



THE FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
School of Library & Information Studies

LIS5416 – INTRODUCTION TO LEGAL INFORMATICS

SECTION(S)

TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION

Instructor:

Email:

Office:

Phone:

Course Location/Website:

Office Hours (in office, online or via phone):

Teaching Assistant:

Email:

COURSE DESCRIPTION:

The course is designed to provide the student with an in-depth understanding of the ever-changing landscape of legal informatics. Technology is not only changing the practice of law, but the nature of it as well. The class explores both current practices and future possibilities of an increasingly technologically connected legal environment.

COURSE OBJECTIVES:

At the end of the course, the student will be able to

1. Understand basic and advanced concepts in legal informatics
2. Apply fundamental concepts of law and technology to real-life situations
3. Use both general-purpose and law-oriented tools and software in the field of law
4. Discuss and discover possible future trends in legal informatics

COURSE MATERIALS:

- Readings as assigned and posted to the course website
- All students must have access to a computer capable of running a modern operating system, i.e. Linux, Windows, or Mac.

COURSE ASSIGNMENTS AND EVALUATION:

There will be three types of assignments: Discussions, Exercises and Tests

Discussions:

Each week, groups of students will be presented with a discussion topic and given time to discuss the topic. Students will then prepare a "discussion summary" to be posted on a class-wise board for possible review and further discussion. This will be graded pass/fail, in order to stimulate open discussion.

Exercises:

Periodically, students will be assigned exercises to develop proficiency and familiarity with various legal technologies, such as software or websites. These will be graded on an individual basis.

Tests:

There will be a Mid-Term and a Final Test, each covering relevant material from the course.

GRADE CALCULATION:

Grade breakdown will be as follows:

Discussions/Participation: 20%

Exercises: 30%

Tests: 50%

GRADING SCALE:

A	93 - 100	C	73 – 76
A-	90 – 92	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	63 – 66
B-	80 – 82	D-	60 – 62
C+	77 – 79	F	0 – 59

COURSE SCHEDULE:

Topics to be covered include:

1. Basic documentation development and assembly: Word processing
2. Basic documentation development and assembly: Spreadsheets
3. Internal and External Communication: Email, Cell Phones

4. Office Management and Time Keeping
5. Case Management: Databases and Docket Control
6. Electronic Discovery
7. Litigation Support Software
8. Internet Research
9. The Electronic Courthouse - E-filing, Correspondence, and Advanced Documentation Development
10. Presentations and Graphics

COPYRIGHT STATEMENT:

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the *Technology, Education, And Copyright Harmonization* (TEACH) Act (refer to the 3/7/2001 TEACH Act at www.copyright.gov/legislation/archive/).

SEXUAL HARRASSMENT POLICY:

It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form. http://registrar.fsu.edu/bulletin/grad/info/university_notices.htm

SCHOOL OF INFORMATION HARDWARE AND SOFTWARE REQUIREMENTS:

A list of all hardware and software requirements for students participating in the School of Information courses can be found at the following location:
<http://ischool.cci.fsu.edu/academics/online/requirements/>

STUDENT ELIGIBILITY FOR AN INCOMPLETE GRADE:

Incomplete (“I”) grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).

University Attendance Policy:

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy:

The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at

Florida State University.” (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.)

Americans With Disabilities Act:

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

sdrc@admin.fsu.edu

<http://www.disabilitycenter.fsu.edu/>

Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Syllabus Change Policy

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."