CAPILANO UNIVERSITY

COURSE OUTLINE			
TERM: Fall 2019		**COURSE NO: LAW 423**	
INSTRUCTOR:		**COURSE TITLE:** E-Discovery	
OFFICE: LOCAL: **E-MAIL:** @capilanou.ca		**SECTION NO(S):**	**CREDITS:** 3.0
OFFICE HOURS:			
COURSE WEBSITE:			

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT
Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. This course may also be offered via mixed mode or online.

COURSE PREREQUISITES
LAW 101, LAW 110, LAW 210, and LAW 220

CALENDAR DESCRIPTION
This course will look at the document discovery process as it relates to document preservation, collection, review, and production with a particular focus on electronic discovery tools. Students will be provided with access to a working database of documents that is set up for a mock client. The database that students will use contains thousands of documents. Based on the mock client's needs, students will learn how to build, manipulate, support and maintain the database. Students will gain the ability to understand and use e-discovery tools that are necessary in the legal industry, particularly with respect to litigation.

REQUIRED TEXTS AND/OR RESOURCES
Voucher card

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:
- Answer questions on e-discovery matters in writing in a clear, concise manner.
- Analyze weekly review questions in small groups and then present their analyses.
- Assess and practically address E-Discovery issues conclusions/recommendations on Moodle.
- Through a series of in-class activities and testing, demonstrate an understanding of:
  - the Electronic Discovery Reference Model and The Sedona Principles;
  - the process and importance of document collection, document spoliation and the ever-increasing sources of electronic documents.
- Conduct searches and database modifications based on mock client e-discovery needs.

- Work in groups to:
  - determine and prepare the most appropriate e-discovery layouts based on a mock database;
  - research, analyze, interpret and share information relating to e-discovery
- Discuss the role of E-Discovery in today's legal system

COURSE CONTENT

WEEKLY COURSE CONTENT	
WEEK	**CONTENT**
1	**INTRODUCTION TO E-DISCOVERY** The Electronic Discovery Reference Model and the Sedona Principles
2	**DOCUMENT DISCOVERY REQUIREMENTS, SOURCES OF ESI & CONSIDERATION OF CLIENT CUSTODIANS** The rules of document discovery and potential sources of electronically stored information
3	**INTRODUCTION TO E-DISCOVERY SOFTWARE** Electronic databases (using a mock database)
4	**METADATA AND CODING** The importance of metadata and coding – students will be given the opportunity to code documents in the mock database
5	**E-DISCOVERY SEARCHING** The different searching techniques in an electronic database (keyword, dt searching and logic groups) – students will also learn how to prepare saved searches
6	**DATABASE LAYOUTS & FIELDS** The importance of database layouts and fields – students will be given the opportunity to develop and create their own layouts and fields in a mock database
7	**MID-TERM EXAM**
8	**DOCUMENT REVIEW** Document review techniques using e-discovery tools – students will also discuss and review Document Agreements with opposing counsel
9	**TALLIES & LOGS** The importance of tallies and logs in e-discovery productions – students will be asked to prepare tallies and logs based on saved searches in the mock database
10	**E-DISCOVERY TOOLS, TIPS & TRICKS** The different e-discovery tools available in the mock database: redacting, highlighting, stamping, imaging, conditions, bulk coding, global replaces – students will also learn various database tips and tricks

WEEKLY COURSE CONTENT	
WEEK	**CONTENT**
11	**EXPERTS, CLIENTS AND DATABASES** Database settings: preparing client views, expert views and various permission settings
12	**DOCUMENT PRODUCTION** Preparing final electronic productions using e-discovery tools
13	**CASEMAP/FACT MANAGER** The importance of case chronologies in conjunction with documentary evidence
14 & 15	**FINAL EXAM**

EVALUATION PROFILE

Database Layout design Assignment	20%
Database Saved Searches Assignment	20%
Class Activities	10%
Mid-Term Exam	25%
Final Exam	25%
TOTAL	**100%**

Electronic Database Assignments

This course will include 2 assignments that require students to evaluate a mock client and determine proper database set-up and complex saved searches.

Case Scenarios

Students will be asked to manage a mock client's documents in an electronic format and develop and maintain the database based on the mock client's needs.

Class Activities

Throughout the semester, students will be assigned in-class activities that must be completed during class time. Class attendance is mandatory for all of these activities.

Mid-Term and Final Exams

There will be a mid-term exam in Week 7 covering Weeks 1 – 6 and a final exam covering Weeks 8 – 13. The format of the exams will be determined by the instructor and may include a combination of true/false, multiple choice, matching, short answer, and database questions. The final exam will be scheduled at a date to be determined by the Registrar's Office. Please plan to be available to write the final exam at any point during the final exam period.

GRADING PROFILE

A+	=	90-100	B+	=	77-79	C+	=	67-69	D	=	50-59
A	=	85-89	B	=	73-76	C	=	63-66	F	=	0-49
A-	=	80-84	B-	=	70-72	C-	=	60-62			

Incomplete Grades
Grades of Incomplete "I" will not be assigned in this course.

Late Assignments
Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance
Students are expected to attend all classes and associated activities.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class for note-taking and in-class activities or assignments only.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-life/

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.