

SYLLABUS

Political Science 292

Section: 001 (2:00-3:15pm, T/Th, AH 1203)
Instructor: Tim Kalinowski
Office: PH 0416
Office Hours: 11:00-11:50am, MWF (some Ws excepted - inquire if necessary)
3:15pm-3:45pm, T/Th
or by appointment
Office Phone: 650-3865 or 650-3572
Email: tkalino@siue.edu (please put POLS292 in the subject line)
Website: <http://www.timski.com/POLS292>
Texts: Putnam & Albright, 2014, *Legal Research, Analysis, and Writing*, 3rd Edition, New York: Delmar, Cengage Learning

Dewitt & Incopera, 2010, *The Bluebook: A Uniform System of Citation*, 19th Edition, Harvard Law Review

THE PURPOSES OF THIS COURSE ARE:

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 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.

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 a trip to the Madison County Courthouse Legal Library (or 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 (whether later court cases agree/disagree/distinguish), 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:

There will be three writing assignments. 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 – There will be one exam as indicated on the syllabus. The exam will be in an essay format where fact situations are presented and you are expected to identify and discuss relevant issues or illustrate that you can exercise the skills taught in class.

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

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

50% - Writings (#1 15%; #2 25%; #3 10%)

20% - Final Exam

TENTATIVE SCHEDULE

Date	Activity
Jan 10	Introduction - Terminology
Jan 12	Ch 8 – Legal Citation
Jan 17	Homework 1 due ; Ch 3 – Constitutions, Statutes, etc.
Jan 19	Ch 4 – Case Law
Jan 24	Homework 2 due ; Ch 5 – Secondary Authority: References
Jan 26	Ch 6 – Secondary Authority: Commentaries
Jan 31	Visit Madison County Courthouse Library
Feb 2	Ch 7 – Computers and Legal Research
Feb 7	Homework 3 due ; Ch 9 – Legal Analysis – Key Facts
Feb 9	Homework 4 due ; Ch 10 – Legal Analysis – Issue ID
Feb 14	Ch 11 – Legal Analysis – Stating the Issue
Feb 16	Homework 5 due ; Ch 12 – Case Law Analysis
Feb 21	Ch 13 – Counter Analysis
Feb 23	Homework 6 due ; Ch 14 – Fundamentals of Writing
Feb 28	Ch 15 – The Writing Process
Mar 2	Ch 16 – Memorandum: Issues and Facts
Mar 7	Spring Break
Mar 9	Spring Break
Mar 14	Ch 17 – Memorandum: Analysis to Conclusion
Mar 16	<u>Writing 1 assigned</u> : begin research
Mar 21	Writing 1: analysis
Mar 23	Writing 1 due
Mar 28	Ch 18 – Court Briefs
Mar 30	Illinois Supreme Court Appellate Briefing Rules
Apr 4	<u>Writing 2 assigned</u> : begin research
Apr 6	Writing 2: continue research; begin analysis
Apr 11	Writing 2: analysis; begin outline
Apr 13	Writing 2: draft brief
Apr 18	Writing 2: refine completed draft of brief
Apr 20	Writing 2 due ; <u>Writing 3 assigned</u>
Apr 25	Ch 19 – Correspondence
Apr 27	Writing 3 due
Finals Week	Final Exam

Students with disabilities are encouraged to discuss any special needs they may have. I work with Disability Support Services and am willing to help you in achieving success in this course. If you have a disability, I would encourage you to visit the Disability Support Services office in the Student Success Center to discuss available services. Their telephone number is (618) 650-3726.

The usual restrictions and/or regulations in university classes will apply in this course:

- 1) Cheating (including plagiarism) will not be tolerated; those who are caught cheating will fail the course.
- 2) Attendance is required, and students may be penalized for missing class.
- 3) Tests are to be taken when scheduled. Make-up exams will be given only for compelling reasons.
- 4) **No photographing, recording, or otherwise capturing the image or voice of students or faculty is allowed without permission. Anyone who does so will be removed from the class and receive a grade of F.**

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 assignments. Follow the instructions at the top of the list of homework assignments and writings.

Code of conduct (borrowed from Dr. DeGarmo but with minor edits):

Student Conduct in Class:

Political Science is a field of debate and disagreement - that is what is so exciting about this field. But given that Political Science can be a contentious subject, some simple rules of behavior will be required. First, no behavior that manifests a lack of respect for others or their learning objectives will be tolerated. Should you engage in disrespectful, hostile, racist, demeaning or disruptive behavior, you will be removed from class immediately. It is absolutely crucial that everyone feel comfortable stating and defending his or her own views.

You may use a laptop in class to access PowerPoints, online notes, or to type your own notes. **You may not use your laptop to surf the internet or check your email. You are expected to close your computer when we are involved in class discussion. Additionally, please turn your cell phones off and stow them in a backpack for the duration of the class. If you fail to follow these few simple rules, all student electronic devices will be banned from the classroom and the entire class may be penalized up to one-letter grade in their final course grade.**

Academic Honesty and Integrity:

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 the paragraph below which is taken from the Undergraduate Catalogue:

"Student Social Conduct, Student Academic Conduct, Student Grievance: Students enrolling in the University assume responsibility for conduct compatible with the learning environment of the University. Students are expected to be familiar with the Student Social Conduct Code, Student Academic Code, and Student Grievance Code.

These policies describe the University's expectations for student conduct, sanctions imposed for violations of the standards, and procedures which students may follow in filing grievances. The University gives high priority to matters of academic ethics and abhors all types of cheating, including plagiarism. Plagiarism is the act of representing the work of another as one's own and may consist of copying or otherwise using written or oral work of another without proper acknowledgment of the source. Instructors may impose sanctions for academic cheating in accordance with the Student Academic Code. The minimum penalty for academic misconduct beyond failure for an assignment and/or for a course is disciplinary probation. Students who wish to understand matters relative to academic ethics and plagiarism should consult their advisers or instructors. Copies of the Codes are available in the Office of the Vice Chancellor for Student Affairs, the Office of the Provost and Vice Chancellor for Academic Affairs, the Graduate School, the Service Center, and in the Office of the Dean, School of Dental Medicine."

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, it my expectation that not only will you use appropriate citation, but that the work for the course is your own and it is original.