Course: Electronic Discovery: Data Analysis and Review  
Spring Semester 2017

Class Time: Monday 3:00 – 4:50; Room 359

Office Hours: Tuesdays 9:00 – 11:00. Additionally, an appointment may be readily scheduled for other days and times by contacting the instructor. Videoconferences --individually or in groups-- with the instructor are encouraged.

Instructor:

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ZOOM : https://zoom.us/j/5410389684

Instructor’s professional information:

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https://www.linkedin.com/in/williamfhamilton  
http://www.quarles.com/william-bill-hamilton/

Course Goals: This course will provide students with basic electronic discovery search and data analytical skills. The focus of the course is to develop data analytics skills coupled with a basic understanding of the underlying information retrieval principles, planning, and best practices. The course will also cover evolving e-discovery search and review legal standards and data retrieval negotiation principles and strategies.

Each week the course will involve readings on search analytics and relevant information retrieval principles and technologies coupled with actual work and assignments utilizing Nuix Workstation®, Catalyst Insight®, Excel® and iConect Xera®.

This course is designed to introduce students to a variety of career paths involving e-discovery skills. The instructor recommends the book “*Designing Your Life: How to Build a Well-Lived Joyful Life,*” by Burnett and Evans, Alfred A. Knopf (2016), for helpful strategies to find career directions that will work for you.

1. **Weekly Exercises.** 220 points.

Following the initial classes, each week of the semester except the two weeks will involve a basic search and analytics assignment.

The instructor is aware that student activities and requirements may interfere with the course’s weekly schedule and assignments. Accordingly, each student may request an automatic one-week extension for any two assignments.

Assignments turned in past the due date (or the date of the automatic one-week extension) will be subject to a 25% reduction in available points.

2. **Final examination:** 220 points.

There will be a 3-hour “take-home” open-book examination composed of 4 questions and fact patterns. Each of the scenarios on the final examination will ask you to adopt a role such as plaintiff or defense counsel, magistrate judge, or client and respond to the factual pattern from that perspective.

The final exam may be taken at any time during the finals period. The examination will be downloaded from and uploaded to Canvas. The Student Honor Code applies.

The final examination will be graded on the following rubric:

1. 20%: Identification of e-discovery issues presented by the scenario
2. 20%: Analysis of the e-discovery issues presented by the scenario
(3) 20%: Application of case law to the issues presented by the scenario
(4) 20%: Resolution of the issues presented by the scenario
(5) 20%: Felicity, conciseness, and richness of the written expression

This course may be required to be graded on a curve as required by the published policies of the law school. The numerical score earned on various early and mid-course exercises and assignments may not reflect the final grade in the class, especially when combined with the score earned on the final examination. Early course scores (where the average class grade is frequently higher than curve requirements) should not create an expectation of a similar final grade because the scores (e.g. 92%) are based on an absolute scale as opposed to a ranked, curved scale.

Assigned Text and Resources:


Other resources are assigned for reading during various weeks including limited selections for information retrieval and search texts, industry resources, blog posts, and documentary materials provided by Nuix®, Catalyst Secure®, and iConect®.

Recommended Secondary Resource:
LexisNexis Practice Guide Florida E-Discovery and Evidence, Artigliere and Hamilton
Syllabus and Weekly Schedule:

The complete course content is located on the course Canvas webpage. The Canvas webpage includes objectives for each week, readings, resources, recorded lectures, assignments, and other reference materials. The course Canvas webpage is the official course syllabus. Please see the attached index.

Students may access the software specified for course assignments through UF Apps (Nuix) or directly by the software provider (Catalyst and iConect).

The weekly assignments, readings and exercises may be periodically adjusted in the instructor’s professional judgment and discretion to meet student learning needs, the progress of the class, class visitors, and industry developments.

Statement related to accommodations for students with disabilities

Students requesting accommodation for disabilities must first register with the Dean of Students Office (http://www.dso.ufl.edu/drc/). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

Information on UF Law grading policies

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<thead>
<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>A (Excellent)</td>
<td>4.0</td>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>A-</td>
<td>3.67</td>
<td>C (Satisfactory)</td>
<td>2.00</td>
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<tr>
<td>B+</td>
<td>3.33</td>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>B (Good)</td>
<td>3.00</td>
<td>D+</td>
<td>1.33</td>
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<tr>
<td>B-</td>
<td>2.67</td>
<td>D (Poor)</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>E (Failure)</td>
<td>0.0</td>
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The law school grading policy is available at: http://www.law.ufl.edu/student-affairs/current-students/academic-policies#9.
Student Course Evaluations

Students can provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will receive notice of the specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/

University policy on academic misconduct:

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at http://www.dso.ufl.edu/students.php.

Netiquette – communication courtesy online: All members of the class are expected to follow rules of common courtesy in all class discussions, email messages, threaded discussions and chats. Please contact the Professor of any conduct falls below reasonable, good faith standards.
http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf

Getting technical help:

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- https://lss.at.ufl.edu/help.shtml

Other resources are available at http://www.distance.ufl.edu/getting-help for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support
Should you have any complaints with your experience in this course please visit http://www.distance.ufl.edu/student-complaints to submit a complaint.

Disclaimer: This syllabus represents the current course plans and objectives. As the semester proceeds, these plans may be changed to enhance the class learning experience. Such changes, communicated clearly, are not unusual and should be expected.