

**LAWYERING I: LEGAL RESEARCH AND WRITING
SYLLABUS
Fall 2010
Sections 4 and 6**

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INTRODUCTION

This course will help you develop the written communication skills you will need both in law school and in your later practice as a lawyer. You will learn how to research, evaluate, analyze, and apply legal materials and how to write an office memorandum that effectively communicates your legal analysis and conclusions. Legal analysis and writing may be very different from the reasoning and writing you have done in other courses of study. Be open to understanding those differences and to learning the necessary new skills.

TEXTS

Required Texts:

1. Linda H. Edwards, *Legal Writing and Analysis* (2d ed., Aspen 2007)
2. Christina L. Kunz, *The Process of Legal Research* (7th ed., Aspen 2008)
3. AWLD Citation Manual: A Professional System of Citation (Dickerson) 4th ed. (Aspen)
4. Richard Wydick, *Plain English for Lawyers* (5th ed., Carolina Academic Press)

Recommended Texts:

1. If you believe you have grammar or punctuation weaknesses, please consider purchasing *Just Writing: Grammar, Punctuation, and Style for the Legal Writer* by Anne Enquist (2d. ed., Aspen 2005).
2. Another valuable writing text that you'll find on many lawyers' book shelves is *Elements of Style* by William Strunk, Jr., and E.B. White (4th ed., Longman 1999).

Occasionally I will ask you to complete exercises from the textbooks. If you are not so instructed and your reading assignment includes exercises, skip over them. Please bring your textbooks to class if you had a reading assignment in them.

ASSIGNMENTS FOR THE FIRST WEEK

- Wednesday, Aug. 25th: Edwards – Chapter 1 and pp. 301-305 (this is a sample of the type of predictive memo that you will be drafting this semester).
- Friday, Aug. 27th: Edwards – Chapter 2.

GRADING

Your grade for the course will be determined as follows:

Two-page legal analysis exercise: 10%

Memo 1: 20 %

Memo 2: 45%

Research exercises: 10%

Other assignments and class participation: 15%

CLASS EXPECTATIONS AND GRADING

Class Attendance and Participation

You are expected to attend class, arrive on time, and participate in class discussions. You may have **one** *unexcused* absence without affecting your grade. If you miss more than one class without explanation, or if you are habitually late to class, I will adjust your grade accordingly. If you must miss a class, please obtain notes and handouts from a classmate.

Late Assignments

I reserve the right not to accept any late assignments. I may choose to accept a late assignment, provided you notify me as soon as possible of the emergency that prevents your timely submission, and provided that you have made a good faith effort to complete the assignment on time. If I choose to accept a late assignment, I reserve the right to adjust your grade on the assignment as I see fit.

COMMUNICATION

I strive to be readily accessible outside of class. You are welcome to stop by my office any time, or you can schedule appointments between 10:00 a.m. and 2:00 p.m., Monday through Thursday. I can be reached most quickly through email. My Administrative Assistant, Toni McGuire, can be reached at 556-0090 or at toni.mcguire@uc.edu.

You must check your e-mail regularly. I will frequently announce assignments and schedule changes through e-mail. You must register for my TWEN site in order to receive email from me. You are responsible for all information communicated by email just as if it had been communicated in class.

ADDITIONAL COURSE POLICIES

Important policies about collaboration and plagiarism will be posted on the TWEN website. You are responsible for complying with these policies.