



# LEGAL ANALYSIS AND WRITING I

## LGAW200 — Legal Analysis & Writing I, 3.0 hours

### PROFESSOR

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Jeff Huth earned his Bachelor's degree from Kent State University and his J.D. from Cleveland Marshall College of Law. As a practicing attorney, he has briefed and argued cases in the Ohio Supreme Court, the United States Sixth Circuit Court of Appeals and numerous Ohio Courts of Appeals. He currently practices as a sole practitioner with a general civil practice, with an emphasis on consumer bankruptcy and Social Security disability work, while also teaching legal courses and working in educational administration and compliance. He lives in Medina, Ohio with his wife of 31 years. In his spare time he enjoys golf, fishing and camping with his grandchildren. He also reads whenever he can find the time, primarily non-fiction American history.

### CONTACT INFORMATION

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E-mail: [jhuth@lakewood.edu](mailto:jhuth@lakewood.edu)  
Cell Phone: 800-517-0857 X 733

### ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

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All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing [info@lakewood.edu](mailto:info@lakewood.edu)

### BOOKS AND RESOURCES

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Albright, Jennifer, and William H. Putman. *Legal Research, Analysis, and Writing*. 4th ed. Albany, NY: Delmar, 2018.

### EVALUATION METHOD

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Graded work will receive a numeric score reflecting the quality of performance.  
Course Requirement Summary

- Assignments - Total of 80 Points
- Weekly discussion forums-Total of 80 Points
- Midterm - 20 Points
- Final Exam - 50 Points

### GRADING SCALE

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Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 230. To determine the final grade, the student's earned points are divided by 230.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)  
B = (80% - 89%)  
C = (70% - 79%)  
F < (Below 70%)

## ACADEMIC INTEGRITY/ PLAGIARISM:

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Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

## DISABILITY ACCOMMODATIONS

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Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: [disabilityservices@lakewood.edu](mailto:disabilityservices@lakewood.edu)

## SUPPLEMENTAL TEXTS

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You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- [https://www.mylakewoodu.com/pluginfile.php/118179/mod\\_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf](https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf)

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## LIBRARY

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Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at [modell@lakewood.edu](mailto:modell@lakewood.edu) or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

# SUPPORT

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Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2  
info@lakewood.edu  
studentservices@lakewood.edu

# CAREER SERVICES

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Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2  
careerservices@lakewood.edu

# LESSONS

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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #1	<ul style="list-style-type: none"><li>Legal Analysis - Key Facts</li></ul>	Study Course Syllabus Read Chapter 9 Review PowerPoints Participate in the Discussion Forum Complete Assignment 1 Lesson Evaluation	Assignment 1 upon completion of the lesson
Lesson #2	<ul style="list-style-type: none"><li>Legal Analysis — Issue Identification — Spotting the Issue</li><li>Legal Analysis — Stating the Issue</li></ul>	Read Chapters 10 & 11 Review PowerPoints Participate in 2 Discussion Forums Lesson Evaluation	
Lesson #3	<ul style="list-style-type: none"><li>Case Law Analysis -- Is a Case on Point?</li></ul>	Read Chapter 12 Review Powerpoints Participate in the Discussion Forum Complete Assignment 2 Lesson Evaluation	Assignment 2 upon completion of the lesson
Lesson #4	<ul style="list-style-type: none"><li>Counteranalysis</li></ul>	Read Chapter 13 Review PowerPoints Midterm Writing Assignment Lesson Evaluation	Midterm Writing Assignment upon completion of the lesson
Lesson #5	<ul style="list-style-type: none"><li>Fundamentals of Writing</li></ul>		

- The Writing Process for Effective Legal Writing
- Read Chapters 14-15  
Review PowerPoints  
Participate in the 2 Discussion Forums  
Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #6	<ul style="list-style-type: none"> <li>• Office Legal Memorandum: Issues and Facts</li> <li>• Office Legal Memorandum: Analysis to Conclusion</li> </ul>	Read Chapters 16 & 17 Review PowerPoints Participate in the Discussion Forum Complete Assignment 3 Lesson Evaluation	Assignment 3 upon completion of the lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #7	<ul style="list-style-type: none"> <li>• External Memoranda: Court Briefs</li> <li>• Correspondence</li> </ul>	Read Chapters 18 & 19 Review PowerPoints Participate in the Discussion Forum Complete Assignment 4 Lesson Evaluation	Assignment 4 upon completion of the lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #8		Review the PowerPoint Complete the Final Exam Request the Next Course Lesson Evaluation THANKS FOR A GREAT CLASS	Final exam upon completion of the lesson

## DESCRIPTION

A requisite for a capable legal assistant is the ability to prepare professional legal documents. This comprehensive course provides the student with in-depth knowledge of the fundamentals of legal analysis and writing. Students will first examine an overview of the legal system, including analytic principles and the legal process. They will learn the specifics of legal analysis, including case law and briefing, identifying and stating the issue, case application, and counter analysis. Emphasis on the application of these key principles in legal writing will allow students to prepare interoffice memorandums, court briefs, and general legal correspondence.

### Program Objectives

- 1) Analyze factual situations and patterns to identify relevant facts.
- 2) Analyze case law to identify and state the relevant legal issue.
- 3) Explain the role of precedent in law and the doctrine of stare decisis.
- 4) Understand the effect of different audiences and purposes on legal writing styles.
- 5) Analyze situations to apply law to fact.
- 6) Prepare basic legal memoranda and correspondence.

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