

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

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
- ▣ Written Communication

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