

OFFICIAL UNDERGRADUATE COURSE OUTLINE (page 1)

COURSE IMPLEMENTATION DATE: January 2011
 COURSE REVISED IMPLEMENTATION DATE: _____
 COURSE TO BE REVIEWED: November 2014
(six years after UPAC approval) (month, year)

FFICIAL UNDERGRADUATE COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
 Shaded headings are subject to change at the discretion of the department – see course syllabus available from instructor

PRLG 240	Continuing Studies	3
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	UFV CREDITS
Legal Research and Writing II		
COURSE DESCRIPTIVE TITLE		

CALENDAR DESCRIPTION:

Sample research problems are examined in this course, and hypothetical situations will be used as research assignments. The research methodologies explored in Legal Research and Writing I are reviewed. Additional subjects focus on the development of listening, speaking, and writing skills necessary for work in the legal profession. Students review grammar and sentence structure and learn the mechanics of legal writing and its common formats. The style, tone, and layout of legal and standard business correspondence are examined to understand the writing styles appropriate for internal memos, court documents, and correspondence. Students develop the skills to draft specific clauses in legal documents and revise and prepare basic contracts, pleadings, and affidavits. Students have the opportunity to practice drafting complete formal court documents and memoranda.

PREREQUISITES: PRLG 230
 COREQUISITES: _____
 PRE or COREQUISITES: _____

SYNONYMOUS COURSE(S):

- (a) Replaces: _____
- (b) Cross-listed with: _____
- (c) Cannot take: _____ for further credit.

SERVICE COURSE TO: *(department/program)*

TOTAL HOURS PER TERM: 45

STRUCTURE OF HOURS:

Lectures: 20 Hrs
 Seminar: _____ Hrs
 Laboratory: 25 Hrs
 Field experience: _____ Hrs
 Student directed learning: _____ Hrs
 Other (specify): _____ Hrs

TRAINING DAY-BASED INSTRUCTION:

Length of course: _____
 Hours per day: _____

OTHER:

Maximum enrolment: 25
 Expected frequency of course offerings: Every other year
(every semester, annually, every other year, etc.)

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only) Yes No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department) Yes No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: Yes No

Course designer(s): <u>Robert Hewko</u>	Date approved: <u>October 14, 2008</u>
Department Head: <u>Cheryl Isaac</u>	Date of meeting: <u>October 10, 2008</u>
Supporting area consultation (UPACA1)	Date approved: <u>October 14, 2008</u>
Curriculum Committee chair: <u>Cheryl Isaac</u>	Date approved: <u>October 14, 2008</u>
Dean/Associate VP: <u>Rosetta Khalideen</u>	Date of meeting: <u>November 21, 2008</u>
Undergraduate Program Advisory Committee (UPAC) approval	

LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:

- perform basic research tasks that include the elements and terms discussed in the first course prerequisite
- acquire a more developed understanding of the case law and legislation organization systems and how rules are determined
- perform effective document and correspondence drafting
- present information with an awareness of professional standards in English and in law

METHODS: *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Lectures and discussions

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Examination(s) Portfolio assessment Interview(s)

Other (specify):

PLAR cannot be awarded for this course for the following reason(s):

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Course pack

SUPPLIES / MATERIALS:

Various office supplies, depending on the course assignments. (These supplies are included in the course supply fee).

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Classroom Participation	10%
Assignments	20%
Midterm Assessment	30%
Final Examination	40%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

- Introduction/Review
- Research
- Writing
- In Practice