

# Course Syllabus



## Course Syllabus

### PLST 251:Legal Research and Writing II

#### Fall 2024

**Class Number:** Bldg. 16, Room 208

**Credits:** 3

**Format:** In Person

**Time/Days:** **Tuesdays** 6:00 -9:00 p.m

September 23, 2024 – December 6, 2024

**Instructor:** **Cambria Queen**

- ○ Email: [cqueen@tacomacc.edu](mailto:cqueen@tacomacc.edu)
- ○ Office: via Zoom - recurring meeting for office hours:

- Join Zoom Meeting

<https://us04web.zoom.us/j/71235955957?pwd=Jul7ABxISMG06hLCBLP8FvCF2laT36.1>

<https://us04web.zoom.us/j/71235955957?pwd=Jul7ABxISMG06hLCBLP8FvCF2laT36.1>



Meeting ID: 712 3595 5957

Passcode: 9HJtqw

- ○ Office Hours: Wednesdays 6:00 p.m. - 8:00 p.m. (by appointment)
- ○ Phone: (253) 549-6346

**Canvas Class Direct Link:** <https://tacomacc.instructure.com/courses/2514734>

<https://tacomacc.instructure.com/courses/2514734>

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Welcome to PLST 251

Welcome to PLST 251 Legal Research and Writing II. I am excited that you have chosen this class. I have high expectations for you in this class and will seek to create an environment wherein you are able to produce your best work. Success in this course requires consistent participation and effort. Please ask questions! It is important to actively engage and let me know when something is unclear. Questions are never a problem!

If you feel worried about your learning and/or performance in this course, please come talk to me. I am happy to listen and strategize solutions that will improve your learning and performance.

## Communication Policy\*

My preferred method of communication with you outside of class and office hours is email, which I check frequently. You can email me at any time, but you may not receive a response outside regular business hours. Generally, emails received before 7:00 p.m. will receive a response that day, and emails received after 7:00 p.m. will receive a response on the following business day. Business days are Monday–Friday, except for holidays.

Please set Canvas so that it sends you a message when I make a comment on your work. To do this, go to Canvas>Account>Notifications>Course Activities>Submission Comments. Click on the check mark for immediate notification to your home email or text, depending on what you prefer. You may also want to take a look at the other possible notifications and see what you would like to receive.

Communication is vital to your success in both the classroom and the online environment. I will communicate with you on a regular basis, but it is also important that you instigate a conversation with me when you need help. I want you to be successful in this course, but I can only help you if I know about the problem. Thus, you should ask me questions in class, attend office hours, or email me when you have questions or concerns.

## General Class Information\*

### Class Information\*

PLST 251 22321 Legal Research and Writing II

## Course Modality\*

This is an in person course which means that students are required to attend class in person on Tuesdays from 6:00 - 9:00 p.m. Students success depends on you attending course unless you are ill, or there is an emergency. Please communicate with me about any absence, preferably before they happen.

### Schedule and Location\*

In person class is Tuesdays from 6:00 - 9:00 p.m. in Building 16, Room 208. Course materials are found in weekly modules in CANVAS.

## Catalog Description\*

Building on the research and writing skills acquired in PLST 151, emphasis is on critical analysis of legal authorities, analytical reading and writing, and persuasive and objective writing techniques. Students prepare a variety of documents requiring citation format for cases, statutes, and secondary legal authority, including a motion with persuasive brief.

## Prerequisites\*

All pre-requisites require a minimum grade of C

- CU 105 or CU 102 and 103 or MOS in Word and Excel
- ENG &101
- BUS 110 Or Math Equivalent
- PLST 150, PLST 151, PLST 152, PLST, 153, PLST 154, PLST 156, PLST 159, PLST 232

## Textbooks & Supplemental Materials\*

All materials for the course are found in the weekly modules in CANVAS.

It is highly recommended that students obtain *The Bluebook: A Uniform System of Citation*, 20th edition or higher, as that reference book will be utilized extensively in this course. This book can be purchased from Amazon.com, or you can obtain an account with an online version of this reference from <https://www.legalbluebook.com/> (<https://www.legalbluebook.com/>). Whichever option you choose is fine.

## Technology Required\*

This is a web-enhanced course meaning that our course materials are available online via Canvas. You will need regular access to a computer and internet. Some assignments can be completed on your phone but others will need to be done from a desktop, laptop, or tablet. If you need support using technology or learning how to use Canvas, please visit the Information Commons in Building 16 on the first floor at the end of the hallway.

# Learning Outcomes\*

Learning outcomes are what you will know by the end of the course if you complete the assignments and participate in class sessions. These learning outcomes align with the Program Learning Outcomes for Paralegal Studies. To learn more about the Paralegal Program Learning Outcomes at TCC, visit the [College Catalog \(https://www.tacomacc.edu/academics-programs/collegecatalog\)](https://www.tacomacc.edu/academics-programs/collegecatalog).

## Course Learning Outcomes\*

I have designed the class intentionally to meet these learning outcomes. If at any point during the quarter you think you are not on track to meet these learning outcomes, please come talk to me so I can help.

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

1. Demonstrate an ability to critically analyze legal issues, locate and evaluate appropriate legal authority, and apply such authority to the resolution of a factual situation.
2. Identify relevant, current support for legal analysis using correct citations for legal and nonlegal sources.
3. Efficiently and effectively use online legal research databases.
4. Distinguish between objective and persuasive writing techniques.
5. Prepare various types of legal writing in their acceptable legal formats with accurate legal citation format.
6. Use the writing process to organize information, draft, edit, and revise all writings to ensure clarity, cohesion, concision, and plain English.

## Instructional Methods Used

In this class, I use a mixture of discussion, lecture, in class assignments, assessments, and assignments to be completed in CANVAS. You can expect to:

- be engaged in frequent classroom activities to build on the readings, activities, and/or homework you have done for each class;
- work in small groups during class and for those groups to change on a regular basis; and to
- ask your instructor for clarifications.

## Professor and Student Expectations

### Chosen Names and Pronouns

Everyone has the right to be addressed by the name and pronouns that correspond to their gender identity. Class rosters don't list gender or pronouns, so you may be asked to indicate the pronouns you use so that I don't make assumptions based on your name and/or appearance/self-presentation. However, you are not obligated to share your pronouns. If you use a chosen name, please let me know.

Chosen names and pronouns are to be respected at all times in the classroom. Mistakes in addressing one another may happen, so I encourage an environment of seriousness and openness to correction and learning. Thank you.

## Professor Expectations

As your professor, we will work to create an atmosphere that will encourage and support your mastery of course concepts. As such, objectives for which I will strive to meet include to:

- Get to know you and what your goals are for this class.
- Maintain a safe and supportive learning environment.
- Administer fair and equitable policies and procedures to all students.
- Provide a schedule of activities that is clear and communicate changes by email and on Canvas.
- Grade assignments within one week after the stated due date.
- Answer email within one business day.
- Provide detailed feedback and comments that are thorough and meaningful.
- Be available for students during my office hours and by appointment, and inform students of any changes to my office hours by email and Canvas.

## Student Expectations

- **Attend class:** Class time is when we make meaning of the readings and assignments. It is important that you come to class and engage in discussions and activities. Attendance is graded. Some assignments will be completed in class, and you can only earn the credit if you attend the class and complete the assignment. Further, the American Bar Association accreditation has requirements regarding attendance.
- **Engage in class:** Attending class is the first step – coming to class ready to actively participate in the next step. Ask relevant questions. Take notes. Work cooperatively with other students.
- **Check Canvas:** Assignments and other assessments are in Canvas. Check Canvas at least three times per week to ensure you complete work on time and understand instructions.
- **Respect others:** Behave with respect toward each other including other students and your professor. Refrain from profane language or inappropriate/unrelated remarks.
- **Communicate with me:** Keep me updated of any circumstances that will not allow you to complete your work on time. I am here to help you learn and can be flexible if you have an unexpected emergency in your life.
- **Self-Advocacy:** Seek our resources you need to be successful. There are many resources available to help you succeed at TCC, for example the Writing and Tutoring Center, Access Services, and Counseling. Use the Student Resources Canvas page to access these resources and more.

If there is a concern with your behavior during this quarter, we will use the Student Code of Conduct to frame our discussion. For more information on TCC policies related to student behavior, please refer to the [TCC Classroom Standards and Culture \(https://www.tacomacc.edu/about/policies/tcc-classroom-standards\)](https://www.tacomacc.edu/about/policies/tcc-classroom-standards) webpage.

## Recommended Study Habits

You can expect to devote an average of two hours outside of class to the subject matter (readings and preparation, as well as substantive assignments and participation exercises) for every 50 minutes in class (i.e. one class session). As this is a three-credit class, you can reasonably expect an average of 6 hours of reading/homework each week. Before each class, read and view the assigned work. Formulate questions about the content that you cannot answer on your own. Come to class prepared to ask those questions and deepen your understanding of the content.

I have tried to ensure that the workload is evenly distributed throughout the class, but if you find you have less than the normal amount of work one week, I suggest meeting with a classmate, going to the Writing and Tutoring Center, or reviewing the course concepts. Students who do well in this class are able to connect concepts within the class and beyond the class to their other classes and their personal experiences. The more time you spend building connections with the class material to other areas of your life, the better!

## TCC Student Policies\*

TCC works hard to create a vibrant learning culture where you can succeed. Please refer to the [college-wide standards and policies \(https://www.tacomacc.edu/about/policies/tcc-classroom-standards\)](https://www.tacomacc.edu/about/policies/tcc-classroom-standards) that support this important work. Some of these policies include Religious Accommodations, Withdraw/Retakes, and the Student Code of Conduct.

## Class Policies and Procedures\*

- **Attendance:** Attendance is tracked in this class to comply with the American Bar Association requirement. There are certain in-class assignments that you can only earn credit for if you are present.
- **Due Dates:** All assignments are due by 11:59pm the day of the due date, unless otherwise listed on Canvas.
- **Late work:** Late work is not accepted without prior approval. Please email me if you are ill or have emergency circumstances that impact your ability to complete your assignments.
- **Cell phones & other electronic devices:** Use of these devices are permitted and encouraged during class. You may be asked to quickly find a fact or confirm information so please bring them with you. If you need to take a phone call or use your phone for a non-class purpose, please leave the room temporarily so that your screen does not distract others.
- **Children in class:** By college policy, children are only permitted in the classroom if approved by the instructor. Please talk to me if you need to bring your child to class so that we can ensure a positive learning environment for the class.
- **Group work:** Group work is an essential part of this class. Please talk to me if you have any concerns or reservations about working in groups during and outside of class time so we can discuss strategies to help you succeed.



- **Suspended operations:** In the event of the campus closing due to inclement weather, a power outage, or another unexpected event, please check your Canvas messages for updates on how we will adjust our course schedule. You may be asked to watch videos in place of in-class time or complete an additional assignment to stay on schedule. In the event you are unable to access Canvas via the Portal, please use this direct link found at the top of the Syllabus.

## Classroom Concerns/Disputes/Final Grade Appeal Process\*

If you have questions or concerns about this class, please talk to me about them. If we are unable to resolve your concerns, you may talk next with the Chair, Mary Jane Oberhofer in 16-223, [moberhofer@tacomacc.edu](mailto:moberhofer@tacomacc.edu) or 253.566.5253. Ms. Oberhofer can assist with information about additional steps, if needed. If you think that your final grade has been given in error, please see the [final grade appeal process \(https://www.tacomacc.edu/about/policies/final-course-grade-appeal-policy\)](https://www.tacomacc.edu/about/policies/final-course-grade-appeal-policy).

## Academic Dishonesty\*

In this class, academic dishonesty will result in a failing grade (“E”) for the assignment or the quarter. Direct copying is prohibited, while incorrect citation and referencing will result in points taken off initially. I also reserve the right to remove any inappropriate posts on Canvas such as, but not limited to, profanity or plagiarism. In such a case, you will lose posting privileges and be given alternate assignments. As stated in the TCC Catalog, “Students are expected to be honest and forthright in their academic endeavors. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and threaten the educational environment for all students.” The complete Administrative Procedure for Academic Dishonesty is available on the [TCC website \(https://www.tacomacc.edu/about/policies/administrative-procedure-for-academic-dishonesty\)](https://www.tacomacc.edu/about/policies/administrative-procedure-for-academic-dishonesty).

The use of Generative Artificial Intelligence (gAI) to complete your assignments will be considered plagiarism if it is uncited as this is not your work. This includes responses from Chat GPT or any other similar program. While the use of gAI is something that you will likely use in your career, the knowledge necessary to be able to determine the accuracy of gAI comes from learning to rely on credible sources of information. gAI often does not disclose the sources used by its algorithms, thus, the sources of the information that gAI uses to generate responses cannot be assessed for credibility. For this reason, the use of gAI to complete your assignments in this course will not be accepted unless otherwise specified. I believe that you are capable of writing to express your own unique voice; relying on AI to be your voice robs you of the opportunity to develop your own persuasive voice.

## Graded Items\*

### Assessment Structure\*

The assessment structure for this course was created to assess your learning on the course learning outcomes. All assignments contain the point value for the assignments. Thus, your grade is earned from fully completing the assignments. There are no separate categories of assignments for this class.

# Grading

Grades will be posted to Canvas as soon as assignments are graded. If you think there has been an error, see me as soon as possible to have it corrected. If you need assistance accessing your Canvas account, please ask for help at the Information Commons in Building 16 or review the Canvas module in our Canvas course. Final grades will be assigned using the following scale:

Table 2: Grading

<b>Grade</b>	<b>Percent</b>
A	93 to 100%
A-	90 to 92%
B+	87 to 89%
B	83 to 86%
B-	80 to 82%
C+	77 to 79%
C	73 to 76%
C-	70 to 72%
D+	67 to 69%
D	65 to 66%
E	64% and below

## Graded Item Submission Guidelines\*

All assignments will be submitted in CANVAS in the format required by the assignment.

## Student Resources\*

During this quarter, you may encounter a need that goes beyond this class that affects your academic performance. We are here to help you be successful. You have access to great resources on campus and people ready to support you. Login to Canvas and access the [Student Resources \(https://tacomacc.instructure.com/courses/1687752\)](https://tacomacc.instructure.com/courses/1687752) course to learn about some of these excellent resources.

## Access and Accommodations\*

Access Services coordinates reasonable accommodations for students with disabilities.

If you have established disability accommodations with the Access Services office, please share your approved accommodations with me at your earliest convenience. You can request that Access Services email your Letter of Accommodation to me, or you can provide me with printed copies.

If you have a disability or health condition and have not established services, please contact Access Services at (360) 504-6357 (call or text) or email [access@tacomacc.edu \(mailto:access@tacomacc.edu\)](mailto:access@tacomacc.edu).

\* Please note that accommodations are not retroactive, which means they begin the day that your accommodation letter is sent to me, so please work with Access Services accordingly.

## Safety\*

We care about the safety of our campus and community and all of us are needed in order to create a safe and secure learning environment. Please review the full list of safety resources available to you, which are listed on our [TCC Ready website \(https://www.tacomacc.edu/tcc-life/campus-services/tccready1/\)](https://www.tacomacc.edu/tcc-life/campus-services/tccready1/). Additionally, please watch [this brief video \(https://vimeo.com/99287407\)](https://vimeo.com/99287407) to familiarize yourself with our general safety practices. Please **program the Public Safety number into your cell phone (253-566-5111)** or 5111 from any campus phone (If this number is inoperable due to an emergency, dial **253-495-4146**) and [sign up for TCC Alerts! \(https://www.tacomacc.edu/tcc-life/campus-services/campus-safety/\)](https://www.tacomacc.edu/tcc-life/campus-services/campus-safety/) to receive emergency notifications to your cell phone.

In the event of an emergency, refer to the Emergency Procedures flipchart located near the door of every classroom. This quarter, we are located in Building 16, Room 208. Our nearest exits are to the left and right after exiting the room. Please review the [campus map \(http://www.tacomacc.edu/campus-map/\)](http://www.tacomacc.edu/campus-map/) in order to orient yourself to where we are on campus. In the event of an emergency where we need to evacuate, please follow my instructions to safely direct us to a safe and secure location on campus.

## COVID-19 Safety\*

TCC continues to follow safety protocols based on guidance from public health agencies. We encourage you to wear a mask, but mask-wearing is not required. Washing hands is also a reliable way to keep you healthy. If you are feeling unwell or experiencing Covid-like symptoms, please stay home and alert your

instructor. If you test positive for Covid, please follow the [TCC flowchart](#) ([https://tacomacc.edu/\\_attachments/covid-19/CovidFlowChart\\_may10.pdf](https://tacomacc.edu/_attachments/covid-19/CovidFlowChart_may10.pdf)) that provides instructions about what actions to take. TCC is committed to protecting the health and safety of the campus community. By participating in this course, you agree to abide by TCC's ongoing safety protocols."

[Covid-19 FAQs and TCC Information](#) (<https://tacomacc.edu/covid-19/index>)





## Reasonable accommodations for religion/conscience\*














Reasonable Accommodations for Religion/Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the quarter and should follow the procedures listed in the [Leave for Faith & Conscience policy webpage](#) (<https://www.tacomacc.edu/about/policies/leave-for-faith-and-conscience>).

## Syllabus Subject to Change

Please note: This syllabus is subject to change. Students will be notified of any changes as soon as possible using multiple means of communication. Please check Canvas for the most updated schedule and assignment list during the quarter.

## Course Summary:

Date	Details	Due
Tue Sep 24, 2024	 <a href="#">Assessment of Syllabus and readings on client letters, bias, and persuasion</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206368">https://tacomacc.instructure.com/courses/2514734/assignments/34206368</a>	due by 11:59pm
Tue Oct 1, 2024	 <a href="#">Letter Identification and Improvement Assignment - in class</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34205847">https://tacomacc.instructure.com/courses/2514734/assignments/34205847</a>	due by 11:59pm
Mon Oct 7, 2024	 <a href="#">Legal Letter Assignment</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34205837">https://tacomacc.instructure.com/courses/2514734/assignments/34205837</a>	due by 11:59pm
Tue Oct 8, 2024	 <a href="#">Assessment of Week 2 Instruction and Reading</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206500">https://tacomacc.instructure.com/courses/2514734/assignments/34206500</a>	due by 6pm

Date	Details	Due
	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206154">In class Legal Research and Legal Citation Practice</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206154">(https://tacomacc.instructure.com/courses/2514734/assignments/34206154)</a>	due by 11:59pm
Mon Oct 14, 2024	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34205884">Legal Memo</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34205884">(https://tacomacc.instructure.com/courses/2514734/assignments/34205884)</a>	due by 11:59pm
Mon Oct 21, 2024	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206089">Criminal Charging Assignment</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206089">(https://tacomacc.instructure.com/courses/2514734/assignments/34206089)</a>	due by 11:59pm
Mon Nov 4, 2024	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206923">Civil Complaint and Response</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206923">(https://tacomacc.instructure.com/courses/2514734/assignments/34206923)</a>	due by 11:59pm
Mon Nov 18, 2024	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34207802">Motion for Summary Judgment</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34207802">(https://tacomacc.instructure.com/courses/2514734/assignments/34207802)</a>	due by 11:59pm
	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34207351">Request for Discovery</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34207351">(https://tacomacc.instructure.com/courses/2514734/assignments/34207351)</a>	due by 11:59pm
Mon Nov 25, 2024	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34208044">Memorandum of Law</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34208044">(https://tacomacc.instructure.com/courses/2514734/assignments/34208044)</a>	due by 11:59pm
Tue Dec 3, 2024	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34208579">Draft of Appellate Brief</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34208579">(https://tacomacc.instructure.com/courses/2514734/assignments/34208579)</a>	due by 11:59pm
	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34208574">Drafting the Appeal</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34208574">(https://tacomacc.instructure.com/courses/2514734/assignments/34208574)</a>	due by 11:59pm
Tue Dec 10, 2024	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34208571">Appellate Brief Assignment</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34208571">(https://tacomacc.instructure.com/courses/2514734/assignments/34208571)</a>	due by 11:59pm
	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206492">Assessment of Knowledge</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206492">(https://tacomacc.instructure.com/courses/2514734/assignments/34206492)</a>	
	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206344">Chapter 4 Question</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34206344">(https://tacomacc.instructure.com/courses/2514734/assignments/34206344)</a>	
	 <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34205838">Roll Call Attendance</a> <a href="https://tacomacc.instructure.com/courses/2514734/assignments/34205838">(https://tacomacc.instructure.com/courses/2514734/assignments/34205838)</a>	