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| **COURSE INFORMATON**  |
| **Course Title** | *Code* | *Semester* | *L+P Hour* | *Credits* | *ECTS* |
| Legal Terminology I | LAW 131 | 1 | 4+0 | 4 | 5 |

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| **Prerequisites** | - |

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| **Language of Instruction** | English |
| **Course Level** | Undergraduate |
| **Course Type** | Compulsory |
| **Course Coordinator** | C. Mengü Acun |
| **Instructors** |  |
| **Assistants** | - |
| **Goals** | The focus of the class is on use of the English language in legal situations. The class deals with both spoken and written English, including: Emphasis on writing and analytical skills Builds on legal drafting and legal terminology Writing assignments throughout the semester Assignments like motions, interrogatories, basics of contract construction, business letters |
| **Content** | Students will be asked to read, comprehend, and apply English, and American common law cases. They will also be given contracts to analyze, and correct. Students will also be asked to draft interrogatories, and motions, to familiarize themselves with the pre-trial process. |
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| **Learning Outcomes**  | **Program Learning Outcomes** | **Teaching Methods**  | **Assessment Methods**  |
| Being able to use English skills and knowledge needed to work at a top law firm, and being able to understand needs and demands of lawyers and clients with common law background. | 1,3,4,5,6,7,8,10 | 1,2,3 | A,B |
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| **Teaching Methods:**  | 1: Lecture, 2: Question-Answer, 3: Discussion, 4: Case study / practical course  |
| **Assessment Methods:**  | A: Testing, B: Presentation C: Homework |
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| **COURSE CONTENT** |
| **Week** | **Topics** | **Study Materials** |
| 1 | IntroductionsStructure of the Court system |  |
| 2 | Parties to a case |  |
| 3 | Business Correspondence And professional communication |  |
| 4 | Hyphothetical intra-office communications |  |
| 5 | Hyphothetical writing skills |  |
| 6 | Formatting a predictive memo |  |
| 7 | MID-TERM EXAMINATION |  |
| 8 | Pretrial litigation |  |
| 9 | Discovery |  |
| 10 | Motions |  |
| 11 | Interrogatories continued |  |
| 12 | Finalize interrogatories |  |
| 13 | Basics of contract drafting |  |
| 14 | Contract negotiation |  |

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| **RECOMMENDED SOURCES** |
| **Textbook** | Legal Writing and Analysis, 2nd editionLinda H. Edwards |
| **Additional Resources** | Selected cases and contract excerpts |

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| **MATERIAL SHARING** |
| **Documents** |  |
| **Assignments** |  |
| **Exams** |  |

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| **ASSESSMENT** |
| **IN-TERM STUDIES** | **NUMBER** | **PERCENTAGE** |
| Mid-terms | 1 | 100 |
| **Total** |   | **100** |
| **CONTRIBUTION OF FINAL EXAMINATION TO OVERALL GRADE** |   | 60 |
| **CONTRIBUTION OF IN-TERM STUDIES TO OVERALL GRADE** |   | 40 |
| **Total** |   | **100** |

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| **COURSE CATEGORY** | Expertise/Field Courses |

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| **COURSE'S CONTRIBUTION TO PROGRAM** |
| No | Program Learning Outcomes | Contribution |
| 1 | 2 | 3 | 4 | 5 |  |
| 1 | Ability to comprehend, solve, and to attain analytical and critical thought processes |  |  |  | X |  |  |
| 2 | Within the ambit of lifelong learning, to direct continuous renewal and cultivation of knowledge attained in the field of law |  |  |  | X |  |  |
| 3 | To master legal resources and legal precedents; to be able to conduct comparative legal analyses in national and international legal arenas |  |  | X |  |  |  |
| 4 | To improve settlement options; to implement creative and innovative solutions |  | X |  |  |  |  |
| 5 | To be equippet with comprehensive and comparative knowledge gained through the study of law, enabling the transfer of this knowledge into the social and economic fields. To attain analytical thinking between cross disciplines |  |  | X |  |  |  |
| 6 | To attain the ability to comprehend and solve legal problems pertaining to global economy |  |  | x |  |  |  |
| 7 | To obtain knowledge of current legal subjects, through the aid of the English language |  |  |  |  | X |  |
| 8 | To be able to utilize proficiency at an intermediate level foreign language |  |  |  | X |  |  |
| 9 | To attain professional and scientific ethical tenants in the field of law, as well as in society at large |  |  | X |  |  |  |
| 10 | To attain the ability to write, speak and listen effectively, in the field of law |  |  | X |  |  |  |
| 11 | To be open-minded, to be tolerant of different ideas, to be constructive, to have self-confidence, and to be responsible both during individual studies and/or during team studies. To work effectively and efficiently |  | x |  |  |  |  |

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| **ECTS ALLOCATED BASED ON STUDENT WORKLOAD BY THE COURSE DESCRIPTION** |
| Activities | Quantity | Duration(Hour) | TotalWorkload(Hour) |
| Course Duration  | 14 | 4 | 56 |
| Hours for off-the-classroom study (Pre-study, practice) | 14 |  5 | 70 |
| Mid-terms | 1 | 2 | 2 |
| Final examination | 1 | 2 | 2 |
| **Total Work Load** |  |  | 130 |
| **Total Work Load / 25 (h)** |   |  | 5,2 |
| **ECTS Credit of the Course** |  |  | 5 |