LEGAL RESEARCH AND WRITING FALL 2011 SYLLABUS SECTIONS B AND E

PROFESSOR JAY STREITZ

Introduction

This syllabus covers the Legal Research and Writing class for the fall semester. It sets out the basic requirements and the weekly sequence of classes, readings, and assignments. You will receive the syllabus for the spring semester of the Research and Writing class at the end of the fall semester.

The Legal Research and Writing Student Manual explains in detail the requirements of the course, including course assignments and learning outcome goals, the attendance policy, the format and submission requirements for graded written assignments, the ethical and conduct requirements, the penalties for late submission of assignments, the grading criteria for assignments, and the calculation of semester-end grades. It also includes the LRW Code of Conduct in its Appendix. Both the Manual and Code apply to all students in the LRW classes, and they apply all year. A hard copy of the Manual will be distributed to you the first day of class. An online copy is available on my TWEN site.

Contact Information

You can contact me in my office, 306D, by phone at 651-523-TBA, or by email at jstreitz01@hamline.edu. I will post my office hours regularly, but please feel free to stop by any time. Please check the TWEN site for weekly office hours. You can access an electronic copy of this syllabus, the *Legal Writing Student Manual*, my office hours, and other information related to the course on my TWEN site.

I also have teaching assistants who will help with the class. Teaching assistants will hold office hours, grade some assignments, conduct some classes, and generally be available to assist with the class. Amanda Singer is tentatively assigned to Section B. Joseph Cooch is tentatively assigned to section E. You should feel free to consult either Joseph or Amanda during their office hours, which will be posted at the beginning of the semester. You can also contact them by email. Their individual contact information will be provided to you at the beginning of the semester.

Assignments

Writing assignments. These assignments are due on the dates specified in the syllabus. Closed Memo One (CM1) and Closed Memo Two (CM2) should be submitted to the Registrar's Office by 11:00 a.m. on the due dates. Please time stamp each assignment envelope in the machine in the Registrar's Office. In addition, please email me an electronic copy of your assignment by 11:00 a.m. on the due date. The One Case Legal Analysis assignment, the Client Letter assignment, and the Statutory Drafting assignment will be submitted in class.

Reading assignments. Please do the required reading assignment before the class for which it is assigned. You may need to come back to early reading assignments over the course of the semester to get full benefit from the reading. You will be held responsible for information in the reading that we do not cover in class, including information on grammar, punctuation, and legal citation. Except in the *Interactive Citation Workbook*, where both reading and exercises are required, you need not complete exercises in the text unless I specifically assign them.

Citation Exercises (ICW). For each citation exercise, you are required to read through the applicable chapter of the *Interactive Citation Workbook*, review the accompanying rules in *The Bluebook*, and then complete the online exercises. The online exercises can be found at http://www.lexisnexis.com/icw/. You will be required to complete nine citation assignments. Generally, you have one week to complete ICW exercises, and they are due by class time on Wednesdays unless otherwise specified.

Grammar Exercises. You will be required to complete a grammar pretest and sixteen grammar exercises. These assignments will be accessed online through *Core Grammar for Lawyers*, available at www.coregrammarforlawyers.com. Generally, you have one week to complete grammar assignments (unless otherwise specified), and they are due by class time on Mondays. You may test out of some of the grammar exercises if the pretest shows you are proficient with a particular grammar concept.

Grading

You will receive grades for the following assignments during the fall semester: One Case Legal Analysis Exercise, Closed Office Memorandum One, Closed Memorandum Two, Client Letter, Statutory Drafting Exercise, two mandatory tutorials, nine Citation Exercises, and a Grammar and Citation Exam. Please see the *Student Manual* for more information about grading.

Tutorials

Note that individual writing tutorials are an important learning opportunity for the class and count in your grade calculation. Attendance at tutorials is mandatory. Each tutorial is worth four points. Please come prepared to tutorials with the materials indicated in the syllabus.

Due Dates

See the *Student Manual* for policies regarding late assignments. Points will be deducted for late assignments.

Technology Policy

While you may bring laptops to class for note-taking, only word processing programs may be open during class unless I direct you otherwise. Students using web browsers, electronic games, or email during class will be asked to leave and will not be permitted to bring their laptops to class for the duration of the course.

Technological devices can be distracting to your classmates and to me, and can undermine my goal to provide an atmosphere conducive to learning for all students. Accordingly, during class please also refrain from using text messaging, instant messaging, or email; using cell phones, pagers, or any other communication device; and from displaying wallpaper, screen savers, or other material on your laptop computer screen that can reasonably be expected to offend or distract your classmates. I reserve the right to impose appropriate sanctions for violations of this policy, including loss of professionalism points.

Textbooks

The following textbooks and materials are required for the course:

George W. Kuney & Donna C. Looper, *Mastering Legal Analysis and Drafting* (2009)

David S. Romantz & Kathleen Elliott Vinson, *Legal Analysis: The Fundamental Skill* (2d ed. 2009)

The Bluebook: A Uniform System of Citation (19th ed. 2010)

Tracy L McGaugh & Christine Hurt, *Interactive Citation Workbook for* The Bluebook: *A Uniform System of Citation* (2011 Edition)

Ruth Ann McKinney & Katie Rose Guest Pryal, *Core Grammar for Lawyers* (ebook) available at www.coregrammarforlawyers.com (Sign up on Core Grammar website after classes begin. A reduced price subscription may be available through the bookstore. I will discuss this on the first day of class.)

	Monday Class	Wednesday Class
Week 1	Topics covered: Course Intro, Closed	Topics covered: Reading CM1 cases,
Aug. 22	Memo One (CM1) introduction,	CREAC, kinds of authority
	Government structure, court system,	,
	research for CM1 authorities	Reading Assignment: MLA
		(Mastering Legal Analysis) pp. 3-5,
	Reading Assignment: LA (Legal Analysis)	15-22, Rule and Reading Cases
	ch. 1 & 2, Foundations and Rules	,
	,	Writing Assignment:
	Writing Assignment: Closed Memo One	
	assigned (due Oct. 3), One Case Legal	Citation Assignment:
	Analysis (OCLA) assigned (due Sept. 7)	
	The second secon	Due:
	Grammar Assignment:	
Week 2	Topics covered: Case analysis, CREAC,	Topics covered: CM1 cases, Rule
Aug. 29	Formulating a rule	developed from one case,
		analogical reasoning exercise
	Reading Assignment : LA ch. 7, CREAC;	
		Reading Assignment : LA ch. 3 & 4,
	Writing Assignment:	Analogical and Rule-based Reasoning
	Grammar Assignment: Complete	Writing Assignment:
	Grammar pretest in Core Grammar for	
	Lawyers by 11:00 p.m. Saturday.	Citation Assignment:
	Due : Grammar Pretest due Saturday 11 p.m.	Due:
Week 3	Topics covered: Labor Day—No class	Topics covered: Introduction of
Sept. 5		additional CM1 cases, Citation (TA
		taught)
		Reading Assignment: MLA ch. 3,
		Citation; <i>Bluebook</i> , Introductory
		sections; MLA ch. 5, Memos
		Writing Assignment:
		Citation Assignment: ICW 1&2
		Drag OCI A dua in alara
		Due : OCLA due in class

Week 4 Sept. 12	Topics covered: Synthesis from multiple cases	Topics covered: Follow up to synthesis; Grammar/topic sentences
Sept. 12	Reading Assignment: MLA pp. 22-36,	Reading Assignment:
	Case Synthesis & CREAC Writing Assignment:	Writing Assignment: OCLA returned
	Grammar Assignment: Exercises A 1-2	Citation Assignment: ICW 3 & 5
	Due:	Due: ICW 1&2
Week 5 Sept. 19	Topics covered: Parts of Memo, Questions Presented, Brief Answers	Topics covered: Common Problems in OCLA
	Reading Assignment:	Reading Assignment:
	Writing Assignment: Tutorials begin	Writing Assignment: Tutorials
	Grammar Assignment : Exercises A 3-4	Citation Assignment:
	Due : Grammar Exercises A 1-2	Due : ICW 3 & 5
Week 6 Sept. 26	Topics covered: Common Problems exercises, Editing	Topics covered: Self-editing session (TAs)
	Reading Assignment:	Reading Assignment:
	Writing Assignment: Tutorials	Writing Assignment: Tutorials; bring draft of your CM1 to class
	Grammar Assignment : Exercises D 1-2	
	(due Wednesday next week rather than Monday)	Citation Assignment: None this week
		Due:
	Due : Grammar Exercises A 3-4; CM draft	
	due by Tuesday at 5:00 p.m. (submit	
	electronically according to instructions in class)	

Week 7	Topics covered: Introduction to Drafting	Topics covered: Drafting, Reading
Oct. 3	Dooding Agricument, MI Ash 2	Statutes
	Reading Assignment : MLA ch. 2, Drafting; MLA ch. 1, pp. 5-15, Statutes	Reading Assignment: MLA ch. 9,
	2 - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1	Legislation; LA ch. 5, Statutes
	Writing Assignment: Statutory Drafting	
	Exercise assigned (due Oct. 10 in class)	Writing Assignment:
	Grammar Assignment : Exercises C 1-2	Citation Assignment: ICW 6 & 7
		D 0 D 1 D 1 D 1
Week 8	Due: Closed Memo One due	Due: Grammar Exercises D 1-2
Oct. 10	Topics covered: CM1 self-assessment, Closed Memo 2 (CM2) introduction, Client	Topics covered: Client Letters
000.10	Interview	Reading Assignment: MLA ch. 4,
		Letters
	Reading Assignment: Handout on	Whiting Aggignment, Client Letter
	Interviewing	Writing Assignment: Client Letter (due Week 10)
	Writing Assignment: CM2 assigned (due	(dde Week 10)
	on Nov. 14)	Citation Assignment: ICW 8
	Grammar Assignment : Exercises C 3-4	Due : ICW 6 & 7
	Grammar Tassignment. Entrologis C 5	
	Due : Grammar Exercises C 1-2	
Week 9	Topics covered: letters, CM2	Topics covered: No Class
Oct. 17	Reading Assignment:	Reading Assignment:
	Writing Assignment:	Writing Assignment:
	Grammar Assignment : Exercises D 3-4	Citation Assignment: ICW 16
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	Due: Grammar Exercises C 3-4	Due: ICW 8
Week 10 Oct. 24	Topics covered: Drafting	Topics covered: Drafting (Exculpatory Clause) in-class exercise
OCI. 24	Reading Assignment : MLA ch. 2, Drafting	(Excurpatory Clause) III-class exercise
	(review)	Reading Assignment:
	Writing Assignment: CM1 returned to students	Writing Assignment: Tutorials begin on CM2; Client Letter due
	Students	on Civi2, Chefit Letter due
	Grammar Assignment : Exercises F 1-2	Citation Assignment: ICW 13
	Due:	Due: ICW 16

Week 11 Oct. 31	Topics covered: CM2, Common Problems in CM1	Topics covered: Citation Review (TAs)
	Reading Assignment:	Reading Assignment:
	Writing Assignment: Tutorials	Writing Assignment: Tutorials
	Grammar Assignment : Exercise F 3-4	Citation Assignment:
	Due : Grammar Exercises D 3-4	Due: ICW 13
Week 12 Nov.7	Topics covered: Grammar review (TAs)	Topics covered: Self-editing class (TAs)
	Reading Assignment:	
		Reading Assignment:
	Writing Assignment: Tutorials	
		Writing Assignment: Tutorials; Bring
	Grammar Assignment: Grammar	draft of your CM2 to class
	exercises done for the semester	Citation Assignment:
	Due : Grammar Exercises F 3-4; CM2 draft	Citation Assignment.
	due by Tuesday at 5:00 p.m. (submit	Due:
	electronically according to instructions in	
	class)	
Week 13	Topics covered: 2-hour Mediation	Topics covered: 2-hour Mediation
Nov. 14	Simulation	Simulation
	Design Assistance ADD based and	N. 4. Class III and Canada
	Reading Assignment: ADR handouts	Note: Class will meet for one two hour block this week. Your
	Due: Closed Memo Two	instructor will let you know when
	Duc. Closed Mellio I wo	and where the class will meet.
Week 14	Topics covered: Citation and Exam	No Class. Thanksgiving break.
Nov. 21	Review (TAs)	
	Citation Assignment: ICW 9	
	Due:	
Week 15	Topics covered: Final LRW class, Course	Topics covered: In-class Exam
Nov. 28	Evaluations	administered
	Due : ICW 9	