Instructor Information
Miriam Murphy
Associate Director, Ruth Lilly Law Library
Office @ Inlow Hall (IH) Room 131M Phone: (317) 274-1928
E-mail: mimurphy@iupui.edu

Course Objectives
1. To understand the structure of the law and legal information.
2. To recognize and utilize primary and secondary authority resources.
3. To apply legal concepts to fact-based problem solving and to develop appropriate legal research strategies.
4. To understand the opportunities and challenges of legal information provision in a changing technological environment and economy.
5. To introduce the principles and techniques of administration and management in a variety of law library settings.

The purpose of this course is to provide the student the opportunity to learn the mechanics and search strategies of legal research. Legal literature is comprised of unique tools. In order to do legal research the student must understand the sources of the law and its publication. Students will be presented with hands-on experiences using electronic legal resources, including optional practice work staffing a law library reference desk.

Required Course Website on Oncourse
This course is delivered through Oncourse, the university’s course management system. What does this mean?

• Each week, instructional materials and an assignment will be posted in a module on the Oncourse website.
• Failure to check the website is not an excuse for missing announcements or deadlines.
• By default, Oncourse uses your university email. You must check this email regularly for course announcements or have email from this account forwarded to your preferred account.
• If you are having technical difficulty with the Oncourse website, let me know as soon as possible so the problem can be resolved. Also, UITS has a 24-hour helpline at 274-4357.

Textbook and Readings
New York: Foundation Press, 2009 (required). Additional required and optional readings will be assigned.
University Policies
There are a number of campus-wide policies governing the conduct of courses at IUPUI. These can be found at: http://registrar.iupui.edu/course_policies.html.

Students needing accommodations because of a disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 274-3241. Visit http://aes.iupui.edu/ for more information.

Assessment of Student Performance
Students are expected to read, evaluate, and be prepared to discuss the information provided in reading assignments. Assignments will be graded according to the grading standards of the SLIS program, listed at the end of this syllabus.

Practicum I 60 points (15%)
Practicum II 60 points (15%)
Practicum III (Comprehensive) during Finals 80 points (20%)
Problem Sets, (10 sets @ 20 points each) 180 points (50%)
Total possible points 400 points (100%)

Practicums
Three timed practicums will be given to provide students with the opportunity to apply knowledge learned from class instruction, assigned readings and problem sets. The first practicum will cover secondary, case law and legislative sources research. The second practicum will cover citators, practitioner and specialty tools, and administrative research sources. The final practicum will cover all resources included during the semester. Once you open each practicum you will have four (4) hours to complete it. During the week a practicum is assigned you may select any four hour time period you wish in which to complete the practicum. The practicums are open book. Any online or print resource may be used when working on practicums; however you may not contact Lexis or Westlaw help lines to obtain answers.

All modules will be posted on Monday at 11:55 p.m. The deadline for all assignments is Tuesday (8 days later) at 11:55 p.m. Please note that this syllabus may be revised during the course.

Problem Sets
Ten problem sets will be assigned throughout the semester. The problem sets must be worked on individually. Problem sets are to be completed and submitted for grading by the 11:55 p.m. on date listed on the syllabus. Late submission of problem sets will result in a 10% per day point deduction.

Optional Practice Work
You will be given the opportunity to complete three hours of supervised reference desk duty at the Ruth Lilly Law Library. Day and evening hours after Spring Break will be available.

Revised 1/4/13
Access to Electronic Databases

1. If an assignment asks you to access an online database, you must do so through the law library’s website. If you do not, you will not have access to the materials that are part of the library’s subscription.

2. If you are accessing subscription databases on your laptop on campus, you need to have your laptop authenticated for the IU Secure wireless network. Here are links for more information about connecting to IU Secure (http://kb.iu.edu/data/awws.html) and authenticating your computer (http://kb.iu.edu/data/ahnq.html).

3. If you are accessing subscription databases from home (or another remote location), you may need to establish a Virtual Private Network (VPN) for your laptop and/or home computer. Instructions for setting up a VPN can be found on the IU Knowledge Base website (http://kb.iu.edu/data/ajrq.html).

Course Outline

Week 1 – January 8 - 15, 2013
Introduction to Legal Research and Secondary Sources
Reading assignment: Chapter 1, An Introduction to Legal Research, p.1-13; Chapter 2, The Legal Research Process, p.14-20; Chapter 17, Annotated Law Reports, p.327-333; Chapter 16, Legal Encyclopedias, p.317-320, 326; Chapter 18, Legal Periodicals and Indexes, p.343-355; Appendix F – A Fundamental Lawyering Skill, p.779-782.
Problem Set 1 assigned

Week 2 – January 15 - 22, 2013
Primary Authority Sources – Case Law Research
Reading assignment: Chapter 4, Court Reports, p.32-39; Chapter 5, Federal Court Reports, p.48-59; Chapter 6, State Court Reports and the National Reporter System, p.69-77; Chapter 7, Digests for Court Reports, p.78-88, 101-104.
Problem Set 1 due
Problem Set 2 assigned

Week 3 – January 22 - 29, 2013
Primary Authority Sources – Legislative Research
Problem Set 2 due
Problem Set 3 assigned

Week 4 – January 29 - February 5, 2013
Primary Authority Sources – Legislative History Research
Problem Set 3 due
Problem Set 4 assigned

Week 5 – February 5 - 12, 2013
Primary Authority Sources – Administrative Research  
Reading assignment: Chapter 13, Administrative Law, p.226-235, 246-250, 253-256;  
Chapter 25, Federal Tax Research, p.600-609, 615-617.  
Additional reading: Research Guide to the Federal Register and the Code of Federal  
Regulations by Richard J. McKinney (instructors will provide)  
Optional Reading: User's Guide to the -IR- (Indiana Register) Database,  
http://www.in.gov/legislative/iac/faqs.pdf  
Problem Set 4 due  
Problem Set 5 assigned

Week 6 – February 12 - 19, 2013  
Research Strategy and Review  
Reading assignment: Chapter 23, Electronic Legal Research, p.518-533.  
Optional reading:  
Problem Set 5 due

Week 7 – February 19 - 26, 2013  
Primary Authority Sources – Updating with Citators  
Reading assignment: Chapter 15, Citators, p.274-284.  
Problem Set 6 assigned  
PRACTICUM 1 (covering weeks 1 through 5)

Week 8 – February 26 – March 5, 2013  
Secondary Authority Sources – Specialty Tools  
Reading assignment: Chapter 19, Treatises, Restatements, Uniform Laws and Model  
Acts, p.370-375, 379-383, 390-392; Chapter 20, Practice Materials and Other Resources,  
p.399-418.  
Problem Set 6 due  
Problem Set 7 assigned

Week 9 – March 5 - 19, 2013  
Secondary Authority Sources – Practitioner Tools  
Reading assignment: Chapter 12, Court Rules and Procedures, p.211-218; Chapter 14,  
Looseleaf Services, p.257-262.  
Additional reading:  
Problem Set 7 due  
Problem Set 8 assigned

March 11 - 15, 2013 Spring Break

Week 10 – March 19 - 26, 2013  
Competitive Intelligence  
Reading assignment: To be assigned  
Optional reading:  
Problem Set 9 assigned  
Problem Set 8 due

Week 11 – March 26 - April 2, 2013
Electronic Legal Information – Alternative and Free sources
Reading assignment: A Survey of Electronic Research Alternatives to LexisNexis and Westlaw in Law Firms, by Laura Justiss, 103 Law Library Journal 71 (Winter 2011)

Problem Set 9 due

PRACTICUM II (covering weeks 7 through 10)

Week 12 – April 2 - 9, 2013
Electronic Legal Information – LexisNexis
Guest: James D. Oakes, LexisNexis Law School Representative
Reading assignment:  To be assigned
Practice Set

Week 13 – April 9 - 16, 2013
Electronic Legal Information – WESTLAW
Guest: Hollye Clark, Westlaw Law School Representative
Practice Set

Week 14 – April 16 - 23, 2013
Non-U.S. Legal Research
Reading assignment: Chapter 21, International Law, p.419-477; Chapter 22, Legal Research in the United Kingdom, p.483-511.
Additional reading: To be assigned
Problem Set 10 assigned

Week 15 – April 23 - 30, 2013
Law Library Operations
Reading assignment:  To be assigned
Problem Set 10 due

Week 16 – April 30 - May 3, 2013
PRACTICUM III – (Comprehensive)

SLIS Grading Standards

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.</td>
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<tr>
<td>B+</td>
<td>3.3</td>
<td>Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.</td>
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<tr>
<td>B</td>
<td>3.0</td>
<td>Student performance meets designated course expectations and demonstrates understanding of the course materials at an acceptable level.</td>
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Revised 1/4/13
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<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Description</th>
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<tbody>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Marginal work. Student performance demonstrates incomplete understanding of course materials.</td>
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<tr>
<td>C+</td>
<td>2.3</td>
<td>Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
<td>Unacceptable work. Coursework performed at this level will not count toward the MLS or MIS degree. For the course to count toward the degree, the student must repeat the course with a passing grade.</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<tr>
<td>D-</td>
<td>0.7</td>
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<tr>
<td>F</td>
<td>0.0</td>
<td>Failing. Student may continue in program only with permission of the Dean.</td>
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