

**COURSE DATA****Data Subject**

<b>Code</b>	35205
<b>Name</b>	Basic technical and legal skills
<b>Cycle</b>	Grade
<b>ECTS Credits</b>	6.0
<b>Academic year</b>	2021 - 2022

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
1303 - Degree in Law	Faculty of Law	1	First term
1921 - D.D. in Business Management Administration-Law	Doubles Studies Faculty of Law - Faculty of Economics	1	First term
1922 - D.D. in Law-Political and Public Administration Sciences	Faculty of Law	1	First term
1923 - D.D. in Law-Criminology	Faculty of Law	1	First term
1930 - D.D. in Law-Political and Public Adminis. Sciences 2021	Faculty of Law	1	First term

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
1303 - Degree in Law	8 - Basic legal techniques and skills	Basic Training
1921 - D.D. in Business Management Administration-Law	2 - Year 1 optional subjects	Optional
1922 - D.D. in Law-Political and Public Administration Sciences	2 - Core subjects	Optional
1923 - D.D. in Law-Criminology	2 - Core subjects	Optional
1930 - D.D. in Law-Political and Public Adminis. Sciences 2021	2 - Asignaturas de formación básica	Optional

**SUMMARY**



Legal skills is a basic subject of first year with a load of 6 ECTS (European Credit Transfer System).

The course aims to introduce students to university life from a legal point of view. It provides tools that can help to study Law and to work with the Law. The subject is an approach or introduction to legal methods and the fundamental legal skills that can be developed in the years of Degree and Post-graduate studies and that will be used in the professional or academic life.

Description of content: Basic Features of the degree. Management of information: bibliographic databases. Reading skills, comprehension, written and oral communication. Writing memos.

## PREVIOUS KNOWLEDGE

### Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

### Other requirements

## OUTCOMES

### 1303 - Degree in Law

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- Capacidad para exponer oralmente los resultados de un estudio o investigación jurídica.
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- Capacidad para aprender y manejar las técnicas básicas de estudio y de investigación universitaria.

## LEARNING OUTCOMES

- 1. Ability to know, distinguish and use sources of legal information.
- 2. Ability to orally present the results of a study or legal research.
- 3. Ability to prepare essays and reports in several legal disciplines.



- 4. Ability to learn and use basic study skills and research

## DESCRIPTION OF CONTENTS

### 1. Introduction: Learn to learn Law

- 1.1. Lawyer training: Features of the Law Degree in the University of Valencia.
- 1.2. The Faculty of Law and the University of Valencia
- 1.3. Introduction to Aula Virtual: e-learning management platform in the University of Valencia
- 1.4. Communication Resources: mail, web and other technology and audiovisual resources of the University of Valencia
- 1.5. Infotmation resources for learning and researching: introduction to the University of Valencia Library

### 2. Legal career

- 2.1 Occupations related to the degree of law
- 2.2 The Profession of Jurist in Common Law systems

### 3. Legal analysis: Understanding the Law

- 3.1. Introduction to legal terminology
- 3.2. Introduction to the Legal System parts
- 3.3. Selection of sources of legal information
  - 3.3.1. Introduction
  - 3.3.2. Where do we find the rules?
  - 3.3.3. Where do we find the jurisprudence?
- 3.4. Understanding legal information sources
  - 3.4.1. How are the rules?
  - 3.4.2. How are the sentences? How are the rules applied?
- 3.5. Law as process. Introduction to the Administration of justice and jurisdictions. How does the Administration of justice work?
- 3.6. Public and private documents
- 3.7. Reading, comprehension, interpretation and structure of legal information sources (rules, jurisprudence, and doctrine)

### 4. Legal Research and writting skills

- 4.1. Writing an academic essay (introduction)
- 4.2. Writing an academic Legal essay

**5. Oral skills**

5.1 Basic Issues

5.2 Introduction to speech

**WORKLOAD**

ACTIVITY	Hours	% To be attended
Theoretical and practical classes	60,00	100
Study and independent work	60,00	0
Preparation of practical classes and problem	30,00	0
<b>TOTAL</b>	<b>150,00</b>	

**TEACHING METHODOLOGY**

In the class sessions will be held dynamics of active learning that will promote the acquisition of competences, abilities and skills.

**EVALUATION**

It is established the following system for assessment:

- 70% Continuous evaluation: The qualification will be obtained from a sufficient number of tests and activities that cover all the content of the subject:  
knowledge of the university institution and of the degree (which, among other activities, includes a visit to the Nau);  
knowledge of the profession of jurist and his professional career (including visits to the City of Justice and a conference on the Water Tribunal);  
search and understanding of documentary and legal research sources (bibliography, standards, judgments, follow-up of the Level I Information Competencies course);  
realization of a research project, and an academic work. Including an oral presentation of the same, after attending an oratory workshop.
- 30% Final exercise on the contents of the subject. There will be a theoretical-practical examination about the contents of the teaching guide: search and appointment of bibliography, search and appointment of judgments and norms

To mediate the continuous evaluation and the final test it is required to obtain a minimum grade of 4 in each of them.

In case of suspending the subject, the continuous evaluation note of those activities that have been passed will be saved, although the student must recover those tasks and exercises that the teacher deems appropriate for not having been passed during the course.

If a student does not show up for the 1st call, they should contact the professor with enough time, in order



to schedule a work plan to supply the continuous evaluation. Thus, in addition to the exam, you will have to carry out the work plan that is indicated by the teachers of your group. This work plan will serve to evaluate those practical activities that are determined as recoverable by the subject's teachers. In case of not complying with this requirement, the student will not be able to reach the minimum grade to pass the module and will not be able to take the 2nd call examination. Consequently, it will be necessary that you personally contact the beginning of the second semester with your teacher to design this work plan. The part of the evaluation corresponding to attendance and active participation of the student in the classroom will not be recoverable in the second call.

In the event that a student, for justified reasons and accredited to his teacher, can not attend the continuous assessment, at the beginning of the course, or when exceptional circumstances occur, he must personally contact his professor to design said plan of work. In this case, the part of the evaluation corresponding to attendance and active participation of the student in the classroom will not be recoverable.

The copy of another student's work or the plagiarism of sources of information will suppose an automatic suspense in the subject

## REFERENCES

### Basic

- ALTÉS TÁRREGA, J. A. (Edit.) y otros (2013), Técnicas y Habilidades Jurídicas Básicas, Valencia: Tirant lo Blanch.
- <http://www.uv.es/legalskills>

### Additional

- ANDER-EGG, E.; AGUILAR, M. J. (1994). Cómo aprender a hablar en público, Buenos Aires: Magisterio
- BALLEATO PRIETO, G. (2008). Hablar en público: arte y técnica de la oratoria, Madrid: Pirámide.
- CAPDEVILA GÓMEZ, A. (2004). El discurso persuasivo. La estructura retórica de los spots electorales en televisión, Valencia: Servicio de Publicaciones de la Universitat de València
- DE LANUZA TORRES, J. J.; LILLO CAMPOS, F. J. (2011). Interrogatorio. Tecnología de la comunicación en el ámbito jurídico, Madrid: Difusión Jurídica.
- DEMORY, B. (1999). Convencer con la palabra: el arte de persuadir, Barcelona: Granica.
- FERNÁNDEZ-FÍGAREZ MORALES, M. J. (2012). Estrategia de litigación eficaz. Táctica, argumentación y oratoria para juicios, Valencia: Tirant Lo Blanch.
- GINGRAS, F.-P. (1998), Writing and Style Guide for University Papers and Assignments, Ottawa: School of Political Studies, Faculty of Social Sciences, (updated 2010). Disponible en <http://socialsciences.uottawa.ca/undergraduate/writing-style-guide>





- HERNÁNDEZ GUERRERO, J. A. y GARCÍA TEJERA, M. C. (2004). El arte de hablar: manual de retórica práctica y de oratoria moderna, Barcelona: Ariel
- HOFF, R. (1999). Puedo verlo desnudo. Las presentaciones en público despojadas de temor, Barcelona: Granica
- LÓPEZ, A. y DE SANTIAGO, J. (2000). Retórica y comunicación política, Madrid: Alianza
- MARÍN PÉREZ, A. (2007). Hablar en público y comunicarse correctamente, Madrid: Libsa.
- MERAYO, A. (1998). Curso práctico de técnicas de comunicación oral, Madrid: Tecnos.
- MORALES, C. (2001). Guía para hablar en público, Madrid: Alianza.
- OBARRIO MORENO, J. A. (2013), Expresión oral y proceso de aprendizaje, Dykinson.
- OBARRIO MORENO, J. A.; PIQUER MARÍ, J. M. (2012). Curso para la argumentación histórico-jurídica, Valencia: PUV.
- ORTEGA CARMONA, A. (2008). Retórica y Derecho. Tareas del abogado, Salamanca: Servicio de Publicaciones de la Universidad Pontificia de Salamanca.
- RUBIO, J. y PUIGPELAT, F. (2010). Com parlar bé en públic, Barcelona: La Butxaca.
- SÁNCHEZ PRIETO, G. (2007). Educar en la palabra: manual de técnicas de debate, oratoria y argumentación, Madrid: Fundación Universitaria Española.
- TALAVERA FERNÁNDEZ, P. A. (2008). Introducción a la oratoria, Valencia: Repro-Expres.
- VALLEJO-NÁJERA, J. A. (1990). Aprender a hablar en público hoy: la oratoria eficaz, Barcelona: Planeta.
- WEBB, J. et altri (2007), Lawyers skills, Oxford: OUP.

## **ADDENDUM COVID-19**

**This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council**

### **HYBRID TEACHING**

If the academic authority determines it, this subject will be adapted to the hybrid teaching model established by the Faculty of Law, through which face-to-face theoretical-practical classes will be taught in discontinuous weeks for the student. To this end, the Secretary of the Faculty will divide the group into as many subgroups as necessary, teaching in the classroom, at the time established for the subject, to one of the subgroups each week in accordance with the calendar established by the Faculty, providing for the others, as a priority, follow-up of the class through synchronous VIDEO CONFERENCE. The contents, volume of work and evaluation are maintained in the terms initially foreseen in the academic guide.

### **NON-PRESENTIAL TEACHING**



If the academic authority establishes the change in non-classroom teaching, this subject will be taught to all students under the same conditions as those indicated for the non-classroom teaching part of the hybrid system. The contents, volume of work and evaluation are maintained in the terms initially foreseen in the academic guide.

