

LGLA 1305.271
Legal Writing Course Syllabus

INSTRUCTOR: Kim Hayes Dayton
OFFICE: LC120C
TELEPHONE: Office (806) 716-4662
OFFICE HOURS: As posted.
E-MAIL: khayes@southplainscollege.edu
CLASS TIME: Tuesday/Thursday; 11:00 a.m.-12:15 p.m.
CLASSROOM: LC123

COURSE DESCRIPTION: This course provides a working knowledge of the fundamentals of effective legal writing. Topics include briefs, legal memoranda, case and fact analysis, citation forms, and legal writing styles.

COURSE OBJECTIVES: Students successfully completing this course will understand the fundamental principles, purposes and process of effective legal writing, and be able to prepare legal documents including briefs, memoranda, correspondence, and case analyses.

TEXTBOOKS: Students will need access to a Standard English dictionary and a comprehensive legal dictionary. Complete and proper references to *The Bluebook – A Uniform System of Citation* are also required. Each incorrect legal citation will be an automatic 5 point deduction. Caution: Students should not depend on spelling and grammar checkers!

GRADING: There will be no exams in the course! Writing assignments (number to be determined by the professor) will count 100% of the final grade. Grade equivalents: 90 to 100% = A; 80 to 89% = B; 70 to 79% = C; 60 to 69% = D; Below 60% = F.

ASSIGNMENTS: Assignments will not be accepted by e-mail unless otherwise stated. All assignments must be typed unless otherwise instructed. Late class assignments will not be accepted. Students must maintain academic integrity in all assignments – “copying and pasting” from other sources (e.g. the Internet, other students, etc.) is plagiarism and will be grounds for dismissal from the course. Additionally, the use of artificial intelligence to complete the assignments is NOT permitted. All work must be the student’s individual, unique work.

CLASSROOM ETIQUETTE: Paralegals are legal professionals, and as such, must maintain a professional attitude and demeanor. Spirited discussion is encouraged, but respect for the opinion of others is required. All students are expected to be prepared for every class. Disruptive or unprofessional behavior in class is grounds for a student to be removed from the classroom and dropped from the course without notice. Students are referred to the SPC Student Guide for more information about the policies and procedures concerning student

conduct which are incorporated herein by reference. Student personal conduct must also comply with all Lubbock Center guidelines.

COMPUTERS: Laptop computers may be used during class for class-related purposes only and provided computer speakers are muted. Wireless internet access is provided at SPC for education-related purposes only. Paralegal Studies students also have access to computers available in LC109. All student work must be saved on a removable storage device, e.g. a flash drive, and not on an SPC computer.

Student-Owned Computer Equipment: Students may choose to use their own computer equipment to complete the assigned coursework. SPC provides Microsoft Office to students for installation and use on their personal computers. It is the sole responsibility of the student to ensure his / her computer system meets the minimum requirements for all required or suggested software. It is also the sole responsibility of the student to insure his / her computer system is in working order, free of malware, and sufficient to complete assigned coursework. The instructor is not responsible for the student's computer maintenance and cannot troubleshoot or repair issues on student-owned computers. If the student needs computer assistance, he/she can contact the SPC student helpdesk.

NOTICE TO STUDENTS: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

For Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, please refer to [Syllabus Statements \(southplainscollege.edu\)](http://southplainscollege.edu).

TENTATIVE SCHEDULE

The following is the tentative schedule for this course. Changes will be made as needed as we progress throughout the semester. Tests and assignments will be scheduled as we progress through the material. Make sure you frequently check Blackboard, announcements, and emails for the due dates of tests and assignments.

Week	Topic to be discussed:
1	Introduction to the course; Syllabus
2	Individual writing analysis
3	Why is legal writing important?
4	Rules of legal writing
5	More rules
6	More rules

7	More rules
8	Common mistakes in legal writing; motions
9	Motions to withdraw
10	Spring Break
11	Types of briefs
12	Trial brief assignment
13	Trial brief assignment
14	Trial brief assignment
15	Trial brief assignment
16	Final assignment: letters, motions, resumes