

**HAGERSTOWN COMMUNITY COLLEGE
MASTER SYLLABUS**

COURSE: PLS 103 LEGAL WRITING AND DOCUMENTS, 3 credits / **ON-LINE COURSE**

INSTRUCTOR: Andrew B. Kramer, M.A., J.D.

DATE: Spring 2017

COURSE DESCRIPTION: The student practices various forms of basic legal writing including legal correspondence, memoranda, business documents, and other legal documents.

Additionally, the course will provide students with valuable generalized writing, grammar and vocabulary skills, legal terminology, document form and content, and use of citations.

TEXTBOOK: Basic Legal Writing for Paralegals (5th Edition), by Hope Viner Samborn & Andrea Yelin. Supplemental materials will be provided as well

STUDENT LEARNING OUTCOMES: This course is intended to assist the student to:

1. Demonstrate knowledge of terms and facts of this subject
2. Be able to communicate in writing the application of legal principles to factual scenarios
3. Develop basic writing skills for a variety of legal documents and audiences
4. Demonstrate professional and ethical behavior

MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE:

Activity	Direct Faculty Instruction	Student work Out of Class
Weekly e mails	1 hour	
Reading textbook and looking at examples		20 hours
Work production: small units; major units including research memorandum, real estate, wills, business organizations, domestic relations, litigation, and the job search. Work includes researching the law, drafting work, proofreading work, adapting forms, modifying work for final portfolio, participating in a mock interview.		92.5 hours
TOTAL	113.5 hours	

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.