**Legal Research Syllabus**

**PARA 3020-01**

Summer 2017 3 semester hours

Tuesdays 6 – 8:50PM

Law School Library Room 302

***The first class meeting will be in Boggs 102. THE NEXT CLASS WILL BE IN THE TULANE LAW LIBRARY ROOM 302, which is across from the circulation desk.***

**Instructor** Marie Erickson, MLS/JD

 Phone: 504.948.9979

 Email: merickso@tulane.edu

**Texts** William H. Putnamand Jennifer R. Albright, Legal Research, Analysis, and Writing, 3d.ed, c 2014, hereafter text.

The Bluebook: a Uniform System of Citation, 20th ed., 2016, hereafter Bluebook.

 **Objective Assessment**

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| --- | --- |
| Understand the organization of a law library  | Use of the law library to locate answers to assignments and complete memorandum |
| Locate and use primary and secondary sources, including statutory, administrative, and case law; locate and use secondary sources; locate and use finding tools such as case digests, and updating tools such as KeyCite | Use of the law library and online sources to find and use these materials to complete assignments and memorandum |
| Brief a case | Classroom instruction and completing a case brief |
| Learn correct legal citation formats | Handouts, text, classroom instruction, assignments, memorandum |
| Learn to use WestlawNext, <http://next.westlaw.com> and government Internet sources, <http://www.gpo.gov/fdsys/>, <http://www.doa.gov/Pages/osr/lac/books.aspx> and <http://www.legis.la.gov/legis/home.aspx>  | Classroom instruction (three classes), text, assignments, memorandum |
| Improve analytical and writing skills | Diagnostic test, case brief, memorandum |

**Instructional Methods Used**

Lectures, class discussions, hands-on book and online demonstrations, assignments, diagnostic tests, midterm, memorandum.

**Assignment Policies**

I hand out assignments at the beginning of each class. They are due at the beginning of the next class. I will deduct 10 points for each week or portion thereof an assignment is late. Assignments two weeks late or more will get a grade of zero. *Be sure to save all your assignments, exams, and the memorandum in case there is any dispute as to whether all of them have been turned in.*

**Attendance**

Attendance is required. Three unexcused absences will result in your being dropped from the class.

**Grading Scale**

100-94 A; 93-90 A-; 89-86 B+; 85-83 B; 82-80 B-; 79-76 C+; 75-73 C, 72–70 C- ; 69-66 D+; 65-63 D; 62-60 D-; 59 and below: F.

**Grading**

Average of the diagnostic test and all homework assignments 40%

Midterm 20%

Memorandum, which is the final exam 40%

**Honor Code/Plagiarism**

Read the Tulane Code of Academic Conduct at <http://tulane.edu/college/code.cfm> Assignments must be worked on by yourself. I will report any violations of the honor code to the Honor Board for review.

**Miscellaneous**

If you aren’t accustomed to reading and writing legal stuff, you may have some difficulties. You will need to read WORD-BY-WORD, because all of the words matter, and it isn’t always possible to assume what the next one is. I’ll be glad to meet with you if you have problems with the lectures or assignments, or you can go to the Academic Success Center, at (504) 865-5103.  It provides tutoring and writing help.

*“Tulane University recognizes the inherent dignity of all individuals and promotes respect for all people. As “One Wave,” Tulane is committed to providing an environment free of all forms of discrimination based on race, ethnicity, creed, religion, gender, gender identity and sexual orientation, as well as all forms of**sexual harassment, including sexual assault, domestic and dating violence, and stalking. If you (or someone you know) has experienced or experiences discrimination, domestic violence, sexual assault or sexual harassment, know that you are not alone. Resources and support are available.  Learn more at* [*https://www2.tulane.edu/health/onewave/*](https://www2.tulane.edu/health/onewave/) *. Any and all of your communications on these matters will be treated as either “Strictly Confidential” or “Mostly Confidential” as explained in the chart below.”*

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| --- | --- |
| **Strictly Confidential** | **Mostly Confidential** |
| *Except in extreme circumstances, involving imminent danger to one’s self or others, nothing will be shared without your explicit permission.* | *Conversations are kept as confidential as possible, but information is shared with key staff members so the University can offer resources and accommodations and take action if necessary for safety reasons.* |
| **Counseling & Psychological Services (CAPS) | (504) 314-2277** | **Coordinator of Violence Prevention | (504) 314-2161**                                 |
| **Student Health Center | (504) 865-5255** | **Tulane University Police (TUPD) | (504) 865-5911** |
| **Sexual Aggression Peer Hotline and Education (SAPHE) | (504) 654-9543** | **Office of Institutional Equity | (504) 862-8083** |

**Course Outline:**

Class 1: 5/23/2017 Introduction to the principles of legal research. Jurisdiction, and how it affects the materials used in legal research. Diagnostic test (1 hour). Introduction to the Bluebook.

 Read for the next class: text pp. 55 – 69 (ignore the pages about the United States Code Service) and 73 – 76 (Stop at administrative law); Bluebook, pp. 17 -19, B12.1 – 12.1.3 (Stop at the bottom of pg. 19.

Class 2: 5/30/2017 Statutes/Constitutions/Citation Form. Library tour.

 Pick up the statutes assignment.

Read for the next class: text pp. 104 – 122 Do not read beyond the part on digests; Bluebook pp. 10 – 14, B10 – 10.1.3

Class 3: 6/5/2017 Case law and digests.

 Hand in the statutes assignment.

Pick up the case law assignment.

Read for the next class: text pp.76 – 81. Stop at court rules; and the Bluebook pg. pg. 22, B14.

Class 4: 6/12/2017 Federal and Louisiana Administrative Regulations and Executive-Branch Law.

 Hand in the case law assignment.

 Pick up the administrative law assignment.

Read for the next class: text pp.123 – 136 and the case briefing handout.

Class 5: 6/19/2017 Case Brief.

 Hand in the administrative law assignment.

The case you will brief for this assignment is attached to the back of the case brief handout.

Read for the next class: text pp.150-153, 216 and 218, part C about loose-leaf services only. Go over all your assignments so you will be ready for the midterm exam review.

Class 6: 6/26/2017 Treatises and loose-leaf services.

 Hand in the case brief.

Pick up the treatises/loose-leafs assignment.

Midterm Review. Get memorandum facts. Memorandum discussion.

**Read in the next two weeks** text: Ch. 16 and 17, pp.481 – 531, especially the examples on in the text about the memorandum

pp. 502 and 519 – 520. Read the Bluebook on the very top of pg. 112 to see how to cite a case that only has a Westlaw cite.

7/4/2017 FOURTH OF JULY – NO CLASS

Class 7: 7/11/2017 Hand in the treatises/loose-leafs assignment.

Midterm exam (one hour)

 Get WestlawNext IDs.

 **Read as soon as you have a chance**  text pp. 235-238. Stop at the end of Validating Research. Check out the Westlaw Next video and the Westlaw Next guide online. Read the Bluebook on the very top of pg. 112 to see how to cite to a case that only has a Westlaw cite.

WestlawNext. [www.municode.com](http://www.municode.com) Basic navigation. Boolean connectors. Date restrictors and options/fields. Ordinances.

Pick up the Westlaw Next/municode assignment.

Read for the next class: text pp. 192 – 195. Stop at Research using Legal Periodicals, because this section is out-of-date. We will be using HeinOnline through the Tulane main library catalog. Read the Bluebook pp. 159 – 163, R16 – 16.5 (stop at newspapers),165 – 166, R16.7.1. Read the HeinOnline handout.

Class 8: 7/18/2017 Hein Online.

 Pick up the Hein Online assignment.

 Hand in the Westlaw Next/municode assignment.

Class 9: 7/25/2017 Westlaw Next Topics and Key numbers.

 Hand in the HeinOnline assignment.

 Pick up the Westlaw Next topics and key numbers assignment. Read the text, pp.153-161 about ALR; and pp.142-149, about legal encyclopedias. Read the Bluebook, pg. 168, R16.7.6 for the citation form for ALR annotations, and pp.163 – 164, R16.6, for the citation form for newspapers. Westlaw Next. Newspapers and law reviews on WestlawNext. ALR on Westlaw Next. Legal encyclopedias on Westlaw Next. Read the discussion of KeyCite in the text on pp.181 – 186. Stop at Application. **The illustrations in this section are out-of-date.** Ignore any mention of Shepard’s Citations.

Class 10: 8/1/2017 **Last class.** Westlaw Next KeyCite. Newspapers and law reviews on WestlawNext. ALR on WestlawNext. Legal encyclopedias on WestlawNext.

 Pick up the WestlawNext KeyCite assignment.

 Hand in the WestlawNext topics and key numbers assignment.

8/8/2017 MEMO IN LIEU OF FINAL EXAM DUE. Email the paper and the KeyCite assignment to merickso@tulane.edu by midnight May 9, 2017.

Tulane Syllabus summer 2017