
CALR- Oakland U

Course Syllabus for Computer Assisted Legal Research (CALR) and Office Skills

Instructor: Suzanne Schultz

Overview

This is an online course. Some classes will meet live online at scheduled times and there will also be self-guided tutorials on a few weeks that the class does not meet.

The course work will be provided as tutorials, live lectures, demonstrations and videos that can be viewed at anytime. The assignments are specifically designed to teach new skills as well as build on skills we have already covered. Plan on spending at least 6-8 hours each week on class attendance, tutorials and homework.

In this class you will advance the skills learned in the first cohort of the program through research assignments using Internet and Westlaw® for research of state and federal cases, codes, administrative regulations, factual information and secondary authorities. You will assess legal problems and locate authority and law-related resources on the Internet.

Evaluation/Grading

There will be one major research project due at midterm and one major research project due at the end of the term and written work each week.

The written assignments and tutorials constitute approximately 80% of the final grade and the major research project will comprise 10%. Online participation, student presentation and preparedness will constitute 10% of the final grade.

Plan on attending every "live online" class. Assignments must be turned in by the due date/time in order to receive full credit for the assignment. Late work will not be accepted unless arrangements are made before the due date.

Westlaw® Certificate of Completion

You will be completing a series of Westlaw® tutorials as part of this course. Following each module, you will complete a short online quiz. You must submit your certificate with your final paper as evidence you completed the tutorials.

Materials

Instructor drafted work packet, legal research manuals provided by Westlaw® and resources will be available to students online.

You must have a computer compatible with the Oakland University WebEx with internet access and speakers or earphones. See oakland.edu for more information.

Contact Paralegal Program Director, Barbara Lister-Tait if you have not been assigned a Westlaw® password.

Deadlines

Wednesdays

Written assignments will be posted each Wednesday- due at the beginning of class the following Wednesday at class start

For Online Course Access

You will receive email instructions to your Oakland University email address for accessing the course during the week before the first class. If you do not receive an email- contact the instructor

Classroom and University Policies

Code of Conduct- Respect and Civility

Authentic learning requires a productive environment conducive to collaboration and focus. In order to get the most out of our class, students need to feel free to express ideas in a respectful and open way. We will discuss as a class what “ground rules” create such an environment, but overall every student should conduct themselves and their work in a way that respects each fellow student and the instructor. This includes considerations such as technology use, discussion protocol, conflict resolution, and “netiquette.”

Accommodation and Special Considerations

Let me or the program director know about any issues that concern you- an online course can be particularly flexible. Oakland University is committed to providing everyone the support and services needed to participate in their courses. Students with disabilities who may require special accommodations should make an appointment with campus disability support services (DSS). If you qualify for accommodations because of a disability, please send me a letter from Disability Support Services in a timely manner (for exam accommodations provide your letter at least one week prior to the exam) so that your needs can be addressed. DSS determines accommodations based on documented disabilities. For information on additional academic support services and equipment, visit the Study Aids webpage. <https://www.oakland.edu/dss/study-aids/>

Policies on Diversity and Inclusion

1. **Religious Observances** - If religious observances interfere with class sessions, discuss these concerns with me in order to plan ahead. Although Oakland University, as a public institution, does not observe religious holidays, I will make every reasonable effort to help you avoid negative academic consequences when your religious obligations conflict with academic requirements.
2. **OU’s Preferred Name Policy** ensures a student’s university records can use a name that reflects the student’s identity (abbreviated name, name change etc.). If you identify with a name or pronoun different from class records, please let me know. <https://www.oakland.edu/policies/information-technology/840/>
3. **Sexual Misconduct** - Faculty and staff are responsible for creating a safe learning environment for students, and that includes a mandatory reporting responsibility if you share information regarding sexual misconduct/harassment, relationship violence, or information about a crime that may have occurred on campus with the University. In such cases, the professor will report information to the campus’ Title IX Coordinator (Chad Martinez, chadmartinez@oakland.edu or 248-370-3496). Students who wish to speak to someone confidentially can contact the OU Counseling Center at 248-370-3465. Additionally, you can speak to a confidential source off-campus 24 hours a day by contacting Haven at 248-334-1274.

Add/Drops

As you make crucial choices on courses to add and drop, I would be happy to discuss your options for this course. Once you make a decision, consult with the program director and be aware of deadlines.

New OU Grading Scale (Fall 2018)

Starting in the Fall 2018, all courses will be letter grades. Oakland will be rounding GPA’s based on the third digit after the decimal.

4.0 - 3.8	A	2.0 - 2.2	C
3.7- 3.4	A-	1.7 - 1.9	C-
3.3 - 3.6	B+	1.3 - 1.6	D+
3.0 - 3.2	B	1.0 - 1.2	D
2.7 - 2.9	B-	0.0 - 0.9	F
2.3 - 2.6	C+		

