

Law 17

Legal Writing

Section #11090

Spring 2020

Qualities of Good Legal Writing



SYLLABUS

TEXTBOOK

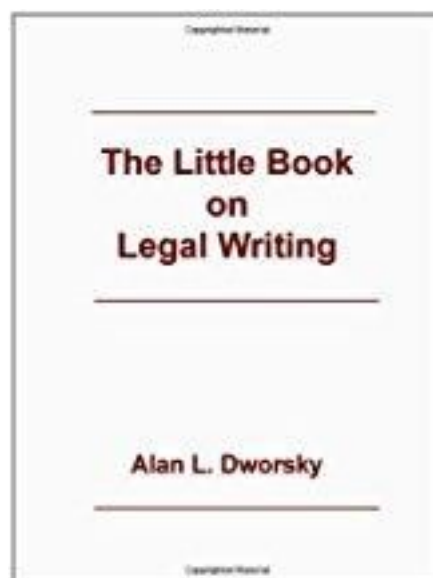
Course Description

Study of legal writing including preparing case briefs, demand letters, legal memoranda, motions, pleadings, and writing a legal research paper

Textbook

The textbook for this class is

The Little Book on Legal Writing



Here is introduction from the author of the textbook

If you want to learn legal writing fast with a minimum of effort, this book is for you. You can read the whole thing in a few hours. Or you can nibble your way through a little at a time, because I've broken down each subject into bite-sized sections. This book grew out of my experience teaching legal writing to first-year law students. Each piece of advice relates to a question lots of my students asked or a mistake lots of them made in their memos and briefs. The advice applies

equally to other kinds of legal documents as well, such as contracts and pleadings. In fact, much of it applies to nonfiction writing in general, because good legal writing is simply good writing. And unless you have that rare case that could be won by a dog with a note in its mouth, good writing makes a difference. I had fun writing this book. I hope you have fun reading it."

ISBN-13: 978-0837705606

ISBN-10: 0837705606

1992 - 2nd edition

[LAMC Bookstore \(Links to an external site.\)](#)

[ebook android \(Links to an external site.\)](#)

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Your Law Prof



Go Dodgers!
About ProfJ

David Jordan, Esq (**ProfJ**) practiced law for 20 years, was the Director of the Paralegal Program for 20 years, and retired in June 2017, and is now Emeritus Law faculty and continues to teach in the Paralegal Program at Mission.



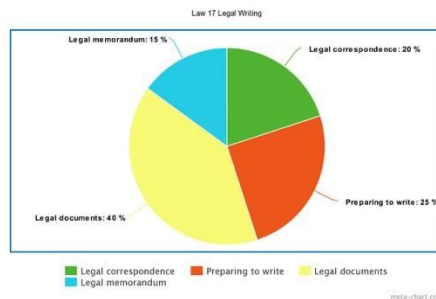
[Welcome to Class video from Prof J](#)

Office Hours: by appointment –
Mon – Fri. 9-5 pm
(cell 818-415-2015) or by

Online office hours - zoom video

<https://us04.web.zoom.us/j/784174015>

Grades



Preparing to write 25%
Legal correspondence 20%
Legal documents 40%
Legal research paper 15%

Student Learning Outcomes

Upon successful completion of this course, a student will be able to:

1. Brief law cases on various topics.
2. Critically analyze and argue various motions including motions for arbitration, pre-trial settlement, summary judgment, motions to dismiss, demurrers, and motions for new trials.
3. Prepare various legal documents including demand letters, motions, and a legal .research and writing paper.

Assessment

Learning Outcomes in this class will be assessed through

Preparing to Write

Students will prepare to write by analyzing examples of good legal writing.

Legal Correspondence

Students will prepare legal demand letters

Legal Documents

Students will prepare motions and other legal documents.

Legal Research and Writing Paper

Students will complete a legal research and writing paper applying the principles of legal writing they learned in the class.

The format of the paper will be as follows:

1. Title of Legal Research and Writing Paper
2. Question presented
3. Your legal analysis
4. Conclusion
5. End notes - includes 5 cases or codes and refers to the numbers in the body of paper giving or citing the authority.

Rubric for Assessment and Evaluation of the final legal research and writing paper

Will include criteria for organization, content, argumentation, supporting case authority, legal reasoning and analysis and grammar/spelling.

Rating scale by which the assessment will be evaluated

- 75% of the students will achieve an acceptable score of 3 on a scale of 1 to 5
- [Sample Student Papers](#)

Modules

Each week you will find your work under "modules" in your online course. Each

week you will have an assignment, a quiz, and a weekly discussion. Work is due each week on or before 11:59 pm on Sunday. All work is to be submitted under Canvas.

A **calendar** of assignments is also located at lamission.org

Posting of Grades: Your grades will be posted under "gradebook." Only you can see your grades. It is your responsibility to insure you have received the proper grades for your assignments, quizzes and tests.

Please bring any discrepancies to my attention ASAP so they can be addressed and corrected before the end of the course.

Course ground rules:

- Participation is required (3-4 times minimum per week)
- Learn how to navigate in your Course Management System
- Keep abreast of course announcements
- Address technical problems immediately

This online class uses the **Canvas Course Management System**.

If you are new to Canvas, [watch these videos](#)

Canvas Student Resources

Login to Canvas @

<http://ilearn.laccd.edu>



How to Succeed in this class

- **Motivation and Self Discipline** - To succeed in this class you must do all the assignments on time! You will need to make sure you are

staying current with all reading, assignments, and activities

- **Take an Active Role-** My role as your instructor in this class will be to provide you with resources and opportunities to explore and use them. I am here to guide you through as you learn. Therefore you will need to take active role in the learning. This is a co-equal partnership.
- **Time Requirements** - This is a regular 3 unit class. You will need to spend at least the same amount of time you would working on traditional on campus classes – approximately 6 hours per week

My Teaching Philosophy



I measure student learning, and what I enjoy most about teaching, is when I see our students :

1. Develop good habits of discipline and critical thinking by examining life through authentic thinking and engagement in genuine learning experiences
2. Actively build complex ideas and not just passively acquire simple ideas
3. Create opportunities for self-direction and self actualization
4. Acquire rigorous and systematic reasoning and wisdom rather than mere facts
5. Organize knowledge into both useful and valuable experience constructing new ideas based on current and past knowledge
7. Share the journey of discovery in understanding principles and applying those principles to resolve real life issues and problems.

8. Develop purpose and meaning and cultivate skills for engaging constructively with others.

Plagiarism

Plagiarism means using another person's work, writing, words, ideas, research, graphics, programs, music, pictures, data, and/or other creative expression without giving the other person full credit. You must enclose another person's words in quotation marks and cite your source(s), and you must give citations when using the ideas of another person, *even if those ideas are paraphrased in your own words*. Using words, ideas, computer code, or any work by someone else without giving proper credit is plagiarism. Any time you use information from a source, you must cite it.

If you are found guilty of plagiarizing, you are subject to disciplinary actions, so please study and do your best.

First offense, you will receive a zero for the assignment in question. Any further offenses may result in expulsion from the class, as determined by the disciplinary action from the Office of Student Services.

Withdrawals and Exclusions:

If you fail to log into the class during the first two weeks you may be excluded from the class. You need to log into the class several times a week. If you stop working on the assignments (or wish to drop a class), you must drop the class yourself – officially. Failure to do so may result in a grade of "F" in the class. A new state policy limits students to three attempts per course. Receiving a grade or a "W" for a course counts as an attempt, regardless of when the course was taken.

Student Conduct

Students are expected to adhere to all school policies and to abide by the standards of student conduct as described in the LAMC College Catalog.

Instructor and Student Contact Expectations:

This is an online course and all of our interactions will occur in Canvas.

Please expect frequent communication and feedback from me via private message, announcements, assignment feedback, and discussion

forums. I typically return grades within 7 days of assessment completion, in the form of qualitative and quantitative feedback.

I usually reply to messages the same day they are received, but please give me up to 48 hours to respond. Ultimately, we will regularly and substantively interact with each other many times each week, throughout the term.

Your role will be to check your grades, messages, announcements, and interact with me and your peers in the discussions.

Important Dates:

*Last day to ADD or Drop	February 23, 2020
Last day to drop with a "W"	May 10, 2020

***PLEASE NOTE:** A "W" will appear on your transcript record after this date.

REMINDER: Course repetition is regulated by state guidelines, limiting students to a maximum of three (3) enrollments in a course, to include both substandard grades and withdrawals, unless otherwise specified in the course description.

Accommodations for DSPS students:

LAMC students with verified disabilities who are requesting academic accommodations should use the following procedure:

Step 1: Obtain documentation of your disability from a licensed professional. You may contact DSPS to request a Disability Verification Form.

Step 2: Make an appointment to meet with a DSPS Specialist to review your documentation and discuss reasonable accommodations. To schedule a meeting, please call DSPS at (818)364-7732.

Step 3: Bring your disability documentation to your DSPS appointment. The DSPS office is located in room 1018 of the Instructional Building.

Step 4: Each semester, reach written accommodation agreement with the DSPS Specialist and your instructor. To be most effective, students should complete this process by the end of the 3rd week of the semester. Tests with required accommodations must be taken at the DSPS office.



Student Resources

Management of Stress and Mental Health: If you, or someone you know is in distress due the pressure of succeeding in school and contending with work, financial issues, relationships, managing time effectively, getting enough sleep, etc., please visit the Student Health Center (SHC), which offers a broad range of confidential student services including counseling and mental health services. The SHC is located in the Bungalow just west of the Collaborative Studies Building. The SHC webpage is www.lamission.edu/healthcenter and the phone number is 818-362-6182. The National Suicide Prevention Lifeline number is 800-273-8255.

Bookstore: For hours of operation, book availability, buybacks, and other information call (818) 364-7798 or 364-7768 or visit <http://eagleslanding.lamission.edu/>

Counseling Department: For appointments and information call (818) 364-7655 or visit <https://www.lamission.edu/counseling/>

Disabled Students Programs and Services: For appointments and information call (818) 364-7732 or visit <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services: For appointments and information call (818) 364-7645 or visit <http://www.lamission.edu/eops/>

Financial Aid: For information and applications call (818) 364-7648 or visit <http://www.lamission.edu/financialaid/>

Library: For information on library hours, resources, workshops, and other services contact (818) 364-7105 or 364-7106 or visit <http://www.lamission.edu/library/>

Tutoring Services in Learning Center: Laboratories for Learning & Writing. Walk-in and appointment services offered. Call (818) 364-7754 or visit <http://www.lamission.edu/learningcenter/>

