Email: bhonetschlager@hamline.edu
Office phone: 651-523-2068
Office: 233W
Office hours: My office hours will vary depending on the week of the semester (I often have reduced office hours during grading periods). See my office door or my TWEN site for current office hours. You may also make an appointment to meet with me.

Introduction

Hamline Law School’s first-year Legal Research and Writing course is designed to help you develop effective legal research and writing skills in a supportive environment. In this course you will learn how to locate and analyze legal reference materials relevant to hypothetical problems and how to write the results of your analysis in a concise, logical manner. Like other first-year courses, Legal Research and Writing will teach you how to “think like a lawyer.”

The Legal Research and Writing course has two components: Legal Writing class and Legal Research class. This is the syllabus for Legal Writing class; there is a separate syllabus for Legal Research class. Both syllabi are posted on the Syllabi page of the Registrar’s website and on my TWEN site. You will receive copies of both syllabi in your first Legal Writing class (so you need not print copies yourself).

Legal Writing class will meet for two class hours per week except as otherwise indicated on the syllabus. (In addition, Legal Research class will meet one class hour per week.) Please note that this syllabus is intended to serve as a guide to the material to be discussed each week, and it may be modified as the semester proceeds. Most readings will not be discussed in class. I will announce modifications of the syllabus as far in advance as possible.

For additional information about this course, including the goals and objectives, attendance policy, assignments, and grading see the Legal Research and Writing Student Manual. The Student Manual is posted on the Syllabi page of the Registrar’s website and on my TWEN site. You will receive a copy of the Student Manual in the first class meeting.

Class Schedules

Section F
Legal Writing class: Monday and Wednesday 4:00-4:50 p.m. in Room 6.
Legal Research class: Friday 4:00-4:50 p.m. in Room 6. Your Teaching Assistant is Andrew Barnhart.

Section G
Legal Writing class: Monday and Wednesday 1:00-1:50 p.m. in the Moot Court Room.
Legal Research class: Friday 1:00-1:50 p.m. in the Moot Court Room. Your Teaching Assistant is Keith Marnholtz.
Graded Assignments

See the Student Manual for assignment point values. The assignments for which you will receive grades during fall semester are:

- One Case Legal Analysis. This assignment will be distributed in the first class of Week 2 and is due at the beginning of the second class of Week 3.
- Closed Office Memorandum. This assignment will be distributed on the first day of class and is due in the Registrar’s Office by 11:00 a.m. on Tuesday, September 29.
- Research Memorandum. This assignment will be distributed in class during Week 7 and is due in the Registrar’s Office by 11:00 a.m. on Monday, November 16.
- Three mandatory tutorials, held during Weeks 5, 6, 11, 12, and 13.
- Research Assignments. These assignments will be due weekly for your Research class. The assignments and due dates are listed in the Legal Research Syllabus.
- Research exam. The exam will be given on Monday, November 23.

Additional Assignments

Please do the required reading and required writing assignments before the first Legal Writing class of the week for which they are assigned, unless either the syllabus or I direct you otherwise. I may assign exercises for class discussion and additional ungraded research and writing assignments throughout the semester to further strengthen your analytical and writing skills. You do not need to complete the exercises in the textbooks unless I assign them. Although some of the reading assignments are long, they are easier reading than the assignments in your other courses. You may need to review earlier reading assignments as you progress through the semester, however.

Westlaw and Lexis

Please register your Westlaw and Lexis passwords as soon as possible after you have received them (passwords will be distributed during orientation). On Westlaw, please also register for my TWEN (The West Education Network) course. I send emails from and will post the Student Manual, syllabi, assignments, examples of completed assignments, and other useful information on TWEN.

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 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 device; 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 point deductions.
**TurningPoint Clickers**

A TurningPoint clicker is required for this course (and perhaps for other courses; you need only one clicker). New or used clickers may be obtained at the SBA Bookstore or online. Please register your clicker at [http://student.turningtechnologies.com/](http://student.turningtechnologies.com/).

**Textbooks**

Required textbooks for fall semester:

- **The Bluebook: A Uniform System of Citation** (Columbia Law Review Ass’n et al. eds., 18th ed. 2005) (“the Bluebook”)
- Tracy L. McGaugh & Christine Hurt, *Interactive Citation Workbook for The Bluebook: A Uniform System of Citation* (2009 ed.) (“ICW”)
- Laurel Currie Oates & Anne Enquist, *Just Memos* (2d ed. 2007) (“Just Memos”)

Recommended books for fall and spring semesters – 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:


**Anticipated Learning Outcomes**

See the Student Manual for more information about learning outcomes. At the conclusion of this course, students will be able to:

- Demonstrate knowledge of the U.S. legal system and the hierarchy of legal authority produced by entities in that system.
- Demonstrate an understanding of one or more of the ethical rules that govern the legal profession.
- Locate legal reference materials relevant to a hypothetical problem.
- Understand and synthesize the reasoning and rules contained in legal authorities and apply them to a hypothetical problem.
- Write an objective office memorandum, in the appropriate format, that communicates the results of legal analysis.
Week 1  Week of August 17, 2009

Class discussion topics
Introduction to the Legal Research and Writing course: Legal Writing class and Legal Research class
Introduction to Closed Office Memorandum assignment
The legal system, including the court system and the importance of case law
Kinds and weight of legal authorities

Assignments
Reading
This syllabus
Just Memos: Preface, Chapters 1 (read only the relevant parts of section 1.5), 2, 3, 4, and 5
Writing
No writing assignment this week

Notes
Legal Writing class will meet only on Wednesday this week.
Legal Research class will not meet this week.
The Closed Office Memorandum problem will be distributed in class. The assignment is due Tuesday, September 29.

Week 2  Week of August 24, 2009

Class discussion topics
Course policies and procedures; Legal Research and Writing Student Manual
Case analysis and formulating a rule from a case
Closed Office Memorandum
Introduction to IRAC
Introduction to writing an office memo using the script format
One Case Legal Analysis assignment

Assignments
Reading
Closed Office Memorandum packet
Legal Research and Writing Student Manual
Just Memos: Chapters 6 (pages 111-122 only) and 9
Writing
For second class: brief the Closed Office Memorandum cases in preparation for class discussion and class exercises. (The case briefs will not be turned in.)
Work on the One Case Legal Analysis, due Wednesday, September 2. The assignment will be distributed and explained in class.
Week 3  Week of August 31, 2009

Class discussion topics

One Case Legal Analysis assignment
Closed Office Memorandum
Discussion and synthesis of Closed Office Memorandum cases
Introduction to parts of an office memorandum
Audience, purpose, and tone of an office memorandum
Legal writing style and conventions

Assignments

Reading

Just Memos: Chapters 8 and 12
Just Writing: pages 1-6; Chapter 1

Writing

The One Case Legal Analysis is due in class on Wednesday, September 2.

Week 4  Week of September 7, 2009

Class discussion topics

Closed Office Memorandum
Common problems in the One Case Legal Analyses

Assignments

Reading

Just Writing: Chapters 2, 3, 4, and 5

Writing

Work on Closed Office Memorandum and prepare for tutorial

Notes

Monday is Labor Day.
Legal Writing class will meet only on Wednesday this week.
Week 5  Week of September 14, 2009

Class discussion topics
  Closed Office Memorandum
  In-class drafting of the Question Presented and Brief Answer for the Closed Office Memorandum
  Tips on avoiding common writing problems
  Citation
  Quoting and paraphrasing
  Boundaries of collaboration and plagiarism

Assignments
  Reading
    Just Writing: Chapters 6 and 7
  Writing
    Work on the Closed Office Memorandum and prepare for tutorial

Tutorials
  Closed Office Memorandum Tutorials begin this week. You are required to bring a draft of the Discussion section of the memorandum to your tutorial. Remember that the tutorial is worth four points, and you must come prepared to the tutorial to receive the points.

Week 6  Week of September 21, 2009

Class discussion topics
  No Legal Writing class this week.

Assignments
  Reading
    Just Writing: page 163; Chapters 8 and 9
  Writing
    Work on the Closed Office Memorandum and prepare for tutorial

Tutorials
  Closed Office Memorandum Tutorials continue this week. You are required to bring a draft of the Discussion section of the memorandum to your tutorial. Remember that the tutorial is worth four points, and you must come prepared to the tutorial to receive the points.
Week 7  **Week of September 28, 2009**

**Class discussion topics**
- Introduction to the Research Memorandum assignment
- Legal research process and strategies
- Client interviewing

**Assignments**

**Reading**
- *Process of Legal Research*: Chapters 2 and 18 (also assigned for Research class)

**Research**
- Begin researching Research Memorandum problem

**Writing**
- Closed Office Memorandum due at the Registrar’s Office by 11:00 a.m. on Tuesday, September 29

**Notes**
- Congratulations on completing your first major Legal Writing assignment!
- Legal Writing class will meet only on Wednesday this week.
- The Research Memorandum problem will be distributed in class; the Research Memorandum is due Monday, November 16.

Week 8  **Week of October 5, 2009**

**Class discussion topics**
- Westlaw and Lexis primary-authority research training

**Assignments**

**Reading**
- Research Memorandum packet

**Research**
- Continue researching Research Memorandum problem
- Research assignment TBD

**Writing**
- Work on the Research Memorandum

**Notes**
- Lexis and Westlaw training will take place during this week’s classes. If you have a laptop, bring it to both classes.
Week 9  Week of October 12, 2009

Class discussion topics
- Research Memorandum
- Review of the structure of the legal system and hierarchy of authority
- Legal research process and strategies
- Introduction to parts of the Research Memorandum
- Introduction to writing an office memo using the integrated format
- Review of collaboration rules

Assignments
Reading
- Just Memos: Chapters 6 (pages 123-51), 7, and 10; review Chapter 8

Research
- Continue researching Research Memorandum problem
- Research assignment TBD

Writing
- Work on the Research Memorandum

Notes
- Legal Writing class will meet only on Monday this week.
- Fall Break is Thursday and Friday.

Week 10  Week of October 19, 2009

Class discussion topics
- Research Memorandum
- Legal research, including statutory research and analysis

Assignments
Reading
- No reading assignment this week

Research
- Continue researching Research Memorandum problem
- Research assignment TBD

Writing
- Work on the Research Memorandum and prepare for tutorials

Notes
- Legal Writing class will meet only on Monday this week.
- Graded Closed Office Memoranda will be returned this week. I will let you know when and where to pick up your memorandum.
Week 11  Week of October 26, 2009

Class discussion topics
Research Memorandum
Peer review of Questions Presented and Brief Answers for the memorandum

Assignments
Reading
Just Memos: Chapter 11
Research
Continue researching Research Memorandum problem
Writing
Bring a (double spaced) copy of your Questions Presented and Brief Answers to Wednesday class period for a peer review exercise
Work on the Research Memorandum and prepare for tutorials

Tutorials
Alpha Tutorials begin this week. You are required to bring to your tutorial: the research checklist, a draft of the Question(s) Presented, a draft of the Brief Answer(s), and a detailed outline or plan of the entire memorandum showing where specific authorities will be used in the Discussion section. Remember that each tutorial is worth four points, and you must come prepared for the tutorial to receive the points.

Week 12  Week of November 2, 2009

Class discussion topics
No Legal Writing class this week (but a mandatory Career Services presentation will take place during one of the class hours)

Assignments
Reading
No reading assignment this week
Research
Continue researching Research Memorandum problem
Writing
Work on the Research Memorandum and prepare for tutorials

Tutorials
Alpha Tutorials continue this week. You are required to bring to your tutorial: the research checklist, a draft of the Question(s) Presented, a draft of the Brief Answer(s), and a detailed outline or plan of the entire memorandum showing where specific authorities will be used in the Discussion section.
Beta Tutorials begin this week. You are required to bring a draft of the Discussion section of the memorandum to your tutorial. You may also bring drafts of the Facts and Conclusion.
Remember that each tutorial is worth four points, and you must come prepared for the tutorial to receive the points.
Week 13  Week of November 9, 2009

Class discussion topics
   Research Memorandum
   Common writing problems
   Citation, including signals and parentheticals

Assignments
   Reading
      No reading assignment this week
   Research
      Continue researching Research Memorandum problem, if necessary
   Writing
      Work on the Research Memorandum and prepare for tutorial

Tutorials
   Beta Tutorials continue this week. You are required to bring a draft of the Discussion section of the memorandum to your tutorial. You may also bring drafts of the Facts and Conclusion. Remember that each tutorial is worth four points, and you must come prepared for the tutorial to receive the points.

Notes
   Legal Writing class will meet only on Monday this week.

Week 14  Week of November 16, 2009

Class discussion topics
   Alternative dispute resolution methods
   Simulated mediation of the Research Memorandum problem

Assignments
   Reading
      Alternative Dispute Resolution packet prepared by the Dispute Resolution Institute
   Research
      No research assignment this week
   Writing
      Research Memorandum due at the Registrar’s Office by 11:00 a.m. on Monday, November 16

Notes
   Legal Writing class will meet for a single two-hour block this week. Section F: Monday, 4:00-6:00 in room 6; Section G: Wednesday, 1:00-3:00 in the Moot Court Room.
**Week 15  Week of November 23, 2009**

**Class discussion topics**  
Research exam administered during Monday class

**Assignments**  
**Reading**  
No reading assignment this week  
**Research**  
No research assignment this week  
**Writing**  
No writing assignment this week

**Notes**  
Legal Writing class will meet only on Monday this week. 
Thanksgiving Break is Wednesday through Friday.

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**Week 16  Week of November 30, 2009**

**Class discussion topics**  
Law school examinations  
End-of-semester course evaluations

**Assignments**  
**Reading**  
No reading assignment this week  
**Research**  
No research assignment this week  
**Writing**  
No writing assignment this week

**Notes**  
Legal Writing class will meet only on Monday this week. Law school classes this week follow a Monday, Thursday, Friday schedule.  
Please note that I may have reduced office hours while grading the Research Memoranda. You may meet with me by appointment between now and the beginning of spring semester if you have questions or concerns.  
Your graded Research Memorandum will be returned to you after the end of December exams. The exact date and time will be announced.  
Congratulations on completing your first semester of Legal Writing! Thank you for all your hard work. See you in January for the second semester.