skills
2	The Legal Writing Process in General
3	Fundamentals of Writing
4	Plain English, please!
5	Legal Correspondence
6	Office Memoranda- Part I
7	Office Memoranda- Part II
8	Final project handout and discussion
9	Trip to Law Library and Brainstorming
10	Chapter 14 on Briefs
11	Chapter 14 Review Briefs in Class
12	Putting it all together Cover pages, table of contents, index of authorities, issues presented, statement of facts

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13	Arguments, page numbering, signature lines, proof of service
14	Review of drafts
15	In class work on final projects
16	Presentation of final projects

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_