Description:
A course providing a general understanding of the nature of legal research and its specific techniques and methodologies. Students learn how to use the resources available in a standard law library and in computer-assisted legal research programs to locate primary source materials and secondary source materials, such as treatises, law review articles, and legal encyclopedia, all of which help explain the law. Prerequisite: Paralegal Studies 121.

Location and Times:
Doane College – Lincoln Thursday, 6:00 pm to 10:00 pm

Instructor: Jason W. Hayes, Adjunct Professor
Cell: (402) 304-9414
E-mail: jason.hayes@doane.edu

Textbook Materials:


Course Objectives:
The student, after completing the course instruction should have a heightened awareness of the following subject materials:
1) gain a general understanding of the nature of legal research and its specific techniques and methodologies for use as a paralegal;
2) learn how to use the resources available in law libraries and in computer-assisted legal research programs;
3) learn how to use proper legal citations for primary and secondary sources; and,
4) become familiar with primary source materials and secondary source materials, such as treatises, law review articles, and legal encyclopedia.

Assessment of Student Performance and Grading:
Students will be able to obtain a total of 300 points from assignments, discussions and examinations conducted during the course. The number of points that a student will be able to earn, is as follows:

Writing and Research Assignments 275
Class Participation 25

Summary of Examinations and Assignments:
Writing assignments will be assigned throughout the duration of the course that will test and refine the student’s legal research skills. These assignments will vary from research practice assignments, to the student preparing a legal research memorandum.
Course Policies:

Attendance: Student attendance at all class meetings is expected. If a student will be unable to attend a class meeting, it is the responsibility of the student to notify the instructor and perform any necessary makeup or additional assignments given to the student by the instructor. Students should obtain class notes from fellow classmates, and the absent student is responsible for all material covered on the day of the absence. Two or more unexcused absences may result in a failing grade.

Grading Scale: The grading scale is based on a nine point, A, B, C, D, F scale, as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>100 – 96</td>
</tr>
<tr>
<td>A</td>
<td>95 – 90</td>
</tr>
<tr>
<td>B+</td>
<td>89 – 85</td>
</tr>
<tr>
<td>B</td>
<td>84 – 80</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 75</td>
</tr>
<tr>
<td>C</td>
<td>74 – 70</td>
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<tr>
<td>D+</td>
<td>69 – 65</td>
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<tr>
<td>D</td>
<td>64 – 60</td>
</tr>
<tr>
<td>F</td>
<td>59 – below</td>
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</tbody>
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Late Assignments: Assignments that are turned in late during the duration of the course are downgraded by one letter grade. For each additional week the assignment is late, an additional letter grade is reduced off the original score given. All assignments must be completed and handed in by December 18, 2014 to receive any credit.

Academic Integrity: The College Academic Integrity Policy will be adhered to in this class. All projects and tests will represent your own work. Any use of others’ ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the dean of graduate studies.

Format of Writings: All writing assignments assigned to be completed outside of class should be typed, double spaced, with one-inch margins, and using a font no larger than 12 pt. in Times New Roman, Arial or Courier. If you have any questions regarding this requirement please contact your instructor. Because this course is within the Paralegal Studies department, the format of writings is critical to the discipline.
**Course Schedule and Readings:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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| Oct 23 | Chapter 1  
          Chapter 2 |
| Oct 30 | Meet at UNL Law Library – East Campus  
          Assignment #1 Due |
| Nov 6  | Chapter 3  
          Chapter 4  
          Assignment #2 Due |
| Nov 13 | Chapter 5  
          Chapter 6  
          Assignment #3 Due |
| Nov 20 | Chapter 7  
          Chapter 8  
          Assignment #4 Due |
| Nov 27 | No Class |
| Dec 4  | Chapter 9  
          Chapter 10 |
| Dec 11 | Chapter 11  
          Chapter 12 |
| Dec 17 | No Class  
          Assignment #5 Due |