

Legal Research and Writing II – Spring 2014 Syllabus
Legal Writing Section 2
Professor Beth Honetschlager

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My office hours will be posted outside my office door and on TWEN

Teaching Assistants

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Class Schedule

Monday, Wednesday, and Friday, 1:50-2:50 p.m., in Room 101

Introduction

Welcome to Legal Research and Writing II. This semester you will continue to learn legal research skills and will work on writing skills you will likely use as a new lawyer, including writing to a client, persuasive writing, drafting a contract, and writing a short memo answering a legal question in a limited time period. You will also take a mini Multistate Performance Test, which will help prepare you to take the bar exam.

Please note that I may modify the syllabus as the semester proceeds. I will announce modifications as far in advance as possible.

Course Website

I use TWEN for the course website; please register for my TWEN course (Research and Writing II (Honetschlager, Spring 2014)) as soon as possible. You should also register for this semester's legal research TWEN site (Legal Research (LRW II) - Section 1 and 2: Trevor & Honetschlager (Spring 2014)).

Textbooks

1. Required textbooks and materials (these are the same texts and materials that were required fall semester):

The Bluebook: A Uniform System of Citation (Columbia Law Review Ass'n et al. eds., 19th ed. 2010) ISBN 9780615361161 ("Bluebook")

George W. Kuney & Donna C. Looper, *Mastering Legal Analysis and Drafting* (Carolina Academic Press 2009) ISBN 978-1-59460-628-1 ("Kuney & Looper")

Tracy McGaugh Norton & Christine Hurt, *Interactive Citation Workbook for The Bluebook: A Uniform System of Citation, 2013 Edition* (LexisNexis 2013) ISBN 978-0-7698-6447-1 ("ICW")

Ruth Ann McKinney & Katie Rose Guest Pryal, *Core Grammar for Lawyers* (ebook) available at www.coregrammarforlawyers.com. Registration code: 313-124-5120. DO NOT register again if you registered fall semester. ("Core Grammar")

2. Recommended books – I suggest that you examine these books (in the book store, library, or my office) or consult with me before purchasing them. You are not required to buy these books:

Linda J. Barris, *Understanding and Mastering The Bluebook: A Guide for Students and Practitioners* (2d ed., Carolina Academic Press 2010) ISBN 978-1-59460-733-2

Anne Enquist & Laurel Currie Oates, *Just Writing: Grammar, Punctuation, and Style for the Legal Writer* (4th ed., Wolters Kluwer 2013) ISBN 978-1-4548-2698-9

Bryan A. Garner, *The Redbook: A Manual on Legal Style* (3d ed., West 2013) ISBN 978-0-314-28901-8

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

Richard Wydick, *Plain English for Lawyers* (5th ed., Carolina Academic Press 2005) ISBN 1-56460-151-8

Learning Outcomes for the Course

At the conclusion of this course, you will be able to:

- Communicate effectively with clients in writing.
- Communicate effectively with a supervising attorney in an email.
- Write a motion memorandum to a court, in the appropriate format, that persuasively communicates arguments for a client.
- Demonstrate professionalism skills, including representing clients in an ethical manner and displaying proper decorum in court.
- Understand the process of drafting, including using clients and forms as resources.
- Make effective use of substantive law and drafting forms to aid in drafting a document.
- Organize a drafted document logically.
- Understand how to use clear and effective language, and to avoid inadvertent ambiguities in drafting a document.
- Understand how to use terms of authority (shall, must, may, etc.) correctly in drafting a document.

Course Policies

1. Attendance Policy

Class attendance is crucial to your understanding of the material. Students are required to attend all classes for the full hour and to participate in class discussions and exercises. Excessive absence will be penalized. Excessive absence is defined as missing more than three classes during spring semester. Two points will be deducted from your final point total at the end of the semester for each absence in excess of the allowed absences. Each hour of writing or research class, each tutorial, and each oral argument will be treated as one class hour under the attendance policy.

I may excuse your absence if you can demonstrate exigent circumstances. If you know you will be absent from a class, inform me in advance so that you can arrange to obtain the information covered in class. The LRW Director, Mary Trevor, will hear appeals under the attendance policy and may excuse absences if you can demonstrate exigent circumstances. Appeals must be made within a week of the absence.

2. Technology Policy

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 you may use laptops and tablets only for note-taking, and only word processing programs may be open during class, unless I direct you otherwise. Please refrain from accessing the internet; playing electronic games; using text messaging, instant messaging, or email; using cell phones, pagers, or any other communication devices; or displaying wallpaper, screen savers, or other material on your 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; sanctions may include loss of the privilege to use the technology in question and professionalism point deductions.

3. Email Policy

I encourage you to contact me via email when you have questions. To help you get into the habit of always corresponding as a professional, I require that you comply with a few simple rules when you send me an email. (It would be a good idea to follow these rules for emails to other faculty and staff at the law school, too.)

- Include a correct and specific subject line. If you simply respond to an old email without changing the subject line, I might not recognize your email's importance or how quickly it needs a response, and both you and I might have trouble finding it later if the need arises to check it.
- Make sure your emails are professional. For example, use a respectful title to open your email text and avoid using slang or shorthand. Make sure your emails are spelled correctly, punctuated correctly, and proofread.
- Before asking a question regarding class policies or assignment details, make sure you have consulted the syllabus, your class notes, or the relevant assignment instructions.
- Submit specific questions about assignments, rather than general requests for review.

Violations of this policy may result in professionalism point deductions.

Writing and Drafting Instruction

You will learn about legal writing and drafting in a variety of ways this semester: through class instruction and exercises, assigned readings, tutorial meetings, and a variety of assignments. The material below overviews tutorials and assignments.

1. Tutorials

Tutorials, meetings with me to discuss work in progress before you submit a major assignment, are designed to help you improve the structure and quality of your written analysis before an assignment is due. You are required to attend two tutorials during spring semester. They will give you an opportunity to review and critique preliminary drafts of your work and to ask questions. In your first tutorial, you will meet with a group of your classmates to engage in a discussion facilitated by me. In your second tutorial you will meet individually with me.

You will be required to bring outlines, research checklists, lists of authorities, and/or preliminary partial drafts of assignments to tutorials. I will tell you what to bring to each tutorial. Because tutorials are interactive and focus on the work you have already completed, you must be prepared for tutorials in order to receive the maximum benefit from them. Further, you may want to bring a list of specific questions to each tutorial so as to make the most effective use of tutorial time.

After your tutorial, you are expected to revise your preliminary work in light of the discussion at your tutorial and your own developing understanding of the assignment and insight into how to present your analysis most effectively. If you find as you rewrite that you are not clear about how to apply the recommendations made in a tutorial, or that a recommendation does not seem to be working well, it is your responsibility to contact me to seek clarification.

For each tutorial that you attend and for which you demonstrate satisfactory preparation, four points will be added to your point total at the end of the semester. In addition, I encourage you to meet with me any time you have questions, ideas you want to discuss, or written work you would like to review. You may schedule an appointment or stop by my office during office hours.

2. Writing and Drafting Assignments

Your assignments are designed to build on each other so that with each assignment you are both reinforcing skills you have already mastered and learning new skills. Below are brief descriptions of the assignments you will complete in the course this semester. Detailed descriptions of the assignments and hand-in requirements will be specified in the assignment instructions and in class.

Client Letter. In addition to communicating with other lawyers, lawyers must communicate with clients, and they often do so by letter (sent electronically or by regular mail). The LRW letter assignment will require you to use your writing skills to explain your assessment of the strengths and weaknesses of a case to a non-legal audience. The spring Client Letter will focus on your assessment of the Motion Memo materials.

Advocacy Exercise. The Advocacy Exercise is a building block of the Motion Memo assignment. For this exercise, you will be asked to address just one or two of the issues raised in your Motion Memo assignment. You will write that portion of your Motion Memo and submit it to me; I will then give you feedback about your application of the advocacy writing skills discussed in class and in assigned reading. You will then revise the Advocacy Exercise, and possibly incorporate more authority into your analysis, for inclusion in your final Motion Memo.

Motion Practice Memorandum. Your major writing assignment in the spring semester will be a Motion Practice Memorandum. As with the closed memos in the fall, writing motion memoranda is an important part of many attorneys' work. This assignment will require you to use research, analysis, and writing skills to persuade a court to adopt your client's position on one or more issues of law. The Motion Memo assignment will be based on a mock trial-court record from which you must extract the relevant facts and legal issues.

Unlike for the closed memos, for the Motion Memo you will do the research yourself. You will develop a research strategy, tailor your research to the specific fact situation, decide when you have done enough research to begin writing, and organize the results of your research and analysis into your written document.

You are required to attend two tutorials before the Motion Memo assignment is due to review your research and your draft writing.

Oral Advocacy Exercise. For this assignment, based on the Motion Memo assignment you wrote earlier, you will prepare and orally argue a motion to a judge, who will ask you questions about your argument. You will argue against a classmate, who will represent the other side on the motion. Typically, the "judge" will be me, another Legal Writing professor, or an LRW teaching assistant. Each oralist will have eight to ten minutes to argue, and the judge will then provide feedback on the argument.

Contract Drafting Assignment. Drafting contracts is a fundamental part of a transactional lawyer's practice. This assignment will introduce you to the process of combining facts, law, and good drafting principles to produce a document that meets your client's objectives.

Statutory Drafting Assignment. Many lawyers work for legislatures, non-profit organizations, municipalities, or similar bodies that propose, write, and pass legislation. This assignment will require you to use your writing skills to draft clear, unambiguous legislation that fulfills the needs of this kind of client.

Quick Turnaround Assignment. In contemporary law practice, you will often be given a research assignment and be expected to complete it the same day or within a short timeframe. This assignment is designed to simulate this kind of work situation, which you

may encounter as a law clerk or new associate. You will be given a short research assignment with a quick turnaround time, and you will be asked to provide your answers in a short, professional email.

MPT Practice Exam. The Multistate Performance Test is now a part of the bar exam in most states, including Minnesota. In the MPT, which is a timed portion of the bar exam, you are provided with a case file, including legal reference materials and client documents, and required to produce a specified written work product. This exercise will introduce you to the MPT and help you understand strategies for analyzing the materials and producing the work product within a time limit. The exercise will also provide an opportunity to review the basic writing, analysis, and organizational tools covered this year in your LRW I and II courses.

3. Reading Assignments

Please do the required reading assignments before the classes for which they are assigned. You may need to review fall semester reading assignments or 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*, in which both reading and exercises are required, you need not complete exercises in the text unless I specifically assign them.

4. Citation Exercises (ICW)

You will continue to learn citation by doing ICW exercises this semester. Like last semester, 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. You will be required to complete seven ICW exercises, each of which is worth one point. Generally, you have one week to complete ICW exercises, and they are due by class time on Wednesdays unless otherwise specified.

5. Grammar Exercises

You will be required to complete eight Core Grammar exercises this semester. Continue to use the subscription you used last semester in Professor Swift's course. You must complete all of the "E" exercises by 11:59 p.m., Monday, February 17. You must complete all of the "C" exercises by 11:59 p.m., Monday, March 24. Note that the "B" exercises are not required, but cover the important skills of proper quotation. I recommend that you complete these exercises before the Motion Memo is due, but will not require you to do them.

Although the grammar exercises are not worth points, you must complete them on time or you will lose professionalism points. All assigned exercises are required unless you test out of a particular topic, and they must be completed to pass the course.

If you are struggling to complete the grammar exercises, please talk to me. You may want to meet with an Academic Success tutor at the law school or make use of other resources that will help you develop proficiency in this area.

6. Research Classes, Tutorials, Exercises, and Exam

You will continue to learn about legal research sources and techniques this semester. Classes will cover print and online primary sources and administrative law, about which you will complete online tutorials and in-class exercises. You will also receive training from Lexis, Westlaw, and Bloomberg Law representatives. In week 10, you will take a research exam.

For most research classes, you will be required to complete an online tutorial before the start of the class on that topic. Because completion of in-class exercises will depend on understanding the basics of the material when you come to class, completing the online tutorials before class time is essential. You will receive full credit for an online tutorial if you complete it before the beginning of class. You must complete each online tutorial on your own, although you are encouraged to seek the help of a librarian or teaching assistant if you have questions.

In class, you will then apply the information you learned in the online tutorial by completing hands-on exercises. You are encouraged to work in groups to complete the exercises and to ask questions of the librarian, professor, or teaching assistant in class. Each exercise is designed to be completed during the class period; you will submit it to your teaching assistant at the end of class to receive credit. If your exercise is not completed in a satisfactory manner, you may be asked to redo the exercise or meet with your teaching assistant, or both.

If you miss research class, you will have one week to complete that week's in-class exercise. You are encouraged to seek the help of a librarian or teaching assistant while you are working on the exercise.

For each online tutorial that you complete on time, you will earn one point. For each in-class exercise that you submit on time, you will earn two points. If you fail to submit an online tutorial or 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 online tutorials and in-class exercises must be completed in satisfactory fashion by the end of the semester or you will receive an incomplete in the course.

Special Requirements for Writing Assignments

Practicing attorneys must meet strict format and submission requirements for many of the documents they write. To simulate this professional experience, the Motion Memo is subject to the format and submission requirements detailed below. Other assignments may also be subject to these requirements; see the individual assignment instructions for more information.

1. Format of Motion Memo Assignment (and perhaps other assignments)

- PAPER:** 8 1/2 x 11 inches; white paper. Either single-side or double-side printing acceptable.
- FONT:** Times New Roman, twelve point with normal character spacing. Microsoft Word is strongly preferred.
- MARGINS:** Each page must have one-inch margins on top, bottom, and both sides. Be sure to check for and change any non-compliant default settings on your system. The bottom margin is measured from the bottom of the text to the bottom of the page. Page numbers may float within this one-inch space. Do not justify the right margin.
- SPACING:** Fully double-spaced, except that the caption and point headings should be single spaced and block quotations should be single-spaced and indented from the left and right margin.
- CITATIONS:** In accordance with the *The Bluebook*.
- PAGE LIMITS:** The Motion Memo will have a strictly enforced page limit. Other assignments may have limits or suggested lengths.
- PAGINATION:** Each page of text, beginning with the second, must be numbered. The page number must be centered at the bottom of the page.
- BINDING:** Staple in upper left-hand corner. Do not use cardboard, plastic binders, or other covers.

Do not deviate from the rules governing font, font size, character and line spacing, or margins; they are designed to make length limits as consistent as possible for all students. To ensure that all students are treated fairly, papers not meeting format requirements will be penalized.

2. Procedures for Handing in Writing Assignments

Electronic submission of documents has become a requirement or an option for most courts. But many courts still require paper copy submission (“courtesy copies”) to the court clerk (or directly to the chambers of the judge assigned to the case) as well. Therefore, in order to simulate the demands of these professional requirements, the writing assignments for this course may be submitted either electronically or in paper, or both. If both electronic and paper are required, the electronic and paper copy versions must be identical. Instructions for the assignments will explain which format(s) will be required.

For electronic submission, assignments must be submitted via the designated TWEN assignment drop box before the due time on the due date. The timeliness of your submission will be determined by the date and time as shown on the TWEN site. For assignments in which both electronic and paper submission is required, timely paper copy submission does NOT count for the purpose of meeting submission deadlines; only timely electronic submission of required materials will count. Late electronic submission will trigger special penalties, described below. Because timely paper copy submission is also important, I may deduct professionalism points from your course point total for any paper copy submitted late or improperly.

Meeting Deadlines

Practicing attorneys must meet rigid deadlines imposed by statutes of limitations and court rules. Failure to meet these deadlines can result in lost cases, lost clients, legal malpractice claims, and professional censure. 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 your LRW course do not cause you to neglect your other courses. The LRW course complements, and should not conflict with, your other courses. Even when you have deadlines to meet for this course, you are expected to attend—and be prepared for—all of your other classes.

1. Extensions

Extensions for the Motion Memo assignment will be granted only as a result of the most exigent personal circumstances. Requests for such extensions must be made by contacting the Director of the Legal Research and Writing Program, Mary Trevor, either in person (Law School Office 217W), by telephone (651-523-2487), or by email (mtrevor@hamline.edu).

The Director may grant a request for an extension only if the student makes the request before the assignment due date and time or if an emergency has made it impracticable for the student to make the request before the due date. Extensions will not be granted for any of the following reasons (please note that this is not a comprehensive list): your computer, computer program, printer, or car malfunctioned; your power went out; or you failed to back up your work properly. The Director will make extension decisions in her sole discretion.

In case of **EMERGENCY** on the due date, **PLEASE CONTACT THE DIRECTOR OF LEGAL WRITING IF AT ALL POSSIBLE. EMAIL IS BEST, BUT PLEASE LEAVE A BACK-UP VOICE MAIL MESSAGE AS WELL.**

Requests for extensions on other assignments should be directed to me, and I will decide about extensions and late penalties on a case-by-case basis. You should also consult with me if you are unable to attend the class at which the paper copy of an assignment is due or if you otherwise encounter a problem with submitting either the electronic or paper copy of an assignment.

2. Penalties for Late Assignments

The following penalties will be imposed for late electronic submission of the Motion Memo. (I will determine the penalties for late submission of other assignments on a case-by-case basis.) Submission times are determined by the submission time as shown on the TWEN site.

- a. Assignments submitted to the TWEN drop box on the due date, but after the due time, will have four points deducted for lateness. The “due date” ends at 11:59 p.m.
- b. Assignments submitted to the TWEN drop box on the day after the due date will have four additional points, or a total of eight points, deducted for lateness. A “day” begins at midnight and ends at 11:59 p.m.
- c. Assignments submitted to the TWEN drop box on succeeding days will have an additional four points deducted for each additional day late. Weekend days and weekdays all count as “additional days.”
- d. Remember that there may be additional penalties, in the form of lost professionalism points, for late paper-copy submissions.

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.

Course Professionalism Points

Practicing attorneys are expected to display professional behavior. Being a professional law student includes being engaged in class, being respectful of classmates' views and time, being on time for class and remaining in class for the entire class hour, and avoiding both in-class and out-of-class behavior that creates even the appearance of impropriety.

Because students are expected to exhibit professional behavior, you will automatically be awarded four points for professionalism. Any or all of those points, however, may be deducted from your semester point total for unprofessional behavior. Such behavior may include, but is not limited to, inappropriate use of technology during class, disruptive classroom behavior, failure to participate in in-class or group work, leaving class without permission, excessive tardiness, or failure to comply with class policies or procedures. Any point deductions for unprofessional behavior are within my discretion.

Calculation of Grades

1. Grading Criteria for Writing and Drafting Assignments

The following general criteria, as applicable, will be used in grading your writing and drafting assignments. The instructions for each assignment will specify the criteria used in grading:

a. Writing

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

b. Analysis

- Understanding of and synthesis of legal issues and rules raised by the 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

c. Research

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

d. Compliance with proper citation, format, and style requirements

- Adherence to *Bluebook* citation requirements
- Adherence to format and assignment instructions

The grade you receive on an assignment will be determined by your ability to analyze the law and issues; communicate your analysis or argument clearly, or draft a provision that properly and clearly reflects your analysis; and, if applicable, support your conclusions. It will not be based on whether I agree with your legal conclusions. Although many of the same factors will be evaluated on writing and drafting assignments, the weight assigned to each factor may change over the course of the semester.

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, so you should proofread carefully.

Compliance with format and style requirements is also important. Failure to comply with such requirements in legal practice can result in serious sanctions. Your 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 font or margin size. Making compliance with format and style requirements a habit now may save you considerable embarrassment and pain as a practicing attorney.

Do not panic if you receive a lower score than you expected on an assignment. While such a grade indicates that your work needs substantial improvement, it does not necessarily mean that you are at risk of failing the course or that you will not eventually be a great lawyer. The average and median grades for each assignment will help you determine your relative standing among your peers. But remember that your goal is to become proficient with these important skills. As long as you are making progress in your skill development, you are on the right track.

I will be selective when commenting on your writing assignments, both in tutorials and when grading assignments. I will not comment on every error and may forego commenting on small errors to focus your attention on problem areas that require more immediate improvement. An error may be marked the first place it appears, but then you will be expected to correct other similar errors. If you have any questions about the comments on your written work, please see me.

2. Calculating Final Grades

For semester-end grading, the total number of points earned in the semester by each student will be calculated, taking into account, if applicable, any points to be deducted through excessive absenteeism or lack of professionalism. Grades will then be curved by comparing the point totals earned by all of my students. This point comparison, which will be done anonymously, will be the basis for semester-end grades. The average final grade for each LRW section will fall close to the average LRW final grade for the first-year class as a whole. For example, if the average final grade for the first-year class in LRW is 3.00, calculated on a 4.00 scale, then the average final grade for each LRW section would most likely fall between 2.8 and 3.2.

Note that grades for this course are not determined on a percentile basis. Neither the point total that you receive for any individual assignment nor your overall semester point total will convert to a letter grade based on the percentage of points that you received out of the maximum points available. Instead, individual assignment point totals will be based on the total number of points earned for the specific skills and analysis covered in that assignment. Your semester-end letter grade will be determined based on your relative standing in the class, as reflected by your semester point total.

While law school grades are important, they should not be your primary focus in this course. You should focus instead on my written and oral comments, which will help you develop the skills you will need to succeed in other law school courses and in the practice of law.

You are required to complete all assignments, including attending tutorials. Failure to complete an assignment will result in an incomplete or a failing grade for the semester.

3. Point Values

Note that these point values may change, and I may add additional graded exercises or assignments.

Spring Semester Point Values

• Five Online Research Tutorials	5
• Five In-Class Research Exercises	10
• Seven ICW Exercises	7
• Two Tutorials	8
• Client Letter	10
• Advocacy Exercise	4
• Citation Exercise	5
• Motion Memo	45
• Oral Advocacy Exercise	5
• Research Exam	25
• Contract Drafting Assignment	10
• Statutory Drafting Assignment	8
• Quick Turnaround Assignment	10
• MPT-style Exam	5
• Professionalism Points	<u>4</u>
Total Points	159

Legal Research and Writing Code of Conduct

The Legal Research and Writing Code of Conduct distributed by Professor Swift fall semester applies this semester as well. It is posted on my TWEN site.

	Monday Class	Wednesday Class	Friday Class
Week 1 Jan. 20	No class – MLK Day	<p>Topics Covered: Motion Memo; Motion Practice; Client Letter; Research for Client Letter</p> <p>Reading Assignment: Kuney & Looper ch. 6, Memoranda of Points and Authorities</p> <p>Writing Assignment: Motion Memo; Client Letter; Advocacy Exercise</p> <p>Citation Assignment: ICW ch. 17, Court Documents</p> <p>Grammar Assignment: Core Grammar Lessons E 1-4 (Citation Manual Eccentricities) done by Feb. 17</p>	<p>Topics Covered: Researching Case Law in Print</p> <p>Online Tutorial Due: Researching case law in print</p>
Week 2 Jan. 27	Topics Covered: Motion Memo; Client Letter	<p>Topics Covered: Motion Memo; Client Letter</p> <p>Citation Assignment: ICW ch. 10, Prior & Subsequent Case History</p> <p>Due: ICW ex. 17, Court Documents</p>	<p>Topics Covered: Researching Case Law Online</p> <p>Online Tutorial Due: Researching case law online</p>

	Monday Class	Wednesday Class	Friday Class
Week 3 Feb. 3	Topics Covered: Motion Memo Due: Client Letter	Topics Covered: Motion Memo Citation Assignment: ICW ch. 12, Parentheticals Due: ICW ex. 10, Prior & Subsequent Case History	Topics Covered: Westlaw and Lexis Group tutorials <ul style="list-style-type: none"> ○ Due 24 hours before tutorial: Research Report ○ Due at tutorial: Advocacy Exercise, Motion Memo outline
Week 4 Feb. 10	Topics Covered: Motion Memo Group tutorials <ul style="list-style-type: none"> ○ Due 24 hours before tutorial: Research Report ○ Due at tutorial: Advocacy Exercise, Motion Memo outline 	Topics Covered: Motion Memo Citation Assignment: ICW ch. 13, Signals; recommended: ICW ch. 9, Comprehensive Core Exercise Group tutorials <ul style="list-style-type: none"> ○ Due 24 hours before tutorial: Research Report ○ Due at tutorial: Advocacy Exercise, Motion Memo outline Due: ICW ex. 12, Parentheticals	Topics Covered: Researching Statutes in Print Online Tutorial Due: Researching statutes in print

	Monday Class	Wednesday Class	Friday Class
Week 5 Feb. 17	<p>Topics Covered: Motion Memo</p> <p>Grammar Assignment: Core Grammar Lessons C 1-4 (Lists) done by March 24; recommended: Core Grammar Lessons B 1-4 (Quotations) done by Feb. 24</p> <p>Individual Tutorials. Due at tutorial: draft Statement of Facts, draft Argument section</p> <p>Due: Core Grammar Lessons E 1-4 (Citation Manual Eccentricities)</p>	<p>Topics Covered: Citation Review</p> <p>Citation Assignment: Citation Exercise (24-hour limit to complete); recommended: ICW ch. 16, When Do I Cite?</p> <p>Individual tutorials. Due at tutorial: draft Statement of Facts, draft Argument section</p> <p>Due: ICW ex. 13, Signals; recommended: ICW ex. 9, Comprehensive Core Exercise</p>	<p>Topics Covered: Researching Statutes Online</p> <p>Individual tutorials. Due at tutorial: draft Statement of Facts, draft Argument section</p> <p>Online Tutorial Due: Researching statutes online</p> <p>Due: Citation Exercise</p>
Week 6 Feb. 24	<p>Topics Covered: Motion Memo</p> <p>Individual tutorials. Due at tutorial: draft Statement of Facts, draft Argument section</p> <p>Due: recommended: Core Grammar Lessons B 1-4 (Quotations)</p>	<p>Topics Covered: Self Editing</p> <p>Individual tutorials. Due at tutorial: draft Statement of Facts, draft Argument section</p> <p>Due: draft of Motion Memo to bring to class; recommended: ICW ex. 16, When Do I Cite?</p>	<p>Topics Covered: Bloomberg Law</p> <p>Last-minute tutorials</p>
Week 7 March 3	<p>Topics Covered: Oral Argument</p> <p>Reading Assignment: oral argument reading</p> <p>Due: Motion Memo</p>	<p>Topics Covered: Oral Argument Questions</p> <p>Citation Assignment: ICW ch. 15, Electronic, Internet & Nonprint Sources</p>	<p>Topics Covered: Oral Argument Practice Exercise</p>
March 10-16 Spring Break			

	Monday Class	Wednesday Class	Friday Class
Week 8 March 17	No Class; Oral Arguments	No Class; Oral Arguments Citation Assignment: ICW ch. 4, Parallel Citations Due: ICW ex. 15, Electronic, Internet & Nonprint Sources	Topics Covered: Researching Administrative Law Online Tutorial Due: Researching administrative law
Week 9 March 24	Topics Covered: Contract Drafting Reading Assignment: Kuney & Looper ch. 8, Transactional Documents Writing Assignment: Contract Due: Core Grammar Lessons C 1-4 (Lists)	Topics Covered: Contract Drafting Reading Assignment: drafting readings Due: ICW ex. 4, Parallel Citations	Topics Covered: Research Review
Week 10 March 31	Topics Covered: Contract Drafting	Topics Covered: Contract Drafting	Topics Covered: Research Exam in Class
Week 11 April 7	Topics Covered: Statutory Drafting Reading Assignment: statute drafting reading Writing Assignment: Statute Due: Contract	Topics Covered: Statutory Drafting	No Class

	Monday Class	Wednesday Class	Friday Class
Week 12 April 14	Topics Covered: TBD	Topics Covered: Quick Turnaround Assignment Writing Assignment: Quick Turnaround Assignment Due: Statute	No class – Easter break
Week 13 April 21	No Class	Topics Covered: MPT Due: Quick Turnaround Assignment	Topics Covered: MPT in Class Note: 2-hour class. The MPT will be completed during class.
Week 14 April 28	Topics Covered: Cost Effective Research	Topics Covered: TBD Note: Friday classes are held on Tuesday this week, so LRW class will be on Tuesday, April 29	