

**LEGAL WRITING**  
**Course No. LAW 5792 Class 17733 § V, Fall 2018**  
**Course Policies, Expectations, & Syllabus**

**Instructor**

Professor Ruff

[ruff@law.ufl.edu](mailto:ruff@law.ufl.edu)

Office phone: (352) 273-0883

Office: 374 Holland Hall

**Office Hours**

Tuesdays 2:00 – 3:00; Thursdays 2:00 – 4:00, and by appointment. Please keep in touch with me! I try to respond to emails quickly. Please contact me if you have any questions regarding the course or a specific assignment.

**Texts, Course Website, and Online Learning Tools**

The following texts are required:

- Coughlin, Rocklin, & Patrick, *A Lawyer Writes: A Practical Guide to Legal Analysis* (Carolina Academic Press 2018, 3d ed.) (“Text”)
- *The Bluebook: A Uniform System of Citation* (Columbia Law Review Ass’n et al. eds., 20th ed.) (“Bluebook”)
- McKinney & Pryal, *Core Grammar for Lawyers* (Carolina Academic Press, current edition) (online)

Additionally, you will need to download, print, and organize in a three ring binder the materials from the course website accessible through TWEN at <http://lawschool.westlaw.com>. See the course website home page for further instructions in this regard. New documents will be posted at the website throughout the semester. Watch for email notices or announcements in class that something new has been posted on the course website. The course website materials and handouts in class are collectively referred to as the “Supplemental Course Materials.”

- Bring the *Supplemental Course Materials* and the *Text* to each class.
- Bring the *Bluebook* to each workshop and class for which a reading from the *Bluebook* is assigned.

During the first week of classes, I will discuss with you the online LexisNexis Interactive Citation Workstation and the online *Core Grammar for Lawyers* grammar learning tools we will use during the semester.

**Class Meetings, Out-of-Class Meetings, and Special Events**

Our classes will meet in room 359 on Mondays and Wednesdays at 3:00 p.m., unless otherwise announced. You will also attend group and individual meetings with your teaching assistant, conferences with me, and special events. The Course Calendar (below and on the course website) shows the dates or weeks that these meetings and events will take place.

### **Course Description**

As stated on the law school website:

“Credits: 2

First half of a two-part course, both required for graduation. Includes emphasis on written legal analysis and preparation of predictive legal memoranda.”

### **Course Objectives and Learning Outcomes**

The primary objective of this course is to teach you how to analyze a legal issue rigorously and to express that analysis effectively in writing.

Upon completion of the course you should be able to do the following:

- Demonstrate an understanding of the U.S. legal system and how lawyers use law to advise clients and resolve legal problems;
- Apply ethical and professional standards in crafting your written work;
- Identify legal issues affecting a client’s situation;
- Review facts and evaluate their relevance to a client’s legal situation;
- Analyze, interpret, and use statutes and case law to construct legal arguments;
- Apply legal rules to relevant client facts, analogizing and distinguishing precedent;
- Write an analysis of a legal issue predicting its outcome;
- Use effective organizational techniques;
- Write effective topic sentences, transitions, and paragraphs;
- Write precisely, clearly, and concisely;
- Use good grammar, syntax, punctuation, and document format;
- Use legal citation correctly; and
- Revise, edit, and proofread your legal writing.

### **Course Components; Course Workload**

This course has six major components: (1) assignments that are turned in for review and evaluation and are designed to teach you how to analyze and cite law and how to apply the law in clear and concise writing to the client’s problem; (2) online grammar and legal citation exercises; (3) conferences with your teaching assistant to review specific assignments; (4) conferences with me to review written work; (5) reading assignments and other assignments to prepare for class; and (6) in-class discussions, exercises, and quizzes. All of these components are designed to immerse you in the logic, practice, form and art of legal reasoning and writing. You should expect to spend 85 hours this semester attending class and special events, meeting with me, meeting with your teaching assistant, preparing for class, and completing the required citation, grammar, and writing assignments.

### Summary of Major Writing Assignments

Assignment	Due Date
WA #1 – Case Brief	August 27
WA #2 –Memorandum 1: Facts, Discussion, and Conclusion	September 24
WA #3 – Client Letter	October 17
WA #4 – Email Legal Analysis	October 29
WA #5 – Memorandum 2	November 19

### Grading Policies and Course Expectations

This course is subject to all Levin College of Law and University of Florida grade policies.

#### ***Your Grade***

Legal Writing is graded by letter and is subject to the mandatory grade curve and grade distribution established by the College of Law. For the law school’s grading policy, please see <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/academic-policies>. The law school assigns the following values to each grade:

Letter Grade	Point Equivalent
A (Excellent)	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C (Satisfactory)	2.0
C-	1.67
D+	1.33
D (Poor)	1.0
D-	0.67
E (Failure)	0.0

Your final grade in the course will be determined as follows:

1. 70% – Memorandum #2 (open universe, i.e., you will conduct the research for writing this memo).
2. 20% – Satisfactory work on all un-graded assignments, including quizzes, citation exercises, and in-class exercises (see ***Course Expectations*** below). You may receive a 10-point advisory “grade” only on the following assignments: Memorandum #1, Client Letter, and Email Legal Analysis.
3. 10% – Compliance with course policies and class expectations, including class

participation.

4. In addition, to pass the course you must satisfactorily complete the Core Grammar pre-test, every module for which you do not “test out” in the pre-test, and the post-test with a minimum score of 85 percent.

### **Course Expectations**

As explained in more detail below, I expect you to

- Satisfactorily and timely complete all writing, citation, and grammar assignments, graded and un-graded;
- Attend and demonstrate preparedness in class, in citation workshops, and in writing conferences; and
- Demonstrate professionalism.

**Satisfactorily complete assignments.** In this course, you will be learning new skills. For that reason the early writing assignments are leaning tools, not tests. Each assignment will have clearly described requirements. You must meet those requirements. I expect to see in your completed assignments evidence that you have made an effort to do your best. As the semester continues, I expect to see improvement in your work based on the feedback that your teaching assistant and I provide.

**Timely complete assignments.** “Timely” means completed and turned in by the required date and time. When you turn in a late paper unexcused, you lower your final graded by one increment (e.g., B to B-).

Timely submission of work product is essential in law practice. Lawyers who disregard deadlines risk damaging their reputation and their clients’ interests. For an attorney, this is unacceptable. Therefore, no assignment will be accepted after the deadline without an acceptable excuse. This means emergencies involving serious illness or injury to you or someone very close to you, the death of someone very close to you, or certain other serious and unforeseeable problems, which I will consider on a case-by-case basis. Here are some **examples of unacceptable excuses**: a job interview, a reasonably foreseeable transportation problem, a reasonably foreseeable computer or Internet problem. Plan ahead. Don’t wait until the last minute to complete an assignment.

I will also permit any student, who upon prior notice to me is excused from class to observe a holy day of the student’s faith, a reasonable amount of time to make up material, activities or assignments covered or due during the students’ absence. Requirements for make-up assignments and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

**Attend class.** You are required to attend all scheduled class meetings, labs, writing conferences, and mandatory special events unless your absence is excused. (See above regarding absences due to observance of religious holidays.) Your final grade in the course may be lowered one level (e.g., B to B-) for each unexcused absence. Requirements for class attendance in this course are consistent with university

policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> and the law school attendance policy at: <http://www.law.ufl.edu/studentaffairs/current-students/academic-policies>.

**Demonstrate preparedness in class.** You are responsible for the information contained in all TWEN postings, handouts and assigned reading. When you arrive in class, I expect that you will have completed the assigned reading and that you will be ready to participate in class, including participation during in-class group exercises. We will use class time to practice using the skills and apply the principles covered in the assigned reading. Our class meetings will have much greater value if you come prepared to participate.

**Demonstrate preparedness for group meetings with your teaching assistant.** I expect that you will have completed all assigned reading and exercises for group meetings with your teaching assistant. I expect that you will participate fully with your colleagues and teaching assistants during the group meetings.

**Demonstrate preparedness in writing conferences.** On several occasions as noted on the course calendar, you will be required to meet with your teaching assistant and me to confer about your work in the course. These conferences give you the opportunity to discuss your work in detail. Come to the conferences having reviewed all comments that your teaching assistant and I have added to your writing assignments. I expect that you will have reviewed all portions of our texts and other course materials relevant to the revisions you'll need to make. You should come to the conferences with specific questions for your teaching assistant and me regarding your work and how to improve it.

**Demonstrate professionalism in work product and demeanor.**

1. Produce professional quality work. For practical purposes, for this course, I am your senior partner, your client, and your judge. Check to ensure that your work exhibits a professional quality in that it conforms to all format and citation requirements and is carefully proofread. When preparing an assignment for this course, pay attention to detail as you would if you were a law clerk or practicing attorney preparing a document for review by a senior partner, a client, or a judge. Work that contains grammatical, typographical, punctuation, or spelling errors is unprofessional and therefore unacceptable. This goes even for "drafts." Before you submit an assignment, please proofread.
2. In the classroom, act with courtesy. What goes on in the classroom is critical to your education. You cannot afford to miss classes or fail to participate in them. You know what it is like when others disrupt your learning in the classroom. You know how disturbing it can be when another student carries on a conversation with a neighbor, surfs the Net, strolls in late, leaves early, or wanders in and out. Be considerate. If you need to leave early, notify me and sit by the door.

3. Follow my rules on using electronic communication devices in class. Electronic communication devices (computers, tablets, cell phones, and so forth) must be turned off and stowed away during class unless I authorize your use of such devices for specific class purposes. (You will be using your laptop frequently for in-class writing exercises, so plan to have it available.) You should bring a pen or pencil and paper to class to take notes. If you need paperwork from your computer for class, please print it and bring it with you to class. Audio recording during any class or other meeting is prohibited unless you receive prior permission from me. If you have a disability that requires using an electronic communication device, please immediately contact the Disability Resource Center (see below).
4. During class, do not wear a baseball cap or similar apparel that obscures your face.

### **Teaching Assistants; Review of Written Work**

A teaching assistant will be assigned to each group of approximately five students to provide you with greater individual attention on your writing assignments and exercises in this course. The teaching assistant (and I) will be available outside of class to answer specific questions you have regarding the course and course assignments. Keep in mind, however, that teaching assistants are not private tutors and you should avoid making excessive demands on their time. Your teaching assistant will provide you with a phone number and an e-mail address or other means of communication. Please limit phone calls to normal business hours unless the teaching assistant gives you permission to call in the evening.

If you fail to attend a required conference and notify your teaching assistant in advance, your teaching assistant will reschedule the conference once. However, if you fail to attend the conference and notify your teaching assistant in advance a second time, your teaching assistant is not required to reschedule the conference.

Your teaching assistant may not do any of the following: assign a grade to a student; tell or indicate to a student what grade he or she will receive in the course; assure the students that he or she will pass the course; grant an extension of time; excuse an absence.

Your teaching assistant or I or both will give you written feedback on each of your writing assignments. Students occasionally misunderstand the function of comments on your paper. Your teaching assistant (or I) will not point out every error or omission in your paper. Nor is it your teaching assistant's responsibility to edit your paper sufficiently to ensure you any particular grade. The primary reason why teaching assistants cannot and should not have such responsibilities is that I wish to evaluate your work, not the teaching assistant's. If the teaching assistant were responsible for fully editing your work I would only see what he or she can do, not what you can do. Giving the Assistant the responsibility for putting your paper into perfect (or passable) form would permit you to take a passive role, doing only what you are copying. Therefore, do not view the comments on your paper as a complete checklist.

### **Academic Honesty**

In every aspect of this course you are bound by the Honor Code, that is, all rules, codes, regulations, policies of the University (<http://www.dos.ufl.edu/sccr/process/student-conduct->

[honor-code/](#)) and of the College of Law (please consult the law school website) regarding student conduct. You are also bound by the policies set forth below.

All work in this course must be your own. This means, for example, that you must do your own research, writing, and proofreading. I want to help you develop your skills; I can't do this if the work I review isn't your own. Only you, your teaching assistant, and I may review your work for purposes of planning revisions. Unless I specifically instruct you otherwise, you may not read another student's work (either a present student's or a past student's), and you may not allow another student to read your work. Giving your work to another student violates the Honor Code's "anti-collaboration" policy as much as does taking work from another student. If you share a computer with another person, please take special care to ensure that your work remains confidential. As in the practice of law, you alone are responsible for protecting the privacy of your work.

You may discuss cases, arguments, and citation techniques with each other. However, you may not give citation exercise answers to anyone nor may you receive answers to citation exercises from anyone, unless I have assigned a group citation exercise.

Be especially careful not to plagiarize. Use of any ideas, borrowed from anyone else without acknowledgment and presented as your own in your writing, constitutes plagiarism. Paraphrasing or quoting from, for example, a case or a law review article without properly acknowledging the source or without including quotation marks where such marks are appropriate constitutes plagiarism for the purpose of this course. You do not need to intend to plagiarize in order to plagiarize. Thus, it is no defense for the plagiarizer to plead either ignorance of what constitutes plagiarism or lack of intent to plagiarize. So be careful — if plagiarism becomes an issue for any student, it will likely be the result of inadvertence or ignorance, rather than intent to misrepresent.

#### **Accommodation for Students with Disabilities**

Students with disabilities requesting accommodation should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to Dean Rachel Inman in the law school's Student Affairs Office when requesting accommodation. Accommodations are not retroactive, therefore, students should follow this procedure as early as possible in the semester.

#### **Campus Resources: Health and Wellness; Academic Support**

U Matter, We Care: If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392- 1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies).  
<http://www.police.ufl.edu/>

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.  
<http://teachingcenter.ufl.edu/>

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio>

### **Student Evaluation of Instruction**

Students are expected to 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 be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

### **Acknowledgment of Course Policies & Student Information Form; Résumé**

After you have read this Introduction, please fill out the Student Information and Acknowledgment of Course Policies form posted on the TWEN Course Policies document page. Give this completed form to me. Also provide me with a copy of your current résumé. It is essential that you do this in order to receive a grade for this course.

### **Course Schedule**

The schedule below represents my current plans and objectives. As the semester progresses, those plans may need to change to enhance class learning opportunities. Please check your email and the course calendar on TWEN regularly for any changes to the schedule.

#### **Ruff – Legal Writing, Class 17733 § V – Fall 2018**

Sunday, August 12, 2018

WEEK 1

Monday, August 13, 2018

Fall Classes Begin

3:00 PM CLASS 1 - How Attorneys Communicate

READ: TEXT: Introduction and Chapter 1. TWEN: "Course Policies, Expectations, & Syllabus" on the TWEN document page by this same name.

HAND IN: (1) Completed "Student Information Sheet/Acknowledgment of Course Policies Form" on the TWEN document page by this same name and (2) Your résumé.

Wednesday, August 15, 2018

3:00 PM CLASS 2 - Foundations of Legal Analysis; Stare Decisis in Florida

READ - TEXT: Chapter 2. TWEN: All documents in the Class 2 folder on the Class Discussion Materials document page.

BE PREPARED to discuss in class your answers to the "Stare Decisis in Florida Exercise" in the Class 2 folder.



SKIM: TWEN: "Hypothetical for Memorandum 1" at Writing Assignments document page; § [767.01, Fla. Stat.](#) , *Jones v. Utica Mut. Ins. Co.*, and *Allstate Ins. Co. v. Greenstein* at Authorities for WAs 1 - 3 document page.

WATCH: "Sources of the Law: The Court System," "How Courts Make Decisions: Stare Decisis and Precedent," and "How a Case Progresses" videos accessed at: [https://www.youtube.com/playlist?list=PL7g\\_CQSIG4S8LNHbB7SErpvL6hKxx17o0](https://www.youtube.com/playlist?list=PL7g_CQSIG4S8LNHbB7SErpvL6hKxx17o0)

Sunday, August 19, 2018

WEEK 2

**Due: Complete Core Grammar for Lawyers Pre-test by 9:00 PM.**

Monday, August 20, 2018

3:00 PM CLASS 3 - Introduction to Memo 1; Analyzing Statutes and Cases

READ - TEXT: Chapters 3 & 4. TWEN: "Hypothetical for Memorandum 1" at Writing Assignments document page; Statute and Cases at Authorities for WAs 1 - 3 document page; Instructions for WA #1 at Writing Assignments document page; "Legal Problem Solving: Memorandum re *Victim v. Owners*" at Class Discussion Materials document page.

BRING YOUR LAPTOPS TO CLASS. BE PREPARED TO OUTLINE in class the Florida Dog Bite Statute and identify the elements of Victim's dog-bite cause of action and the elements of Owners' affirmative defense, and identify which elements are likely to be disputed or not.

Wednesday, August 22, 2018

3:00 PM CLASS 4 - Making a Rule-Based Legal Argument

READ - TEXT: Chapters 6, 7 (skip §§ 7.2 and 7.3), and 11. TWEN: TBA.

BRING YOUR LAPTOPS to class to write a rule based legal argument for your client regarding the dog bite matter (instructions to be posted on TWEN or distributed in class).

Sunday, August 26, 2018

WEEK 3 - Workshop - Legal Citation: The Bluebook

WORKSHOP with your teaching assistant this week on Legal Citation: The Bluebook. Time, day, and room TBA. BLUEBOOK: pp. 1 - 4, skim pp. 5 - 30.

ASSIGNED: LexisNexis Interactive Citation Workstation (ICW) Exercises 1, 2, 3, (skip 4), 5, 6, 7 & 8, due on dates shown on this calendar. READ the (1) Citation Exercise Schedule and (2) Lexis ICW Instructions at the TWEN Citation document page.

BRING your Bluebook to the workshop.

Monday, August 27, 2018

**Due: WRITING ASSIGNMENT #1 - Case Brief. Hand in at the beginning of class today.**

3:00 PM CLASS 5 - Formulating Rules from Cases; Explaining the Law

READ - TEXT: Chapter 7 (§§ 7.2 & 7.3 only). TWEN: "*Hall v. Rochet*" Rule Identification Exercise" at Class Discussion Materials document page.

BRING TO CLASS your laptops and a copy of *Allstate Ins. Co. v. Greenstein* at Authorities for WAs 1 -3 document page. Be prepared to write a case illustration of *Greenstien* in class.

Wednesday, August 29, 2018

3:00 PM CLASS 6 - Making an Analogy-Based Legal Argument

READ - TEXT: Chapters 8 and 9. TWEN: "Analogizing and Distinguishing Cases," and "Worksheet for Using Analogical Reasoning" under Class Discussion Materials document page.

BRING TO CLASS: (1) A list of legally significant facts from the Greenstein case that are similar to the facts in your client's situation and a list of legally significant facts from Greenstein that are different from the facts in your client's situation. (2) Your laptops. Be prepared to write in class an analogy of Greenstein to your client's situation using the "Worksheet for Using Analogical Reasoning" as a guide.

Friday, August 31, 2018

**9:00 PM DUE - Citation Exercise 1**

Turn in ICW Citation Exercise 1, Case Names, to me by email no later than 9 p.m. Before starting the exercise, read the Lexis ICW Instructions at the TWEN Citation document page.

Sunday, September 2, 2018

WEEK 4 - Workshop - Legal Citation: Florida Rules

Workshop with your teaching assistant this week on Legal Citation: Florida Rules. Time, day, and room TBA. READ - TWEN: [Florida Rules of Appellate Procedure 9.800](#) under Citation tab. BRING TO WORKSHOP: Your laptop, [Florida Rules of Appellate Procedure 9.800](#), and the Bluebook.

Monday, September 3, 2018

No Classes; Labor Day

Wednesday, September 5, 2018

3:00 PM CLASS 7 - Policy-Based Reasoning; Organizing the Legal Argument

READ - TEXT: Chapters 10 and 12. TWEN: "Using Policy-Based Reasoning," "Using CREAC Structure to Analyze a Single Element," and "Structure of the Discussion Section," at Class Discussion Materials document page; Example Memos on Example Memos document page; "Writing Assignment #2" instructions on Writing

Assignments document page.

Friday, September 7, 2018

**9:00 PM DUE - Citation Exercise 2**

Turn in ICW Citation Exercise 2, Case Locations, to me by email no later than 9 p.m.

Sunday, September 9, 2018

WEEK 5

Monday, September 10, 2018

3:00 PM CLASS 8 - Organizing and Writing the Legal Argument

READ - TEXT: Chapter 5. READ - TWEN: Before class, study the example memos at the Example memos document page and annotate the global introduction and CREAC structure in the discussion section of each memo; during class, be prepared to discuss your annotations with your TA group and with the class.

Wednesday, September 12, 2018

3:00 PM CLASS 9 - Statement of Facts and Conclusion

READ: TEXT - Chapters 14 and 15.

Friday, September 14, 2018

**9:00 PM DUE - Citation Exercise 3**

Turn in to me ICW Citation exercise 3, Court & Date in Case Citations, by email no later than 9 p.m.

Sunday, September 16, 2018

WEEK 6

Wednesday, September 19, 2018

3:00 PM CLASS 10 - Citation: Signals, Explanatory Parentheticals, & Quotations

READ - BLUEBOOK: B1.2, B1.3, B2, B5, B10.1.5, R1.2 - R1.5, R5, R10.1.5, R10.6 & R10.7.1. TWEN - Iowa Sup. Ct. Bd. of Ethics and Prof'l Conduct v. Lane and Hurlburt v. Gordon at Citation document page.

BRING your Bluebook to class.

Friday, September 21, 2018

9:00 AM to 12:00 PM Moot Court Final Four Competition

Optional - Attend Moot Court Final Four Competition in the Advocacy Center Courtroom. Arrive early to get a seat in the Advocacy Center Courtroom. Overflow seating will be available in room TBA. Business casual attire is required in the Advocacy Center Courtroom.

Here is the URL for viewing the Friday, September 21, Moot Court Final Four

Competition: TBA

**9:00 PM Due: Citation Exercise 5**

Turn in ICW Citation Exercise 5, Short Form (Cases), to me by email no later than 9:00 p.m.

Sunday, September 23, 2018

WEEK 7

Monday, September 24, 2018

**3:00 PM Due: WRITING ASSIGNMENT #2 - Memo 1 Heading, Facts, Discussion, & Conclusion Sections**

Turn in WA #2 at the beginning of class. Don't forget to attach "marked up" WA #1!

3:00 PM CLASS 11 - Legal Writing Style; National Punctuation Day Celebration

READ - TEXT: Chapter 16. TWEN: "Writing Style Checklist" on Writing Style document page; "Using Apostrophes to Show Ownership or Possession," "Using Colons," "Using Commas," and "Recommended Writing Style Reference Books" at Style document page.

Wednesday, September 26, 2018

3:00 PM CLASS 12 - More on Legal Writing Style

REVIEW: All writing style reading notes to prepare for the writing style contest during today's class. You and the other students in your group will rewrite a poorly written sentence (or sentences). "Judge" Ruff will determine which group produced the best rewritten paragraph(s). This is an open book contest. You may use the Text, Course Supplemental Materials from TWEN, a writing style handbook, notes from class, and in rewriting the sentence(s).

Sunday, September 30, 2018

WEEK 8

**9:00 PM Due: All Core Grammar for Lawyers modules satisfactorily completed and Post-test completed with a minimum score of 85 percent**

Monday, October 1, 2018

3:00 PM CLASS 13 - Writing Contest Results; The Client Letter

READ - TEXT: Chapter 17.

Wednesday, October 3, 2018

CLASS 14 - Asynchronous Learning Day: Work on your client letter.

Sunday, October 7, 2018

WEEK 9

Conferences with your TA & Prof. Ruff this week

This week, attend an individual conference with your teaching assistant. Bring WA#2 and come prepared with questions regarding WA#2. Your TA will get in touch with you to schedule a time, date, and place.

If you have had a conference with your TA on WA #2, you may schedule a conference with Prof. Ruff. Click on the TWEN "Sign-up Sheets" link to schedule a conference. Come prepared with questions regarding WA #2.

Monday, October 8, 2018

3:00 PM CLASS 15 - Guest Speaker: Rob Birrenkott, Career Services

**Attend class in Room 355C, Holland Hall.**

Wednesday, October 10, 2018

3:00 PM CLASS 16 - Email Assignment & Memo 2: Question Presented and Brief Answer

READ - TEXT: Chapter 13; TWEN: Memorandum from Assigning Attorney regarding second memo matter, "Writing Assignment #4," and "Writing Assignment #5," at Writing Assignments document page. REVIEW: the cases you found in your Legal Research class.

BRING TO CLASS: (1) The cases you found in your Legal Research class for your Email Assignment and Memo 2 and (2) your laptops to work on the question presented for Memo 2.

Sunday, October 14, 2018

WEEK 10

Monday, October 15, 2018

**3:00 PM Due: WRITING ASSIGNMENT #3 - Client Letter**

Hand in to your TA (or to me if your TA isn't present) at the beginning of class. Don't forget to attach marked up WA # 2!

3:00 PM CLASS 17 - Review Questions Presented; Professional Emails

READ - TEXT: Chapter 18.

Wednesday, October 17, 2018

3:00 PM CLASS 18 - Case Discussion

REVIEW: TEXT - Chapter 5.

BRING TO CLASS: (1) The cases you found in your Legal Research class for your Email

Assignment and Memo 2 and (2) Your case analysis chart.  
BE PREPARED to discuss in class the use of cases in the Email Assignment & Memo 2.

Friday, October 19, 2018

**9:00 PM DUE - Citation Exercise 6**

Turn in Citation Exercise 6, Federal Statutes, to me by email no later than 9 p.m.

Sunday, October 21, 2018

WEEK 11

Monday, October 22, 2018

3:00 PM CLASS 19 - Organizing & Writing Memo 2 Discussion

REVIEW - TEXT: Chapters 5 through 10 and chapter 12; TWEN: Writing Assignment document page "Template for Memo 2 Discussion."

BE PREPARED to discuss in class organizing and writing memo 2 discussion section using your case analysis chart and the template for memo 2.

Wednesday, October 24, 2018

3:00 PM CLASS 20 - Memo 2 Discussion Section Rule Statements

BRING TO CLASS: (1) Your laptops, (2) your cases for memo 2, and (3) your case analysis chart. BE PREPARED to write in class the rules or principles from the cases that you will use in your memo 2 discussion section.

Thursday, October 25, 2018

**9:00 AM to 11:30 AM** Attend 1st DCA Oral Arguments (Optional)

Attend oral arguments this morning. The arguments will be held in in the Advocacy Center Courtroom. Arrive early to get a seat. The overflow room for viewing the oral arguments is the Bailey Courtroom, 136 Bruton-Geer Hall. See the documents on the TWEN 1st DCA Oral Arguments document page for a more detailed schedule and the parties' briefs.

**12:00 PM to 12:50 PM** CLASS 21 - 1st DCA Judge, Guest Speaker, Room TBA

Attend class in classroom TBA Holland Hall. A judge from Florida's First District Court of Appeal will speak to you and answer your questions during this class. We will be joined by students from two other Legal Writing classes. Please wear business casual attire.

Sunday, October 28, 2018

WEEK 12

Monday, October 29, 2018

**3:00 PM Due: Writing Assignment #4 - Email Legal Analysis**

Email your assignment to me at [ruff@law.ufl.edu](mailto:ruff@law.ufl.edu), with a copy to your teaching assistant, by 3:00 p.m.

CLASS 22 – Asynchronous Learning Day: Work on ICW citation exercise 7 or Memo 2.

Wednesday, October 31, 2018

CLASS 23 - Asynchronous Learning Day: Work on citation exercise 7 or Memo 2.

Friday, November 2, 2018

Homecoming - Law School Closed

**9:00 PM DUE - Citation Exercise 7**

Turn in ICW Citation Exercise 7, State Statutes, to me by email no later than 9 p.m.

Sunday, November 4, 2018

WEEK 13

Conferences with your TA & Prof. Ruff this week

This week attend an individual conference with your teaching assistant. Bring WA #4 and your WA #5 in progress and come prepared with questions. Your TA will get in touch with you to schedule a time, date, and place.

If you have had a conference with your TA, you may schedule a conference with Prof. Ruff. Click on the TWEN "Sign-up Sheets" link to schedule a conference. Come prepared with questions regarding writing assignments 4 & 5, and bring WA #4 and any work you've started on WA #5.

Monday, November 5, 2018

CLASS 24 - Asynchronous Learning Day: Work on Citation Exercise 8 or Memo 2

Wednesday, November 7, 2018

3:00 PM CLASS 25 - Finalizing Memo 2

Friday, November 9, 2018

**9:00 PM DUE - Citation Exercise 8**

Turn in ICW Citation Exercise 8, Statutes Short Forms, to me by email no later than 9 p.m.

Sunday, November 11, 2018

WEEK 14

Conferences with Prof. Ruff this Week

If you have had a conference with your TA on WA #4, you may schedule a conference with Prof. Ruff. Click on the TWEN "Sign-up Sheets" link to schedule a conference. Come prepared with questions regarding writing assignments 4 & 5, and bring WA #4 and any work you've started on WA #5.

Monday, November 12, 2018

Veterans Day Holiday - No Classes

Wednesday, November 14, 2018

3:00 PM CLASS - 26 Q & A

Sunday, November 18, 2018

WEEK 15

Monday, November 19, 2018

**3:00 PM Due: WRITING ASSIGNMENT #5 - Memo 2**

Turn in at the beginning of class. Attach "marked up" WA #4.

3:00 PM CLASS 27 - TA Roundtable; Evaluations

Bring your laptops for in-class evaluation of quality of instruction in this course (Prof. Ruff will not be present for this portion of the class).

Tuesday, November 20, 2018

Fri. Classes Meet; Tues. Classes Cancelled

Wednesday, November 21, 2018

Administrative Offices Open

Thursday, November 22, 2018

Thanksgiving Holidays

Friday, November 23, 2018

Thanksgiving Holidays

Monday, November 26, 2018

3:00 PM NO CLASS - Last Day of Fall Classes