

**Legal Research
LAW 5803, Section R
Spring 2020 Syllabus**

Instructor

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Class Schedule

Fridays, 9:00 a.m. – 9:50 a.m.
Holland Hall, Room 270

Office Hours

Mondays & Wednesdays, 3:00-4:00 p.m.

Course Website

All course materials are accessible on Canvas at <https://ufl.instructure.com/courses/382476>.

Textbook

Mark K. Osbeck, Impeccable Research: A Concise Guide to Mastering Legal Research Skills (2d. ed. 2016).

Course Objectives

The aim of this course is to introduce students to the basic principles of legal research. Students will learn how to formulate a research plan; identify and consult secondary legal materials; interpret legal citations; locate, expand, and update relevant primary legal materials; and assess research progress to determine next steps. For a more detailed discussion of the goals and learning objectives for the course, please see attached Appendix A.

Course Schedule

Legal Research is a two-semester course consisting of 14 classes in total. The first 7 classes were taught in the Fall 2019 and the remaining 7 classes will be taught in the Spring of 2020. The two semesters, taken together, are worth one-credit hour.

Grading

The components of the final grade for the course are listed below:

Fall 2019		Spring 2020	
Assignments	25%	Assignments	30%
Participation	2.5%	Final Exam	40%
		Participation	2.5%

The final grade for the course will be given at the end of the Spring semester. During the semester, students will receive grades for the assignments and class participation that will be computed into the final grade for the course. Per law school policy, this class will be graded on a curve. The curve will not be applied until the end of the Spring semester, after completion and grading of all work. Thus, the points received for the assignments represent raw scores only. Information on current College of Law grading policies for assigning grade points can be found at: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current%20students/academic-policies> and below:

Letter Grade	Point Equivalent
A (Excellent)	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C (Satisfactory)	2.0
C-	1.67
D+	1.33
D (Poor)	1.0
D-	0.67
E (Failure)	0.0

Class Preparation

ABA Standard 310 requires that students devote 120 minutes to out-of-class preparation for every “classroom hour” of in-class instruction. Accordingly, you will have about 20 pages of reading each week, including readings in your textbook and PowerPoint presentations, plus time spent completing out-of-class assignments. It is anticipated that you will spend approximately two hours out of class reading, preparing for in-class exercises, and completing out-of-class assignments for every one hour in class.

Assignments

Assignments will be posted on the course website (under the “Assignments” tab) after class. The due date for each assignment is **11:59 p.m. on the Tuesday following class unless otherwise stated**. The essay assignment is worth 10 points and will be graded to provide students with feedback about what to expect on the final exam. On other assignments, full credit for assignments will be given to those who demonstrate a good faith effort. A good faith effort includes fully respond to all questions and turning in assignments on time. Cursory responses to questions that ask for an explanation will be penalized.

Late assignments will be graded beginning at half the available points, unless prior permission has been received from the instructor for an excused exception. **Students must work individually on assignments, unless otherwise indicated.**

Procertas Legal Technology Assessment

In order to ensure that all UF Law students meet basic technology competency standards, you will be required to complete additional Procertas’ assessments. While these will not be graded, successful completion of the assessments is required to pass the course. During the fall semester, you completed the Word assessment. During the spring semester, you must complete the Word Brief assessment.

Final Exam

The final exam is a take-home essay exam that will test your ability to synthesize the skills you learned and apply them to a hypothetical situation. It will be graded anonymously on a curve. The final exam will be accessible at noon on **Friday, March 13, 2020** and will close at 11:59 p.m. on **Sunday, March 15, 2020**. You will have a **maximum of eight hours** to complete the exam once you have gained access.

Core Competencies Assessment

The core competencies assessment is a pass/fail measurement of skills that all students must possess to successfully complete the course. This assessment will be administered on a date and time **the week of February 24, 2020**. Students will have two hours to complete the exam. The results of this assessment will **not** be incorporated into your final grade. However, you **must** successfully pass this assessment to take the final exam and to receive credit for the course. The core competencies assessment tests the following nine (9) core competencies:

1. The ability to interpret contemporary legal citations (the ability to identify a citation and its jurisdiction);
2. Given a legal citation to contemporary U.S. statutes and case law, the ability to find the full text of the case or statute;
3. Given a statute, the ability to use annotated statutes to find cases interpreting the statute;
4. Given a case, the ability to determine whether a holding in a specific case is still good law;

5. Given a legal topic, the ability to identify secondary sources that would prove valuable in researching that topic;
6. Using the Topic & KeyNumber and Headnote systems, the ability to search for a case in a specific jurisdiction;
7. The ability to create a research plan;
8. The ability to find dockets, briefs, complaints, etc.; and
9. Knowledge of legal information finding tools and methods (e.g., terms and connectors searching, natural language searching, indexes, annotations, and legal classification systems such as headnotes) and the ability to identify their strengths and weaknesses.

Participation

The participation grade is determined by attendance, preparation for class, participation in class, and overall effort to complete the weekly assignments, including contacting the instructor when encountering difficulties with the assignment.

Attendance

Attendance will be taken at the beginning of each class. Missing 3 or more classes without prior notice to the instructor will result in referral to Student Affairs. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with University policies that can be found at:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

Spring 2020

Class Schedule	Topics	Before Class	Homework Assignments
Class 1 Jan. 17 DOUBLE CLASS	Review Fall 2019 topics	Review Syllabus	Complete Assignment #1 (Multiple Choice Quiz & Legal Research Essay Question) located in the “Assignments” Tab of course website. Multiple Choice Quiz is due Tuesday, January 21 by 11:59 pm Legal Research Essay Question is due Tuesday, January 28 by 11:59 pm
	Review Spring 2020 syllabus	Review Class 1 PowerPoint	
	Terms & Connectors v. Natural Language Searching	Read Osbeck pp. 15-21 (Terms & Connectors and Natural Language Searching)	
	Florida & Federal Court Systems & Jurisdiction	Watch videos and complete research modules as assigned on Canvas	

<p>Class 2 Jan. 24</p>	<p>Secondary Sources – Federal and Florida</p>	<p>Review Class 2 PowerPoint</p> <p>Read Osbeck pp. 23-34; pp. 137-161 (Secondary Sources)</p> <p>Watch videos and complete research modules as assigned on Canvas</p>	
<p>Class 3 Jan. 31</p>	<p>Federal Statutes & Legislative History</p>	<p>Review Class 3 PowerPoint</p> <p>Read Osbeck pp. 163-169 (Constitution & Statutes)</p> <p>Read Osbeck pp. 170-174 (Legislative History)</p> <p>Watch videos and complete research modules as assigned on Canvas</p>	<p>Complete Assignment #2 by Tuesday, February 4 at 11:59 pm</p>
<p>Class 4 Feb. 7</p>	<p>Administrative Law: Florida and Federal Regulations</p>	<p>Review Class 4 PowerPoint</p> <p>Read Osbeck pp. 47-51; pp. 174-179 (Regulations)</p> <p>Read An Overview of Federal Regulations and the Rulemaking Process: https://fas.org/sgp/crs/misc/IF10003.pdf</p> <p>Read A Primer on Florida’s Administrative Procedure Act, pp. 1-13. http://www.japc.state.fl.us/Documents/Publications/PocketGuideFloridaAPA.pdf</p> <p>Watch videos and complete research modules as assigned on Canvas</p>	<p>Complete Assignment #3 by Tuesday, February 11 by 11:59 pm</p>

Class 5 Feb. 14	Court Rules & Municipal Law	Review Class 5 PowerPoint Read Osbeck pp. 182-186 (Court Rules) Watch videos and complete research modules as assigned on Canvas	Complete Assignment #4 by Tuesday, February 18 by 11:59 pm
Class 6 Feb. 21	Dockets/ Core Competencies Exam Review	Review Class 6 Powerpoint Read Osbeck p. 181-182 (Dockets)	NO CLASS ASSIGNMENT THIS IS THE FINAL CLASS OF THE SPRING SEMESTER – GOOD LUCK ON THE CORE COMPETENCIES EXAM AND FINAL EXAM!

University of Florida Policies

University Policy on Accommodating Students with Disabilities

Students requesting accommodation for disabilities should register first with the Office of the Dean of Students (<https://www.dso.ufl.edu/drc/>). The Office of the Dean of Students will provide documentation to the student who then must provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking quizzes or exams. Because accommodations are not retroactive, students should contact the Office of the Dean of Students as soon as possible in the semester for which they are seeking accommodation.

University Policy on Academic Misconduct

UF students are bound by The Honor Pledge, which states: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: ‘On my honor, I have neither given nor received unauthorized aid in doing this assignment.’” The Honor Code (<https://sccr.dso.ufl.edu/students/student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

University Policy on Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on

how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals in their Canvas course menu under GatorEvals or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Getting Help

For technical difficulties with E-learning in Canvas, please contact the UF Help Desk at:

- helpdesk@ufl.edu
- (352) 392-HELP
- <http://elearning.ufl.edu/> (See “Message Us” at the top)

Other resources are available at <https://distance.ufl.edu/getting-help/> for counseling and wellness, disability resources, student complaints, and library help desk support.

Disclaimer

This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

Appendix A Course Goals and Learning Objectives

Course Goals

Goal 1: Understand the principles of legal research

- A. Recognize the structure of sources and their means of availability
- B. Backtrack a citation by examining its structure
- C. Focus on solving the legal question asked

Goal 2: Understand the process of legal research

- A. Develop the habit of cyclically researching
- B. Implement the five steps of legal research automatically
- C. Apply the principles of legal research to efficiently locate an answer

Goal 3: Apply your knowledge to any legal research question using any database or resource

Goal 4: Demonstrate mastery of the Core Competencies

Course Learning Objectives

Goal 1: Understand the principles of legal research

- A. Recognize the structure of sources and their means of availability
 - 1. Understand a case:
 - a. Identify each part of a case (regardless of the database) with 100% accuracy.
 - b. Use headnotes/citing references/footnotes/KeyNumbers to expand a case. Demonstrate how to navigate to each of these tools (within and outside of a case), explain what each tool contains, and analyze the pros and cons of each.
 - c. Use headnotes/citing references/KeyNumbers/Shepard's to update a case. Analyze later-in-time statutes or cases to determine whether a case is still good law, explain the meaning of the different signals, demonstrate the process for updating a case, and justify the importance of updating.
 - 2. Understand a statute:
 - a. From a statute text, label each part of the statute. Explain the difference between an annotated and an unannotated statute. Identify a statute's history and explain what happened to the statute from passage to most recent amendment.

- b. Use citing references/notes of decision/Table of Contents (TOC) to expand a statute. Demonstrate how to navigate to each of these tools and what each contains (including overlap between them). Explain why expanding a statute is important, and examine each means of expansion and reflect on when is best to use each one.
 - c. Navigate to the TOC/index of a statute. Demonstrate how to find a statute section using either method; and reflect on when TOC/index/search should be used and why specific instances would dictate use of one method over the others.
 - d. Use Keycite/Shepard's to update a statute, determining whether a statute is still good law, explaining the meaning of the signals, analyzing the cases/statutes to determine whether the statute still applies, and demonstrating how to find what changed in a statute through an amendment.
3. Understand a regulation
- a. Explain what a regulation is and where to find them.
 - b. When given a regulation, determine enacting statute and agency.
 - c. Develop a set of search, expansion, and updating tools for regulations that can be used in a research problem to locate a relevant regulation.
4. Understand secondary sources
- a. Explain what a secondary source is, where to find, and the difference between general and specific secondary sources.
 - b. Compare searching broadly for a secondary source with searching within a secondary source using the TOC/index to locate a relevant section
 - c. Analyze when and under what circumstances each method would be most useful, including the pros and cons of searching v. browsing.
 - d. Identify the typical parts of a secondary source and demonstrate how to navigate from a secondary source to a primary source. Compile a list of the top secondary sources available for Florida research.
 - e. Explain good and bad ways to use a secondary source and why certain methods are preferred over others.
5. Understand how TOCs and indexes work.
- a. Explain what TOCs and indexes are.
 - b. Demonstrate how to navigate to the TOC and/or index of (1) Florida Jurisprudence; (2) a Florida statute; (3) a specific secondary source.
 - c. For each source, explain when and why to use the TOC v. the index v. a keyword search.

- d. From a hypothetical, analyze the situation and determine which search method to use, explain why that method was chosen, and demonstrate that method to find relevant secondary sources.
- 6. Understand generally how different sources are arranged and understand what to do when confronted with a new source.
 - a. At database level, recognize and remember to look for the help button/tutorial.
 - b. At source level, recognize and remember to look for the TOC/index and apply knowledge of the differences between them. Use both methods to locate relevant material.
 - c. Articulate why different search methods may be needed between databases and between different sources within an individual database.
- B. Backtrack a citation by examining its structure
 - 1. Identify the parts of a citation to a statute and to a case.
 - 2. Explain how to read a case or statute citation and demonstrate how to write a citation from a case or a statute (both state and federal). Navigate to a document (case, statute, or secondary source) from a citation.
 - 3. Describe when to use F.R.A.P. 9.800 and when to use the Bluebook and the differences between the two formats.
- C. Focus on solving the legal question asked
 - 1. Compile a checklist of common mistakes/important details to remember when performing any research problem.
 - 2. When presented with a research question, identify the precise issue. When researching, analyze your research to see if you are working towards an appropriate answer and to determine if you are lost in research tangents.

Goal 2: Understand the process of legal research

- A. Develop the habit of cyclically researching
Remember that research is cyclical.
- B. Implement the five steps of legal research automatically
 - 1. Recite the 5 steps of legal research and summarize the goal and reason for each step.
 - 2. Apply the five steps to research process
 - a. Create a research plan and always return to the research plan to reflect on your progress.
 - b. Judge which secondary source is the best place to start your research.

- c. Navigate from a secondary source to a primary source, selecting a statute first and explaining why and how to do so.
 - d. Utilize the expansion tool to find more relevant sources.
 - e. Determine when to update, and understand and apply knowledge of updating to a research problem.
 - f. Integrate analysis of research process as you conduct your research; always reflect on what you are supposed to be researching and what you have found.
 - 3. Analyze the 5 steps, determining what is needed, which step should start your research, and research and locate the answer using a thoughtful process.
- C. Apply the principles of legal research to efficiently locate an answer
- 1. Demonstrate how to filter a search to find a statute or case within a specific jurisdiction. Craft search terms to find a statute or case on a certain topic and run the search. Analyze the results of the search for relevancy. Do the same with a secondary source.
 - 2. Create folders or logs of your research to keep track of search terms, filters used, and sources found.
 - 3. Analyze cases as you find them for relevancy. Circle back to the research problem to clarify what you are looking for.

Goal 3: Apply your knowledge to any legal research question using any database

- A. Apply the legal research steps and process.
- B. Check for and use the help materials and tutorials on any new database, system, resource.
- C. Ask for help when you need it.

Goal 4: Demonstrate mastery of the Core Competencies

Pass the Core Competencies Assessment in the Spring.