Nashville State Community College
Business, Management & Hospitality
Paralegal Studies

2018 Master Course Syllabus

LEGL 1330: Legal Writing

Course Information:

Course Title: Legal Writing
Credits: 3
Class Hours: 3

Course Description: An introduction to skills necessary to create written documents used in the legal workplace.

Instructor Information:
Name: 
Email: 
Office Phone: 
Office Location: 
Office Hours: 

Required Textbook(s) & Other Materials:

Textbook(s): Hope Viner Samborn & Andrea B. Yelin. Basic Legal Writing for Paralegals (5th Ed.)
ISBN: 9781454852230

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu.

Course Outcomes:
Upon successful completion of this course, students should be able to:

- Understand and apply principles of writing and rules of grammar
- Prepare documents in appropriate formats
- Cite and check legal sources

Topics to Be Covered:

- Business and personal writing compared to legal writing
- Constructing a legal memorandum
- Constructing a legal brief
- Writing and analysis
Course Assessments:
The following performance assessments will be used to demonstrate students’ understanding, knowledge, and skills:

- Assignments
- Examinations
- Quizzes
- Other

Grading Policy:
Students’ grades will be based on the course assessments together classroom participation and substantive contributions to course discussion.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:
Paralegals are faced with constant, strict, deadlines. If a paralegal misses a court deadline, their clients and others may be irreparable harmed. In all NSCC Paralegal Program courses, a student’s late work (or missed work) receives a grade of zero (0%). Faculty reserves the right and the discretion to make exceptions in the event a student is faced with exceptional circumstances. Each situation will be evaluated based on the totality of the circumstances. Computer or technology problems do not constitute exceptional circumstances. Paralegal faculty urge all NSCC Paralegal Program students to plan their time wisely to avoid missing course deadlines.

Attendance Policy
Students are expected to attend all scheduled classes. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

Grading Scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
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<tr>
<td>C</td>
<td>70-79%</td>
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<tr>
<td>D</td>
<td>65-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-64%</td>
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</tbody>
</table>

FA
According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN
An FN is awarded to students who never attended class.
Technology Statement
Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC
It is students’ responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

Access to Westlaw & Digital Legal Research
The Westlaw online legal research database (“Westlaw”) is available to every active NSCC Paralegal Program student. In LEGL 1300: Introduction to Paralegal Studies, every new paralegal student is given her or his personalized Westlaw login credentials and training on how to use Westlaw. If you are an NSCC Paralegal Studies Program student and you completed Introduction to Paralegal Studies elsewhere or are in need of new Westlaw login credentials, please contact Paralegal Studies Director Ian Bourgoine at: ian.bourgoine@nscc.edu or by phone at (615)-353-3459.

Please do not share login or password information with others or allow others to use your account. Violators will be subject to account cancellation and/or other penalties.

ADA Compliance Statement
Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct
Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Academic Early Alert System
Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.
RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://www.getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you’ve never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.