Welcome to Introduction to Lawyering!

This course is designed to:

- give you useful information about the legal profession, lawyers, and the practice of law;
- introduce you to the concept of “professionalism” and assist you in developing an individual sense of professional responsibility and your own professional identity;
- help you make appropriate choices about your legal education, your legal career, and your professional life;
- familiarize you with problem-solving techniques that can be employed to create efficient and effective solutions to your clients’ legal problems and assist you with addressing the ethical issues you will undoubtedly confront as a professional; and
- provide you with practical knowledge and introduce you to essential lawyering skills that will allow you to apply what you learn in law school and transition successfully into the practice of law.

Although the course is about the process of practicing law (“lawyering”) and will provide you with an overview of the various types of law practice, it will not teach you the detailed steps in filing a civil lawsuit, how to prosecute or defend criminal cases, or how to perform legal transactions. Other courses in law school are designed to teach you those processes. This course focuses on material that is not the primary focus of those courses and fills in gaps in the required law school curriculum.
1. **Required Texts and Other Materials.**

   (1) Stefan H. Krieger and Richard K. Neumann, Jr., *Essential Lawyering Skills: Interviewing, Counseling, Negotiation, and Persuasive Fact Analysis*, (Wolters Kluwer 5th Edition 2015). Please make sure you purchase the correct edition of the book. We do not advise you to purchase the book, if available, in electronic form, because you will not be able to access to any electronically-stored material during the exam, but will be able to have hard copies of the materials with you.


   (3) Additional Materials: Other materials may also be assigned and made available to you on the TWEN site as posted documents or links to documents, which you will access through the “Course Materials/Links” or “Class by Class Assignments” section on the TWEN site.

2. **TWEN Access.** You may access the TWEN site for this course by going to the law.ufl.edu website and then clicking on the TWEN link, which is included in a list of links on the bottom right-hand corner of the site. You will see the course, *Introduction To Lawyering*, listed there. It is important that you sign up and that you use your “ufl.edu” email address. You should not have any trouble accessing the site or its materials, but let us know if you do. The TWEN site links include materials that are relevant to all students under general links. In addition, each section, identified by your professor’s name, has a site for materials for that section only. *Even though you will get a lot of UF Law email throughout the semester, it is important that you check those you receive from us because this is the way we will be communicating with you outside of class.*

3. **Assignments.** Assignments will be posted on the “Class by Class Assignments” link on the TWEN site for this course. There are 28, 50-minute classes in the semester. The assignments are each for one 50-minute class. If you are in a section that has the course in a two-class block, be sure to note that, for each block class, there will be two class assignments for that block. When the assignment says “Text,” it means the Krieger/Neumann *Essential Lawyering Skills* book. When the assignment says “Course Pack,” it means the photocopied, bound set of materials you purchased. Any other types of materials, such as a link, will be specified in the assignment. Assignments for the first two weeks of class are:

   - **Class # 1** Read the Syllabus carefully
   - **Class # 2** Course Pack: *Overview of Lawyering* p. 1-20.
   - **Class # 3** Course Pack: *Professions, the Legal Profession, and Professionalism*;
     Course Pack: *Professional Expectations* (Florida Bar);
     Course Pack: Problem: Lynn & Carlos
   - **Class # 4** Text: *Chapter 2*;
     Course Pack: The *Boca Burger* case;
     Course Pack: Problem, Prosecutor Pete
If you are taking the class as a two-class block, you would prepare Classes #1 and #2 for the first day of class and Classes #3 and #4 for the second.

4. **How Class Will Be Conducted.** The materials for the course will be presented in a variety of formats including lectures, problems, discussions, and participatory exercises. Because of the nature of the course, we will not have time to cover in depth every aspect of the assigned materials in class. Unless instructed otherwise, you should assume that anything in the assigned materials may be tested. While we will endeavor to explain aspects of the readings that may be difficult to understand, it is your responsibility to ask questions if you need clarification or explanations. We welcome your questions and will be available to you either in person in our offices, after class, or via email. Do not wait until the end of the semester, and do not assume that we will be available after classes end.

5. **Outline of Subjects to be Covered.** A complete list of the subjects to be covered and the order in which they will be covered, is included in the Class by Class Assignments list on the TWEN site. In general, those subjects are:

   I. An introduction to the profession: its history; trends in law practice; the role and duties of lawyers in society; and the defining attributes of the legal profession;
   II. Professionalism: formation of professional identify, and work/life fit issues; and
   III. Essential skills: problem-solving; teamwork; effective communication; interviewing; counseling; and negotiation.

6. **Course Objectives.** The mission of the law school is, among other things, to teach you about the law and to assist you in developing the skills necessary to use that knowledge in practice. This course is designed to introduce you to several of the “core competencies” that you should ideally possess when you begin the practice of law. Among these competencies are the fundamentals of: client services; dispute processing; legal problem-solving; professional responsibility; and professional identify formation. This course will give you an overview of the legal profession and the practice of law sufficient to enable you to study these subjects in greater depth and to master essential skills later in law school.

7. **Evaluation.** Your grade will be based primarily on one graded final examination and your compliance with the other requirements for the course as explained in this syllabus. These requirements include: attendance; being prepared when called upon; participation in exercises; and completion of ungraded quizzes and other assignments. Your grade may be negatively affected by as much as one letter grade for your failure to: be prepared for class, participate in class exercises and discussions, and complete the assignments. The consequence for exceeding the number of allowed absences is discussed below in Paragraph 10.

8. **The Final Examination.** As explained above, your grade for the course will be based primarily on the final exam. The exam will consist of two sections: a machine-graded section, with multiple-choice and true-false questions; and a section with one or two short essay questions. The exam will be open book, with some exclusions (e.g. electronically-stored information), that will explained to you later. Any material assigned or covered in class may be tested, but you will receive more specific information towards the end of the semester about the exam. Periodically throughout the semester, we will discuss and demonstrate the types of questions you will encounter on the exam. The quizzes will familiarize you with the multiple-choice questions, and the problems we will discuss in class will give you some idea of the short essay question you will encounter on the exam. When we are discussing textual material during class, you should take notes that highlight the material that seemed to be most important.
No early exams—don’t ask!

9. **Other, Non-Graded Assignments and In-Class Participation.** We expect you to come to class having read the material, having completed any required pre-class assignments (such as assigned pre-class quizzes or worksheets), and prepared to engage in discussions or exercises. Being unprepared when called upon or failing to participate in any assignment or exercise, whether graded or non-graded, may affect your grade as explained in Paragraph 7. **If you are not prepared to discuss the assigned materials, you may “Pass” for the day by telling us at the beginning of class that you are unprepared, and we will not call on you.** You should use the “Pass” option no more than two times during the semester. If you pass after having already exercised that option two times, you will be considered unprepared for that class.

To help introduce you to the process of lawyering, we are asking you to attend a court proceeding (i.e., a trial or hearing) and complete a written (ungraded) assignment related to your observation. The written portion of this assignment is due on __________. You can attend the Alachua County Justice Center or the Alachua Family and Civil Justice Center Court in the Eighth Judicial Circuit. A schedule of court can be found here: [http://www.circuit8.org/calendars](http://www.circuit8.org/calendars). You should plan on staying for the entire proceeding if it is under 45 minutes. If your proceeding is longer than 45 minutes, you may leave at your discretion if you will not cause a disturbance. For the written assignment, please write one paragraph briefly describing what you observed. In a second paragraph, please describe something you learned about the legal profession from your observation. (For example, identify certain skills a lawyer used (or skills you think a lawyer should have used) that we have discussed in class.

10. **Attendance Requirements.** Pursuant to law school and ABA regulations, students are required to attend class regularly. You must sit in your assigned seat, sign the attendance sheets, and keep track of your absences. Signing the attendance sheet for another person is a serious infraction and may result in administrative removal from the course or a grade reduction. We will not issue warnings—it is your responsibility to keep track of your absences. Absences for observance of religious holidays are excused. Please let us know, via email, if you plan to miss class for this reason only. Otherwise, you are allowed to miss a total of 6 **50-minute “hours”** of class. Each two-hour block includes 2 hours of class and attendance will be taken during each hour. Upon attaining the 7th **50-minute hour** of absences, you will receive a failing grade for the course. Extraordinary situations (such as your own hospitalization or a death in your family) should be addressed to the staff at Student Affairs, who will handle any exceptional accommodations.

The law school’s policy on delay in taking exams can be found at: [http://www.law.ufl.edu/students/policies.shtml#12](http://www.law.ufl.edu/students/policies.shtml#12). Any arrangements regarding delaying exams, or other accommodations regarding exams, should be addressed to the staff in the Student Affairs office. The law school’s grading policy is available at: [http://www.law.ufl.edu/students/policies.shtml#9](http://www.law.ufl.edu/students/policies.shtml#9). The law school assigns the following values to each grade:
### Grade Points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (Excellent)</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B (Good)</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C (Satisfactory)</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D (Poor)</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>E (Failure)</td>
<td>0.00</td>
</tr>
</tbody>
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11. **Classroom Behavior.** You are all bound by the University Student Code of Conduct, the College of Law Honor Code, and the rules for this course. Proper conduct in the classroom is necessary to allow everyone to participate in, to derive benefit from, and to enjoy the class. Any unprofessional, disrespectful, harassing, disruptive, or distracting conduct that has a negative effect on the classroom atmosphere is prohibited. **You are not allowed to use a laptop computer during class, or access the internet or any electronically-stored information using any device (including telephones) during class.**

All electronic devices should be turned off during class. Violation of this policy will result in you being asked to leave the class and being counted as absent for that day. Other inappropriate classroom conduct will be handled on a case-by-case basis. The conduct described in this paragraph may result in administrative removal from the course or a grade reduction.

Please arrive to class on time. Late arrivals are disruptive and time-consuming. If you arrive more than 10 minutes late without prior permission, you will be counted absent.

12. **Statement Related to Accommodations for Students with Disabilities.** Students requesting classroom accommodation must first register with the Office of Disability Resources. The UF Office of Disability Resources will provide documentation to the student who must then provide this documentation to the Law School Office of Student Affairs when requesting accommodation.