

**LGLA 1305.271**  
**Legal Writing Course Syllabus**

**INSTRUCTOR:** Kim Hayes Dayton  
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**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.

**ATTENDANCE:** Students are expected to attend all classes in order to be successful in a course. Students are expected to arrive at class in a timely manner. Attendance will be taken at the beginning of the class period. Late arrivals (more than 10 minutes) may be counted as absent for that class. A student may be administratively withdrawn from the course when absences become excessive. “Excessive” absences means more than two (2) absences for any reason.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student’s responsibility to complete work missed within a reasonable period

of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date (the 12<sup>th</sup> class day), as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

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.

CELL PHONES: Cell phones must be turned off before entering the classroom. “Texting” (text messaging) during class is prohibited. Violation of this policy may result in the student being removed from the classroom and dropped from the course. Use of cell phones for class purposes may be permitted with instructor approval.

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).