



Western Technical College

10110105 Legal Writing

Course Outcome Summary

Course Information

Description	This course addresses the principles of effective legal writing and its fundamentals. Students will draft legal memoranda, memoranda, case briefs, pleadings, motions, legal correspondence, and other forms of correspondence to gain skills in communicating legal concepts in various areas of the law. The students will also learn to perform analytical writing and communicate it effectively in writing.
Career Cluster	Law, Public Safety, Corrections and Security
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	54

Textbooks

Legal Research, Analysis, and Writing. 4th Edition. Copyright 2018. Putman, William H. and Jennifer Albright. Publisher: Cengage Learning. **ISBN-13:** 978-1-305-94837-2. Required.

Program Outcomes

1. Process legal documents.
2. Perform legal research.
3. Apply critical thinking skills to address legal issues.

Course Competencies

1. **Identify the pre-writing criteria of researching, analyzing, drafting, revising and editing legal documents for the proper audience.**

Assessment Strategies

- 1.1. Activity
- 1.2. Written Product

Criteria

You will know you are successful when

- 1.1. you describe the steps and types of legal writing documents.
- 1.2. you complete a written product properly aligning the audience with the type of legal document.

Learning Objectives

- 1.a. Identify the steps for the types of legal writing documents.
- 1.b. Identify the purpose of the document and the audience of the document.

2. Analyze document elements for state and federal requirements.

Assessment Strategies

- 2.1. Oral Presentation
- 2.2. Written Product

Criteria

You will know you are successful when

- 2.1. you present the criteria for state and federal documents.
- 2.2. you accurately prepare state and federal documents.

Learning Objectives

- 2.a. Identify the statutory requirements for state and federal documents.
- 2.b. Prepare state and federal writing activities.

3. Prepare various in-house documents.

Assessment Strategies

- 3.1. Written Product

Criteria

You will know you are successful when

- 3.1. you accurately complete in-house documents.

Learning Objectives

- 3.a. Distinguish the types and components of in-house documents.
- 3.b. Discuss ethical issues involved in in-house documents.
- 3.c. Draft various documents using proper tone and language for the targeted audience.

4. Organize writing samples using the legal analysis format of IRAC (issue, rule, application and conclusion).

Assessment Strategies

- 4.1. Presentation of the IRAC steps for various case studies.
- 4.2. Written Product

Criteria

You will know you are successful when

- 4.1. you present case study findings compliant with IRAC.
- 4.2. you complete assignments using the IRAC process.

Learning Objectives

- 4.a. Define each element of IRAC.
- 4.b. Produce IRAC compliant writing samples.

5. Synthesize legal authorities.

Assessment Strategies

- 5.1. Written Objective Test

Criteria

You will know you are successful when

- 5.1. you apply proper legal authorities to specific factual situations.

Learning Objectives

- 5.a. Apply the authorities to specific fact situations.
- 5.b. Apply IRAC to the case synthesis exercises.

6. Apply the appropriate format and criteria for case briefings.

Assessment Strategies

- 6.1. Written Product

Criteria

You will know you are successful when

- 6.1. you use all the required criterion for a case briefings and statutory analysis.

Learning Objectives

- 6.a. Describe the elements of the proper format for a case brief.
- 6.b. Prepare case briefings using statutory analysis

7. Analyze statutes to perform statutory analysis.

Assessment Strategies

- 7.1. Written Product
- 7.2. Written Objective Test

Criteria

You will know you are successful when

- 7.1. you complete a written statutory analysis case study.
- 7.2. you define the components of a statutory analysis process.

Learning Objectives

- 7.a. analyze statutes to a set of facts.
- 7.b. Analyze case scenarios using statutory analysis

8. Complete legal memorandums using the appropriate format.

Assessment Strategies

- 8.1. Written Product

Criteria

You will know you are successful when

- 8.1. you accurately complete legal memorandums using a case scenario.
- 8.2. you identify ethical issues involved in legal memorandums

Learning Objectives

- 8.a. Describe the components of a legal memorandum.
- 8.b. Analyze the legal authorities in relation to a factual situation.
- 8.c. Demonstrate the use of the components with the authorities in a legal memorandum.
- 8.d. Explain the ethical issues involved with legal memorandums.

9. Examine the persuasive writing techniques for pleadings, motions and briefs.

Assessment Strategies

- 9.1. Written Products
- 9.2. Oral Presentation

Criteria

You will know you are successful when

- 9.1. you draft various persuasive samples.
- 9.2. you present modified persuasive language samples.

Learning Objectives

- 9.a. Demonstrate the persuasive writings contained in pleadings, motions and briefs.
- 9.b. Complete writings samples including pleadings, motions and briefs.