

SYLLABUS

Political Science 292-001

Legal Research, Analysis, and Writing

Spring 2024

About the Instructor

Name: Tim Kalinowski

Phone: 618-650-3865

Email: tkalino@siue.edu (please put POLS292 in the subject line)

Office Hours: 2:45-3:15pm, M;

12:15-12:45pm, T;

4:00-5:00pm, W - via Zoom (link posted in Blackboard)

or by appointment

Communicating with the instructor

The primary mode of communication outside of class should be via the email address above or online office hours.

About the Course

Course description

Instruction and practice in researching statutory law, case law, and legal commentary; analyzing research results; communicating conclusions through written legal memoranda and briefs.

Course goals and objectives

This course uses actual legal problems for students to learn how to:

- 1) research statutory law, case law, and legal commentary;
- 2) properly cite the statutes, cases, and commentary used;
- 3) analyze the results of the research and refine the research criteria if necessary;
- 4) write informative memoranda;
- 5) write persuasive briefs; and
- 6) encourage appropriate use of the English language.

Course textbooks

Putnam & Albright, 2018, *Legal Research, Analysis, and Writing*, 4th Edition, New York: Delmar, Cengage Learning

Miles Prince, 2020, *The Bluebook: A Uniform System of Citation*, 21st Edition, Harvard Law Review

Other course materials

<http://www.timski.com/POLS292>

and via Blackboard.

Course requirements

Subject to Change Notice

All material, assignments, and deadlines are subject to change with prior notice. You are responsible for staying in touch with your instructor, reviewing the course site regularly, or communicating with other students, to adjust as needed if assignments or due dates change.

Course Format:

The format of the course will be primarily instructional. Relevant questions are always in order. The lectures will be used to stress, emphasize, and reinforce the importance of key matters mostly also covered in the text.

Course activities/assessments

READING ASSIGNMENTS:

The basic reading assignment for this course is the Putnam book referenced above. This is an instructional book. There are sections appropriate for skimming as well as others appropriate for thorough reading and contemplation. Please consult the schedule in this syllabus. Readings should be completed prior to the day scheduled. Please recognize that this is a tentative schedule and be aware that additional readings or omitted readings maybe be announced in class.

IN-CLASS WORK:

This is a "doing" course. You will be expected to know and understand reading materials thoroughly. You will be expected to participate in class activities (researching cases and statutes, citing same, rewriting sentences, etc.). The in-class work time is designed for you to ask questions while working through the homework. *If you do not read prior to coming to class, the class will not be very helpful.*

HOMEWORK JOURNAL:

Homework will consist of answering some of the questions at the end of each chapter. Most of these questions require students to practice skill-related activities rather than just regurgitating information from the text. Some of these activities require online access. Other activities will require you to be in class or have access to some other place with the appropriate books. These activities include without limitation:

- 1) finding cases and statutes on a given topic, citing same correctly, and determining the history of same, and
- 2) rewriting sentences to correct common mistakes.

All homework assignments should be kept in an electronic journal (one computer directory that can be zipped into one file).

WRITINGS:

Three writing assignments must be completed. Some examples are: writing a memorandum on a topic to other legal coworkers, writing a legal brief (possibly on the same topic) in a case, and writing a letter to a client or opposing counsel. The

writing assignments will be graded for content but with a heavy focus on the writing itself. Without assigning point values, the following types of issues will be evaluated:

- 1) Is the writing clear and persuasive?
- 2) Are arguments supported with reasons, evidence, and examples?
- 3) Is the writing organized and unified?
- 4) Are sources correctly documented and cited?
- 5) Are grammar, punctuation, spelling, layout, and word choice appropriate and free from errors? (The real issue is this: Do the mistakes, kind and number, detract from the writing.)
- 6) Was active voice used?

EXAMINATIONS:

Exam – One exam be given as indicated on the syllabus. You will be asked to illustrate that you can exercise the skills taught in class.

Final Exam date: As specified by the Registrar's Office on the Academic Calendar.

Submitting work

All homework assignments should be submitted using the Homework Journal listed under Coursework. Please title the entry with enough information to identify the appropriate homework assignment.

All writing assignments should be emailed to the instructor at the email address stated above. The name of each file attached should include the student's last name and an indication of the assignment. For example, if the instructor were turning in the first writing assignment the file would be named KalinowskiWA1.doc

Blackboard

The use of Blackboard in this course will be limited to providing documents to students and making announcements to the class. Grades will not be posted to Blackboard. Keeping up with your grades to gauge your progress in this course is your responsibility. Blackboard will not be used to turn in your research paper. Follow the instructions that will be provided regarding the research paper.

Late or Missed Assignments

Although points will be deducted, you should turn something in late rather than not in all.

Course and University policies

Academic integrity/plagiarism

Academic honesty and integrity are the keystones of education. Genuine learning can only occur in an atmosphere of honesty and integrity. Honesty and integrity also provide the foundation to good citizenship. You should consult the SIUE policy on honesty and integrity before taking this class. In regard to academic dishonesty: No kind or degree of academic dishonesty (i.e. cheating or plagiarism) will be tolerated. Any such behavior on any assignment will result in failing the course and additional measures taken through official channels. There are no exceptions to this rule – you plagiarize and you fail the course. For more information about student ethics and behavior see

<https://www.siue.edu/policies/3c2.shtml>

<https://www.siue.edu/academics/undergraduate/policies/university-policies.shtml>

Feel free to ask me questions you may have about academic honesty. The core principle behind the student academic code is one in which students represent original work. When you plagiarize or cheat you violate the expectation of honesty and trust between teacher and student and student and student. Students who work hard to complete assignments are being violated by those who take shortcuts to complete the same assignment, not to mention that cheaters and plagiarizers cheat themselves of the opportunity to learn. Therefore, my expectation is that not only will you use appropriate citation, but that the work for the course is your own and it is original.

In various courses, you may see different instructions prohibiting the use of Artificial Intelligence (AI) on graded assignments. Each person's understanding of the meaning of AI may be different even within categories such as assistive, generative, and self-learning. Depending on the person, AI may include advanced search engines, statistics and graphing packages, grammar checkers, plagiarism checkers, translation tools, code generators, natural language generators, etc. In this class, you are expected to use AI tools such as search engines, grammar checkers, and if relevant, statistics and graphing packages. However, you should construct the sentences and paragraphs in your paper. Quite simply, you must be the author of all coursework. If you do not, you should cite the source of the quotation. Every citation is a representation that you have reviewed that source, that you accurately conveyed the content of that source, and that you presented the material in the proper context. If you used statistical modeling or graphic representations, I expect that you used appropriate tools such as Excel and that you did not do the calculations or draw the graphs yourself. Some instructors may insist that you cite the versions of the tools you used. That is not necessary in this class. A failure to comply with these instructions related to AI will be treated as plagiarism under the University's plagiarism policy.

<https://www.siue.edu/policies/li6>

Grading

GRADES:

Your final grade will be determined on a percentage basis roughly as follows:

90-100% = A

80-89% = B

70-79% = C

60-69% = D

below 60% = F

The course grade will be determined as follows:

30% - Homework Journal

55% - Writings (#1 15%; #2 30%; #3 10%)

15% - Final Exam

REFERENCE TO UNIVERSITY POLICIES AND INFORMATION:

SPECIAL ACCOMMODATIONS:

Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. Students who believe they have a diagnosis, but do not have documentation, should contact ACCESS for assistance and/or appropriate referral. The ACCESS office is located in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling [618-650-3726](tel:618-650-3726).

Academic Integrity

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: <https://www.siue.edu/policies/3c2.shtml>.

Recordings of Class Content

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness or quarantine. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University's Student Conduct Code (3C1), linked here: <https://www.siue.edu/policies/3c1.shtml>.

Tentative Schedule

Date	Activity
Jan 8	Introduction - Terminology
Jan 10	BlackBoard - 3rd Edition - Ch 8 - Legal Citation; HW #1
Jan 12	HW#1
Jan 15	Holiday
Jan 17	HW #1 due at the end of class
Jan 19	Ch 3 (skip Section VIII) - Constitutions, Statutes, Etc.; HW #2
Jan 22	Ch 4 - Case Law; HW #2
Jan 24	HW #2 due at the end of class
Jan 26	Ch 5 – Secondary Authority - References; HW #3
Jan 29	Ch 6 - Secondary Authority - Commentaries; HW #3
Jan 31	Chs 7&8 - Computers & Legal Research; HW #3
Feb 2	HW #3 due at the end of class
Feb 5	Ch 9 – Legal Analysis – Key Facts; HW #4
Feb 7	HW #4 due at the end of class
Feb 9	Ch 10 – Legal Analysis – Issue ID; HW #5
Feb 12	Ch 11 – Legal Analysis – Stating the Issue; HW #5
Feb 14	HW #5 due at the end of class
Feb 16	Ch 12 – Case Law Analysis; HW #6
Feb 19	Ch 13 – Counter Analysis; HW #6
Feb 21	HW #6 due at the end of class
Feb 23	Ch 14 – Fundamentals of Writing
Feb 26	Ch 15 – The Writing Process
Feb 28	Ch 16 – Memorandum
Mar 1	Ch 17 – Memorandum
Mar 4	Spring Break
Mar 6	Spring Break
Mar 8	Spring Break
Mar 11	WA #1 assigned; begin research & analysis
Mar 13	WA #1 analysis; begin writing
Mar 15	WA #1 finish draft
Mar 18	WA #1 due at the end of class (proof read)
Mar 20	Ch 18 – Court Briefs
Mar 22	Illinois Supreme Court Appellate Briefing Rules
Mar 25	WA #2 assigned; begin research
Mar 27	WA #2 continue research; begin analysis
Mar 29	WA #2 analysis; begin outline
Apr 1	WA #2 draft brief
Apr 3	WA #2 draft brief
Apr 5	WA #2 draft brief
Apr 8	WA #2 additional research
Apr 10	WA #2 draft brief
Apr 12	WA #2 draft brief
Apr 15	WA #2 refine completed draft of brief
Apr 17	WA #2 due at the end of class (proof read)
Apr 19	Ch 19 – Correspondence; Writing Assignment #4
Apr 22	WA #3 writing
Apr 24	WA #3 finish draft
Apr 26	WA #3 due at the end of class (proof read)
Finals Week	Final Exam