



LAWYERING SKILLS AND STRATEGIES

**2025-26 STUDENT MANUAL AND
INITIAL FALL 2025 SYLLABUS**

**5314 Lawyering Skills and Strategies - A4 - SWIFT- 12568
5314 Lawyering Skills and Strategies - B2 - SWIFT- 12573**

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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 Lawyering 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 Lawyering 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 2025 Required Texts

Below are the required texts for Fall 2025, along with the abbreviations used in the syllabus:

George W. Kuney & Donna C. Looper, *Mastering Legal Analysis and Drafting* (2nd edition 2024), Carolina Academic Press, ISBN 978-1-5310-2919-7
eISBN 978-1-5310-2920-3. (“Kuney”)

The Bluebook: A Uniform System of Citation (Columbia Law Review Ass’n et al. eds., 22nd ed. 2025), ISBN: 979-8-218-57457-4. (**Notes:** (A) The 22nd edition of the bluebook was published in May 2025, so make sure to purchase the correct edition; (B) You should purchase a book rather than the online Bluebook.)

Amy E. Sloan, *Researching the Law: Finding What You Need When You Need It* (2023), Aspen Publishing ISBN: 9798886144208, ebook ISBN: 9798886144215 (“Sloan”) (**Note:** the online supplement is not required)

Tracy L McGaugh & Christine Hurt, *Interactive Citation Workbook for The Bluebook: A Uniform System of Citation* (2025 Edition) (“Interactive”), ISBN: 9798341714458; ebook ISBN: 9798341714465.

Additionally, you will need to purchase a subscription to *Core Grammar for Lawyers*, available at 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 LSS 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 more than 15 minutes late for a class or leaving more than 15 minutes early will be considered an absence. There are no excused absences.

Office Hours and Email Contact

I will have a regular office hour which will be posted on the Instructor Contact Information section of Canvas; the time will be updated occasionally, depending upon other course activities, such as individual meetings. I will also have extensive available open office hour times available prior to major assignments. I check e-mail very frequently and normally respond within 24 hours (sometimes 48 hours on weekends). If you send an e-mail and you do not get a response within that timeframe, please feel free to contact me again.

Technology Policy and Procedures

Laptop and Tablet Policy

You may utilize your laptop or tablet in class for note taking and required course uses 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

Cell phones must be put away and may not be left on the desk or table in front of you during class. Please turn your cell phone ringer off during class.

E-mail

I encourage you to contact me via e-mail when you have 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 office").
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.

HONOR CODE SUPPLEMENT

As noted below, the UH Law Center honor code applies to this course. In addition, there is a Honor Code Supplement posted on the course website with additional rules and clarifications that apply to this course. Throughout the two semesters there will be additional, sometimes assignment specific, rules which apply, and these have the same force and affect as the other rules.

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. Similarly, deadlines in this course will 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 LSS 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 LSS.

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, unexpected family issues. Extensions will **not** be granted for any of the following reasons: your computer, printer, or car malfunctioned or work obligations or social events.

PENALTIES FOR LATE MAJOR ASSIGNMENTS

The following penalties will be imposed for late submission of either the Closed Memorandum or any draft of the Final Office Memorandum (and spring Major Assignments):

- A. Assignments submitted after the 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 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. 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 very high grades 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 and Greenbook 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 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 typeface 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 will be calculated at the end of each semester. 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 (*subject to change*).

You will also have numerous other exercises and assignments for 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, grammar 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. The participation and effort point assignments are listed on the next page and the assignment dates will be provided in the weekly checklists. A record of your completion will be available on the course website.

Curve and Grade Distribution: UHLC requirements set the average of grades in every LSS section between 3.2 and 3.4. A mandatory grade distribution also applies:

First Year Grade Distribution Policy

A	5 – 30% (in aggregate among the grade levels)
A- or B+ or B	50 – 90% (in aggregate among the grade levels)
B- or below	5 – 20% (in aggregate among the grade levels)

Please see the UHLC student handbook for further information on grading rules.

Assignments, Assessments, and Allotted Points

Note: Assignments and points are subject to change, as exercises will be added. Changes will be provided in the weekly checklists.

<u>Exercise/ Assignment</u>	<u>P + E Points</u>	<u>Graded Points</u>
Student Manual Quiz	2	
Citation Exercise 1	1	
Citation Exercise 2	1	
Citation Exercise 3	1	
Citation Exercise 4	1	
Citation Exercise 5	1	
Citation Exercise 6	1	
Citation Exercise 7	1	
Citation Exercise 8	1	
Citation Exercise 11	1	
Library Mod. 0	1	
Library Mod. 1	2	
Library Mod. 2	2	
Library Mod. 3	2	
Library Mod. 4	2	
Core Grammar A1-4, D1,2	2	
Core Grammar D3,4, F1-4	2	
Writing Assignment - Rule	2	
Writing Ass.-Case Illus.,Args	4	
In-class Email Exercise	2	
Closed Memorandum	10	
Fall Research Assignment		5
Midterm Analysis Quiz		8
Final Memo Rough Draft		5
Final Memo Submission		5
Final Office Memo		Passing Req.
Citation and Research Quiz		20
Analysis Quiz		25
Final Exam		40
P&E Total	54**(10)	10
Total		118

** The Participation and Effort (P&E) points will be scaled to account for 10 points in the final calculation. The above P&E exercises may change throughout the semester depending upon class need, but the scaled total will remain at 10 in the final calculation.

Timed, Graded Assessments

Below are brief descriptions of the timed, graded assessments in this course. Further details will be provided in class prior to the date of each assessment. Additional assessments may be added, with prior notification.

Final Exam: You will be asked to apply the writing and analysis skills presented, practice, and applied throughout the semester in a three-hour exam. In the exam will be asked to draft all or parts of an objective office memorandum based upon given facts and law.

Citation and Research Quiz: Questions will assess your knowledge of (A) citation format, accuracy, and placement; and (B) legal research terms, concepts, and skills. Questions on this exam will be in the form of multiple-choice and, possibly, short answer.

Analysis Quiz: Questions will focus on legal writing structure and legal analysis. Questions will assess your understanding of the written legal analysis structure discussed in practice throughout the semester and questions will be similar in style to those found on the NextGen bar exam. Questions on this exam will be in the form of multiple-choice and short answer.

Midterm Analysis Quiz: Similar in structure to the Analysis Quiz.

Format Requirements for Major Writing Assignments

Follow the format requirements below when creating and submitting your major writing assignments. Even though 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 (major assignment only; does not count in the word limit):**
 - a. Assignment title
 - b. Exam Number or Name (whichever is required by the assignment)
 - c. Due date
 - d. Instructor's name
2. **FONT:** Times New Roman or Arial, twelve point. Only one font type per document. Do not full justify.
3. **MARGINS:** Each typed page must have a one-inch margin on each side and top and bottom. In formatting your document, do not use full justify for your text, as this formatting changes the spacing in your citations. Use left justification.
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 (and indented, per *Bluebook*)
5. **CITATIONS:** In accordance with the *Bluebook Citation Manual*.
6. **WORD LIMITS:** Some 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.

See the next page for additional submission requirements.

Additional Document Submission Requirements

These requirements apply to every assignment you submit.

1. Document Naming When submitting a document via email (or submitting via a website), name your document:

A. If not submitted anonymously (the majority of assignments), name your document beginning with your **last name** (ex: (Jones.doc)). If you would like to provide additional information regarding the document (perhaps for your own organization), place that after your name (ex:Jones.RuleofLaw.doc).

B. If submitted anonymously, using only your exam number (ex:5678.doc).

2. Document Identification. Make sure your name is included on the document itself, (except those submitted for anonymous grading).

3. Document type: Microsoft Word, .docx files. The University provides the Microsoft office suite download for free. Even if you have Microsoft Word, make sure that you have the most current version. (<https://uh.edu/infotech/downloads/>)

Failure to follow the submission requirements may result in a point reduction.

Course Website

The course website is hosted by the University's Canvas course management system. To access the course website:

1. Log into access UH: <https://accessuh.uh.edu>
2. Under University Services, click on Canvas
3. Click on Lawyering Skills and Strategies I
4. The website will be available approximately 1 week prior to the official start of the course. You will be automatically enrolled in the course.

Support is available 8-8 (M-F):

1. **Phone:** 713-743-1411
2. **Live chat:** <http://www.uh.edu/infotech/livechat>
3. Email: support@uh.edu
4. **In person:** 58 MD Anderson Library

Research Skills Lectures and Exercises

In LSS I and II you will learn fundamental legal research skills through instruction and exercises and by researching for writing and other assignments outside of class. The training in the first semester will be provided primarily by the Law Center's Professional Law Librarians through online modules, focusing on general research skills and the two major legal research databases: Westlaw and Lexis. These research databases are free to you for your law schoolwork but are fee-based in the "real world."

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, particularly in the second semester. You will also be tested on your research skills and knowledge.

To learn fundamental research skills and concepts, you will be required to complete modules which will include exercises; detailed instructions will be provided. You will receive two Participation and Effort points for each completed module set that you complete on time and further points for other research-related exercises. If you fail to submit on time, you will receive no points for that exercise; however, you must still complete the work. It is possible that you may submit an exercise and the Law Library faculty may require you to redo a portion or perhaps meet with somebody from the library. In that scenario, completion of the module will still earn you full credit. You may not choose to skip an exercise or submit unsatisfactory work and simply not earn point credit. The Law Library faculty will be the sole judge of whether you have satisfactorily completed the modules.

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, that person 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 legal 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 the applicable chapter of the book, review the accompanying rules in the *Bluebook* manual, and then complete online exercises (next semester we will also learn the *Greenbook*, a Texas specific citation manual). The online exercises can be found at: <https://www.lexisnexis.com/lawschool/> and clicking on the button for the Interactive Citation Workstation. There is also a link from the main Lexis law school homepage.

Information about the Internet Citation Workstation may be found on the above web site. Each citation exercise is worth a Participation and Effort point and must be completed by the due date. Support for learning citations will be provided by a course tutor.

Notes on the citation exercises:

1. Each particular problem may be tried three times before you are given the correct answer.
2. You may start a chapter, stop, and return later. Your work will be saved.
3. 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.
4. 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. The key is to make sure that you understand the correct citation.

Grammar Exercises

We will use a website training tool, *Core Grammar for Lawyers*. You will need to purchase and activate a subscription.

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:

325-209-1113

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.

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 test.

Assigned Sections

You are required to complete 12 sections of the website this semester. 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. For this semester you are required to complete section A, D, and F. The other sections will be due next semester. 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.

Additional Support and University Required Language

Legal Writing Center

All UHLC students may obtain free individual tutoring at the Legal Writing Center, located in the library. Several outstanding third-year law students, known as Legal Writing Fellows, 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. Walk-ins are welcome and the Writing Fellows are available virtually.

Mode of Presentation (University required designation)

(FF) Face to Face. For this instruction mode, instructors and students are expected to normally be physically present in the classroom. If the course has a final examination, it will be in a classroom requiring your physical presence. Other assessments, such as a mid-term exam, may also be in a classroom.

Names and Pronouns

I want to address each of you in a manner that corresponds to your identity. Although mistakes happen, chosen names and preferred pronouns—including non-binary ones such as they / them / their—must be respected in my course. Feel free to reach out to me at any time if you want to make me aware of your chosen name or preferred pronoun, or if you have any concerns about how I or your classmates address you.

CAPS

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) 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

Mental Health and Wellness Resources

The University of Houston has a number of resources to support students' mental health and overall wellness, including CoogsCARE and the UH Go App. UH Counseling and

Psychological Services (CAPS) offers 24/7 mental health support for all students, addressing various concerns like stress, college adjustment and sadness. CAPS provides individual and couples counseling, group therapy, workshops and connections to other support services on and off-campus. For assistance visit uh.edu/caps, call 713-743-5454, or visit a Let's Talk location in-person or virtually. Let's Talk are daily, informal confidential consultations with CAPS therapists where no appointment or paperwork is needed.

The Student Health Center offers a Psychiatry Clinic for enrolled UH students. Call 713-743-5149 during clinic hours, Monday through Friday 8 a.m. - 4:30 p.m. to schedule an appointment.

The A.D. Bruce Religion Center offers spiritual support and a variety of programs centered on well-being.

Need Support Now? - If you or someone you know is struggling or in crisis, help is available. Call CAPS crisis support 24/7 at 713-743-5454, or the National Suicide and Crisis Lifeline: call or text 988, or chat 988lifeline.org.

Title IX/Sexual Misconduct

Per the UHS Sexual Misconduct Policy, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>. Please be aware that under the sexual misconduct policy, SAM 01.D.08, faculty are required to report to the University any information received regarding sexual misconduct as defined in the policy. Please note that the reporting obligations under the sexual misconduct policy reach to employees and students. ***Also, as a required reporting party, I am not a confidential resource.***

Reasonable Academic Adjustments/Auxiliary Aids

The University of Houston is committed to providing an academic environment and educational programs that are accessible for its students. Any student with a disability who is experiencing barriers to learning, assessment or participation is encouraged to contact the Justin Dart, Jr. Student Accessibility Center (Dart Center) to learn more about academic accommodations and support that may be available to them. Students seeking academic accommodations will need to register with the Dart Center as soon as possible to ensure timely implementation of approved accommodations. Please contact the Dart Center by visiting the website: <https://uh.edu/accessibility/> calling (713) 743-5400, or emailing jdcenr@Central.UH.EDU.

Recording of Class (University required language)

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the Center for Students with DisABILITIES. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

Resources for Online Learning

The University of Houston is committed to student success and provides information to optimize the online learning experience through our Power-On website. Please visit this website for a comprehensive set of resources, tools, and tips including: obtaining access to the internet, AccessUH, and Canvas; requesting a laptop through the Laptop Loaner Program; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance contact UHOnline@uh.edu.

Title IX/Sexual Misconduct

Per the UHS Sexual Misconduct Policy, your instructor is a "responsible employee" for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

Security Escorts and Cougar Ride

UHPD continually works with the University community to make the campus a safe place to learn, work, and live. Our Security escort service is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety please call [713-743-3333](tel:713-743-3333). Arrangements may be made for special needs.

Parking and Transportation Services also offers a late-night, on-demand shuttle service called Cougar Ride that provides rides to and from all on-campus shuttle stops, as well as the MD Anderson Library, Cougar Village/Moody Towers and the UH Technology Bridge. Rides can be requested through the UH Go app. Days and hours of operation can be found at <https://uh.edu/af-university-services/parking/cougar-ride/>.

Syllabus Changes

Please note that the instructor may need to make modifications to the course syllabus. Notice of such changes will be announced as quickly as possible through email.

Helpful Information

Coogs Care: <https://uh.edu/dsa/coogscare/>

Student Health Center: <https://www.uh.edu/healthcenter/>

Law Center Required Syllabus Elements

Honor Code

The UHLC Honor Code applies to all aspects of this course. You are responsible for knowing all Honor Code provisions and for complying with the Honor Code. Please inquire if you have any questions regarding how the Honor Code's provisions apply to specific activities or situations related to this course. Your continuing enrollment in this course is deemed to be a pledge by you under the Honor Code to comply with the Honor Code in relation to this course and to comply with the instructions in the course syllabus. *It is an Honor Code violation to review the graded assignments distributed to, or written by, any of my students from prior years.*

AI Generated Text

The software technology known as artificial intelligence has recently expanded its capability to generate text and other work product (AI Generated Work Product). Examples of the technology include what are known as "generative" large language models (LLMs), and a specific implementation that is well known in the general public is ChatGPT. These systems can generate text and other work product in response to prompts and/or input of other text/documents/code/images. The output, the AI Generated Work Product, appears to have human-mimicking "intelligence" and is thus potentially usable as a substitute for material one might generate themselves. AI Generated Work Product can include computer code or programs as well as human language content and materials.

Your continuing enrollment in this course obligates you to not knowingly prompt, generate, or use any AI Generated Work Product in relation to any activity or assessment in this course, unless specifically allowed by me. This applies to AI Generated Work Product from yourself or others. This obligation includes that your assessment materials in the course be without any contribution from AI Generated Work Product. This obligation specifically extends to not plagiarize any writing required of you for assessment in the course: AI Generated Work Product will be treated as from another/others in applying the plagiarism policy to this course. The term "assessment"

means any material generated for this course that is submitted to the instructor or presented in a class session, regardless whether it is graded content or not. Assessments include mid-terms and final exams. AI Generated Work Product may not be used in the development or drafting of any assessments created by you in a non-proctored environment, such as a “take-home” final examination.

Week 1 Syllabus

Week of 8/25

Reading Assignments:

Kuney, Introduction, Ch. 1.

Sloan, Ch. 2

Interactive, Using the Interactive Citation Workbook (pp. ix-x)

Introduction to Lawyering 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.