

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

PLST 202 LEGAL WRITING

COURSE DESCRIPTION

This course will introduce students to proper legal writing methods. The goal of legal writing is communication with the reader. During this course, students will learn legal writing techniques that will enable them to communicate effectively.

RATIONALE

In this course you will continue developing your legal research and writing skills. This course builds upon the legal research skills developed in PLST 201 by introducing students to proper legal writing methods. The goal of legal writing is effective communication with the reader. During this course, students will learn legal writing techniques that will enable them to communicate effectively.

I. PREREQUISITES

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE(S)

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Word

IV. MEASURABLE LEARNING OUTCOMES

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

- A. Analyze case, statute, and constitutional provisions.
- B. Draft a memorandum of law explaining research results.
- C. Draft a letter to clients.
- D. Demonstrate legal writing skills.
- E. Demonstrate proper legal citation style.
- F. Analyze all of the preceding in light of a distinctly evangelical Christian worldview.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings and lecture presentations

B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (3)

Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a thread in response to the provided prompt for each forum. Each thread must be 300-500 words, demonstrate course-related knowledge, and include at least 3 scholarly, academic sources. In addition to the thread, the student is required to reply to 2 other classmates' threads. Each reply must be 150-250 words and include at least 2 scholarly, academic sources.

D. Grammar Exercises (2)

The student will complete 2 exercises covering a variety of grammar concepts. Each exercise will be open-book/open-notes, contain 25 multiple-choice, true/false, matching, or fill-in the blank questions, and have a 1-hour time limit.

E. Writing Exercises (2)

The student will complete 2 exercises covering a variety of writing concepts. Each exercise will be open-book/open-notes, contain 30 multiple-choice, true/false, matching, or fill-in the blank questions, and have a 1-hour time limit.

F. Objective Memo

1. Outline: The student will draft a 1-page outline for the Analysis portion of the memo.
2. Rule Explanation: The student will draft a 1 rule explanation paragraph that will be incorporated into the Analysis portion of the memo.
3. Rough Draft: The student will draft a 5-7 page memo that follows the legal writing method to provide the reader with an answer to the original question provided.
4. Final Draft: The student will refine the Rough Draft to produce a final memo that is 5-7 pages and provides the reader with an answer to the original question provided.

G. Bluebook Exercise

The student will complete an exercise covering the Bluebook. The exercise will be open-book/ open-notes, contain 25 multiple-choice, true/false, matching, or fill-in the blank questions, and have a 1-hour time limit.

H. Client Letter

The will draft a 1-2 page professional letter to a client explaining the decision of the law firm.

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Discussion Board Forums (3 at 75 pts ea)	225
Grammar Exercises (2 at 50 pts ea)	100
Writing Exercises (2 at 75 pts ea)	150
Objective Memo	0
Outline	50
Rule Explanation	50
Rough Draft	100
Final Draft	175
Client Letter	100
Total	1010

B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

PLST 202

Textbook: Bouchoux, *Legal Research and Writing for Paralegals* (2017).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Bouchoux: ch. 14 2 presentations	Course Requirements Checklist Class Introductions Grammar Exercise 1	10 0 50
2	Bouchoux: ch. 15 1 presentation	DB Forum 1 Writing Exercise 1	75 75
3	Bouchoux: ch. 17 1 presentation 1 article	Objective Memo: Outline Objective Memo: Rule Explanation	50 50
4	Bouchoux: ch. 8 1 presentation 1 article	DB Forum 2 Bluebook Exercise	75 50
5	Bouchoux: ch. 17 1 presentation	Grammar Exercise 2 Objective Memo: Rough Draft	50 100
6	Bouchoux: ch. 18 1 presentation	DB Forum 3 Writing Exercise 2	75 75
7	Bouchoux: ch. 19 1 presentation	Objective Memo: Final Draft	175
8	Bouchoux: ch. 16 2 presentations	Client Letter	100
TOTAL			10

DB = Discussion Board

NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.