Prerequisites Courses: NONE
Credit Hours: 3

Elective for graduate and undergraduate new media and informatics degrees and other programs, including the for-credit and non-credit paralegal programs.

Faculty: Kim J. Brand

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This course was originally conceived, authored and delivered by:

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To whom a great debt is owed and much appreciation is deserved.

Course Objectives

I350: Foundations in Legal Informatics covers the various types of information technologies that are used in a typical law firm - an emerging field known as legal informatics. This is not a course for law school students; it is a course that will help informatics students understand enough about the law and the legal system to be able to design and deploy new technologies in a typical law office. You will also be learning about important areas of the law, such as evidence and civil procedure, that influence and may even restrict what you can do with technology.

The textbook I have selected: Using Computers in the Law Office, 6th Edition by Matthew Cornic, covers the various facets of law practice management. I will supplement the textbook
with information from books, journal articles, websites and other printed and electronic materials. This field is changing quickly – so I expect you to be curious and investigate law practice technologies on your own. Bring what you learn to class and share.

Please note: YOU DO NOT NEED TO BUY THE WORKBOOK OR SOFTWARE CD FOR THIS COURSE

Course Rules

You **must** use Microsoft Word, Excel and Powerpoint for the assignments. As an IUPUI student you can download the MS Office Suite for free.

Additionally, you **must** use OnCourse for submission of assignments, quiz/test taking and for access to course resources. That is also the best way to communicate with me. You can send me email, but if you do I may not notice it and you may not get graded or receive credit.

Getting a good grade in this course **depends on participation!** Plan now to post to the forums weekly and submit your assignments on time. Plan on spending about 2 hrs for reading, 1 hr for research and 1 hr posting to forums per week. There will be lots of opportunities for extra credit – use them!

This is a *college course* so I expect you to be able to spell and write well. You should have experience with basic software like Microsoft Office, ZIP programs and cloud based programs. Your employer will probably expect the same.

OnCourse has bugs. PCs break. Files get lost. Defend against these Acts of God, Violence and Stupidity by keeping copies of your posts, messages, etc. backed up. I recommend Box.com – it’s free to IUPUI students. Maintain a record of every assignment submission. Grading mistakes are inevitable. Sometimes mistakes are in your favor but sometimes they reduce your score and you should be prepared to help fix them - especially if it is in your favor.

The way I grade most lengthy materials you submit is by randomly scanning your submission for keywords that address the issues. In this method you will benefit by clear/focused writing that hits the question topics in a way that makes it simple to find your answer. Drivel counts against you.

Much of my grading is subjective; it depends on what I think about what you write. If you write well, make reasonable statements and sound like you learned something you’ll get a good score. I can make mistakes too - so if you don't think you got the score you deserve ask me about it. Give me evidence if you want me to change a grade.

I’ll take points off for not using .ZIP files to submit multiple items in a single assignment. When you submit attachments, PLEASE put your name in the filename along with the assignment ID. That will make it harder (but not impossible) for me to lose.
I'm a part time professor and full time entrepreneur - I have 2-3 full time jobs and professoring generally happens very late, very early or on weekends. If you need to reach me try OnCourse messaging first. Then: kjbrand@iupui.edu next. Then call my office: 317-833-3000 and they will track me down. You can Google me and find lots of other contact methods. But I will try to get back to you within a couple days.

The final may be no more than six pages + spreadsheet. Endnotes are OK but not graded. This is not a term paper or legal brief.

Also note: these rules may be changed with notice but when and if I decided they need to be.

Core Competencies

Upon completion of the course, students will know how to:

- Be an advocate for the design and deployment of technology in a law office.
- Be aware of data safety practices and disaster recovery basics.
- Be aware of data security practices, principles and methods.
- Be familiar with the basic means to protect PCs and networks from infection by viruses and malware, intrusion prevention, hacking and other means by which internal data and services can be compromised.
- Identify, conduct research and make recommendations about the purchase of new software and hardware.
- Use standard software such as Word and Excel for legal documents.
- Use specialized legal software for a variety of law firm management processes, including time management, billing, conflicts checking, case and client management and docket control.
- Use specialized legal software for litigation support.
- Advise a law firm on the appropriate and ethical use of email and websites for advertising and communication.
- Advise a law firm about the electronic discovery process and the role of technology.
- Use the Internet and other computerized tools and systems for legal research.
- Assist the law firm in using courtroom filing and in selecting appropriate technology for presenting evidence.
- Identify what can and cannot be done with courtroom technology, including images, audio and video, at all stages of a legal case based on the rules of evidence and court procedure.
- Articulate the ethical issues of using technology in the practice of law, with reference to the Model Rules of Professional Conduct.
- IUPUI Principles of Undergraduate Learning (PUL)
Student performance in this course will be assessed based on learning outcomes in the following areas:

- Core communication: written, oral and visual skills [1A]
- Core communication: quantitative skills [1B]
- Core communication: information resources skills [1C]
- Critical thinking [2]
- Integration and application of knowledge [3]
- Intellectual depth, breadth, and adaptiveness [4]
- Understanding society and culture [5]
- Values and ethics [6]

Per IUPUI policies, faculty are required to designate a PUL (Principles of Undergraduate Learning) of Major, Moderate and Some Importance for every course in the undergraduate curriculum. For I350 Foundations in Legal Informatics, the PULs are:

- Major Importance: 3 Integration and Application of Knowledge
- Moderate Importance: 2 Critical Thinking
- Some Importance: 1C Information Resources Skills

Expectations/Guidelines/Policies

(See IUPUI Fall 2013 Calendar here)

Assignments are due by the stated deadlines, although you can certainly submit them earlier if you wish. If you need an extension, you must have prior approval via email and I reserve the option to deduct points for lateness. Assignments more than one week late will not be accepted without prior approval. Please note that all assignments except the Final Project are due on Sundays at 5:00 p.m. Responses to the Discussion Forum questions are due on Sundays at 5 pm. The final project will be due on Monday, December 16, at 5:00 p.m. There is no final examination for this course.

Please note that in order to be granted an Incomplete, you must have completed at least 75% of the course requirements. This is a campus policy.

Work must be your own and it must be identified as such. Work of others, such as quotes used in a paper, must be properly identified and cited. Studying together either in person or via the Internet and email is encouraged; however, sharing significant amounts of work or presenting the work of others as one's own is not allowed. Please let me know if you have questions about the proper way to use quotations and citations.

Since we don't meet face-to-face, I will rely on you to check your OnCourse email & messages at least weekly. I will check my email at least once a day. According to campus policy, I am only required to keep materials you submit during this course for one month after grading and I reserve the option to dispose of it after that time.
Regulations, policies, guidelines, requirements and updates are to be followed, including those of Indiana University, IUPUI and the School of Informatics. This includes those that are printed in the IUPUI Fall 2013 Class Schedule, the current IUPUI Campus Bulletin, posted or referenced in the course's website on OnCourse.

Emergency Preparedness at IUPUI

Safety on IUPUI's campus is everyone's responsibility. Know what to do in the event of an emergency so that you can protect yourself and others. For specific information, please visit the Emergency Preparedness website.

Course Presentation Information

There are no class meeting times for this course. Instead, online courses are conducted "asynchronously", which means that we will be sending and receiving email messages and participating in "virtual discussions" using the OnCourse Discussion Forum tool. Look on the left side of your OnCourse screen and select Forums. There will be a Discussion Forum for each weekly module of the course. Please participate in the Discussion Forums regularly - not only is this 15% of your grade, but it will also be a much more rewarding course if we all share our thoughts and expertise.

This is a 3-credit hour course, so you can expect to be just as busy as you would be in a face-to-face format. Providing this course through the Internet is intended to give you the opportunity to take the course in a flexible but structured and supportive environment.

The course will be divided into weekly modules. Each module will officially begin on Monday. Modules will officially end on Sundays at 5pm, but once I have posted a module, it will be available throughout the semester in case you want to review.

For each weekly module, there will be a reading assignment. Most of the reading assignments will be from the course textbook, but I will also upload or reference other materials as well.

As indicated above, for each weekly module, there will be a series of discussion questions. You will respond to these questions using the Forums feature in OnCourse. Responses to the weekly Discussion Forum questions are due by the following Sunday at 5pm.

Finally, if you have questions, please do not hesitate to email me: kjbrand@iupui.edu. (If you need to reach me quickly, feel free to call my office: 317-833-3000 during normal business hours and they will attempt to find me.)

PLEASE NOTE: This course is a work in progress. The schedule, syllabus and course-work may change upon reasonable notice.
Required Textbooks

Cornick, Matthew S. Using Computers in the Law Office, 6th ed. Cengage, 2012. 9781133014881. You only need the book – not the workbook or CD. Be sure that you purchase the 6th edition, since there have been substantial changes from the previous edition.

The required course textbook will be supplemented with readings from journal articles, PowerPoint presentations, electronic books and websites. This material will be posted on OnCourse. If you look at the Course Schedule Detail, you can see that I will be providing the reading materials for many of the modules.

Equipment & Software Needed

Because this is an online course delivered through OnCourse, you will need a computer with broadband access to the Internet, Microsoft Office, Adobe Acrobat Standard (to create PDFs) and the ability to install demo copies of law practice management software. You will need to be able to listen to podcasts, view PowerPoint presentations and short videos too.

Grading Scale

2000 points possible

Minimum percentages for each grade:

100%  A+
93%   A
90%   A-
87%   B+
83%   B
80%   B-
77%   C+
73%   C
70%   C-
Below 70%  F

_F is the new D; seriously._

Assignment Information & Due Dates

_Basic Documents Assignment_ - _due Sunday, September 1, at 5:00 p.m._ - 10% of your course grade (200 points) [corresponds to PULs 1B, 1C and 2]

_Law Firm Management Assignment_ - _due Sunday, October 20, 5:00 p.m._ - 10% of your course grade (200 points) [corresponds to PULs 1C, 2 and 3]
**Litigation Support Assignment** - due **Tuesday, November 12, 5:00 p.m.** - 10% of your course grade (200 points) [corresponds to PULs 1C, 2 and 3]

**Legal Research Assignment** - due **Sunday, November 17, 5:00 p.m.** - 10% of your course grade (200 points) [corresponds to PULs 1C, 2 and 3]

**Quizzes (After Every Module – by Sunday @ 5:00 p.m.)** - available during every Module - 20% of your course grade (400 points) [corresponds to PULs 2, 3 and 6]

**Final Project** - due **Monday, December 16 @ 5:00 p.m.** - 25% of your course grade (500 points) [corresponds to PULs 3, 1A and 1C]

**Participation in weekly Discussion Forums** - 15% of your course grade (20 points per week for 15 Weeks = 300 points.) Please make an effort to participate in the Discussion Forums regularly - not only is this 10% of your grade, but it will also be a much more rewarding course if we all share our thoughts and expertise. [corresponds to PULs 2, 3 and 1A]

If you don't participate (i.e. you don't post a comment) you get 0 points. If you post an illogical, incomprehensible, incomplete or ill-thought comment you get 10 points. If you post something you seemed to have thought about you get 15+. If you do a good job you get 19 points, and if you do a REALY GOOD JOB you get 20 points.

Note: 15 points = 75% = C. You can easily get an A for this aspect of the course if you write brief, thoughtful comments on the weekly reading. Commenting on another poster’s comments is OK too.

Total 100% (2000 points)

**Redemption, Bonus Points & Extra Credit**

Find a mistake in my work - 20 pts. Max: 100 pts.

Contribute substantively to the learning outline, produce a class module or conduct a guest lecture, 50 to 100 pts.
Administrative Withdrawal

A basic requirement of this course is that you will conscientiously participate and complete all required course activities and/or assignments. Please notify me via email if you are unable to participate or complete an assignment on time. If you miss more than the *first 25%* of the course without contacting me, you may be administratively withdrawn from the course. Since our course is online and we do not meet, *I use the Discussion Forum questions to monitor course participation.*

If you have not participated in these activities by the stated deadlines, you may be withdrawn. An administrative withdrawal may have academic, financial and financial aid implications. The administrative withdrawal will take place after the full refund period and if you are administratively withdrawn from the course, you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point in the semester, please contact the [Registrar](mailto:registrar@school.edu).