

**Lawyering Skills & Strategies**  
**Spring 2018**  
**Syllabus**

**Prof. Kenneth R. Swift**  
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**Section A4: 1-3 TU**  
**Section C4: 1-3 M**

***Draft:** Final course details provided in the syllabus distributed prior to the start of class. The book order will not change.*

**Additional Text**

We will use the same textbooks as last semester. In addition this semester you will also need to purchase *The Greenbook: Texas Rules of Form*. Among other outlets, it can be purchased online here: <https://law.utexas.edu/publications/books/the-greenbook-texas-rules-of-form/>.

**Course Objectives**

This semester you will continue to develop and refine the legal writing, analysis, and research skills you learned last semester. This semester you will apply those skills in the context of persuasive writing.

As we did last semester, we will continue to explore a variety of additional legal skills and forms of legal communication. Classroom sessions will again be a combination of lecture, group work, and experiential learning simulations.

Additionally, this semester we will explore contract drafting and other legal drafting skills. You will have the opportunity to edit a contract and draft a contract.

**Course Rules, Policies, and Procedures**

The course rules, policies, and procedures set forth in the Student Manual distributed in the fall semester continue to apply this semester. A copy of the manual is available on the course website.

### **Course Points**

Subject to change on the final syllabus, points for the semester will be awarded as follows:

Final Trial Memorandum	40
Quiz	25
Contract Drafting	15
Participation and Effort	5

### **Course Grade**

The Law Center mandates that this course be graded on a curve between 2.8 and 3.2 with a mandatory grade level percentage distribution requirement. Your grade in this class will be based on your overall point total.

### **Attendance**

In accordance with the Law Center attendance rules, you may miss no more than 20% of scheduled classes/mandatory class activities this semester. After you have missed 20%, I will submit your name to Sondra Tennessee, Associate Dean for Student Affairs, with a recommendation you be dropped from UHLC. Arriving more than 15 minutes late or leaving more than 15 minutes early will count as an absence for that class hour.

### **Honor Code**

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.

### **Legal Writing Center**

All UHLC students may obtain free individual tutoring at the Legal Writing Center, located in room 14C BLB, just next door to the LSS suite. Several outstanding third-year law students staff the Legal Writing Center. On all ungraded assignments, the tutors 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](mailto:C_LawLegalWritingCenter@central.uh.edu). Walk-ins are also welcome.

## Syllabus

### **Course Texts and Abbreviations:**

George W. Kuney & Donna C. Looper, *Mastering Legal Analysis and Drafting* (Kuney)

Amy E. Sloan, *Researching the Law: Finding What You Need When You Need It* (Sloan)

Tracy L McGaugh & Christine Hurt, *Interactive Citation Workbook for The Bluebook: A Uniform System of Citation* (ICW)

*The Greenbook: Texas Rules of Form* (Greenbook)

<b>Week of 1/15</b>
Reading Assignments: Kuney, Ch. 8, pp. 178-185
Topics <ul style="list-style-type: none"><li>• Semester Introduction</li><li>• Introduction to Drafting</li></ul>
Due: (Citation exercises and items due on non-class days are due by 10:00 p.m. on the due date, unless otherwise noted. Items due on a class day (other than final assignments) are due by the start of class, whether the item is turned in via email, online, or in-class.)