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| **34$ tryCOURSE DETAILS**  Core Class – 3 Units  Meet Online: via CANVAS  Duration of class: 10/18 – 12/18  **INSTRUCTOR INFO**  Professor P. Darrel Harrison, MBA, JD  A person wearing a hat and smiling at the camera  Description automatically generated |  | **LEGAL COMMUNICATIONS**  **(PARA 110 – FALL 2021)**  A picture containing food  Description automatically generated |
| Contact CANVAS MESSENGER or  EMAIL: daharris@sdccd.edu  **OFFICE HOURS**  M,T,TH, 1pm – 4pm – by ZOOM appt  **TEXTBOOK INFO**   1. Legal Analysis & Writing for Paralegals - REQUIRED   (Putnam), [PURCHASE -CENGAGE UNLIMITED](https://www.cengage.com/unlimited/)   1. [Core Grammar for Lawyers](http://coregrammarforlawyers.com/) Access - REQUIRED   (McKinney) Carolina Academic Press – Purchase from publisher or bookstore.  Class Code: 321-284-3662   1. A Uniform System of Citations, 20th Ed. - REQUIRED   ISBN-13: 978-8925598376   1. LINK: [CALI.org](file:///C:\Users\harri\Downloads\Cali.org)   Code: MIRAMCSTU464   1. LINK: [Online California Style Manual](http://www.sdap.org/downloads/Style-Manual.pdf) |  | Course descriptionThis course is a core requirement under the Paralegal Program. The course covers legal writing and reasoning skills required of a paralegal. Students will be provided a thorough examination of case analysis, legal reasoning, brief writing, legal memoranda, reports and correspondence. Citation skills development and legal research techniques will be discussedsTUDENT learning outcomesUpon completion of this course, the student will demonstrate their legal reasoning and case analysis by:  * Using and applying legal authority * Writing Case Briefs * Preparing a memorandum of law  Writing pleadings and legal documents using proper citation rules  * Writing appropriate office correspondence * Locating and following rules outline in California Style Manual   A picture containing food, pan  Description automatically generated |

**COURSE CONTENT**

There are several writing and reading assignments in this class including but not limited to:

* + Chapter homework assignments, Online Cali Link classes (7), In-class exercises, Core Grammar Exercises, and a Final Portfolio Project (will consist of a comprehensive project analyzing the content and knowledge acquired during course)
  + Cali Links – Each link will be accessed via CANVAS. Upon completion of a lesson, you will upload the completed certificate to the CANVAS’s Learning Module Assignment page by due date, 6pm. **New accounts go to Cali.org and register with Authorization Code:** MIRAMCSTU464

Core Grammar for Lawyers - <https://coregrammarforlawyers.com/> - ***no need to upload completed Core Grammar assignments. Final copy of all assignments sent to instructor. Class Code#*** 321-284-3662– Complete Pre-Test to be exempt from lessons.

**COURSE ASSESSMENT:**

**33-1/3% of your grade revolves around the *WRITTEN ASSIGNMENTS.***

* + Citation Project
  + Brief #2 – *TBA*
  + TOA Assignment
  + Pleading Paper Assignment

**33-1/3% of your grade is based on your *ONLINE TUTORIALS.***

* + CALI Assignments (7) – due by 6pm of the week following assignment.
  + Core Grammar Assignments (11 and Pre-test) – due by end of course

**33-1/3% of your grade is an overall *FINAL PROJECT & QUIZZES (5)* of your knowledge of this class.**

* + Final Project (50%)
  + Chapter Quizzes -5 (50%)

**Grading System**

The grading scale is as follows:

90- 100 A

80 - 89 B

70- 79 C

60 - 69 D

Below 59 is an F

Your participation in weekly class exercises are not only expected but also mandatory to your success and attendance in this class. To achieve the objectives in the course, your involvement and participation are necessary.

* If you fail to complete a weekly class exercise, you will be counted as absent for that week and 2 or more absences may result in being dropped from the course.
* ***No make-ups or late papers will be accepted for WEEKLY CLASS EXERCISES***!

***Important Note:*** Absences are NOT considered excused or unexcused (EVEN if you are under a Doctor’s care!) ~ they are all counted!

**COURSE CONTENT**

This course has a Canvas shell which requires the use of a computer with Internet access. Please check the canvas tutorials “Computer Readiness Test” ( https://apps.3cmediasolutions.org/oei/tools/computer-readiness.html ) to ensure your computer’s reliability to work through the module content, interact in discussions, watch videos and submit your work.

Computer systems are not 100% reliable. Students must make every effort to turn assignments in well ahead of due date. However, if a failure of technology occurs which prevents a student from turning in an assignment, at instructor’s discretion, a grace period may be granted to turn in late work. It is solely up to the instructor to determine what constitutes a “failure of technology” and due date.

**ACCOMODATING STUDENTS WITH DISABILITIES**

I have made every effort to ensure that this course is accessible to all students, including students with disabilities. If you encounter a problem accessing anything in this course, please contact me immediately by email and also contact the college’s Disability Support Programs and Services (DSPS) Office.

Miramar’s College DSPS webpage: <http://sdmiramar.edu/campus/dsps>

Students with disabilities who may need academic accommodations are encouraged to discuss their authorized accommodations from Disability Support Programs and Services (DSPS) with their professors early in the semester so that accommodations may be implemented as soon as possible.

1. The faculty member will work with the DSPS Office to ensure that proper accommodations are made for each student. By law, it is up to the DSPS Office, through the interactive process with the student, to determine which accommodations are appropriate, not the instructor.
2. Students that need evacuation assistance during campus emergencies should also meet with the instructor as soon as possible to assure the health and safety of all students.
3. Instructors may contact DSPS if they have any questions related to authorize accommodations in their classroom.
4. ANY request for academic accommodations or auxiliary aids must be first evaluated and approved by the Disabled Students Programs and Services (DSPS) Department or the Campus 504 Officer.
5. Students requesting accommodation must be able to present documentation of their identification of need to the DSPS office.
6. Students must complete the DSPS intake appointment before accommodations can be given, which the student should complete well before classes begin.

1. Once students have met with a DSPS Counselor, they may present their Authorized Academic Accommodations letter to the instructor of a course at any time during the course. However, it is recommended that the student communicate these needs early in the course to promote maximum success.

1. All accommodations are subject to maintaining instructional integrity. Where there are concerns, a joint effort and dialogue by the student, DSPS counselor, instructor, Program Director and Department Chair may be necessary to identify the accommodations that can be made, while maintaining instructional integrity.

1. Students who may benefit from utilizing accommodation measures, but have not been previously identified, are encouraged to contact the campus DSPS Department prior to or early in the semester to participate in the DSPS processes.

**In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences to be medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. If a student elects to withdraw from the course on or after the census, a “W” shall be assigned and the district will work with the student to ensure that the W is not considered in progress probation and dismissal calculations.**

**For more information, you may contact the DSPS (Disability Support Programs and Services) office on the** [**http://sdmiramar.edu/campus/dsps**](http://sdmiramar.edu/campus/dsps) **or refer to Administrative Procedure, AP 3105.1 Academic Accommodations and Disability Discrimination for Students with Disabilities.**

**CHEATING AND PLAGIARISM**

Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be involution of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grad of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures.

While the usual sanction is grade modification (4-b and c), students in certain instructional departments/ programs (including Allied Health) have polices which state that cheating can show unsuitability for continuation in the program and/or professions (4-d).

**STUDENT CODE OF CONDUCT**

Students are expected to adhere to the Student Code of Conduct at all times. Students who violate the Student Code of Conduct, may have student access to class removed for one week (5 instructional days).

If restricted from class, any and all missed assignments and/or test/ quizzes will receive a grade of “0”. There will be no make-ups allowed.

Incidents involving removal of a student from class will be reported to the college disciplinary officer for follow up.

The Student Code of Conduct can be found in San Diego Community College District Board of Trustees Policy, BP 3100, Student Rights, Responsibilities and Administrative Due Process on the District website at:

**http:// www.sdccd.edu/docs/policies/ Student%20Services/ BP%203100.pdf**



***Legal Communications Course Outline:***

**Wk/Date Lecture/Reading Homework Assignments**

Week 1

**10/18 ZOOM Class Lecture - Introduction to Legal Principles and Authorities**

1. Read, review & assignments
   * Review power point
   * Do Class Exercises – Ch1, Assign 4
   * Tutorial: Cali Link (1): Learning Legal Analysis (IRAC) – See Canvas for due date and time

**VIDEO Lecture -Legal Research and the Analysis Process**

1. In class discussion & assignment
   * Review power point
   * Do Class Exercises – Assign 1.2
   * Tutorial: Cali Link (2): Ethical Considerations - upload certificate – See Canvas for due date and time
   * Tutorial: Complete Core Grammar (CGL) Pre-Test
2. Homework: Test Quiz 1– – See Canvas for due date and time

Week 2

**10/25 ZOOM Class Lecture** - **Statutory Analysis**

1. Class discussion & assignment – 3 hours
   * Review power point
   * Class Exercises:
   * Tutorial: Complete Core Grammar (CGL) Pre-Test

**VIDEO Lecture- Analysis & Grammar**

1. Online Tutorial – 3 hours
   * Cali Link (3)- Statutory Interpretations - upload certificate
   * Core Grammar (CGL)
     1. CGL A1- Interruptions & Commas
     2. CGL A2 –Parentheses, Dashes, & Hypens
     3. CGL A3 –Punctuation That Connects
     4. CGL A4 - Introductory Material & Commas
2. Homework: Test Quiz 2 – – See Canvas for due date and time

Week 3

**11/01** **ZOOM Class Lecture** - Case Law and Case Briefing

1. In class discussion -3 hours
   * Review power point
   * Review power point
   * Class Exercises

**VIDEO Lecture -** **Case Law Application**

1. Online Tutorial -3 hours
   * Review power point
   * Tutorial: Cali Link (4): How to Brief a Case, – See Canvas for due date and time
   * Homework: BRIEF #1 - *McClain v. Adams* – – See Canvas for due date and time
   * Homework: Test Quiz 3 – – See Canvas for due date and time

Week 4

**11/08** **ZOOM Class Lecture** - Case Law Application

1. In class discussion & assignment – 3 hours
   1. Review power point
   2. Class Exercises: Similarities & Differences
   * Tutorial: Cali Link (5): Issue Statements for Memos and Briefs- upload certificate by – See Canvas for due date and time

**VIDEO Lecture – Counter Analysis**

1. Online Tutorial- 3 hours
   * CGL D1 – Subject-Verb Agreement
   * CGL D2 – Advanced Verb Forms
   * CGL D3 – Pronoun Agreement
   * Homework: Test Quiz 4– See Canvas for due date and time

Week 5

**11/15 ZOOM Class Lecture** - Working with Citations

1. In class discussion – 3 hours
   * Review power point
   * Tutorial: Cali Link (6) - California Style Manual- upload by 11/30
   * Tutorial: Cali Link (7) – Citation Form for Briefs and Legal Memoranda 11/30
2. Homework: Citation Assignment – See Canvas for due date and time

**VIDEO Lecture - Legal Correspondence**

1. Online tutorials
   * Power point -3 hours
   * Tutorial: How to write a Demand Letter

Week 6

11/29 **ZOOM Class Lecture** - Working with External Memoranda

1. In class discussion & assignment – 3 hours
   * Review power point
   * Review Citation Project
   * Review Final Project Assignment
2. Homework: TOC/TOA assignment
3. Homework: Typing a Pleading Assignment
4. Homework: Test Quiz 5
   * – See Canvas for due date and time

**VIDEO Lecture -** **Writing Skills / Memorandums**

1. Online Tutorial -3 hours
   * CGL B4 – Block Quotations
   * CGL E3 – Alterations in Quotations
   * CGL E4 – Citation Sentences & Clauses
   * CGL F4 – Transitional Words
   * Homework: BRIEF #2 - *Commonwealth v. Shea*- brief only the issue of whether the ocean can be considered a deadly weapon– – See Canvas for due date and time

Week 7

12/06 ZOOM Class Lecture - Darrel reviews outline of final projects – 3 hours

Work on Final Project

Week 8

12/13 Upload and complete all CALI and Core Grammar assignments

– See Canvas for due date and time

**CALI TUTORIAL ASSIGNMENTS – linked via Canvas Module – See Canvas for due date and time**

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| --- | --- | --- |
| Cali Link 1 | [Learning Legal Analysis (IRAC)](https://www.cali.org/lessonlink/562/LWR02/6764/jq) | See Canvas for due date and time |
| Cali Link 2 | [Ethical Considerations for Legal Memo Writing](https://www.cali.org/lessonlink/8993/LWR41/6764/jq) | Closes 6pm |
| Cali Link 3 | [Statutory Interpretation](https://www.cali.org/lessonlink/1058/LCS03/6764/jq) | Closes 6pm |
| Cali Link 4 | [How to Brief Case](https://www.cali.org/lessonlink/569/LWR09/6764/jq) | Closes 6pm |
| Cali Link 5 | [Issue Statements for Memos and Briefs](https://www.cali.org/lessonlink/587/LWR28/6764/jq) | Closes 6pm |
| Cali Link 6 | [Introduction to CA Style Manual](https://www.cali.org/lessonlink/1275/LR75/6764/jq) | Closes 6pm |
| Cali Link 7 | [Citation Form for Briefs and Legal Memoranda](https://www.cali.org/lessonlink/561/LWR01/6764/jq) | Closes 6pm |

**CORE GRAMMAR TUTORIAL ASSIGNMENTS (CGL) – Class Code:** 321-284-3662– all due by 6pm of assigned due date.

Register @ Coregrammarforlawyers.com, pay fee, use class code to create a record for assignments.

Pre-Test – opens 10/20 – complete the following books in bookshelf.

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| A. Sentence Structure` | 1 – Interruptions & Commas  2 - Parentheses, Dashes, & Hyphens  3 - Punctuation That Connects  4 - Introductory Material & Commas |
| B. Quotations | 4 - Block Quotations |
| D. Verbs & Agreement | 1 - Subject Verb Agreement  2 - Advance Verb Forms  3 - Pronoun Agreement |
| E. Style Manual Eccentricities | 3 – Alterations in Quotations  4 – Citation Sentences & Clauses |
| F. Clarify | 4 - Transitional Words |

**WRITTEN ASSIGNMENTS – all assignments in CANVAS Module**

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| --- | --- |
| Brief Case 1 *McClain v. Adams* | Closes 6pm |
| Brief Case 2 *Commonwealth v. Shea* | Closes 6pm |
| Citation Assignment | Closes 6pm |
| Pleading Assignment | Closes 6pm |
| Table of Authorities (TOA) | Closes 6pm |
| Final Project (memo, brief, demand letter) | Closes midnight |