



LW6335: Legal Communication, Analysis, and Professionalism I

Fall 2019

Fall 2019:

Section A3
Professor Afton Cavanaugh

Office Hours:

Please come by anytime between 9-4 Mon-Fri.
Because I have frequent meetings, the best
method is to email me to set up an appointment.

Contact:

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Office Location: Raba Building Room 108
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Class Logistics:

Tuesdays/Thursdays
9:00-10:15 am
LF202

COURSE SUMMARY

Legal Communication, Analysis, and Professionalism (LCAP) I is a course all St. Mary's law students take during the fall semester of their first year of law school. The course goal is to teach you to act, think, and write like a lawyer. You will learn best practices to achieve success in the legal profession, to conduct yourself and communicate in a professional manner, to perform comprehensive research in primary and secondary sources, to discern relevant facts from irrelevant facts, to spot relevant issues, to analyze the law, and to apply that analysis as a legal writer. As part of this learning process, you will conduct research using a variety of sources and write several legal documents analyzing legal problems.

The heart of LCAP I is a guided skills program that begins with the foundations of legal practice—ethics and professionalism. Using these topics as a foundation, you will develop strategies to read cases and statutes, identify rules, and synthesize rules from multiple sources. You will then move into application of law to fact before covering the basics of legal writing and research through three written assignments (one client letter and two legal memoranda) that increase in difficulty, with individualized feedback throughout the drafting process. The semester ends with a client interview and final memo to demonstrate your ability to gather relevant facts from a client, spot relevant issues, and communicate professionally in a dynamic setting.

COURSE OBJECTIVES

1	Recognize and demonstrate how to act, think and write like a lawyer.
2	Recognize and apply skills related to reading comprehension, application of rules to relevant facts, and overall critical thinking.
3	Develop and demonstrate the ability to spot legal issues in complicated fact patterns and prepare thorough responses using advanced analytical concepts, such as fact-to-fact analysis and effective usage of sub-issues.
4	Demonstrate communicating legal analysis orally and in writing.
5	Identify and explain federal and state legal structures and their hierarchy.
6	Identify and explain the types of legal authority.
7	Identify and explain the sources of federal, state and local law.
8	Identify and explain federal and state court structures, their sources, and their updating processes.
9	Demonstrate mastery of federal and state statutory structures, their legislative histories, their sources, and their updating processes.
10	Identify and explain federal and state administrative structures, their sources, and their updating processes.
11	Learn to cite all legal materials correctly.
12	Become adept at thoroughly analyzing legal problems and devising an effective research strategy for locating appropriate legal sources.
13	Learn to conduct a mock client interview and develop the ability to gather relevant facts, spot relevant issues, and act professionally in a dynamic “live” setting.
14	Learn how to draft common legal instruments, such as a client letter and memoranda of law, with an emphasis on comprehensive analysis, appropriate legal audience, structure of the documents, and relevant citation form.
15	Develop appropriate professional practices in the context of researching, writing, and orally communicating course assignments.
16	Understand best practices for achieving success in the legal profession.

CLASS INFORMATION AND POLICIES

Important Reminders.

I will communicate with you through Canvas and through your St. Mary's email account. Please ensure that you check your email account regularly as you will be responsible for all the information sent to your official St. Mary's account. Throughout the semester I will also communicate key deadlines to you, many of which are already noted on the Course Summary. You must comply with all of these deadlines to avoid facing academic penalties.

Course Summary (calendar).

The Course Summary (calendar) exists on Canvas under the Syllabus section. It will be updated every Friday by 8:00 PM with the objectives and assignments for the next week's classes. Although you may find objectives and assignments already listed prior to that, make sure you check after 8:00 PM each Friday for changes. I will adapt assignments as I feel necessary based on the learning needs of the class.

Books and Materials.

- Barnett & Gionfriddo, Legal Reasoning and Objective Writing: A Comprehensive Approach
- The Bluebook: A Uniform System of Citation (20th ed.)
- Steenken & Brooks, Sources of American Law: An Introduction to Legal Research (3rd ed.) – available online. I will provide you with access to this book on the first day of class. There is no cost.
- Texas Rules of Form ("Green Book") (13th ed.)
- Texas Manual on Usage and Style (14th ed.)

Canvas.

Our course materials and assignments will appear on Canvas, and you will submit responses to assignments on Canvas **only**. Please be aware that **I will not accept assignments by email**. If you choose to submit an assignment immediately before the deadline and you have technical difficulties, I may refuse credit for the assignment regardless of the cause of your technical difficulties.

Grades.

I retain the discretion to add or deduct points related to participation, preparedness, attendance, quizzes, extra credit, and activities not otherwise indicated on this syllabus. The mandatory curve set forth in the Student Handbook applies to this course. You must pass this course to graduate.

The grading distribution system will consist of the following: (1) a B- median; (2) no more than 20% of students will receive an A, A- or B+; and (3) no more than 20% of students will receive a C-, D or F. **Assignments will not be graded anonymously.**

The Student Handbook provides grade penalties relating to attendance. Your final grade will be lowered by one grade level for three absences (e.g., from B to B-), and will be reduced an additional grade level if the total number reaches five (5) absences (e.g., from B to C+).

The final course grade will be determined as follows:

Course Component	Value
Professionalism	5%
Preliminary Writing Assignments	25%
Final Quiz	20%
Client Interview	10%
Final Memo	40%
Required Activities	Must complete to receive course credit

Professionalism (5%)—

A portion of your final grade for the fall semester will be devoted to professionalism in general and professional participation in the class. Professionalism has many facets, but it is ultimately rooted in your recognition that you have entered a profession that holds itself to the highest ethical and professional standards. For this class, professionalism is defined as follows:

Conduct whereby lawyers, in the ethical service of others, take personal responsibility to: (1) ensure they are competent in their understanding of the law; (2) pay close attention to detail in their work product and use of language; (3) simultaneously handle multiple tasks when necessary in a timely manner so as to meet obligations; (4) dress and groom in a manner consistent with their workplace culture; (5) treat others with respect, even in disagreement; (6) put the interests of clients before their own; and (7) protect the rule of law.

To fully maximize this portion of your final grade, the following practices will be crucial:

- actively read and prepare for each class session;
- arrive to every class on time and ready to participate;
- be respectful and courteous to everyone in the classroom;
- do not talk, text, or use cell phones or other electronic devices during lecture except as such use may be directly related to the class;
- make every effort to improve your research, writing, and analysis skills as the semester progresses; and

- thoughtfully engage in discussion if called upon in the class.

Because I assume all law students arrive at law school with a sense of professionalism, all students will begin each semester with the full portion of their grade devoted to professionalism. Points will then be deducted accordingly, solely and entirely in the professor's discretion, for each instance of unprofessional conduct or interaction.

Preliminary Written Assignments (25%)—

You will complete several preliminary written assignments during the fall semester. Unless otherwise instructed, the assignments are mandatory and must be satisfactorily and timely completed. These exercises are not designed to evaluate the culmination of your knowledge and skills but, rather, to help you improve your legal writing by engaging in "hands-on" practice. Therefore, the assignments will only be "lightly graded," meaning the following will be factored into the 25% portion of your final grade devoted to "Preliminary Written Assignments": adherence to submission protocols; demonstrating attention to detail; showing a conscientious effort to produce a high quality, thoughtful product; and evidencing reasonable improvement based on prior feedback provided.

Final Quiz (20%)—

A final quiz will cover research, citation, and other class topics covered in lectures and assigned readings and will count as 20% of your final grade for the fall semester. The quiz will be part multiple choice and part research practicum.

Client Interview (10%)—

Late in the semester, students will interview a "client" and will need to gather relevant facts, spot relevant issues, keep the meeting focused, and conduct themselves professionally. This assignment will comprise 10% of the final grade for the fall semester.

Final Memo (40%)—

At the end of the semester, you will complete a final memo. The purpose of the final memo is to evaluate the culmination of your research, analysis, and writing skills for the semester. Therefore, the final memo will be fully graded and will count as 40% of your final grade.

There is a special late submission policy for the Final Memo. If you submit the Final Memo late, there will be a penalty of 4.0 points per day (off the 40 points allotted for the assignment). Thus, if you submit your Final Memo one day late, the highest possible score you are eligible to receive on the memo is 36.0; if you submit your Final Memo two days late, the highest possible score you are eligible to receive is 32.0; and if you submit your Final Memo three

days late, the highest possible score you are eligible to receive is 28.0. The Final Memo will not be accepted if it is turned in more than three days late.

Required Activities (no point value, but must be completed for course credit)—

Lexis & Westlaw Training—

You must complete required Lexis and Westlaw training sessions outside of class time to receive course credit during the first semester. The dates and times of these training sessions will be announced in class and posted on CANVAS.

Lexis Interactive Citation Workshop—

You will be assigned specific Interactive Citation Workshop *Bluebook* citation manual exercises. You must complete the ICW exercises with a minimum passing score of 70% on each section. You will have an unlimited number of attempts to reach the passing score. ICW section submission dates are assigned in your Course Progression and posted on CANVAS.

Core Grammar for Lawyers—

The entire first year class will participate in Core Grammar for Lawyers, an online self-instructional learning program. Through this online tool, you will practice fundamental grammar as well as advanced grammar issues specific to legal writing. In Orientation, you will receive instructions to complete the Core Grammar Pre-Test before the first class of the semester. The 24 Core Grammar lessons are assigned in your Course Progression and posted on CANVAS. Grammar is a fundamental part of good legal writing, and this program will increase your writing competence in this course and in your work as a lawyer.

Office of Career Strategy Activity—

You must complete one Career Strategy activity to receive credit for this course. The required activity is participation in “Connections and Conversations,” an interactive small-group workshop led by a career advisor from the Office of Career Strategy. In the workshop, you will review the results of a short self-assessment exercise that you must complete BEFORE the workshop. You can find the “Self-Assessment and Career Development” exercise in the “Connections and Conversations” folder in the CORE Resource Library. Register for a workshop in the “Events” section in CORE. The sessions will run through the end of September, but please sign up for your Connections and Conversations session by **Friday, September 13, 2019**, to ensure that you are registered for a session that fits best with your schedule.

Three Required Individual Meetings—

A large component of the LCAP program at St. Mary’s includes academic support that will assist you, not only in this class, but in your doctrinal courses and ultimately in passing the Bar

exam. Therefore, I will meet with each of you at least three times during the semester. Some of these meetings will review work done in this course, but some will focus on you individually and your experiences in school. Failure to attend these required student meetings will adversely impact your final Professionalism grade. Being late for or rescheduling the meeting multiple times may also result in a reduction of points.

Legal Research Workshops—

You are required to attend three mandatory Legal Research Workshops. These sessions are designed to help you enhance your research writing skills and maximize your chances for success in law school and the legal profession. All will be offered twice to accommodate day and evening students.

Mandatory Legal Research Assignments—

In conjunction with each of the Legal Research Workshops, you will complete three mandatory research assignments which introduce book and online research skills. These assignments do not receive a letter grade but each must be satisfactorily and timely completed. Your answers may require follow-up research, corrections to citations, and resubmissions, which must also be satisfactorily and timely completed.

Research Assignments must be submitted by the assignment due date given on the course schedule and posted in CANVAS. Corrections must be submitted and cleared by the date given to you by your TA.

Mandatory Skills Building—

During the semester, you will complete two (2) skills building programs tailored around your orientation assessment results. The goal of these programs is to ensure you are building all skills that you need to be successful in this class and beyond. I will work with you closely on these Skills Building programs.

Late Work.

Just as a lawyer must research issues and file documents with courts within specified deadlines, you must submit your assignments on time. All assignments will be due by the date specified in this syllabus, the course schedule, or as posted in CANVAS. You will submit assignments through CANVAS in the course digital drop box.

A late penalty of one (1) point per day off your final grade will be assessed for each late writing assignment or each late research assignment. Other late assignments, such as late research corrections, late ICW exercises, late Core Grammar lessons, etc., will result in one-half point (0.5) off your final grade per day.

Just as a lawyer must research issues and file documents with courts within specified deadlines, you must submit your assignments on time. All assignments will be due by the date and manner specified on the Course Summary located on Canvas.

In rare circumstances, I might extend your time to turn in a response to an out-of-class assignment with or without a penalty, but only if, before the deadline, you file a *Motion for Extension of Time* setting forth good cause for the exception and stating relief requested clearly in a proposed Order, including a proposed new due date not to exceed seven (7) days from the date of filing. Any evidence you have that tends to prove the good cause you are alleging should be attached to, and referenced in, motion as an exhibit.

Forms for a *Motion for Extension of Time* and proposed Order are in the Syllabus folder on Canvas. To move for an extension of time, you must submit both documents on Canvas in the drop box for the relevant assignment and via email.

PLEASE NOTE: *Motions for Extensions of Time* will not be accepted for the Final Memo. The late policy for that assignment is detailed above.

Attendance.

All school policies related to attendance are in effect. Please be aware that the American Bar Association requires you to be in class a certain number of hours to get credit for this class. If you miss too many classes, you may not receive credit for this course, regardless of the reasons for missing class or any excused absences.

Please also be on time for class. Pursuant to Section F of the Student Handbook, if you show up late for class I may treat this as an absence. Let me know via email ahead of time if you anticipate being late. Please note that the Student Handbook provides grade penalties relating to attendance.

Withdrawal for Excessive Absences.

A student will be administratively withdrawn if he or she misses one-fourth or more of the scheduled classes. No refund will be issued for a withdrawal pursuant to this policy. A student withdrawn for excessive absences will be required to meet with the Assistant Dean for Law Student Affairs or the Associate Dean for Academic Affairs. A faculty member teaching a practice skills course of Clinic, Negotiations, Mediation, Arbitration, or Trial Advocacy may opt to adhere to the one-fifth rule.

If a student is withdrawn for excessive absences, a notice reflecting the withdrawal will be placed in the student's character and fitness portfolio for consideration by the Dean of the Law School when determining whether to issue a character and fitness letter to the Board of Legal Examiners. (See Sections XII.A-B).

Disability Statement.

NOTE: In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendment Act, Student Accessibility Services is the designated office responsible for coordinating all accommodations and services for students with disabilities at St. Mary's University.

St. Mary's University supports equal access of qualifying individuals with documented disabilities to all educational opportunities, programs, services and activities. If you have a documented disability, or a condition which may impact your performance and want to request disability-related accommodations, you must first register with the Office of Student Accessibility Services, located in the Student Counseling Center (in the Center for Life Directions Building) in room 139. Please stop by the Student Accessibility Services Office, call 210-431-5080 or email stmudsts@stmarytx.edu to set up an appointment to meet with the Student Accessibility Services staff.

ABA Standard 310.

ABA standard 310 governing a program of legal education provides the following expectation of a credit hour:

A "credit hour" is an amount of work that reasonably approximates:

1. not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time.

This means for a three-hour course, you are expected to attend 150 minutes of class each week (a classroom hour is defined at 50 minutes) and expected to spend at least six hours outside of class devoted to class preparation.

Code of Conduct.

The Student Code of Conduct, contained in the Student Handbook, is in effect during this class. Read the Code of Conduct and make sure you comply with it at all times. Do not consult others on the final work product you turn in. If you have any questions regarding the Honor Code or its application, consult me.

- What you can do: You are permitted to talk about all writing assignments with other students. You are permitted to discuss the issues, research, and analysis, and share materials for writing. You are not permitted to talk with other students about research assignments. You may consult your TA, librarians, and your professor, preferably in that order, for questions about research projects.

• What you cannot do: Research assignments are not group projects and you may not work through them together. You are not permitted to collaborate in the writing process, and you may not read the written work of another student or permit another student to read your written work. The written product must be your own work; you are not permitted to copy another student's work and hand it in as your own. You are not permitted to seek assistance on any written assignment from anyone except me. I do, however, encourage you to have a non-lawyer, non-law student spouse or family member proofread your written work before you submit it. While you are permitted and encouraged to discuss and share ideas with other students on writing assignments, you are not permitted to divide up assignments or research tasks with other students."

Library Usage.

You may be required to use the law library to perform some of your research. Be considerate of other law students and faculty. Please be sure to observe the following rules:

1. Minimize all conversation and disturbance in the quiet areas.
2. Return all materials to their proper shelf locations.
3. Do not misplace, mutilate, deface or remove library materials.

**THIS SYLLABUS IS A LIVING DOCUMENT AND
IS SUBJECT TO CHANGE AT MY
SOLE DISCRETION**

LCAP I – COURSE SCHEDULE – FALL 2019
Section A3

Unit 1: Introduction to LCAP and Acting Like a Lawyer				
	Class	Date	Class Topics	Assignments to Complete Before Class
Week 1	1	Tues., Aug. 20	<p>Course Overview:</p> <ul style="list-style-type: none"> • Review syllabus • Introduce schedule for Core Grammar & ICW exercises • The role of your LCAP Professor (Instructor and Advisor) <p>Ethics and Professionalism:</p> <ul style="list-style-type: none"> • Introduce the course definition of professionalism; • Discuss first 3 elements - competence, attention to detail, appearance, treat others with respect, & prioritize the interests of clients 	<ol style="list-style-type: none"> 1. Core Grammar Pre-Test to be completed 2. Read - Course Syllabus 3. Read - <i>Bradshaw v. Unity Marine; Jayhawk Capital v. LSB Indust.</i> (available on Canvas)
	2	Thurs., Aug. 22	<p>Ethics and Professionalism:</p> <ul style="list-style-type: none"> • Discuss final elements of the course definition - meeting multiple obligations; scheduling, emails, & planning; confidentiality; reputation & respect; & protecting the rule of law • Discuss Professionalism Writing Assignment 	<ol style="list-style-type: none"> 1. Professionalism Writing Assignment (bring a copy to class) 2. Sign up and register for the Lexis Interactive Citation Workshop (ICW)

Unit 2: Foundations of Law

	Class	Date	Class Topics	Assignments to Complete Before Class
Week 2	3	Tues., Aug. 27	The Dual System & Sources of Law: <ul style="list-style-type: none"> • The dual system of American government (Federal/Texas Legal Systems) • Sources of Law (overview of where to find them, how they are published, using Lexis and Westlaw) • Hierarchy of Law <ul style="list-style-type: none"> ○ Constitutions (what are they; where are they; how to read them; how to cite them) ○ Introduction to the Bluebook & Greenbook 	<ol style="list-style-type: none"> 1. Core Grammar Exercises 1 & 2 2. Read - Steenken ch. 1, 2.1-2.2, 2.6.1; Barnett ch. 1, 3 3. Research Exercise 1 (Found on Canvas)
	4	Thurs., Aug. 29	Hierarchy of Law: <ul style="list-style-type: none"> ○ Statutes (what are they; where are they; how to read them; how to cite them) ○ Regulations (what are they; where are they; how to read them; how to cite them) 	<ol style="list-style-type: none"> 1. Writing Assignment #2 (Found on Canvas) 2. Research Exercise 2 (Found on Canvas) 3. Read - Steenken ch. 2.3-2.6, 4.1-4.4; Barnett ch. 4-5
	n/a	Mon. Sept. 2	**** NO CLASSES – LABOR DAY ****	
Week 3	5	Tues., Sept. 3	Hierarchy of Law: <ul style="list-style-type: none"> ○ Case Law (what is it; where is it; how to read it; how to cite it) ○ Review assigned case brief • Review of legal citations <ul style="list-style-type: none"> ○ The Bluebook: Constitutions and Statutes, signals ○ The Greenbook: Texas Citation 	<ol style="list-style-type: none"> 1. Read and brief assigned case (bring a copy to class) 2. Core Grammar Exercises 3 & 4 3. Read - Steenken ch. 3.1-3.5, 5, 6; Barnett ch. 6, 14; 4. Read - Bluebook bluepages Introduction, B1.1, B2-B4, B6-B11; skim whitepages T1, T6, T7, T8, T10.1
	n/a	Wed., Sept. 4	Mandatory Research Assignment 1 Workshop — Federal and State Case law — Times & locations TBD RA 1-Judicial Case Law (4 HRS) Due Wed, Sept. 11	

Unit 3: Thinking Like a Lawyer

Class	Date	Class Topics	Assignments to Complete Before Class	
Week 3	6	Crafting Legal Analysis: Structures <ul style="list-style-type: none"> • Structure of a Legal Argument <ul style="list-style-type: none"> ○ Common structures (IRAC, CRAC, CREAC) ○ Components of structure as key ingredients of a legal argument 	<ol style="list-style-type: none"> 1. ICW Exercise 1: Case Names 2. Work on Research Assignment #1 (due 9/11) 3. Unit 1 & 2 Assessment (completed online before class) 	
	Week 4	7	Crafting Legal Analysis: Introduction to Rules <ul style="list-style-type: none"> • The “R” part of the structure – <ul style="list-style-type: none"> ○ Identifying and locating legal rules & tests ○ Express and implied rules 	<ol style="list-style-type: none"> 1. Writing Structure Assignment (Found on Canvas) 2. Read - Barnett ch. 7, 8A-C, 8E 3. Core Grammar Exercise 5 4. Work on finalizing Research Assignment #1 (due 9/11)
8		Wed., Sept. 11	Case Law Research Assignment due today	
8		Thurs., Sept. 12	Crafting Legal Analysis: Introduction to Rules <ul style="list-style-type: none"> • The “R” part of the structure – <ul style="list-style-type: none"> ○ Analyzing Case law ○ Synthesizing Rules 	<ol style="list-style-type: none"> 1. Read - Barnett ch. 10, 11, 13D 2. ICW Exercise 2: Case Location
Week 5	9	Tues., Sept. 17	Crafting Legal Analysis: Introduction to Application <ul style="list-style-type: none"> • The “A” part of the structure – <ul style="list-style-type: none"> ○ Issue spotting ○ Analysis and Charting, RBCOW and methods for furthering the plan of your legal argument 	<ol style="list-style-type: none"> 1. Issue Spotting Assignment (Found on Canvas) 2. Core Grammar Exercises 6 & 7
	10	Thurs., Sept. 19	Crafting Legal Analysis: Introduction to Application <ul style="list-style-type: none"> • The “A” part of the structure – <ul style="list-style-type: none"> ○ Reasoning Methods <ul style="list-style-type: none"> ▪ Deductive ▪ Analogical 	<ol style="list-style-type: none"> 1. Read - Barnett ch. 4E-F, 7A-C, 7E-H, 9A-B, 13, 15 2. Unit 3, Assessment 1 (completed online before class)

Week 6	11	Tues., Sept. 24	Crafting Legal Analysis: Introduction to Application <ul style="list-style-type: none"> • The “A” part of the structure – <ul style="list-style-type: none"> ○ Analogical Reasoning, continued ○ Describing the law • Introduction to Client Letters <ul style="list-style-type: none"> ○ The structure of a client letter ○ Introduce Tone-Purpose-Audience ○ Discuss Client Letter assignment 	<ol style="list-style-type: none"> 1. Legal Reasoning Writing Assignment (Found on Canvas) 2. Core Grammar Exercises 8 & 9 3. ICW Exercise 3: Court & Date 4. Read - Barnett ch. 12D 5. Read - CANVAS handout on client letter formatting, Bryan Garner article & AG ethics opinion 648
	12	Thurs., Sept. 26	Crafting Legal Analysis: Introduction to Application <ul style="list-style-type: none"> • The “A” part of the structure – <ul style="list-style-type: none"> ○ Applying law to facts <ul style="list-style-type: none"> ▪ Review client letter charts in class ▪ Review process of using this tool for crafting the Client Letter 	<ol style="list-style-type: none"> 1. Client Letter Charting Assignment (bring a copy to class) 2. Research Exercise 3
Week 7	13	Tues., Oct. 1	Crafting Legal Analysis: Introduction to Application <ul style="list-style-type: none"> • The “A” part of the structure – <ul style="list-style-type: none"> ○ Applying law to facts 	<ol style="list-style-type: none"> 1. Client Letter 2. ICW Exercise 4: Parallel Citations (1-1.5 HRS) 3. Core Grammar Exercise 10 4. Watch videos on CANVAS before workshop #2
	n/a	Wed., Oct. 2	Mandatory Research Assignment 2 Workshop — Texas Statutory and Administrative Law — Times & locations TBD RA 2-Texas Statutes, Regulations, Muni Codes (4 HRS) Due Wed, Oct. 9	
	14	Thurs., Oct. 3	Crafting Legal Analysis: Advanced Application of Statutory Law <ul style="list-style-type: none"> • Analyzing Statutory Law, Part 2 <ul style="list-style-type: none"> ○ Construction ○ Interpretation ○ Statutory definitions 	<ol style="list-style-type: none"> 1. Fed Charting Exercise 2. Read - Steenken ch. 2.6.2-2.6.2.2, ch. 4 3. Read - Barnett ch. 2C, 5 4. Work on Research Assignment #2 (due 10/9)

Week 8	15	Tues., Oct. 8	Crafting Legal Analysis: Advanced Application of Statutory Law <ul style="list-style-type: none"> • Analyzing Statutory Law, Part 2 <ul style="list-style-type: none"> ○ Application <ul style="list-style-type: none"> ▪ Introduction to Memoranda ▪ Structure of a memorandum (Organizing a memo; question presented; brief answer; discussion: rule and application to facts; conclusion) ▪ Review tone-purpose-audience considerations ○ Discuss Texas Law Memo assignment 	<ol style="list-style-type: none"> 1. Statutory Writing Assignment 2. Work on Research Assignment #2 (due 10/9) 3. ICW Exercise 5: Short Forms (Cases) 4. Core Grammar Exercises 11 & 12 5. Read - Barnett ch. 1-2, 12A-C 	
		Wed., Oct. 9	Texas Research Assignment due today		
	16	Thurs., Oct. 10	Crafting Legal Analysis: Advanced Application of State Law <ul style="list-style-type: none"> • Using Multiple Sources of State Law <ul style="list-style-type: none"> ○ Application <ul style="list-style-type: none"> ▪ Memo charting assignment ▪ Convert chart to legal analysis in a memo format ▪ Crafting rule statements ▪ Applying rules to the fact pattern ▪ Drawing conclusions 	<ol style="list-style-type: none"> 1. Locate, read & brief cases for Texas Memo assignment 2. Texas Memo Charting Assignment 3. Read - Barnett ch. 12D, 13 4. Review - Steenken ch. 4.4 5. Watch videos on CANVAS before Workshop #3 6. Unit 3 Assessment 2 (completed online before class) 	

Unit 4: Writing Like a Lawyer				
	Class	Date	Class Topics	Assignments to Complete Before Class
Week 9	n/a	Mon., Oct. 14	****FALL BREAK – NO CLASSES****	
	n/a	Tues., Oct. 15	No Tuesday classes; Go to your Monday Classes Texas Law Memo due today Remember to read your Steenken assignment and watch the videos for Workshop #3	

	n/a	Wed., Oct. 16	Mandatory Research Assignment 3 Workshop — Federal Statutory and Administrative Law — Times & Locations TBD RA 3-Federal Statutes & Regulations (4HRS) Due Wed., Oct 23	
	17	Thurs., Oct. 17	Crafting Legal Analysis: Advanced Application of Federal Law <ul style="list-style-type: none"> • Using Sources of Federal Law <ul style="list-style-type: none"> ○ Application <ul style="list-style-type: none"> ▪ Discuss federal cases ▪ Introduce the Federal Law Memo ▪ Charting and pre-writing process, organizing the memo; question presented; brief answer; discussion: rule and application to facts; conclusion 	<ol style="list-style-type: none"> 1. Locate, read, and brief cases for Federal Law Memo 2. Complete the federal law memo worksheet and bring to class for discussion (worksheet must be submitted in CANVAS before class) 3. ICW Exercise 6: Federal Statutes 4. Core Grammar Exercise 13 & 14 5. Work on Research Assignment #3 (due 10/23) 6. Sign up for Individual Meeting 3
Week 10	18	Tues., Oct. 22	Crafting Legal Analysis: Advanced Application of Federal Law <ul style="list-style-type: none"> • Using Sources of Federal Law <ul style="list-style-type: none"> ○ Discuss federal cases (continued) ○ Review memo charting assignment <ul style="list-style-type: none"> ▪ Convert chart to legal analysis in a memo format ▪ Crafting rule statements ▪ Applying rules to the fact pattern ▪ Drawing conclusions • Feedback on the Texas Memo <ul style="list-style-type: none"> ○ Introduce sample for self-assessment 	<ol style="list-style-type: none"> 1. Federal Memo Charting Assignment 2. ICW Exercise 7: State Statutes (1 HR) 3. Core Grammar Exercises 14 & 15 (2 HRS) 4. Work on Research Assignment #3 (due 10/23) 5. Read - Barnett ch. 16
		Wed., Oct. 23	Federal Research Assignment Due Today	

Unit 5: Acting Like a Lawyer (Client Interview & Final Memo)

	Class	Date	Class Topics	Assignments to Complete Before Class
Week 10	19	Thurs., Oct. 24	<p>Crafting Legal Analysis: Advanced Application of Law</p> <ul style="list-style-type: none"> • Applying Sources of Law to Facts <ul style="list-style-type: none"> ○ Introduce Final Memo assignment ○ Discuss cases <p>Writing as a Legal Professional</p> <ul style="list-style-type: none"> • The Writing Process, overview <ul style="list-style-type: none"> ○ Organization ○ Signposting (thesis, topic sentences, transitions) ○ Revising ○ Editing 	<ol style="list-style-type: none"> 1. Self-Assessment & Revised Texas Law Memo 2. Read - Final Memo Assignment 3. Locate, read and brief the cases in the assignment – prepare the question presented for the memo 4. Unit 4 Assessment (completed online before class)
Week 11	20	Tues., Oct. 29	<p>Communicating as a Legal Professional</p> <ul style="list-style-type: none"> • Non-lawyer Communications (Clients) <ul style="list-style-type: none"> ○ Communicating with non-lawyers ○ Introduce Client Interviews <ul style="list-style-type: none"> ▪ Personal appearance, tone, purpose, limitation of time, preparation for meeting ▪ Interviews to be conducted 11/4 – 11/06 	<ol style="list-style-type: none"> 1. Federal Law Memo 2. Research Exercise 4 (Federal) 3. Core Grammar Exercises 16 & 17 4. ICW Exercise 8: Short Forms (Statutes)
Week 11	21	Thurs., Oct. 31	<p>Communicating as a Legal Professional</p> <ul style="list-style-type: none"> • Using the Law to Guide Communications <ul style="list-style-type: none"> ○ Discuss the question presented for the Final Memo – how does it affect the questions you will ask in the interview? ○ In class exercise: Working with your partner, list five questions you would ask the client based on your knowledge of the issues and case law 	<ol style="list-style-type: none"> 1. Read - Client Interview PDF posted in CANVAS 2. Listen to the sample client interview recording 3. Prepare an opening statement for your interview (bring a copy to class)

Week 12	22	Tues., Nov. 5	NO CLASS <ul style="list-style-type: none"> Client Interviews / Prepare your self-assessment of the interview 	<ol style="list-style-type: none"> Practice with your partner over the weekend! Core Grammar Exercises 18 & 19 ICW Exercise 9: Comprehensive Core Exercise & 10: Prior & Subsequent Case History
	23	Thurs., Nov. 7	Communicating as a Legal Professional <ul style="list-style-type: none"> Using the Law to Guide Communications & Fact Discovery <ul style="list-style-type: none"> Debrief client interviews Dissecting the Facts <ul style="list-style-type: none"> Introduce the statement of key facts to be used for the Final Memo/compare to the facts students gained from the interviews 	<ol style="list-style-type: none"> Self-Assessment of Client Interview Statement of Facts from Client Interview (Prepare a statement of facts you gleaned from the interview – bring those facts to class for discussion)
Week 13	24	Tues., Nov. 12	Communicating as a Legal Professional <ul style="list-style-type: none"> Written Communications <ul style="list-style-type: none"> Review memo charting assignment <ul style="list-style-type: none"> Convert chart to legal analysis in a memo format Crafting rule statements Applying rules to the fact pattern Drawing conclusions 	<ol style="list-style-type: none"> Final Memo Charting Assignment Core Grammar Exercises 20 & 21 ICW Exercise 11: Secondary Sources & 12: Parentheticals (2.5-3 HRS)
	25	Thurs., Nov. 14	Communicating as a Legal Professional <ul style="list-style-type: none"> The Writing Process, advanced <ul style="list-style-type: none"> Organization Signposting (thesis, topic sentences, transitions) Revising Editing Optional Quiz review 	<ol style="list-style-type: none"> Statement of Facts Due Today Draft Review Meetings (sign-up for your time-slot) Research Exercise 5 (Regulations/Admin) Unit 5, Assessment 1 (completed online before class)
Week	26	Tues., Nov. 19	FINAL QUIZ	<ol style="list-style-type: none"> Prepare for Final Quiz Draft Review Meetings Core Grammar Exercises 22 & 23 ICW Exercise 13: Signals

Week 15	27	Thurs., Nov. 21	Communicating as a Legal Professional <ul style="list-style-type: none"> • Using the Language of Lawyers <ul style="list-style-type: none"> ○ Strong application with analogies ○ Analogies in the Final Memo 	1. Draft Review Meetings
	28	Tues., Nov. 26	Communicating as a Legal Professional <ul style="list-style-type: none"> • Other Communications <ul style="list-style-type: none"> ○ Shorthand memos and Emails 	1. Read - Barnett ch. 17 2. Draft Review Meetings 3. Core Grammar Exercise 24 (FINAL) 4. ICW Exercise 14: Administrative Resources
	n/a	Wed., Nov. 27	FINAL MEMO DUE at 12:00 p.m. CST (noon)	

*****Written questionnaire assignments may accompany some or all of the reading or video assignments*****

***** Except for the Final Memo, all assignments are due in CANVAS at 5:00 p.m. CST on the due date unless otherwise indicated*****

** FYI for instructors: The statutory sections on Oct. 1 and Oct. 3 were formerly part of the Thinking Like a Lawyer Unit but were relocated in order to get the change in sequence of the research and writing assignments.

Fed Charting Exercise is being written as this schedule is prepared; therefore, dates for this assignment are not set.

TIMES ARE APPROXIMIATE AND REFLECT THE MINIMUM TIME EXPECTED FOR COMPLETION