**Course Objectives**

This course provides an introduction to the U.S. legal system and the skills U.S. lawyers use in day-to-day practice: Identifying and analyzing legal issues; conducting legal research; and writing client documents. The curriculum is problem-based, using fact-pattern simulations based on real-world legal issues.

The curriculum will also include instruction in the case method study of law employed in the United States, including briefing a case and recitation; the importance of outlining as a method of exam preparation, and actual exam writing skills – especially if a majority of students are more familiar with an oral exam tradition.

**Class Attendance**

UHLC attendance policy dictates that you may miss no more than five scheduled classes. The Law Center considers mandatory outside-of-class activities as scheduled classes. On your sixth absence, I must refer you to Sondra Tennessee, the Associate Dean for Student Affairs, to discuss dismissal from the course. I reserve the right to count you as absent if you 1) are not in the classroom or other specified location at the time class is scheduled to begin, 2) are unprepared for class, or 3) fail to put forth a good faith effort on an in-class assignment.

**Office Hours and Contact Information**

- Tuesday – 12:00 p.m. to 1:00 p.m.
- Thursday – 10:30 a.m. to 12:30 p.m.
- Other times by appointment (or if my door is open, just come in)

My office is located in the LSS suite, office 15H, which is in the basement of BLB. If I am not in my office and you need to get in touch with me, please send me an e-mail at kbrem@central.uh.edu or call or text me on my cell at (713) 412-7681.

**Ungraded Assignments**

Throughout the semester I will assign a number of ungraded assignments that you must complete to my satisfaction. I will require that you redo any work within a prescribed period of time that, in my discretion, does not reflect a good faith effort. Moreover, I may require a rewrite of an assignment that in my discretion needs additional attention. Many due dates for assignments are reflected on the class syllabus; other due dates will be announced in class. And some assignments you will not need to turn in; we will discuss them in class. All ungraded assignments must be turned in and are due at the beginning of the class on the due date, unless I provide otherwise. I will not provide written feedback for any ungraded assignment turned in late.
Graded Assignment and Final Grades

Your LSS grade will be comprised of the following components:

1. Writing Exercise I (15%) – *first version due in class Friday, September 11, 2015, and rewrite due in class Tuesday, September 15, 2015.*
2. Writing Exercise II (30%) – *due in class Tuesday, October 6, 2015.*
3. Writing Exercise III (25%) – *due in class Friday, October 23, 2015.*
4. Final Exam (30%) – *in class Friday, October 30, 2015, with take-home portion due Monday, November 2, 2015, at 9 a.m.*

If you are ill or otherwise unable to turn in a graded assignment on time, you must notify me in writing prior to when the assignment is due to seek an accommodation. If your graded assignment is late, and you have not received a prior extension from me, I reserve the right to reduce your grade on the assignment by one grade level for the first hour (or part of the hour) the assignment is late. After the first hour, I will impose one additional grade reduction for each hour the assignment is late. For example, if you turn in your Memo two hours late, and in grading the merits of your Memo I determine your assignment was B quality work, then your grade on the Memo will be reduced by two grade levels – giving you a C+ on the assignment. **Most computer problems, printer problems, and routine illnesses do not constitute emergencies.**

Curve:

The Law Center mandates this course be graded on a 2.8 to 3.2 curve. Please see Student Services for complete details. **This course is graded anonymously.**

Formatting Guidelines for Ungraded and Graded Assignments

Except for ICW and Core Grammar for Lawyers exercises (which are completed online and submitted to me electronically), all assignments must conform to the following specifications (unless the assignment states otherwise):

1) Use Times New Roman **12-point type** on white 8 ½ x 11 paper.
2) **Double space** each assignment; use **one-inch margins** on all sides of every page; and fully **justify text**, aligning text to both the left and right margins of every page.
3) Page numbers should be placed on the **bottom center** of each page, with page numbering beginning on the **second page**.
4) The document must be compatible with Microsoft Word (not WordPerfect) or Adobe Acrobat.
5) Your name or exam number (exam numbers are used for graded assignments only) and section designation must appear on all assignments.

You will also need to conform to all supplemental formatting requirements stated on each individual assignment.

Course Textbooks

The following textbooks are mandatory for this course:

- Tracy L. McGaugh & Christine Hurt, *Interactive Citation Workbook for the Bluebook: A Uniform System of Citation* (15th ed. 2015)
- *The Bluebook: A Uniform System of Citation* (20th ed. 2015)
I will use a course website maintained by The West Education Network (TWEN). You may access TWEN by going to http://lawschool.westlaw.com/twen/. You will need your Westlaw password to access the website, which you will receive on the first class day.

After you register your Westlaw password, sign on to TWEN and add the webpage for this course to your list of courses. The course webpage is named “Foreign Scholars LLM Program - Lawyering Skills & Strategies.”

You will be held responsible for all material and messages posted by me on TWEN. Please register an email address that you check frequently, because I will send all class related e-mails to whatever e-mail address you register with TWEN.

All UHLC students may obtain free individual tutoring at the Legal Writing Center, located in BLB 14D, next door to the LSS suite. Several outstanding third-year law students staff the Writing Center and can assist you with basic grammar skills, proper English usage, and sentence and paragraph construction. The law students can also answer your questions on legal writing, research, and citation. However, you may not obtain assistance from the Writing Center on any graded writing assignment. To schedule an appointment, e-mail C_LawLegalWritingCenter@central.uh.edu or call 713-743-0759. Walk-ins are also welcome. Additionally, the Center will send you a weekly e-mail containing “Writing Tips of the Week.”

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.

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