

WRC: Practice-based Legal Writing
Course 7397
Section 22569
6:00-7:30 Tuesday/Thursday (room TBA)
Professor Tobi Tabor
University of Houston Law Center
15E BLB

Office Hours: (1) Tuesday: 4:00-5:45; Thursday: 4:00-5:45 (3) or by appointment
713-743-2068 ttabor@central.uh.edu

SPRING 2015
COURSE SYLLABUS

Date	Topic	Class Preparation
Week 1 Class 1: January 20	Fundamentals of Writing	Due for discussion & to hand in: 1 st day assignment
Class 2: January 22	Fundamentals of Writing —Hand out closed research analysis (ungraded)	
Week 2 Class 3: January 27	Writing Principles	
Class 4: January 29	Writing Principles	
Week 3 Class 5: February 3	Persuasive writing	Due at beginning of class: closed research analysis (ungraded/to be returned with written feedback). As this assignment is not graded, you may submit it with your name. <u>You will need an exam number for every assignment you hand in after this one.</u>
Class 6: February 3	Legal Analysis/Argument (Persuasive writing): Pre-trial motions, response	
Week 4 Class 7: Feb. 10	Legal Analysis/Argument: Themes, organization, point headings, opposing arguments —Return reviewed ungraded closed research assignment for rewrite	Bring Bluebook & Greenbook. Due at beginning of class: revised ungraded closed research analysis assignment; <u>please return your original with the rewrite.</u>
Class 8: Feb. 12	Citation review	
Week 5 Class 9: Feb. 17	Litigation Strategies: Drafting Effective Pre-trial documents	
Class 10: Feb. 19	Parallels/distinctions between persuasive and objective writing —Hand out assignment for graded Closed Research legal analysis (persuasive) (20%)	

<p>Week 6 Class 11: Feb. 24</p> <p>Class 12: Feb. 26</p>	<p>Litigation Strategies: written communication with/for client</p> <p>Ethics & Professionalism in Communication Communications with court, Opposing Counsel</p>	
<p>Week 7 Class 13: March 3</p> <p>Class 14: March 5</p>	<p>Litigation Strategies: Engagement and Demand Letters. Bring your laptop.</p> <p>Litigation Strategies: Mediation Strategies & Mediation Statement</p>	<p>Due by 6:00 p.m., Tuesday, March 3, by email to rverde@central.uh.edu: Closed Research legal analysis (persuasive) (20%). Use your exam number, not your name. Rose Verde will give it to me with only your exam number on it.</p>
<p>Monday March 9</p>	<p>I will return your Closed Research paper with written feedback. You will have an opportunity to review the feedback before you make an appointment for a conference to discuss the paper.</p>	
<p>Week 8 Class 15: March 10</p> <p>Class 16: March 12</p>	<p><u>No scheduled Practice-based legal writing class on March 10.</u> Opportunity for Conference on Closed Research legal analysis (persuasive) (20%). By appointment on March 10 or 11, or at your convenience. Conference schedule will be provided for sign-up.</p> <p>Litigation Strategies: Mediation Strategies & Mediation Statement — Hand out assignment for graded Mediation Statement (15%) & Client correspondence (15%).</p>	
<p>Friday March 13</p>		<p>Due by 6:00 p.m., Friday, March 13, by email to rverde@central.uh.edu: <u>revised</u> Closed Research legal analysis (10%). Use your exam number, not your name. Rose Verde will give it to me with only your exam number on it.</p>
<p>Week 9 Spring Break: March 16-21</p>		
<p>Week 10 Class 17: March 24</p> <p>Class 18: March 26</p>	<p>Litigation Strategies: Negotiation, Mediation Strategies, & Mediation Statement</p> <p>Litigation Strategies: write short— written communication with client, including memo to file, email communication, etc.</p>	<p>Due by 6:00 p.m., Friday, March 27 by email to rverde@central.uh.edu: graded Mediation Statement (15%) & related Client correspondence (15%). Use your exam number, not your name. Rose Verde will give assignment to me with only your exam number.</p>

Week 11 Class 19: March 31 Class 20: April 2	Communicating in an electronic world Bring your laptop. Communicating in an electronic world Bring your laptop. —return Mediation Statement and related Client Letter with written feedback; no rewrite.	
Week 12 Class 21: April 7 Class 22: April 9	Rule-making Strategies: Contract/Policy Drafting Rule-making Strategies: Contract/Policy Drafting — Hand out assignment for graded contract/policy (20%)	
Week 13 Class 23: April 14 Class 24: April 16	<u>No scheduled Practice-based legal writing class on April 14 or 16.</u> You are encouraged to bring your graded contract/policy assignment in with any questions as you begin writing. By appointment on April 14, 15, or 16, or at your convenience. Conference schedule will be provided for sign-up.	
Week 14 Class 25: April 21 Class 26: April 23	Rule-making Strategies: Contract/Policy Drafting Rule-making Strategies: Contract/Policy Drafting: related email to client/letter to opposing counsel Bring your laptop	Due by 6:00 p.m., Thursday, April 23 by email to rverde@central.uh.edu: graded contract/policy (20%). Use your exam number, not your name. Rose Verde will give assignment to me with only your exam number.
Week 15 Class 27: April 28 Class 28: April 30	Review and wrap-up: Editing/Proofreading; Legal writing principles. —return contract/policy with written feedback <u>No Practice-based legal writing class. Opportunity for conference on rewrite of contract/policy.</u> By appointment on April 29 or 30, or at your convenience. Conference schedule will be provided for sign-up.	Due by 6:00 p.m., Mon., May 4: email to rverde@central.uh.edu: revised contract/policy (10%). Use your exam number, not your name. Rose Verde will give assignment to me with only your exam number.

*** 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. Mediation Statement (15%);
5. Mediation-related Client correspondence (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 analysis (20%)	Tuesday, March 3, 6:00 p.m.
Revised Closed Research (10%)	Friday, March 13, 6:00 p.m.
Client correspondence (15%)	Friday, March 27, 6:00 p.m.
Mediation Statement (15%)	Friday, March 27, 6:00 p.m.
Contract/Policy provisions (20%)	Thursday, April 23, 6:00 p.m.
Revised Contract/Policy (10%)	Monday, May 4, 6:00 p.m.