Fall 2015 Course Information

Course Objectives

Lawyering Skills and Strategies I will focus on an introduction to the American legal system and the skills and strategic planning lawyers must possess to succeed within it. The curriculum will be problem-based, using fact-pattern simulations to enable students to develop essential lawyering skills such as legal research, analysis, and communication.

Class Attendance

In accordance with the Law Center attendance rules, you may miss no more than five scheduled classes or mandatory class activities. On your sixth absence, I will send you to the Associate Dean for Student Affairs for consideration of withdrawal from the Law Center. I reserve the right to count you absent if you are not in the classroom or other specified location ten minutes after the class has begun or if you are not prepared for class.

Quizzes and Ungraded Assignments

Quizzes:
From time to time during the semester and without prior warning, I may give quizzes to test your comprehension of the material. These quizzes may be in the form of written questions during class or an interactive quiz accessed on the computer.

Ungraded Assignments:
Throughout the semester I will assign a number of ungraded assignments that you must complete to my satisfaction. Any work that in my discretion does not reflect a good faith effort will have to be redone to an acceptable standard within a prescribed time; additionally, I may require a rewrite because the assignment needs further work. Many due dates are reflected in the class syllabus, and other due dates will be announced in class. All ungraded assignments must be turned in at the beginning of class on the due date, unless otherwise stated. You will receive no written feedback for any ungraded assignment turned in late. In addition, 10% of your final grade is class preparation and participation, which includes consideration of any ungraded assignment turned in late or not turned in.

First Day Assignment:
1. Pick up Supplementary Packet available in the Lawyering Skills and Strategies Office.
2. Review Course Information.
3. Please complete “About You” in the Supplementary Packet and bring to our first LSS class.
4. Read Tabs 1, 2 & 3 in the Supplementary Packet.
Grades

**Graded Assignments:** The following assignments will be graded and constitute the baseline for your course grade, subject to adjustments as identified in this Course Information sheet:

1. **Class participation and preparation grade (10%)**
2. **Client Email Letter Agreement -(20%) Due in class Thursday, September 24, 2015**
3. **Final Exam- (20%) Friday, November 13, 2015**
4. **Legal Memorandum – (50%) Due Monday, November 23, 2015, no later than 9:00 a.m. in the Lawyering Skills and Strategies Office**

If you are ill or are otherwise unable to turn in your paper on time, you may seek an accommodation only by notifying me by email or telephone on or before the due date & time. If by telephone, you must speak directly with me, 713-743-2208, or with the LSS secretary at 713-743-2756. If any of the graded assignments is more than fifteen minutes late and you have not received a prior extension from me, I may reduce your class grade by one letter grade level for the first hour (or part of the hour) that the assignment is late. For example, if your original class grade based on you three assignments and participation would have been an A- and you turned in the memorandum assignment three hours after the deadline, your class grade could be reduced to a B-. If any of the three assignments is turned in after 5:00 p.m. on the due date, I will not accept it, and your course grade will be an F. I will consider extensions for true emergencies only. Computer problems, including printer problems, do not constitute emergencies.

**Class Preparedness & Participation:**
If you do not submit an ungraded assignment, are unprepared for class or do not participate in class, I reserve the right to reduce your final course grade up to a maximum of 10%.

**Final Grade**
UHLC requirements that the average of grades in this LSS section be between 2.8 and 3.2. If your final grade this semester is an F, you will be required to repeat this course.

**Formatting Guidelines for Assignments**
Except for ICW and research exercises, all assignments that I require you to turn in must conform to these specifications:
1. Use Times New Roman 12-point type on white 8 ½ x 11 paper.
2. Double space each assignment and use one-inch margins on all sides.
3. Place page numbers in the bottom center of each page, beginning page numbering on page two.
4. Staple your papers together.
5. Conform to all other requirements stated in the assignment sheet for each assignment.

**Course Materials**
I will expect you to obtain the following textbooks and materials for use in this course:

- **Title:** Interactive Citation Workbook for The Bluebook A Uniform System of Citation  
  **Author:** Tracy L. McGaugh Norton, Christine Hunt  
  **Edition:** Latest Year: 2013 **ISBN:** 9780769864471 **Publisher:** Lexis /Nexis

- **Title:** Successful Legal Analysis and Writing: the Fundamentals  
  **Author:** Bradley G Clary and Pamela Lysaght  
  **Edition:** 3rd Year: 2010 or(newest) **ISBN:** 9780314908049 **Publisher:** Thomson Reuters

- **Title:** The Bluebook: A Uniform System of Citation  
  **Author:** N/A  
  **Edition:** 19th Year: 2010 **ISBN:** 9780615361161 **Publisher:** The Harvard Law Review
Interactive Citation Workbook for the Bluebook

On the due date specified for exercises in the Interactive Citation Workbook for The Bluebook (ICW) you must complete and submit a printed copy of the identified citation exercises: 1, 2, 3, 4, 5, 6, 7, 8, & 16. Be sure you do the exercises for The Bluebook Uniform System of Citation, not those for the ALWD citation manual, and submit a printed copy of the identified exercises.


Course Webpage. We will be using a course webpage maintained by The West Education Network (TWEN). The URL is http://lawschool.westlaw.com/twen/ and you need your Westlaw password to access the webpage. Sign on and enter your e-mail address as soon as possible. The password for our class TWEN page is YellowBrickRoad. I will post class materials and information on TWEN on a regular basis and notify you of the postings. You will be responsible for reading the postings. Supplemental materials are also posted on TWEN.

Core Grammar for Lawyers: You will not register for Core Grammar until the winter break. Some other LSS classes may register at different times. You will receive instructions on how to register, complete the pre-test and proceed with exercises later in this semester.

You will be required to attend electronic research training outside of class during the semester. Dates are listed on your Class Syllabus. Times TBA.

There may be a separate website associated with several of your textbooks. Please retain the web access card in the textbook for further reference.

Legal Writing Center

All UHLC students may obtain free individual tutoring at the Legal Writing Center, located in room 14D BLB, just next door to the LSS suite. Several outstanding third-year law students staff the Legal Writing Center. They will answer your questions on legal writing, research, and citation. They also will be able to help you with basic grammar skills, proper English usage, and sentence/paragraph construction. You may schedule appointments with the Writing Center tutors by calling 713-743-0759 or emailing C_LawLegalWritingCenter@central.uh.edu. Walk-ins are also welcome. Additionally, the Center will email “Writing Tips of the Week” to you. At my discretion, I may require a student to consult with the Legal Writing Center to get assistance on particular areas of weakness the student’s work reflects. If I require you to consult with the Writing Center and you fail to do so, that failure may be counted in your 10% participation grade.
The Honor Code applies to this class. You are responsible for complying with the Honor Code and for knowing its provisions. If you have questions about a certain activity, please ask me.

Computer Use and Other Disruptions

In accordance with the Law Center’s computer use policy, I prohibit computer use in class for anything other than completing activities I direct, taking notes, or accessing previous notes for my class, unless otherwise directed by me. Similarly, to avoid disrupting the class, unless I give you permission, please turn off your cell phone or beeper and avoid talking with your colleagues during class.