

**El Paso Community College**  
**Syllabus**  
**Part II**  
**Official Course Description**

<b>SUBJECT AREA</b>	<u>Paralegal</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>LGLA 1303</u>
<b>COURSE TITLE</b>	<u>Legal Research</u>
<b>COURSE CREDIT HOURS</b>	<u>3            3    :    0</u> Credits    Lec    Lab

**I.        Catalog Description**

Presents legal research techniques emphasizing the paralegal's role. **(3:0)**.

**II.       Course Objectives**

Upon satisfactory completion of this course, the student will be able to:

- A.        Unit I. Introduction to the Process of Legal Research
  - 1.        Discuss the purpose of legal research, the role of the paralegal, and ethical considerations in legal research.
  - 2.        List and discuss the court structures for the federal and state court systems.
  - 3.        List and discuss the three categories of legal research materials and research federal sentencing guidelines.
  - 4.        Identify and discuss the procedure involved in the researching of any legal question.
  - 5.        Demonstrate knowledge of the purpose and methods for citing research sources.
  - 6.        Use proper citation format. (ALWD).
  - 7.        Discuss the specific "billable" tasks associated with legal research.
  
- B.        Unit II. The Purpose of Primary Authority
  - 1.        Define Primary Authority
  - 2.        List the various types of primary authority.
  - 3.        List the various library sources that constitute primary authority.
  - 4.        Discuss the methods that can be used when using primary authority.
  - 5.        Apply the procedures for legal research to fact situations.
  
- C.        Unit III. Secondary Authority
  - 1.        Define Secondary Authority.
  - 2.        List the various types of Secondary Authority.
  - 3.        List the various library sources that constitute Secondary Authority.
  - 4.        Discuss the methods that can be used when using Secondary Authority.
  
- D.        Unit IV. Finding Tools
  - 1.        Discuss what resources constitute finding tools.

2. Discuss the purpose for using finding tools in the legal research process.
3. List the various types of finding tools.
4. Apply legal concepts to fact problem-solving.
5. Utilize online research tools, e.g., Lexis-Nexis or Westlaw.

E. Unit V. Miscellaneous Legal Research Procedures

1. Cite property cases, statutes and secondary sources.
2. Discuss and apply the process of Shepardizing cases, statutes and constitutional provisions to insure their current status.
3. Brief and analyze cases.
4. Employ computer assisted legal research using Lexis and Westlaw.
5. Prepare research memoranda and draft motions.
6. Formulate descriptive queries.

**III. THECB Learning Outcomes (WECM)**

1. Locate primary and secondary legal authorities.
2. Apply effective research strategies using available research tools.
3. Analyze the ethical considerations of the paralegal's role relating to legal research.

**IV. Evaluation**

Semester grade will be determined by an average of the tests, assignments, and discussions in conformance with the college policy.

Grading Scale:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
Below 60	=	F
Incomplete	=	I
Withdrew or Withdrawn	=	W

**V. Disability Statement (Americans with Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

**VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

## **VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.