

**LAWYERING SKILLS AND STRATEGIES II (SECTION B4)**  
**SPRING 2018**

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**Course Objectives**

This semester you will continue to refine the legal analysis, research, and communication skills you learned last semester. You will also learn oral and written advocacy skills, how to communicate with clients, Texas citation form, legal drafting, and scholarly writing.

**Required and Optional Course Materials**

The only new textbook you will need to purchase is:

- *The Greenbook: Texas Rules of Form* (13th ed.), published by the Texas Law Review Association.

The following materials are optional:

- *Manual on Usage & Style* (13th ed. 2015), published by the Texas Law Review Association.
- *Researching the Law: Finding What You Need When You Need It* (1st ed. 2014), written by Amy E. Sloan ["Sloan"];

**Attendance**

The course is scheduled to meet on Monday 1:00-3:00 p.m. The room is TBA. Please note that certain class periods will be added and/or combined. Any changes to the regularly scheduled meeting time and location for the course will be reflected on the syllabus and/or announced via email.

*Attendance is mandatory.* Attendance will be taken during each class session and individual conference. It is your obligation to ensure that you are counted present. In accordance with the University of Houston Law Center's attendance policy, you may miss no more than *five* scheduled class sessions during the semester. Thus, on your sixth absence, I will send you to Dean Tennessee (the Associate Dean for Student Services) where the matter of dismissal will be taken under advisement. I reserve the right to count you as absent if you (1) are not in the classroom, or other specified location, ten minutes after the class or conference has begun or (2) fail to consult with a tutor in the Legal Writing Center after I have instructed you to do so.

**Conferences**

Individual conferences on the Motion for Summary Judgment will take place sometime in March. This conference is required. Receiving feedback is the best way to improve your writing. I am always happy to meet with you to discuss your writing and research. Please either drop by during office hours or contact me to set up a time that is mutually convenient. If you need to reschedule your required conference or another meeting, please contact me *before* the originally scheduled time. Otherwise, your failure to appear for the required conference will be counted as an absence, and you will not be allowed to reschedule.

**Class Preparedness and Participation**

You are expected to complete the assigned readings and ungraded exercises before coming to class. I reserve the right to lower your course grade up to a maximum of two grade levels (e.g., from a B+ to a B-) if you habitually fail to prepare for class, participate actively in class, or perform satisfactorily

on quizzes. I also reserve the right to lower your course grade up to a maximum of two grade levels if you fail to submit all of your ungraded exercises or before the last day of classes on April 28.

### **Office Hours**

If you have any questions about the course, please ask me. I will set office hours once your schedule is released. My office is located adjacent to the Lawyering Skills and Strategies Suite in Room 15E-BLB. Any changes to the regularly scheduled office hours will be announced via email.

### **Legal Writing Center**

You may obtain free individual tutoring at the Legal Writing Center (“Center”). The Center is located adjacent to the Lawyering Skills and Strategies Suite in Room 14D-BLB. Several outstanding third-year law students staff the Center. They are able to help you with legal writing, legal research, and citation issues as well as style and usage questions. You may schedule an appointment with a tutor by emailing [C\\_LawLegalWritingCenter@central.uh.edu](mailto:C_LawLegalWritingCenter@central.uh.edu) or calling 713-743-0759. Walk-ins are also welcome. At my discretion, I may require you to visit the Center for additional assistance. If I require you to visit the Center and you fail to do so, that failure will be counted as an absence.

### **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. After you register your Westlaw password, sign on to TWEN and add this course webpage. The course webpage is named Lawyering Skills and Strategies I (Section B4).

On the TWEN account, you will find a copy of the course description and syllabus, additional readings, handouts, and exercises covered in class. You will use the “Sign-Up Sheets” page to schedule an individual conference with me this semester.

You need to check the course webpage regularly because I will assume that you are aware of the material I post on it and I will not spend class-time repeating what you should already know.

### **Quizzes, Ungraded Exercises, and ICW Problems**

#### **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. The habitual failure to perform satisfactorily on such quizzes may result in a lowering of your course grade by two grade levels.

#### **Ungraded Exercises**

Throughout the semester, I may assign ungraded writing, research, or citation exercises which you must complete to my satisfaction. Any work that in my discretion does not reflect a good faith effort will have to be redone or rewritten to an acceptable standard within a prescribed time. Be sure to retain a copy of your ungraded exercises. The failure to submit all ungraded exercises by the last day of classes this semester may result in the lowering of your course grade by two grade levels.

#### **ICW Problems**

To practice your citation skills, you will have the option to complete the Interactive Citation Workstation (ICW) Problems as assigned in the syllabus. You will access ICW through Lexis Advance. Be sure you do the *Bluebook* exercises, not the ALWD exercises. If you experience any technical difficulties accessing or completing the ICW Problems, contact me or LexisNexis for assistance.

### Graded Assignments

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

1. **Motion for Summary Judgment** (45%)
2. **Drafting Assignment** (10%)
3. **Citation Exam** (15%)
4. **Graded Research Assignment** (10%)
5. **Client Letter** (10%)
6. **Class Participation** (10%)

One of the skills you need to master is how to budget and manage your time. If you're an assignment is more than fifteen minutes late, I may deduct 1 point for the first hour (or part of the hour) that the assignment is late. The graded assignments are a required part of this course. If you fail to complete any one of the graded assignments you will receive an "F" in this course. If you receive an "F" in Lawyering Skills and Strategies II, you will be required to repeat the course.

If you are unable to complete a graded assignment by the due date, you must contact me *before* the due date or exam date to seek an extension. *I will consider extensions for true emergencies only. Be advised: computer problems, including printer problems, as well as routine illnesses do not constitute true emergencies.* Please note that the Law Center uses an anonymous-grading system to ensure fairness in grading. Your name should *not* appear anywhere in your assignments and you should not share your exam number with me before the release of final grades.

### Curve

The Law Center uses a mandatory distribution and a grading curve for this course. The average grade in each section must be between 2.8 and 3.2.

### Formatting Requirements

*Except as noted*, all exercises and assignments you submit must conform to these specifications:

- Use Times New Roman, 12-point type, on white letter-size (8 ½" x 11") paper.
- Double space each assignment.
- Use one-inch margins on all sides.
- Place page numbers in the bottom center of each page, starting on the second page.
- Print on one side of each page only.
- Staple your paper in top left corner, if the assignment is being handed in.
- Adhere to all other requirements stated in the instruction sheet.

### Honor Code

The Honor Code applies to this class. Students are responsible for knowing its provisions and complying with them.

The UHLC Honor Code is found at <http://www.law.uh.edu/student/HONOR-CODE-AND-PROCEDURES-2012.pdf>. Questions regarding how the Honor Code's provisions apply to specific activities may be directed to me.

### **Computer Use and Other Disruptions**

In accordance with the University of Houston Law Center's computer use policy, located at <http://www.law.uh.edu/student/HONOR-CODE-AND-PROCEDURES.pdf?>, I prohibit computer use in the classroom for anything other than completing activities as directed, taking notes, or accessing course materials. Also, to avoid disrupting the class, please turn off all cell phones and similar devices, unless I have given you permission.

### **Student Services**

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to the demands of a professional program, or feeling sad and hopeless. You can reach CAPS ([www.uh.edu/caps](http://www.uh.edu/caps)) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the "Let's Talk" program, a drop-in consultation service at convenient locations and hours around campus. [http://www.uh.edu/caps/outreach/lets\\_talk.html](http://www.uh.edu/caps/outreach/lets_talk.html)