

**COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES
COURSE SYLLABUS**

FACULTY MEMBER:

TERM:

COURSE TITLE: ELECTRONIC DISCOVERY

CRN:

COURSE NUMBER: LES331

FACULTY CONTACT INFORMATION:

Technical requirements that may be required to utilize technology in this course:

- A headset or microphone
- A webcam
- Course Software/Hardware may be required (check with Instructor)

Textbook(s):

Electronic Discovery and Digital Evidence in a Nutshell (Nutshells) 2nd Edition
by Shira Scheindlin (Author), SEDONA CONFERENCE (Author)

[DISCO for Schools Ediscovery Database](#)

Additional reading materials provided in the modules

Pre-Requisites: ENG 122

COURSE DESCRIPTION:

This course looks at the structure and scope of system and records regulation in various industries, the process of discovery within the legal system and its likely impact on a systems administrator. Topics include: technologies for handling electronic discovery, computer forensics, identifying media types, and best practices for data collection.

MAJOR INSTRUCTIONAL GOALS and LEARNING OBJECTIVES:

GOAL A: The student will know how to assess electronic discovery requirements for litigation.

Learning Outcomes: The student will:

- A-1 explain the concepts of data preservation and spoliation
- A-2 assess and document the sources of ESI and potential custodians

- A-3 prepare a proposal to collect the data in a forensically sound manner
- A-4 define specifications for data delivery formats
- A-5 explain the procedures for the review and production of discoverable evidence

GOAL B: The student will understand each step of the electronic discovery workflow. The student will identify the tools necessary to complete each phase.

Learning Outcomes: The student will:

- B-1 explain each phase of the electronic discovery workflow
- B-2 list and explain each step of the EDD conversion process
- B-3 create and apply a template for an electronic document review and production

GOAL C: The student will know how to follow the law of discovery for electronic evidence.

Learning Outcomes: The student will:

- C-1 explain and apply the Federal Rules of Civil Procedure as it relates to ESI
- C-2 explain and apply the recent amendments to the Federal Rules of Civil Procedure
- C-3 explain and apply the Federal Rules of Evidence

TEACHING METHODOLOGY:

A. Teaching Methods:

This course will contain a mix of discussions, writing assignments, and a hands-on interaction with a discovery database. The activities are designed to generate thought, enhance problem-solving, improve communications skill, and a practical understanding of the topics.

Participation in the discussions are necessary to foster student interaction and to provide different perspectives. Therefore, it is important to submit your initial post on time to allow for maximum interaction and discussion. They are also the basis of attendance tracking. Showing up for the discussions are the same as showing up for a face-to-face class.

Questions are encouraged. Many of the topics discussed are subjective, rather than a single correct answer. Developing a thought process and critical examination of what is provided, is extremely important. Finally, student feedback from the end of course survey will be used to enhance instructional techniques.

B. Evaluation Procedure and Grading Policy:

Assignment/Category

If late work is accepted, the following minimum penalties will apply. Additional penalties may be assessed under certain circumstances.

Assignment value	1 day late*(After midnight the date it is due) (if accepted)	2-7 days late* (if accepted)	8-14 days** (if accepted)	15+ days** (if accepted)
100 points	-5	-10	-25	-50
50 points	-2	-5	-10	-25
20 points	-1	-2	-5	-10

***All late work is subject to approval by the instructor and may be rejected.** For coursework to be useful, it must be done on time and in sequence. Late work is not guaranteed to be graded.

****No late work will be accepted once it more than 7 days late without a specific exemption by the instructor for extenuating, documented circumstances. If accepted, submissions are subject up to a 50% reduction. Penalties may be waived for military deployment, a valid extended medical event, or a University approved extension.**

Academic

