

Check Appropriate Boxes: Undergraduate credit Graduate credit Professional credit

1. School/Division College of Arts & Sciences 2. Academic Subject Code POLS

3. Course Number Y234 (must be cleared with University Enrollment Services) 4. Instructor W. Wilson

5. Course Title Legal Research

Recommended Abbreviation (Optional) _____
(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Summer 2008

7. Credit Hours: Fixed at 2 or Variable from _____ to _____

8. Is this course to be graded S-F (only)? Yes _____ No X

9. Is variable title approval being requested? Yes _____ No X

10. Course description (not to exceed 50 words) for Bulletin publication: This course will focus on legal research using printed texts. It will also focus on how to find answers to legal questions within the context of using printed materials.

11. Lecture Contact Hours: Fixed at 2 or Variable from _____ to _____

12. Non-Lecture Contact Hours: Fixed at 0 or Variable from _____ to _____

13. Estimated enrollment: 25 of which 100 percent are expected to be graduate students.

14. Frequency of scheduling: Annual Will this course be required for majors? Yes for students in

15. Justification for new course: See attached Paralegal Studies Certificate Program

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

Linda Chen Date 4/16/08
Department Chairman/Division Director

Approved by:

[Signature] Date 5/8/08
Dean ASSOC DEAN CAS

Date _____
Dean of Graduate School (when required)

Date _____
Chancellor/Vice-President

Date _____
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

New course request

Indiana University

South Bend campus

Check appropriate box: Undergraduate credit: XX Graduate credit:

1. School/Division: College of Arts & Sciences
2. Academic subject code: Pols
3. Course number: Y234
4. Instructor: Jackson
5. Course title: Legal Research

Recommended abbreviation (limit 32 characters):

6. First time this course is to be offered (semester/year): Summer 2008

7. Credit hours: Fixed at 2 or Variable from to

8. Is this course to be graded S-F (only)? No

9. Is variable title approval being requested? No

10. Course description (not to exceed 50 words) for Bulletin publication:

This course will focus on legal research using printed texts. It will also focus on how to find answers to legal questions within the context of using printed materials.

11. Lecture Contact Hours: Fixed at 2 or Variable from to

12. Non-Lecture Contact Hours: at 0 or Variable from to

13. Estimated enrollment: 25 of which 100 percent to be expected from undergraduate students

14. Frequency of Scheduling: annual Will this course be required for majors? Yes for students in the Paralegal Studies Certificate Program.

15. Justification for new course: : It replaces the previously offered SPEA course in this program. Course was previously offered under a SPEA number. Am requesting a new course number because the way the research courses are organized in the Paralegal Studies Program at IUPUI are configured differently. The course under consideration is better suited to the needs of the IUSB program, as determined by the professionals working in the area.

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor, texts, etc.

18. If this course overlaps with existing courses, explain which courses and why.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses.

[signatures]

SAMPLE SYLLABUS

Pols Y234

Legal Research

Summer 2008

Instructor: Lois C. Jackson

Assistant Vice President and Counsel

University of Notre Dame

203 Main Building

Notre Dame, IN 46556

(574) 631-6411

Fax: (574) 631-8233

E-Mail: Jackson.100@nd.edu

This class will meet for six sessions from 6:00 p.m. to 9:00 p.m. on Tuesdays and from 9:00 a.m. to 12:00 p.m. on two Saturdays. This syllabus is subject to change at the discretion of the instructor.

Course Objectives:

- To become skilled in using primary and secondary legal authority, and other research tools
- To learn to thoroughly and efficiently research legal issues

Required Texts:

Yelin and Samborn: Legal Research and Writing Handbook: A Basic Approach for Paralegals

Assignments: Each week you will have reading and in-class and/or take-home assignments.

Final Exam: The exam will be an in-class final during the last session.

Grading: Your grades in this class will be based on in class assignments, homework assignments, in class participation, pop quizzes (at the instructor's discretion), and the final examination.

May 13, 2008

Introduction to legal research. Tour of legal materials in library. In-class exercise.

Assignment for next class: Read Chapters 1 and 2; Homework exercise, pg. 17.

May 20, 2008 (Chapters 1 and 2)

Overview: Role of paralegals in legal research. The legal system and sources of law. State law and federal law. Overview of legal resources – primary and secondary authorities. The court system. The legal process. Finding tools. Primary authority and

where to find it. Cases – state and federal. Hierarchy of the court system. Reporters, advance sheets and slip opinions. In-class exercise, p. 29-31.

Assignment for next class: Read Chapters 3 and 4.

May 24, 2008 (Chapters 3 and 4) (Library)

Citations and how to read a cite. Introduction to finding tools for case law – digests, the West key number to system and citators. Continued discussion of digests. Cite checking in hardcopy materials. Cases, reported and slip opinions, and how to cite them. Discussion of uniform citation form, parallel cites and subsequent history. In class citation exercises. Research strategy and analysis; in-class reporter exercises, p. 74; treasure hunt, pg. 74; in-class digest exercises, p. 100; (no computer exercises).

Assignment for next class: Read Chapters 19 & 6.

May 27, 2008 (Chapters 19 and 6) (Library)

Introduction to case briefing. In-class briefing exercise. In-class exercise, p. 391. Introduction to secondary authority. How to find case law by using finding tools and secondary sources. Discuss secondary authorities: dictionaries, thesauri, and encyclopedias, A.L.R.s, treatises, hornbooks; in-class exercise.

Assignment for next class: Read Chapter 7; Homework, p. 392

June 3, 2008 (Chapters 6 and 7) (Library)

Continued discussion of secondary sources. Secondary authority that is used to find case law and secondary authority that is used to explain the law. In-class exercises. Legal periodicals and the appropriate indices. Restatements. Shepardizing. Constitutions and statutes. In-class exercises, p. 194.

Assignment for next class: Read Chapters 8 & 9.

June 7, 2008 (Chapters 8 and 9)

Legislative materials. Legislation and the process of enacting a statute. Session laws and sources of legislative history, compiled (USCCAN and CIS) and uncompiled (Congressional Record). Citing legislative materials and shepardizing statutes. In-class exercises, p. 208. Administrative materials – federal and state. Legal significance of administrative materials. Examples: EPA and IRS. Discussion of the Federal Register and the CFR as well as state administrative codes. Updating, verifying, using, and citing administrative materials. In-class exercises, p. 235.

Assignment for next class: Read Chapters 12-14.

June 10, 2008 (Chapters 12, 13 and 14)

Practice rules, ethical rules and practitioners' materials. In-class exercise, p. 296. Review materials for final exam.

June 17, 2008

In-Class Final

Course Number: Y234

Course Title: Legal Research

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