I470/N485 Litigation Support Systems and Courtroom Presentations - Summer 2014

(Sections 5522 and 6191)

Course Information

Credit Hours: 3

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

Faculty

Sara Anne Hook, M.L.S., M.B.A. (Finance), J.D.
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Office Hours

Professor Hook's office hours are Tuesdays from 2:00 p.m. - 4:00 p.m. (in person, by phone or by using the OnCourse real-time Chat Room feature) and by appointment.

Professor Lykins' office hours are by appointment only during the summer.

Course Coach

This is our virtual coach for the course. His name is "Tipster" and he will be helping you throughout the semester with tips, suggestions and encouragement.

Description

I470/N485 Litigation Support Systems and Courtroom Presentations will provide students with an overview of some of the specialized software that is available for organizing, managing, retrieving and presenting documents and evidence in a legal matter. In addition to gaining hands-on experience with one of the major software tools, students will also learn what is effective and allowable from a technical, legal and ethical standpoint. We are in a new era of trial preparation, where the number of documents even in a small case may overwhelm the ability of the law firm to rely on paper processes. Likewise, audiences accustomed to receiving information via multimedia formats will no longer be effectively educated as to the issues in a case with courtroom presentations based on text or paper flip charts. Court rules and procedures clearly dictate how much visual evidence can be used and the extent to which this evidence can be altered or enhanced as part of the trial process.

There have been many requests for a course in legal informatics that would go beyond I350 Foundations in Legal Informatics, particularly with respect to specialized software for litigation and how to prepare effective presentations for use in court. The beauty of delivering the course online through OnCourse is that we have the flexibility to learn together and are not bound by what we can accomplish by meeting once a week for a set amount of time. Everything you need - each module and homework assignment - is delivered via OnCourse. We have designed the course to be as simple as possible from a technology standpoint. However, this course does require you to have regular and reliable access to OnCourse and the Internet. We are always available to meet with students in person or by telephone. This course is part of the legal informatics area of specialization and the undergraduate certificate in legal informatics.

Learning Outcomes

Upon completion of the course, the student will be able to:

- Describe why the organization and presentation of a legal case is different than what it would have been 15 years ago.
- Identify the type of information in many different formats that needs to be properly handled and processed for a typical legal case.
- Compare the functionality and features of popular litigation support software packages.
- Describe the process for documenting a crime or accident scene.
• Assess whether a legal case would benefit from litigation support software and what type of software would be most appropriate.
• Articulate and apply the ethics of working with imagery in a legal case.
• Utilize the perceptions imbedded in images, including the psychology of color, to persuade audiences.
• Apply the principles of storytelling to the presentation of a legal case.
• Prepare a comprehensive worksheet to prepare for trial, including the equipment that will be needed and the materials that will be presented.
• Propose a general strategy for developing and presenting demonstrative aids and how to determine which visual aids to use in specific situations.
• Demonstrate how to create a database using litigation support software.
• Articulate the limitations on the extent to which courtroom presentations and other materials are allowed in a legal case under the rules of court procedure, evidence and professional ethics.
• Apply a 9-step process for developing courtroom presentations.
• Assess the Rule of Professional Conduct and other court rules and how these impact what kinds of evidence is admissible in court.
• Create presentations and other materials used in legal cases with the most commonly recommended software package for law firms.

**Principles of Undergraduate Learning**

This course incorporates IUPUI's Principles of Undergraduate Learning. See [http://www.iport.iupui.edu/selfstudy/tl/puls/](http://www.iport.iupui.edu/selfstudy/tl/puls/) for more information.

• 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]

For each course in the undergraduate programs at IUPUI, faculty members are to choose PULs with Major, Moderate and Some Emphasis that best describe the course content. For this course,

• Major Importance: 1C Information Resources Skills
• Moderate Importance: 3 Integration and Application of Knowledge
• Some Importance: 6 Values and Ethics

**Emergency Preparedness**

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. Please visit the Emergency Preparedness website at [http://www.iupui.edu/~prepared/](http://www.iupui.edu/~prepared/) for more information.
Adaptive Educational Services (AES)

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.

Expectations/Guidelines/Policies

Assignments are due by the stated deadline, although you can certainly submit them earlier if you wish. **If you need an extension, you must have prior approval via email and we reserve the right to deduct points for lateness. Assignments more than one week late will not be accepted without prior approval.** There is no final examination for this course.

Administrative Withdrawal: A basic requirement of this course is that you will conscientiously participate in and complete all required course activities and/or assignments. Please notify us via email if you are unable to participate or complete an assignment on time. (See the information in the previous paragraph about requests for extensions and late assignments.) If you miss more than the first 25% of the course without contacting us, you may be administratively withdrawn from the course. Since our course is online and we do not meet, we use the Discussion Forum questions to monitor course participation. If you have not participated in this activity 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 us.

Please note that in order to be granted an Incomplete, you must already have completed at least 75% of the course requirements. This is a campus policy. Also, there is no opportunity for extra credit in this course. There is no opportunity to revise and resubmit assignments for a higher grade.

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 us know if you have questions about the proper way to use quotations and citations. Also, please state the answers to assignment questions in your own words rather than cutting and pasting text from modules, websites, databases or other materials.

Since we do not meet face-to-face, we will rely on you to pick up your homework assignments from us in IT 589 once they are graded. We will mail graded assignments back to you if you wish - please provide your preferred U.S. or campus mailing address. According to campus policy, we are only required to keep your assignments for one month after they are graded and we reserve the option to dispose of them 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 Summer 2014 Class Schedule, the current IUPUI Campus Bulletin, posted or referenced in the course's website on OnCourse, posted in a classroom, laboratory, office or other campus building or those presented or noted by faculty and staff members. 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.

Equipment Needed

Because this is an online course delivered through OnCourse, you will need weekly access to a computer and a sufficiently stable network to handle large files. You will need to be able to listen to podcasts, view PowerPoint presentations and short videos, download and print materials and search the Internet and library databases. You will also need use the CD provided with the SmartDraw textbook – be sure that you purchase the package that we have arranged for you with the Barnes & Noble bookstore on the IUPUI campus. Since this is an online course, we communicate with you by email, so all students need to provide a valid email address. Also, if you are not going to access OnCourse regularly, you need to set the OnCourse email to forward to your preferred email address (see Messages – Settings - Auto Forward).

SmartDraw was designed for Microsoft Windows® operating systems (XP, ME, 2000 and 98). The company does not offer a Mac version of SmartDraw. Per the company’s website, you may try running SmartDraw using a PC emulation like Virtual PC, but they do not GUARANTEE this method. Running SmartDraw on Virtual PC has worked in their own labs (with some minor limitations), and they know that some of our customers have successfully installed and run SmartDraw on their Virtual PCs.

We have had students who have Mac computers successfully complete the assignments that use the SmartDraw software. Please let us know as soon as possible if you are in this situation – we have been able to design adequate workarounds and alternatives so that you can fulfill all course requirements.

Course Management and Helpful Hints

There are no class meeting times per se 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. If you look under the Forums link on the left side of the OnCourse screen, you can see that we have already set up a Discussion Forum for each module of the course. Please make an effort to participate fully in the course, including posting to the Discussion Forum each week - 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. Responses to Discussion Forum questions are due on Sundays by noon. 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.

The course will be divided into weekly modules. Each module will officially begin on Monday, although in many cases we will have the module content posted by the preceding Friday. Modules will officially end on Sundays, but once we have posted a module, it will be available throughout the semester in case you want to review. Because this is a summer semester course,
there will be an extensive amount of reading every week, especially in the first week or two, but we think that you will find the material interesting and practical.

Each week, for each module, there will be a reading assignment, designated by a book icon. Many of the reading assignments will be from the course textbook, but we will use other materials as well. Any additional materials will be uploaded to the Resources link in OnCourse.

As indicated above, for each module, there will also be a series of online discussion questions, indicated by a computer icon. You will use the Forums link in OnCourse to respond to these questions. Responses to the Discussion Forum questions are due on Sundays by noon.

As part of each module, we will provide a "Fireside Chat" to remind you about deadlines, explain concepts or alert you to new issues. You will access the Fireside Chats through the Podcasts link in OnCourse.

Each week, we will also provide a mini-lecture or outline of the topic of the module, designated by the microphone icon. You will access this material through the Resources link in OnCourse.

For many of the modules, there may also be a PowerPoint presentation, guest speaker or online demonstration, which will be indicated by a little movie projector. You will access this material through the Resources link in OnCourse.

Finally, if you have questions, please do not hesitate to email us.

Textbook


The textbook will supplemented with readings from business, law and technology journals, PowerPoint presentations and websites as well as material from software vendors. This material will be uploaded to the Resources link in OnCourse.
Assignments and Quizzes

Quiz #1 (Modules 1-2) - 30 points. Available from Friday, May 30 at 5:00 p.m. until Sunday, June 1 at 5:00 p.m. Corresponds to PULs 2 [Critical Thinking], 3 [Integration and Application of Knowledge] and 6 [Values and Ethics]

SmartDraw Midterm Mini-Project - 40 points. Due Friday, June 6 at 5:00 p.m. Corresponds to PULs 1C [Information Resources Skills], 2 [Critical Thinking], and 1A [Written, Oral and Visual Skills]

Quiz #2 (Modules 3-4) – 30 points. Available from Friday, June 13 at 5:00 p.m. until Sunday, June 15 at 5:00 p.m. Corresponds to PULs 2 [Critical Thinking], 3 [Integration and Application of Knowledge] and 6 [Values and Ethics]

Final Project - 70 points - Due Wednesday, June 25, 5:00 p.m. Corresponds to PULs 1C [Information Resources Skills, 3 [Integration and Application of Knowledge], and 1A [Written, Oral and Visual Skills]

Participation in weekly Discussion Forums - (30 points, 5 points per week. Correspond to PULs 3 [Integration and Application of Knowledge], 2 [Critical Thinking] and 1A [Written, Oral and Visual Skills]

Total 200 points

Final course grades are calculated by adding up all of the points that you earned in the course and dividing by 200. This will give you a percentage. See the Grading Scale below for the minimum percentage that you need for each grade.

We use the gradebook function in OnCourse to post grades and provide feedback on your assignments.

Grading Information

200 points possible

Minimum percentages for each course grade:

100% A+
93% A
90% A-
87% B+
83% B
80% B-
77% C+
73% C
Course Schedule Detail

Module 1: Week of 5/14
Topic: Litigation in the 21st Century
Reading Assignment: Introduction and Sections 1 and 2 in SmartDraw and other assigned reading materials

Module 2: Week of 5/19
Topic: Top Tools in Litigation - The Basics
Reading Assignment: Sections 3 and 4 in SmartDraw and other assigned reading materials

Module 3: Week of 5/26
Topic: Advanced Features and Ethical Issues
Reading Assignment: Sections 5 and 6 in SmartDraw and other assigned reading materials
Quiz #1 (Modules 1-2): Available from Friday, May 30 at 5:00 p.m. until Sunday, June 1 at 5:00 p.m.

Module 4: Week of 6/2
Topic: Integrating the Tools and Preparing Your Case
Reading Assignment: Section 7 in SmartDraw and other assigned reading materials
SmartDraw Midterm Mini-Project: Due Friday, June 6 at 5:00 p.m.

Module 5: Week of 6/9
Topic: Specific Situations and Case Materials
Reading Assignment: Sections 8 and 9 in SmartDraw and other assigned reading materials
Quiz #2 (Modules 3-4): Available from Friday, June 13 at 5:00 p.m. until Sunday, June 15 at 5:00 p.m.

Module 6: Week of 6/16
Topic: The Seamless and Effective Presentation of a Case
Reading Assignment: To be distributed

Week of 6/23
Final Project due Wednesday, June 25, 5:00 p.m.

IUPUI Core: Vision, Mission, Values & Diversity

Vision of IUPUI

The VISION of IUPUI is to be one of the best urban universities, recognized locally, nationally, and internationally for its achievements.
Mission of IUPUI

Indiana University-Purdue University Indianapolis (IUPUI), a partnership between Indiana and Purdue Universities, is Indiana's urban research and academic health sciences campus. IUPUI's mission is to advance the State of Indiana and the intellectual growth of its citizens to the highest levels nationally and internationally through research and creative activity, teaching and learning, and civic engagement. By offering a distinctive range of bachelor's, master's, professional, and Ph.D. degrees, IUPUI promotes the educational, cultural, and economic development of central Indiana and beyond through innovative collaborations, external partnerships, and a strong commitment to diversity.

In pursuing its mission and vision, IUPUI provides for its constituents excellence in:

- Teaching and Learning
- Research, Scholarship, and Creative Activity
- Civic Engagement, Locally, Nationally, and Globally

With each of these core activities characterized by:

- Collaboration within and across disciplines and with the community,
- A commitment to ensuring diversity, and

Pursuit of best practices

Tipster says, "Welcome to the course!"