

WRC: Practice-based Legal Writing
Course 5397
Section 25906
1:00-2:30 Tuesday/Thursday (room TBA)
Professor Tobi Tabor
University of Houston Law Center
15E BLB

Office Hours: (1) Monday: 1:00-2:30; Thursday: 10:45-12:15 (3) or by appointment

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FALL 2014

COURSE SYLLABUS

Date	Topic	Class Preparation
Week 1 Aug. 26	Fundamentals of Writing	Due for discussion & to hand in: 1 st day assignment
Aug. 28	Fundamentals of Writing —Hand out closed research analysis (ungraded)	
Week 2 Sept. 2	Writing Principles	
Sept. 4	Writing Principles	
Week 3 Sept. 9	Persuasive writing	Due at beginning of class: closed research analysis (ungraded/to be returned with written feedback). <u>You will need an exam number for every assignment you hand in after this one.</u>
Sept. 11	Legal Analysis/Argument (Persuasive writing): Pre-trial motions, response	
Week 4 Sept. 16	Legal Analysis/Argument: Themes, organization, point headings, opposing arguments	Return ungraded closed research analysis assignment with written feedback for consideration. Students are encouraged to bring your closed research analysis assignment in with any questions. Bring Bluebook & Greenbook. Due at beginning of class: revised ungraded closed research analysis assignment.
Sept. 18	Citation review	
Week 5 Sept. 23	Litigation Strategies: Drafting Pre-trial documents	
Sept. 25	Litigation Strategies: Drafting Pre-trial documents —Hand out graded Closed Research legal analysis (persuasive) (20%)	

<p>Week 6 Sept. 30</p> <p>Oct. 2</p>	<p>Litigation Strategies: Engagement and Demand Letters. Bring your laptop</p> <p>Litigation Strategies: write short: written communication with client, including memo to file, email communication, etc.</p>	
<p>Week 7 Oct. 7</p> <p>Oct. 9</p>	<p>Litigation Strategies: written communication with/for client</p> <p>Parallels/distinctions between persuasive and objective writing</p>	<p>Due by 1:00 p.m., Tuesday, Oct. 7, in LSS Office or at beginning of class: Closed Research legal analysis (persuasive) (20%). You must turn in a hard copy that has your exam number on it, not your name. Or you may email to Rose Verde.</p>
<p>Week 8 Oct. 14</p> <p>Oct. 16</p>	<p>Litigation Strategies: Mediation Strategies & Mediation Statement</p> <p>Litigation Strategies: Negotiation, Mediation Strategies, & Mediation Statement — Hand out assignment for graded Mediation Statement (10%) & related Client correspondence (15%).</p>	
<p>Week 9 Oct. 21</p> <p>Oct. 23</p>	<p>Ethics & Professionalism in Communication Communications with court, Opposing Counsel</p> <p>Editing/Proofreading</p>	<p>Due by 4:00 p.m., Wednesday, Oct. 22, in LSS Office: revised Closed Research legal analysis (persuasive) (10%). You must turn in a hard copy that has your exam number on it, not your name. Or you may email to Rose Verde.</p>
<p>Week 10 Oct. 28</p> <p>Oct. 30</p>	<p><u>No scheduled Practice-based legal writing class October 28 & 30-</u>Conferences to receive oral feedback on graded Mediation Statement & related client correspondence—by appointment October 29-30.</p>	<p>Due by 4:00 p.m., Monday, Oct. 27 in LSS Office: graded Mediation Statement (15%) & related Client correspondence (15%). Turn in hard copies with your exam number on them, not your name. Or you may email both to Rose Verde.</p>
<p><u>Week 11</u> <u>Please vote</u> Nov. 4</p> <p>Nov. 6</p>	<p>Rule-making Strategies: Contract/Policy Drafting — Hand out assignment for graded contract/policy (20%)</p> <p><u>No scheduled Practice-based legal writing class on Nov. 6.</u> You are encouraged to bring your graded contract/policy assignment in with any questions as you begin writing. By appointment on November 5 or 6.</p>	

Week 12 Nov. 11 Nov. 13	Rule-making Strategies: Contract/Policy Drafting Communicating in an electronic world Bring your laptop.	
Week 13 Nov. 18 Nov. 20	Communicating in an electronic world Bring your laptop. Review and wrap-up: legal writing principles.	Due by 4:00 p.m., Friday, Nov. 21 in LSS Office: graded contract/policy (20%). Turn in a hard copy with exam number on it, not your name. Or you may email it to Rose Verde.
Week 14 Nov. 24 & 25	Appointments available for pre-revision conferences on last writing assignment. Thanksgiving holiday Nov. 26-29; <u>No scheduled Practice-based legal writing class this week.</u>	
Week 15 Mon., Dec. 1	Last class day of the semester <u>No Practice-based legal writing class this week.</u>	Due by 4:00 p.m., Mon., Dec. 1 in LSS Office: revised graded contract/policy (10%). Turn in a hard copy with exam number on it, not your name. Or you may email it to Rose Verde.

*** The syllabus may be modified as needed to achieve the course objectives***

The final grade for this semester of Practice-based Legal Writing comprises the following:

1. Class Participation and preparation grade (10%) (includes, but not limited to, active participation in class, promptness and attendance, completion of ungraded and in-class assignments);
2. Closed Research legal analysis (persuasive) (20%);
3. Revised Closed Research legal analysis (persuasive) (10%);
4. Client correspondence (15%);
5. Mediation Statement (15%);
6. Contract/Policy provisions (20%); and
7. Revised Contract/Policy provisions (10%).

The following due dates from the syllabus apply for graded assignments in Practice-based Legal Writing:

<u>Graded Assignment</u>	<u>Due Date & Time</u>
Closed Research legal analysis	Tuesday, Oct. 7, 1:00 p.m.
Revised Closed Research analysis	Wednesday, Oct. 22, 4:00 p.m.
Client correspondence	Monday, Oct. 27, 4:00 p.m.
Mediation Statement	Monday, Oct. 27, 4:00 p.m.
Contract/Policy provisions	Friday, Nov. 21, 4:00 p.m.
Revised Contract/Policy	Monday, Dec. 1, 4:00 p.m.