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 writing class at the end of the fall semester.

Note that the fall syllabus includes four classes taught in large-group format by the Reference Librarians. I will let you know where those classes will meet. I also have teaching assistants who will help with the class. Teaching assistants will hold office hours, grade some assignments, and generally be available to assist with the class.

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, 208E, by phone at 651-523-3082, or by email at mdunnewold@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.

Assignments

Writing assignments. These assignments are due on the dates specified in the syllabus. The Closed Memo and Research Memo 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 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 Exercise assignments (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 10 citation assignments. Generally, you have one week to complete ICW exercises, and they are due by class time on Monday unless otherwise specified.

**Research Exercise assignments (RE).** You will be required to complete 8 research assignments. These assignments will be accessed online. Generally, you have one week to complete RE assignments (unless otherwise specified), and they are due by class time on Wednesday.

**Grading**

You will receive grades for the following assignments during the fall semester: One Case Legal Analysis Exercise, Closed Office Memorandum, Research Memorandum, mandatory tutorials, Research Exercises, Citation Exercises, and a Research 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. Anyone 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 are required for the course:


*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* (2010 Edition)

A note about textbooks: I want to be sensitive to the cost of textbooks. Note that *Legal Writing* is a new edition and used copies are unlikely to be available. If you choose to, however, you could buy a used Fourth Edition; just be aware that there may be slight page number differences. The content should be essentially the same. You **do** need a new edition (the 19th) of *The Bluebook*, however, and the corresponding 2010 *Interactive Citation Workbook*. Finally, be sure to purchase the 2010 edition of *Legal Research Methods*. While this book is not labeled as a second edition, there is a 2006 version that is different in some substantial ways.
Week 1  Week of August 23, 2010

Monday Class

Discussion Topics
Introduction to the course, introduction to the Closed Memo assignment, the legal system and case precedent

Assignments

Writing
The Closed Office Memorandum assignment will be distributed in class (due on Monday, October 4).

Reading
Legal Writing, ch. 1
Legal Research and Writing Student Manual (including the Code of Conduct in the Appendix).

Wednesday Class

Discussion Topics
Reading cases, CREAC, citation

Assignments
Reading
Legal Writing, ch. 2-4, 14
Week 2  Week of August 30, 2010

Monday Class

Discussion Topics
Case analysis, CREAC, citation

Assignments

Writing
One Case Legal Analysis Exercise assigned (due on Wednesday, September 8).

Reading
Legal Writing, ch. 7-8
Bluebook, pp. 3-14

Citation
ICW ch. 1 and 2

Wednesday Class

Discussion Topics
Closed Memo analysis, synthesis

Assignments

Reading
Legal Writing, ch. 5
Closed Memo materials
Week 3  Week of September 6, 2010

**Monday Class**

No Monday class—Labor Day. Note that we will have class on Friday instead, this week only.

**Wednesday Class**

**Discussion Topics**
Parts of memo, citation

**Assignments**

**Reading**
Legal Writing, ch. 9 and 11

**Due**
One Case Legal Analysis assignment due in class
ICW exercises 1 and 2

**Friday Class**

**Discussion Topics**
Introduction to legal research and the research process (Librarian Lecture)

**Assignments**

**Reading**
Legal Research Methods, ch. 1

**Research**
Research Exercise 1 (introduction to research process)
Week 4  Week of September 13, 2010

Monday Class

Discussion Topics
Closed memo, citation

Assignments

Reading
Legal Writing, ch. 13

Citation
ICW ch. 3, 5

Wednesday Class

Discussion Topics
Encyclopedias and ALRs (Librarian Lecture)

Assignments

Reading
Legal Research Methods, pp. 103-108, 155-161

Research
Research Exercises 2 and 3 (Encyclopedias and ALRs)

Due
Research Exercise 1 due (Introduction to research process)
Week 5  Week of September 20, 2010

Monday Class

Discussion Topics
Common problems in OCLA

Assignments

Citation
ICW ch. 11

Due
ICW exercises 3, 5

Wednesday Class

Discussion Topics
Treatises and Periodicals (Librarian Lecture)
(Individual tutorials with Professor begin)

Assignments

Writing
Bring a draft of your Closed Memo Discussion section to your tutorial

Reading
Legal Research Methods, 161-169

Research
Research Exercises 4 and 5 (Treatises and Periodicals) (due in 2 weeks)

Due
Research Exercise 2 and 3 (Encyclopedias and ALRs)
Week 6  Week of September 27, 2010

Monday Class

Discussion Topics
   TA-run class on citation and closed memo writing process
   (Individual tutorials with Professor this week)

Assignments

Writing
   Bring a draft of your Closed Memo Discussion section to your tutorial

Due
   ICW exercise 11

Wednesday Class

Discussion Topics
   TA-run class on editing
   (Individual tutorials with Professor this week)

Assignments

Writing
   Bring a draft of your Closed Memo Discussion section to your tutorial

Reading
   Legal Writing, ch. 15
Week 7  Week of October 4, 2010

Monday Class

Discussion Topics
Client interview to introduce Research Memo

Assignments

Writing
Research Memo assigned (due on Monday, November 15)

Reading
Handout on interviewing

Research
Research Memo authority list (due on Wednesday, October 20)

Due
Closed Memo due in Registrar’s Office by 11:00 a.m.

Wednesday Class

Discussion Topics
Print case law and digest research (Librarian Lecture)

Assignments

Reading
Legal Research Methods 91-108, 120-138

Research
Research Exercise 6 (Print case law)

Due
Research Exercises 4 and 5 (Treatises and periodicals)
Week 8  Week of October 11, 2010

Monday Class

Discussion Topics
Lexis or Westlaw case law and citators

Assignments

Reading
Legal Research Methods pp. 71-91, 108-113

Citation
ICW ch. 16

Wednesday Class

Discussion Topics
Lexis or Westlaw case law and citators

Assignments

Research
Research Exercises 7 and 8 (Westlaw and Lexis case law research)

Due
Research Exercise 6 (Print case law)
Week 9  Week of October 18, 2010

Monday Class

Discussion Topics
Research Memo problem

Assignments

Reading
Legal Writing, ch. 6, 10, and 12

Due
ICW exercise 16

Wednesday Class

Discussion Topics
Research Memo, editing

Assignments

Reading
Legal Research Methods, pp. 207-229

Due
Research Memo authority list
Research Exercises 7 and 8 (Westlaw and Lexis case research)
Week 10  Week of October 25, 2010

Monday Class

Discussion Topics
Introduction to drafting, research memo

Assignments

Writing
Graded Closed Memo returned to students this week

Reading
Handouts on drafting

Citation
ICW ch. 12, 13

Wednesday Class

Discussion Topics
Drafting exercise

Assignments

Research
Research Memo authority list returned in class
Week 11  Week of November 1, 2010

Monday Class

Discussion Topics
Citation, research memo questions, Restatements

Assignments

Citation
ICW ch. 10

Due
ICW exercises 12, 13

Wednesday Class

Discussion Topics
TBD
(Individual tutorials with Professor begin)

Assignments

Writing
Bring a draft of your discussion section to your tutorial
Week 12  Week of November 8, 2010

Monday Class

Discussion Topics
  TBD
  (Individual tutorials with Professor this week)

Assignments

  Writing
  Bring a draft of your discussion section to your tutorial

Due
  ICW exercises 10

Wednesday Class

Discussion Topics
  TBD
  (Individual tutorials with Professor this week)

Assignments

  Writing
  Bring a draft of your discussion section to your tutorial
Week 13     Week of November 15, 2010

Monday Class

Discussion Topics
Class will meet for one specially scheduled single two-hour block this week for a Mediation Simulation. I will let you know when and where class will meet.

Assignments

Reading
Handouts on ADR

Due
Research Memo due by 11:00 a.m. in the Registrar’s Office. Your graded Research Memo will be returned to you after the end of December exams. The exact date and time will be announced.

Wednesday Class

Discussion Topics
Class will meet for one specially scheduled single two-hour block this week for a Mediation Simulation. I will let you know when and where class will meet.
Week 14  Week of November 22, 2010

Monday Class

Discussion Topics
  Research and Citation Exam (in class)

Wednesday Class

Discussion Topics
  No Wednesday class this week.

Week 15  Week of November 29, 2010

Monday Class

Discussion Topics
  End of semester evaluation.

Wednesday Class

Discussion Topics
  No Wednesday class this week.