LEGAL SKILLS AND STRATEGIES

STUDENT MANUAL
FALL 2016 SYLLABUS

Professor Kenneth R. Swift

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Room- 15J
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Sections:   A4 – Tu/Th 9-10:30

          C4 – Tu 2:30-4
              Th 9-10:30
Introduction, Course Objectives and Learning Outcomes

To be an effective lawyer, you must be both a thorough researcher and a clear, precise writer. Most lawyers, and particularly associates and judicial clerks, spend more time engaged in research and writing than in any other professional task. They research and write letters, memoranda, pleadings, briefs, contracts, wills, trusts, and numerous other types of documents. Inadequate research and imprecise writing can result in losing cases, malpractice claims, and court-imposed sanctions. The Law Center’s Legal Skills and Strategies program will help you develop the legal research and writing, analysis, problem-solving, and lawyering skills necessary to become a competent lawyer.

In this first semester you will learn the fundamentals of legal research and citation. You will learn the difference between primary and secondary sources and between binding and persuasive sources. You will learn how to provide proper citations to legal authority to support your writing. You will also be introduced to letter writing.

Importantly, in the first semester you will also learn the basic structure of a legal document as you write an objective office memorandum. Your understanding of this basic structure will be developed throughout the first year.

Learning Outcomes

Upon completion of Legal Skills and Strategies you will be able to:

- Demonstrate knowledge of the structure, components, and functioning of the U.S legal system
- Use appropriate strategies and technologies to retrieve, use, and manage research materials and information effectively and efficiently
- Comprehend and synthesize the reasoning and rules contained in legal authorities and apply them to a variety of client situations
- Understand and apply the structure of written legal analysis
- Understand and apply basic contract drafting skills
**Fall 2016 Required Texts**

Below are the required texts for Fall 2016, along with the abbreviations used in the syllabus:


Tracy L McGaugh & Christine Hurt, *Interactive Citation Workbook for The Bluebook: A Uniform System of Citation* (2016 Edition) Lexis ISBN: 9781630435909 (“Interactive”) *(Note: As of the initial draft of this syllabus, this book was due to be available in early to mid-August)*

Additionally, you will need to purchase a subscription to *Core Grammar for Lawyers*, available at [www.coregrammarforlawyers.com](http://www.coregrammarforlawyers.com), (“Grammar”). Details in the corresponding section below.
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ATTENDANCE

Class attendance is crucial to your understanding of the material. While the texts are helpful, they do not (and cannot) focus on the facts and analysis that pertain to our individual class problems. It is the lectures, discussions, and writing assignments we do in class which will primarily prepare you to write the assignments. You are required to attend all Legal Research and Writing classes and to participate in class discussions and exercises.

UHLC attendance policy dictates that you may miss no more than five scheduled classes. The Law Center considers mandatory outside-of-class activities (such as required meetings to discuss your writing, Westlaw or Lexis training, or speakers) as scheduled classes. On your sixth absence, I must refer you to the Associate Dean for Student Affairs to discuss dismissal from this course.

For the purposes of this rule, each class missed is considered one class, regardless of the length of the class or whether it is a tutorial/live grading session or other required class session or activity. Arriving significantly late for class or leaving early is considered an absence. There are no excused absences.
TECHNOLOGY POLICIES AND PROCEDURES

Laptop and Tablet Policy

You may utilize your laptop or tablet in class for note taking and, on occasion, I may ask you to research during class. Laptop or tablet usage must not distract your classmates and you should refrain from searching the Internet and access e-mails. Distractive behavior will result in the loss of privileges.

Cell Phones

Please turn your cell phone ringer off during class and refrain from texting during class.

E-mail

I encourage you to contact me via e-mail when you have questions and e-mail has become the most common method by which students ask questions. I try to always respond to e-mails within 24 hours. E-mail requirements:

1. Make sure your e-mails are professional and avoid using slang or shorthand (i.e. no "can I c u at ur off").

2. Before asking a question regarding class procedures or rules (i.e. the due date for an assignment), please make sure you have consulted the student manual and syllabus. In addition, if time permits, see if a classmate has an answer to your question.

3. Submit specific questions, rather than general requests for review. Rather than attaching a copy of your paper with the question "is this right?" I want to see that you have reviewed your writing and have specific questions about legal structure, a choice of legal authority, a particular sentence, etc.
MEETING DEADLINES

Practicing attorneys are required to meet rigid deadlines imposed by statutes of limitations and court rules. Failure to meet these deadlines can result in lost cases and legal malpractice claims. Deadlines in this course will likewise be strictly enforced.

Just as lawyers must plan ahead to ensure that pressing deadlines for one client do not cause them to neglect their obligations to other clients, you must budget your time to ensure that deadlines for Legal Research and Writing do not cause you to neglect your other courses. You are expected to attend all other classes and to be prepared for all of your classes, even though you have deadlines to meet for Legal Research and Writing.

EXTENSIONS

Extensions for any assignment will be granted only as a result of the most exigent personal circumstances. Requests for extensions must be made to me in writing on a Request for Extension form, available on the course website. I will grant a request for an extension only if the student makes the request before the assignment due date or if an emergency has made it impracticable for the student to make the request before the due date. Extensions will generally be granted only for health problems or serious family issues. Extensions will not be granted for any of the following reasons: your computer, printer, or car malfunctioned or work obligations. If you have an emergency the day an assignment is due and think you may be unable to get to school to turn the assignment in on time, please call me, if possible.
PENALTIES FOR LATE MAJOR ASSIGNMENTS

The following penalties will be imposed for late submission of either the Closed Memorandum or the Final Office Memorandum:

A. Assignments submitted after required time on the due date, but before 11:59 p.m. on the due date, will have four points deducted for lateness.

B. Assignments on or after 11:59 p.m. on the day after the due date will have four additional points, or a total of eight points, deducted for lateness.

C. Assignments submitted on or after 11:59 p.m. on succeeding days will have four points deducted for each additional day late. Weekend days count as additional days.

You must follow all submission requirements for the assignment. Failure to do so may result in your assignment being considered not having been turned in or you may incur a different penalty. You may not choose to skip an assignment, nor may you knowingly submit written work that fails to meet minimum standards for style, substance, or effort.

PENALTIES FOR LATE OTHER ASSIGNMENTS

You will also have numerous other research and writing assignments throughout the semester. These assignments include, but are not limited to:

1. Citation exercises
2. In-class research exercises
3. Core Grammar exercises
4. Writing and Research Assignments related to a major writing assignment.

Unless stated otherwise in the syllabus or the particular assignment sheet, failure to turn in the assignment by the due date and time will result in the loss of the point(s) tied to the assignment.
CALCULATION OF GRADES

Your grades in law school will likely be lower than those you received as an undergraduate. Most law students received A's and B's in college. Because these students are now being compared to one another, receiving "average" grades in law school is considered a mark of achievement in and of itself.

While law school grades are important, please focus on my written and oral comments, which will help you develop the research, analytical, and writing skills you will need to succeed in other law school courses and in the practice of law.

GRADING CRITERIA

I will consider the following factors in grading your writing assignments throughout the next two semesters:

1. Writing
   - Organization
   - Clarity
   - Grammar and use of language
   - Responsiveness to audience and purpose
   - Style and tone

2. Analysis
   - Understanding of and synthesis of legal issues and rules raised by assignment
   - Application of legal authority and commentary to assigned facts
   - Ability to define and isolate issues
   - Persuasive and accurate use of the facts
   - Ability to deal effectively with adverse authority

3. Research
   - Ability to locate leading authority and relevant commentary
   - Comprehensiveness of research
   - Ability to differentiate between relevant and irrelevant source materials

4. Compliance with proper citation, format, and style requirements
   - Adherence to Bluebook Citation Manual citation requirements
Adherence to format and assignment instructions

The grade you receive on an assignment will be determined by your ability to analyze the issues, to communicate your analysis or argument, and to support your conclusions, not by whether I agree with your legal conclusions.

Details are important and are considered in evaluating writing assignments. Mistakes in citation form, spelling, or grammar may lead readers to question your competence and therefore ignore your legal analysis. Proofread carefully.

Compliance with format and style requirements is also important. In practice, a failure to comply with such requirements in legal practice can result in serious sanctions. An exhaustively researched, well-organized, and meticulously written brief may be returned to you or disregarded by a court because you exceeded a page limit or used the wrong type or margin size. Making compliance with format and style requirements a habit now may save you considerable embarrassment and pain as a practicing attorney.

I will be selective when commenting on your writing assignments and not comment on every error. I may forego commenting on small errors to focus your attention on problem areas that require more immediate improvement. An error may only be marked at the first place it appears with the expectation that you will correct other, similar errors.
CALCULATING FINAL GRADES

Final grades are calculated at the end of each semester. Final grades in each Legal Research and Writing section are curved to ensure fairness. Certain assignments, such as final memos and writing assignments and exams will be graded. All graded assignments will be given only a point total. For the fall semester the graded assignments will be the client letter, the exam, and the final memo.

You will also have numerous other exercises and assignments which will be given “Participation and Effort” points. The points for participation and effort will be based upon:

1. Timely completion of non-graded assignments and activities, such as interim writing assignments, citation exercises, and research exercises to a reasonable effort standard (discussed in class).
2. Timely and full participation and preparation in small group class activities.

The participation points are not based upon a curve and it is my hope that every class participant will receive all of the allotted Participation and Effort points. A list of participation and effort points will be provided and a record of your completion will be available on the course website.
FORMAT REQUIREMENTS FOR MAJOR WRITING ASSIGNMENTS

Follow the following format requirements when creating and submitting your assignments. Even though the assignments will be turned in electronically you are still required to ensure that the printed version meets these requirements. Failure to follow the requirements may result in a reduction in points.

Format Requirements

1. COVER SHEET (does not count in the word limit):
   a. Assignment title
   b. Exam Number or Name (as required by the assignment)
   c. Due date
   d. Instructor’s name

2. FONT: Times New Roman, twelve point.

3. MARGINS: Each typed page must have a one-inch margins on each side and top and bottom.

4. TYPE: Fully double-spaced, except the following, which should be single-spaced:
   a. The caption
   b. Question Presented
   c. Brief Answer
   d. Block quotations are single-spaced
   e. Block quotations are indented from the margins

5. CITATIONS: In accordance with the Bluebook Citation Manual.

6. WORD LIMITS: Some graded assignments will have a word limit. Every word document counts towards this limit. The number of words in the document will be checked using the word count function in Microsoft Word. Exceeding the word limit will result in a penalty.

7. PAGINATION: Each page of text must be numbered (you may start numbering on page two, which is traditional, if you prefer). The page number must be centered and be approximately one inch from the bottom of the page.
Course Website

The website is located at http://www.lexisnexis.com/lawschool/. The course is run through a service of LexisNexis and Blackboard.com. When you reach this site, you will need to login using your Lexis password. If you have registered your Lexis ID, you should already be enrolled and have access to the website prior to the second class meeting. If not, contact me.

The following is a brief index to some of the sections of the website:

Announcements
Class information and changes.

Assignments
Major assignments and other course requirements and exercises.

Lectures
The class notes I prepare for the lectures.

Course Information
Course syllabus and other important course documents.

Instructor Information
Information on how to reach me and the teaching assistants.

External Links
A listing of various web links that I have put together. Included are several excellent web links for grammar and basic writing.
RESEARCH SKILLS CLASSES AND EXERCISE

In LSS I and II you will learn fundamental legal research skills through in-class instruction and exercises and by researching for writing and other assignments outside of class. In addition, on occasion professional trainers for Westlaw, Lexis, and Bloomberg Law, the major online legal research vendors, will present in-class. These research engines are free to you for your law school work but are fee-based in the “real world.” See the course syllabus for the timing and topics of the research classes.

You will be expected to use the skills you have acquired during the research training to complete research exercises, and to research some of the writing and drafting assignments that you do for our class. You will also be tested on your research skills each semester.

For most research classes, you will be required to complete an in-class exercises. Each exercise is designed to be completed during the class period; you will submit it to by the end of class to receive credit. If you miss a class which includes a research assignment, you will have one week to complete that week’s in-class exercise.

You will receive a Participation and Effort point for each in-class exercise that you complete on time. If you fail to submit an in-class exercise on time, you will receive no points for that tutorial or exercise; however, you must still complete the work. You may not choose to skip a tutorial or exercise or submit unsatisfactory work and simply not earn point credit. All in-class exercises must be completed in satisfactory fashion by the end of the semester or you will receive an incomplete in the course.
CITATION EXERCISES

Legal citation serves two primary purposes. First, it is an essential part of legal analysis. A citation indicates to the judge and other attorneys the source of the legal authority and directs them to where they may find that authority. Second, citation is also an important part of your professional identity. If a judge or another attorney sees inaccurate or sloppy citation, he or she may conclude that the legal analysis accompanying those citations is also sloppy or inaccurate. Poor citation damages your credibility as a professional.

The only real way to learn citation is by drafting citations. Throughout the next two semesters you will be exposed to the citation of cases, statutes, and secondary sources. You will have the opportunity to learn these rules through numerous hands-on citation exercises.

We will be utilizing the *Interactive Citation Workbook for Bluebook Citation Manual* and accompanying exercises. For each exercise set, you are required to read through the applicable chapter of the book, review the accompanying rules in the Bluebook manual, and then complete online exercises. The online exercises are found at:

http://www.lexisnexis.com/icw/

Information about Internet Citation Workstation can be found on the above web site. Each citation exercise is worth Participation and Effort points and must be completed by the due date. Please see your syllabus for complete details as to when assignments are due.
Notes on the citation exercises:

1. You are required to complete an online intro quiz before beginning the first assignment. See the syllabus for the due date.

2. Each particular problem may be tried three times before you are given the correct answer.

3. You may start a chapter, stop, and return later. Your work will be saved.

4. If you do not submit the correct answer after the three allotted attempts, you will still be given credit if a review of your work shows *that you are putting in a reasonable effort to find the correct answer*; if I determine otherwise, you will not be given credit for the assignment and may have additional exercises assigned.

5. The citation answers are highly technical and require a precise answer to be correct; do not become frustrated if you incorrectly answer some questions, as it is part of the process of understanding and learning citation.

6. After you have completed the required problems in a chapter, make sure that you both e-mail the completed assignment and print off the completion certificate.
GRAMMAR EXERCISES

We will use a website training tool, Core Grammar for Lawyers. You will need to purchase and activate a subscription and complete a pre-test and 12 exercises.

Purchase and Activation:

1. Go to: http://www.coregrammarforlawyers.com/
2. Click "Purchase this Program"
3. Click the "Purchase CGL" button
4. On the first page of the form, enter name, phone number, email, and pick University of Houston Law Center from the school list.
5. Click Verify
6. On the next screen verify everything is ok, click "Purchase" and that's it!

Next, you will “activate” your subscription. When you activate your subscription, enter the unique Class Code that corresponds to this course. Here is the code:

XXXXXXXXX

(#distributed on or before the first class session)

Do not borrow a Class Code from anyone else; if you do, you will enroll in the wrong section. Once your subscription is activated, you are ready to begin.

Assignments:

Pre-Test

Your first CGL assignment is to take the Pre-Test. You will need approximately 60-90 minutes to complete the Pre-Test. You can open the Pre-Test by clicking on the link on the home page (called your “Bookshelf”).

1. DO NOT opt-out of the Pre-Test.
2. Do not consult outside resources. It is a closed book exam.

Assigned Sections

You are required to complete 12 sections of the website. You may complete a section by either:

1. testing out of the section in the pretest by showing you are proficient with a particular grammar concept; or
2. completing the exercise on the website.

Some students will not test out of any sections, some will test out of one or two, and a few may test out of several.

**Required Sections and Due Dates**

You are required to complete the following:

**By Thursday, September 22**
Section A 1-4
Section D 1-2

**By Thursday, October 27**
Section D 3-4
Section F 1-4

Of course, you are free to complete the exercises at any time before the due dates and I would encourage you to complete them early in the semester.
The syllabus is organized per week. All reading assignments should be completed prior to the first class session.

The reading assignments will often consist of only a portion of a particular chapter, to tie in with course development and that week’s class topic, so check the reading assignment carefully.
Week of 8/23

Reading Assignments:

Kuney, Introduction (XXV-XXVI), Ch. 1, pp.15-36  
Sloan, Ch. 2  
Interactive, *Using the Interactive Citation Workbook* (pp. ix-x)

Tuesday / Thursday

Introduction to Legal Skills and Strategies.

- Overview of the course. Description of classes, books, goals, and policies of the course.
- Discussion of the legal system, including the court system, the sources of the law, and the interaction between the sources of the law.
- Introduction to Legal Analysis
- Introduction to the Office Memorandum
- (Thursday) Case brief; case distributed in class Tuesday.

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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)

1. Online Intro Quiz for the citation exercises – to be completed by class time on Tuesday 8/29.
2. Brief the chosen case from the Closed Memorandum Assignment Packet (distributed in class), needed at the **start of class on Thursday 8/25.**
**Week of 8/30**

**Reading Assignments:**

- Kuney, Ch. 5 pp. 87-102, Ch. 3 pp. 51-56, 65-67
- Closed Memorandum Assignment Packet (distributed week 1)
- *What is a Rule of Law?* (essay posted on the course website)
- The Student Manual (not including the syllabus portion)
- Interactive, Ch. 1, 2, and 3.

**Tuesday**

Introduction to Legal Writing (*cont.*).
- Discussion of the Research, Citation, and Grammar Exercises
- Introduction to issue spotting

Introduction to the Office Memorandum
- Introduction to legal structure – rules of law
- Introduction to objective writing

**Thursday**

- Introduction to the case law reporter system
- Introduction to case law citation

**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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)

1. Online Intro Quiz for the citation exercises – to be completed by class time on **Tuesday 8/29**.
2. Brief the cases included in the Closed Memorandum Assignment Packet (distributed in class).
3. Rule of Law Assignment (**Due via email by noon, Friday 9/2**).
4. **Note:** Citation Exercises Chapters 1 (problems 1-10), 2 (problems 1-7), 3 (problems 1-7) are due on **Thursday 9/15**.
Rule of Law Assignment

1. Download the Closed Memo template from the web site. Replace “Your Name” with your name.

2. Remove the signpost “Rule of Law.” In its place draft a rule of law from the two cases in your Closed Memorandum packet. Citations are not required, but you may wish to attempt citations.

3. Turn in the assignment via email attachment prior to Noon on Friday 9/2. Name your document starting with your last name (ex: “Smith.doc”).
Week of 9/6

**Reading Assignments:**

*What is a Case Illustration?* (essay posted on the course website)
*The Writer’s Corner: Presenting Case Law Effectively* (article posted on the course website)
*Sloan, Ch. 1,3,5
Interactive, Ch. 4, 5*

**Tuesday**

- Review of Rules of Law Assignment
- Introduction to Legal Structure – Case Illustrations

**Thursday**

- Introduction to short citation format for case law and review of full case law citation format
- Parallel citations
- Introduction to legal research and research strategy
- Introduction to Lexis

**NOTE:** We will have a presentation from our Lexis Rep during class. Bring your laptop and ID.

**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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)

1. Research: for each research training class, you must complete a research lab tutorial in the class session (worth 1 P+E point).
2. You must take the Core Grammar pre-test by **Thursday (9/8).**
3. Citation exercises, Ch. 4 (1-7) and 5 (1-10), are due by **Thursday 9/22.**
4. The case illustration assignment is due by **10 a.m. on Monday, 9/12.** See further instructions on the next page.

**Note:** While citation exercises for chapters 1, 2, and 3, are not due until 9/15, beginning the exercises is recommended, as you will have an opportunity to ask questions about the exercises in class on Thursday.
Case Illustration Assignment

1. Utilize the same document from the Rule of Law Assignment (you will continue to develop this document).

2. Remove the signpost “case illustrations.” In its place, draft a case illustration for the Closed Memorandum case assigned in class.

3. Turn in the assignment via email attachment prior to 10:00 a.m. on Monday 9/12. Name your document starting with your last name. Bring the case illustration to class on Tuesday 9/13.
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<td><strong>Reading Assignments:</strong></td>
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| Sloan, Ch. 8  
*Introduction to Legal Arguments* (essay posted on the course website)  
*The Writer’s Corner: Use and Argue the Case Law* (article posted on the course website) |

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<th><strong>Tuesday</strong></th>
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| - Introduction to Legal Structure – Arguments  
- Review of case illustrations |

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<th><strong>Thursday</strong></th>
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<td>- Research Training: Introduction to secondary sources/ law reviews and journals and treatises</td>
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<th><strong>Due:</strong> (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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)</th>
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| 1. Case Illustration Assignment (**Due Monday, 9/12**). Bring to class on 9/13.  
2. Citation Exercises Chapters 1 (problems 1-10), 2 (problems 1-7), 3 (problems 1-7), and 5 (problems 1-7) **Thursday, 9/15**.  
3. Research: for each research training class, you must complete a research lab tutorial in the class session (worth 1 P+E point).  
4. The arguments assignment is due by **10 a.m. on Monday, 9/19**. See further instructions on the next page. |
Arguments Assignment

1. Utilize the same document from the Rule of Law/ Illustration (you will develop this document for the rest of the semester).

2. Remove the signpost “arguments for your client.” Then, make arguments for your client based upon the same case you illustrated in the previous assignment.

3. Remove the signpost “arguments for your opponent.” Then, make the arguments for your opponent based upon the case.

4. Turn in the assignment via email attachment prior to 10:00 a.m. on Monday 9/19. Name your document starting with your last name.
## Week of 9/20

### Reading Assignments:

Sloan, Ch. 8 (optional review/ ALRs and encyclopedias)

### Tuesday
- Review of Arguments Assignment
- Developing the Office Memorandum
- Conclusions

### Thursday

**NOTE:** Both Sections will meet at **9:00 a.m.** for Westlaw training
- Research Training: Introduction to secondary sources/ ALRs and encyclopedias
- Introduction to Westlaw

### 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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)

1. Arguments Assignment, due by **10 a.m.** on **Monday 9/19**.
2. Core Grammar Exercises, A (1-4) and D (1-2) **Due by Thursday 9/22**.
3. Citation exercises, Ch. 4 (1-7) and 5 (1-10), **Due by Thursday 9/22**.
4. Research: for each research training class, you must complete a research lab tutorial in the class session (worth 1 P+E point).
## Week of 9/27

### Reading Assignments:

Sloan, Ch. 11  
Interactive, Ch. 11

### Tuesday

- Editing the Closed Office Memo  
- In-class editing exercise (bring paper copy of your complete Closed Office Memorandum)

### Thursday

- Secondary Source Citations  
- Researching Statutes

### 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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)

1. The Closed Office Memorandum is due by Noon on Friday, September 30. Turn in the document electronically according to the assignment instructions.  
2. Research: for each research training class, you must complete a research lab tutorial in the class session (worth 1 P+E point).
**Week of 10/4**

**Reading Assignments:**

**Kuney**, Ch. 4  
**Sloan**, Ch.7, Part III (pp. 119-129)

**Tuesday**

- Introduction to client letters  
- Introduction to the Research Memorandum and research process

*Live Grading Meetings* will begin this week. You will select an appointment slot. Details provided in class.

**Thursday**

- Research Training: Lexis. Bring your laptop and ID to class.

**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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)
**Week of 10/11**

**Reading Assignments:**

*Interactive*, 6,7,8  
*Sloan, Ch. 10*

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**Tuesday**

No class meeting. *Live Grading Meetings* continue this week. You will select an appointment slot. Details provided in class.

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**Thursday**

**NOTE:** BOTH sections will meet at **10:30 today**. Class will include training on Bloomberg Law.

- Statute Citations –full and short  
- Review of case law research strategies  
- Citators  
- Research Training: Bloomberg Law. Bring your laptop and ID to class.

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**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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)

1. Citation Exercises from Ch. 11 (1-10) due **Thursday 10/13**.  
2. Research: for each research training class, you must complete a research lab tutorial in the class session (worth 1 P+E point).
Week of 10/18

Reading Assignments:

Reading packet for in-class exercise (distributed prior to class)
Email drafting packet (distributed prior to class)

Tuesday

- Rule based and policy arguments
- In-class exercise

*Live Grading Meetings* conclude this week. You will select an appointment slot. Details provided in class.

Thursday

- Professional Emails
- In-class Research and Writing Exercise

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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)

1. The Letter Writing assignment is due on Thursday, 10/20
2. The Research Memorandum Research Assignment is due at the start of class on Tuesday, 10/25.
### Week of 10/25

**Reading Assignments:**

*Kuney, Ch. 5, pp. 91-92 (question presented/review), pp. 102-108*

<table>
<thead>
<tr>
<th>Tuesday</th>
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<tbody>
<tr>
<td>• Selecting case law</td>
</tr>
<tr>
<td>• Review of research process</td>
</tr>
<tr>
<td>• Drafting the Question Presented</td>
</tr>
<tr>
<td>• Two Issue Memorandum Structure</td>
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<tr>
<td>• Discussion of the Research Memorandum</td>
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**Note:** The Research Memorandum Research Assignment is due at the start of class. Late assignments will not receive P+E points. Bring your selected cases to class for discussion.

<table>
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<th>Thursday</th>
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<tbody>
<tr>
<td>• Continuation of Tuesday topics</td>
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<tr>
<td>• Review for Research and Citation quiz</td>
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</table>

**Due:** (Citation exercises and items due on non-class days are due by 5:00 p.m. on the due date. Items due on a class day are due by the start of class, whether the item is to be turned in via email, online, or in-class.)

1. Citation Exercise 6,7,8 are due on **Thursday, 10/27.**
2. Core Grammar, D3-4, F1-4 are due on **Thursday, 10/27.**
<table>
<thead>
<tr>
<th>Week of 11/1</th>
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<tbody>
<tr>
<td><strong>Reading Assignments:</strong></td>
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</tbody>
</table>
| Interactive, Ch. 8  
Alternative Dispute Resolution handout (distributed prior to class) |
| **Tuesday** |
| • Two Issue Memorandum Structure (cont.)  
• Review of Question Presented (bring draft to class)  
• Discussion of the Research Memorandum  
• Introduction to Alternative Dispute Resolution |
<p>| <strong>Thursday</strong> |
| <strong>Research and Citation Quiz</strong> |
| <strong>Due:</strong> (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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.) |
| 1. The Question Presented draft is required for an in-class exercise on <strong>Tuesday</strong> (11/1). |</p>
<table>
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<tr>
<th><strong>Week of 11/8</strong></th>
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<tbody>
<tr>
<td><strong>Reading Assignments:</strong></td>
</tr>
<tr>
<td>None</td>
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<tr>
<td><strong>Tuesday</strong></td>
</tr>
<tr>
<td>• Mediation exercise. Materials provided beforehand.</td>
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<tr>
<td><strong>Thursday</strong></td>
</tr>
<tr>
<td>• No class meeting. Research Memorandum Senior Partner Meetings begin. You will sign-up for a slot. Details provided in class.</td>
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</tbody>
</table>

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<thead>
<tr>
<th><strong>Due:</strong></th>
<th>(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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)</th>
</tr>
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<tbody>
<tr>
<td>• A completed rough draft of your Research Memorandum is due at the time of your senior Partner Meeting.</td>
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**Week of 11/15**

**Reading Assignments:**

<table>
<thead>
<tr>
<th>Tuesday</th>
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<tr>
<td>- No class meeting. Research Memorandum Senior Partner meetings continue. You will sign-up for a slot. Details provided in class.</td>
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<tr>
<th>Thursday</th>
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<tr>
<td>- In-class editing exercise. Bring a paper copy of your Research Memorandum to class.</td>
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</table>

**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 are due by the start of class, whether the item is to be turned in via email, online, or in-class.)

1. The graded Office Memorandum is due by **10 a.m. on Monday, November 21**. You will turn in the assignment anonymously. Additional details provided in the assignment and in class.

**Notes:**

- This assignment is graded anonymously – you **must** only use your Final Exam number. Further submission details will be provided.
- The final time to submit a question (in person or via email) is **3:00 p.m. on Friday, November 18**.
<table>
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<th><strong>Week of 11/22</strong></th>
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<tbody>
<tr>
<td><strong>Reading Assignments:</strong></td>
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<tr>
<td>None</td>
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<tr>
<td><strong>Tuesday - Writing and Analysis Class</strong></td>
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<tr>
<td>- End of semester notes</td>
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<tr>
<td>- Exam writing tips</td>
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<tr>
<td><strong>Thursday</strong></td>
</tr>
<tr>
<td>Happy Thanksgiving!</td>
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</tbody>
</table>

**Due:** The graded Office Memorandum is due by **10 a.m. on Monday, November 21.** You will turn in the assignment anonymously. Additional details provided in the assignment and in class.

**End of Semester**