



## Graduate Course Syllabus

### JUS 604: Legal and Justice Research

Center: Online

#### Course Prerequisites

None

#### Course Description

A review of the American legal system, including the courts and the legislatures, role and functions of its personnel, form and substance of law from a procedural and substantive perspective, and primary and secondary sources of the law. Students will be exposed to federalism, the function of law making, and dispute resolution in the judicial system. The course also surveys the processes of the judicial, legislative, and executive branches and the role of administrative agencies. Another facet of the course is dedicated to the mastery of legal method and the research tools essential to that success, including: judicial reports, including federal and state court reports and citation forms; case finding aids, including federal, state, and Supreme Court digests and encyclopedias; citers such as Sheppard's Citations; digests; annotated law reports; legal periodicals, including periodical indexes and research procedure; the nature, function, and characteristics of treatises; research procedures; state and federal administrative law; federal, state, and local court rules; miscellaneous research aids; and non-legal research aids. The student will also be exposed to the various types of law including crimes, civil actions, contract and business actions, as well as other typologies of law. Course participants will have ample opportunity to hone and develop critical legal skills by argument, advocacy, interpretation, and preparation of legal documents.

#### Course Outcomes

- Review legal citation and legal construction requirements and guidelines
- Assess how law operates in a system
- Evaluate fact patterns and correlate to specific legal research materials
- Conduct specific legal research exercises
- Explore efficient methods of validating and updating legal research results
- Recognize the process for authoring legal memoranda and other legal writing documents that require legal research
- Review the methods used in describing and interpreting collected data related to legal and justice studies
- Identify major issues in methods of legal and justice studies research and be able to assess its methodology

## Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through SNHU's online bookstore, [MBS Direct](#), rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the Help Desk, your advisor, and the instructor can provide you with support if you have problems.

### *Legal Research: How to Find & Understand the Law*

Elias

NOLO

17th Edition

2015

ISBN: 978-1-4133-2182-1

### *Criminal Justice Student Writer's Manual*

Johnson, Rettig, Scott, & Garrison

Prentice Hall

6th Edition

2015

ISBN: 978-0-13-351438-4

## Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place in Blackboard on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions forum in Blackboard so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

## Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	10	20	200
Short Papers	3	40	120
Case Brief	1	30	30
Final Project			
Milestone One	1	100	100
Milestone Two	1	100	100
Milestone Three	1	100	100
Final Submission	1	350	350
		<b>Total Course Points:</b>	1,000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

## University Grading System: Graduate

Total Points: 1,000				
Grade	Numerical Equivalent	Points	Points Equivalent	
			Lower	Upper
A	93-100	4.00	930	1000
A-	90-92	3.67	900	929
B+	87-89	3.33	870	899
B	83-86	3.00	830	869
B-	80-82	2.67	800	829
C+	77-79	2.33	770	799
C	73-76	2.00	730	769
F	0-72	0.00	0	729
I	Incomplete			
IF	Incomplete/Failure*			
W	Withdrawn			

\*Please refer to the [policy page](#) for information on the incomplete grade process.

### Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Course Information area in the Assignment Guidelines and Rubrics folder.

### Weekly Assignment Schedule

The Learning Modules area in Blackboard contains one module folder for each week of the course. All reading and assignment information can be found in the folders. Assignments and discussion board posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module in Blackboard.

Module	Topics and Assignments
1	Introduction to Legal Research, Analysis, and Methods <i>Legal Research: How to Find &amp; Understand the Law</i> , Chapters 2 and 3 and Appendix <i>The Criminal Justice Student Writer's Manual</i> , Chapter 6 1-1 Discussion: Methods 1-2 Final Project Review
2	Writing in the Law and Justice Field <i>Legal Research: How to Find &amp; Understand the Law</i> , Chapters 1–3 and 9–10 <i>The Criminal Justice Student Writer's Manual</i> , Chapters 1 2-1 Discussion: Steps, Research Tools, and Artifacts 2-2 Final Project Milestone One: Draft of Introduction

3	Legal Documents <i>Legal Research: How to Find &amp; Understand the Law</i> , Chapter 8 <i>Criminal Justice Student Writer's Manual</i> , Chapters 8, 9, 12, 13, and 14 3-1 Discussion: Purpose and Function 3-2 Case Brief: J.D.B v. North Carolina
4	Citation Methods for Legal Writers <i>Legal Research: How to Find &amp; Understand the Law</i> , Chapter 6 <i>Criminal Justice Student Writer's Manual</i> , Chapters 4 and 5 4-1 Discussion: Citation and Legal Documentation 4-2 Final Project Milestone Two: Draft of Topic and Impact on Society
5	General Criminal Justice Research <i>Criminal Justice Student Writer's Manual</i> , Chapters 6 and 7 5-1 Discussion: Research Paper Resources 5-2 Short Paper: Article Critique
6	Legal Research–Finding Tools <i>Legal Research: How to Find &amp; Understand the Law</i> , Chapters 7 and 8 6-1 Discussion: Digests 6-2 Final Project Milestone Three: Draft of Legal/Ethical/Moral Issues and Analysis
7	Tertiary Legal Resources <i>Legal Research: How to Find &amp; Understand the Law</i> , Chapter 4 7-1 Discussion: Using Research 7-2 Short Paper: Article Critique
8	Case Law <i>Legal Research: How to Find &amp; Understand the Law</i> , Chapter 1 8-1 Discussion: Case Law 8-2 Short Paper: Case Decision
9	Statutes, Legislative Resources, and Administrative Law <i>Legal Research: How to Find &amp; Understand the Law</i> , Chapter 5 9-1 Discussion: Constitutions, Statutes, Regulations, and Ordinances 9-2 Final Submission: Justice Studies Research Paper
10	Updating the Law <i>Legal Research: How to Find &amp; Understand the Law</i> , Chapter 8 10-1 Discussion: Importance of Updated Cases

### Attendance Policy

Online students are required to submit a graded assignment/discussion to Blackboard during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

### Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

## **SNHU College of Online and Continuing Education Student Handbook**

Review the [student handbook](#).

### **Diversity and Disability Statement**

The College of Online and Continuing Education (COCE) at SNHU values diversity and inclusion. SNHU strives to create inclusive and welcoming academic environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion, please notify the Disability Resource Center (DRC) as soon as possible. We will work with you and your instructor to address needs and concerns. We encourage all students with known or suspected physical, medical, sensory, psychiatric, and/or learning disabilities to register with the Disability Resource Center (DRC) in order to assess learning needs and take advantage of available academic accommodations and support services.

SNHU does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, citizenship, marital status, gender identity or expression, sexual orientation, veteran/military status, or genetic information in its programs and activities. Requests for disabilities accommodations within COCE should be directed to:

Disability Resource Center (DRC)

(866) 305-9430

(877) 520-8916 (fax)

[drc@snhu.edu](mailto:drc@snhu.edu)

We welcome COCE students, faculty, and staff to consult with the Disability Resource Center (DRC) on disability-related questions or concerns. We look forward to hearing from you.

Complaints regarding discrimination and accommodations should be directed to:

(603) 645-9664

(603) 645-9717 (fax)

[ada.compliance@snhu.edu](mailto:ada.compliance@snhu.edu)

### **Academic Honesty Policy**

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

### **Copyright Policy**

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

### **SNHU College of Online and Continuing Education Withdrawal Policy**

Review the [full withdrawal policy](#).

### **Southern New Hampshire University Policies**

More information about SNHU policies can be found on the [policy page](#).

**Assessment Calibration and Student Work Samples**

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please contact the assessment calibration administrator at [assessmentcalibration@snhu.edu](mailto:assessmentcalibration@snhu.edu). See [this document](#) for more information.