

## Master Syllabus

### PAR 1201 - Legal Research & Writing

**Division:** Business and Public Services

**Department:** Paralegal

**Credit Hour Total:** 3.0                      **Lecture Hrs:** 3.0

**Prerequisite(s):** AND PAR 1102 PAR 1101

**Other Prerequisite(s):** Restricted to Majors

**Date Revised:** October 2013

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### Course Description:

This course develops student skills in researching Ohio's legal resources, writing legal memos and letters and using the Ohio Manual of Citations. Note: This may be taken concurrently with PAR 1103.

### General Education Outcomes:

- ▣ Information Literacy Competency
- ▣ Written Communication Competency

### Course Outcomes:

#### Legal Resources

Use Ohio legal resources to find cases, statutes and administrative regulations.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Students must attain a minimum of 79% on exams.

**Assessment Method:** Simulations

**Performance Criteria:** Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

#### Citations

Apply the rules of the Ohio Manual of Citations.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Students must attain a minimum of 79% on exams.

**Assessment Method:** Simulations

**Performance Criteria:** Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

#### Online Research

Use computer-aided research to find legal resources.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Students must attain a minimum of 79% on exams.

**Assessment Method:** Simulations

**Performance Criteria:** Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

#### Legal Writing

Apply the stages of the writing process to prepare legal letters and memos.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Students must attain a minimum of 79% on exams.

**Assessment Method:** Simulations

**Performance Criteria:** Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

### Outline:

Primary and secondary legal resources  
Online legal resources  
Shepard's Citations  
Ohio Citations Manual  
Legal writing process