

LEGAL WRITING FALL 2023
Professor Kolinsky
LAW 5792, Class 14048, Section Q
Fall 2023, Mondays and Wednesdays 3:30pm to 4:25pm
Holland Hall 284

Welcome to Legal Writing! Your success in this class will depend largely on showing up and doing the work. Prepare for class, attend class, be on time, submit assignments on time, and conduct yourself both inside and outside of class with professionalism and civility in all manners of communication. The technical requirements of legal writing and communication will come with time and practice. This is not a one and done class, these are skills you will carry forward as you continue through law school and into practice. Participate, practice, and try to be patient as both you and your colleagues learn how to think, write, and communicate “like a lawyer.”¹

Drop-In Office Hours: Mondays 11:00am to 1:00pm
 Thursdays 9:00am to 12:00pm
 (or request an appointment via email)

Contact Information: kolinsky@law.ufl.edu
 Holland Hall 343

Teaching Assistants: Monserrat Arguello
 Alexander Cohen
 Michael Romano
 Lauren VanHemel

¹ This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

LEARNING OBJECTIVES

COURSE DESCRIPTION:

First half of a two-part course, both required for graduation. Includes emphasis on written legal analysis and preparation of predictive legal writing for fellow attorneys and clients.

COURSE OBJECTIVES AND GOALS:

The primary objective of this 2-credit course is to teach you how to perform a rigorous analysis of a legal problem and express that analysis effectively in writing.

If you devote yourself to doing the best work you can, at the end of the semester you should be able to:

- 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 obligations 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 formatting techniques;
- Use legal citation correctly; and,
- Revise, edit, and proofread your legal writing.

Note: You will learn how to conduct legal research in a separate course. However, your research professor and I will collaborate, and one of your research exercises will require you to locate authority to use in a memorandum for my class. We will provide more details as they become relevant.

It is anticipated that you will spend approximately 2 hours out of class reading and preparing for in class assignments for every 1 hour in class.

Class Schedule²

Week One				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in this class
8/21	Introduction to Legal Communication and Analysis	<ul style="list-style-type: none"> Rowe, <i>Legal Research, Legal Writing, and Legal Analysis: Putting Law School into Practice</i> (on Canvas) ALW, Chapter 1 Syllabus (read in its entirety) 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Complete Core Grammar for Lawyers Pretest
8/23	Sources and Systems of Law; Reading for Comprehension	<ul style="list-style-type: none"> ALW, Chapters 2 and 3 Excerpt from <i>One L</i> (on Canvas) Tree cases on Canvas 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Case Briefs for Tree Cases

Week Two				
Date	Topic	Reading to be completed before class	Work due before the beginning of class	Work assigned in this class
8/28	Finding the Rule/Rule Synthesis	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> Case Briefs (bring to class) Core Grammar for Lawyers Pretest by 11:59pm 	<ul style="list-style-type: none"> Draft short rule statement for Tree Cases
8/30	Case Briefs to Case Illustrations	<ul style="list-style-type: none"> ALW, section 7.2. Memo #1 	<ul style="list-style-type: none"> Rule statement (bring to class) 	<ul style="list-style-type: none"> Case Illustration for Tree Cases Memo #1 Case Briefs

² Assignments appear in **bold**; you must upload writing assignments in **Word** to Canvas before the beginning of class unless otherwise indicated.

Week Three				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in this class
9/4	NO CLASS	Labor Day Holiday		
9/5	Introduction to Memo #1 (Joint Class with § T)	<ul style="list-style-type: none"> • Memo #1 	<ul style="list-style-type: none"> • Memo #1 - Case Briefs (bring to class) • Case Illustrations for Tree Cases (uploaded to Canvas in Word before class) 	<ul style="list-style-type: none"> • WA#1 - Case Illustration
9/6	Structuring a Legal Memorandum	<ul style="list-style-type: none"> • ALW Chapters 4 and 5 	<ul style="list-style-type: none"> • WA #1 - Case Illustration (uploaded to Canvas in Word before class). 	<ul style="list-style-type: none"> • WA#2: Discussion Section for Memo #1

Week Four				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in this class
9/11	Umbrella and Roadmap in the Discussion Section	<ul style="list-style-type: none"> • ALW, Chapters 11 and 12 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Continue working on WA #2: Discussion Section for Memo #1
9/13	One Legal Argument; Explaining the Law; Applying the Law	<ul style="list-style-type: none"> • ALW, Chapters 6 and 7 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Continue working on WA#2 Discussion Section for Memo #1

Week 5				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in this class
9/18	Conclusion to One Legal Argument	<ul style="list-style-type: none"> ALW, Chapters 8 and 9 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Continue working on WA#2 Discussion Section for Memo #1
9/20	Introduction to Legal Citation: Basics of Case Citation	<ul style="list-style-type: none"> BB: B 10.1, B 10.1.1, B 10.1.2, 10.1.3 R 10.1, 10.2, 10.3, 10.4, 10.5 T1, T6, T10 Florida Rule of Appellate Procedure 9.800 	<ul style="list-style-type: none"> WA #2 Discussion Section for Memo #1 (uploaded on Canvas before class) 	<ul style="list-style-type: none"> None

Week 6				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in this class
9/25	Legal Citation - Short forms and statutes	<ul style="list-style-type: none"> BB: B 4, B 10.2, B 12 R 4, 10.9, R 12.1, 12.2, 12.3 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> ICW #1 and #2 BB Worksheet
9/27	Shifting Your Analysis from Internal Memos to Client Letters	<ul style="list-style-type: none"> ALW, Chapters 17 and 18 Any supplemental materials on Canvas 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> WA #3: Client Letter Moot Court Final Four
9/29**	Moot Court Final Four Competition (Special Class Session)	<ul style="list-style-type: none"> Must attend in person or view competition remotely 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None

Week 7				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in this class
10/2	Debrief Moot Court Final Bluebook – Signals; Explanatory Parentheticals	<ul style="list-style-type: none"> • BB: B 1.2, 1.3 • R 1.2, 1.3, 1.4, 1.5 	<ul style="list-style-type: none"> • Deadline to Complete <u>all</u> Core Grammar for Lawyers modules • ICW #1 and #2 and BB worksheet BY 11:59pm 	<ul style="list-style-type: none"> • ICW #3 and #5 • Continue working on WA #3: Client Letter
10/4	The Full Memo: Memo #2 and WA #4	<ul style="list-style-type: none"> • Review ALW Chapters 7 (Explaining the law) and 8 (Applying the law) • WA#4: Memo #2 	<ul style="list-style-type: none"> • WA#3 Client letter (uploaded to Canvas before class) 	<ul style="list-style-type: none"> • WA #4: Memo #2

Week 8				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in this class
10/9	Statement of Facts	<ul style="list-style-type: none"> • ALW, Chapters 14 	<ul style="list-style-type: none"> • ICW #3 and #5 	<ul style="list-style-type: none"> • Draft of Statement of Facts (optional)
10/11	Perfecting Point Headings	<ul style="list-style-type: none"> • Supplemental materials on Canvas 	<ul style="list-style-type: none"> • Draft of Statement of Facts (optional) 	<ul style="list-style-type: none"> • None

Week 9				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in this class
10/16	Question Presented and Brief Answer/Conclusions	<ul style="list-style-type: none"> ALW, Chapters 13 and 15 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Draft of Question Presented and Brief Answer (optional)
10/18	Editing and Polishing (Double Class Session)	<ul style="list-style-type: none"> ALW, Chapter 16 Supplemental Materials on Canvas 	<ul style="list-style-type: none"> Draft of Question Presented and Brief Answer (optional) 	<ul style="list-style-type: none"> Schedule conference with me; be prepared to give report out on your research and findings.

Week 10				
Date	Topic	Reading to be completed before class	Work due by beginning of class	Work assigned in class
10/23	Report to Partner; NO CLASS	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
10/25	Report to Partner; NO CLASS	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None

***** WA #4 Due Friday, October 27, 2023 by 11:59pm*****

Week 11				
Date	Topic	Reading to be completed before class	Work due by beginning of class	Work assigned in class
10/30	Memo Debrief/Editing Exercise: Asking for a Friend	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Bring a hard copy of your WA#4 to class. 	<ul style="list-style-type: none"> • None
11/1	Evaluations/Memo in a Minute	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Schedule conference with me to discuss WA#4 and review before the final exam is released.

Week 12				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in class
11/6	Individual Conferences for WA#4	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
11/8	Individual Conferences For WA#4	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

*******FINAL EXAM RELEASED November 10, 2023*******

Week 13				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in this class
11/13	Guest Speaker	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
11/15	Joint Class with ST TA Info Session on Exam-taking and Summer job search	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None

Week 14				
Date	Topic	Reading to be completed before class	Work due by the beginning of class	Work assigned in this class
11/19**	FINAL EXAM DUE			

CLASS MATERIALS/RESOURCES

MY OFFICE HOURS

In addition to the listed office hours and appointments, I will hold extended office hours during the weeks before assignments are due. This will ensure that all students who want to meet with me are able to do so. Please refer to the Canvas page for further information regarding office hours and conferences.

Please keep in touch with me! I try to respond to emails as quickly as I can. Please contact me if you have any questions regarding the course or a specific assignment.

TEACHING ASSISTANTS

Teaching Assistants (“TA”) are 2Ls who did particularly well in their first-year legal writing courses. They are a tremendous resource to you. Your TA will assist with assignments and group work both in class and outside of class. I encourage you to get to know your TA and speak with him or her regularly.

COURSE WEBSITE

[HTTP://ELEARNING.UFL.EDU/](http://elearning.ufl.edu) You are responsible for reviewing the page for course updates and for accessing course content.

REQUIRED TEXTBOOKS

Coughlin, Rocklin, and Patrick, *A Lawyer Writes: A Practical Guide to Legal Analysis* (3d ed.)

McKinney and Rose, *Core Grammar for Lawyers* (Online software; see notes below for how to access)

The Bluebook: *A Uniform System of Citation* (21st ed.)

Other materials I may post on Canvas

ADDITIONAL RESOURCES (Optional)

Linda Barris, *Understanding and Mastering the Bluebook* (3d ed. 2015)

Richard C. Wydick & Amy Sloan, *Plain English for Lawyers* (6th ed. 2019)

Bryan A. Garner, *Redbook: A Manual on Legal Style* (4th ed. 2018)

Deborah Cupples & Margaret Temple Smith, *Grammar, Punctuation & Style: A Quick Guide for Lawyers & Other Writers* (2013).

CORE GRAMMAR FOR LAWYERS AND INTERACTIVE CITATION WORKSTATION

We will utilize numerous asynchronous learning tools during the semester, including but not limited to Core Grammar for Lawyers and the Lexis Nexis Interactive Citation Workstation (“ICW”).

INFORMATION ON ACCESSING ONLINE TEXT CORE GRAMMAR FOR LAWYERS:

1. Go to <https://coregrammarforlawyers.com/> in your browser.
2. Complete the form and be sure to select "FL" for your state and "University of Florida - F.G. Levin College of Law" for your school.
3. On the payment page, enter "UFL2023" in the Access Code field. Your discounted price will appear immediately. You need to purchase a one-year subscription.
4. Enter your credit card information below, verify the purchase, and continue to create your Core Grammar for Lawyers account.
5. To activate your subscription, enter this exact Class Code (which is unique for our sections): **323-072-7302**.
6. You will be able to start using CGL immediately. However, before we meet for Week 2 of classes, but **no later than Monday, August 28, 2023, at 11:59 p.m.**, you should take the Pre-Test (available on a link from the home page or “Bookshelf”).
7. All modules must be completed and post-test must be completed (with a minimum score of 85%) by **Monday, October 2, 2023, at 11:59 p.m.**

INFORMATION REGARDING LEXIS/NEXIS INTERACTIVE CITATION WORKSTATION (“ICW”):

1. This is a free online platform that tests Bluebook citation proficiency.
2. ICW exercises are tracked online. For each exercise, you must achieve a minimum score of 70% to receive credit. For each exercise, if you submit your exercise on time and achieve 70% or better, you will receive full credit for that exercise.
3. Prior to beginning the exercises, select my name and the ICW TA’s name (Lauren VanHemel), to ensure we have access to your certificates of completion.
4. You will have five attempts to answer each question correctly and should strive for 100%. Becoming familiar with the nuances of the Bluebook is critical to becoming a strong legal writer. Be sure you understand why each correct answer is correct. Lauren will re-set each ICW for you only one time. Please request re-sets during business hours and at least 24 hours prior to the due date. (vanhemellauren@ufl.edu)

GROUP WORK AND ASSIGNMENT POLICIES

During the semester, our class will be divided into small groups working with one TA per group. We will use these groups for in-class activities including writing labs, case discussions, peer review, and other in-class exercises.

CONFERENCE CUT-OFFS FOR ASSIGNMENTS

No conferences will be held within the 24 hours prior to an assignment due date. This rule applies to conferences with me and with your TA.

COURSE POLICIES AND PROCEDURES

PROFESSIONALISM

As a law student and future lawyer, you are expected to conduct yourself with professionalism in the classroom and in all course-related activities. This class, along with your other law school classes, prepares you for the legal profession. Essentially, this is the beginning of your legal career and you should treat it as such. This means I expect that you will behave professionally in every interaction with me, with the TAs, and with your colleagues.

Common courtesy should be exercised in the classroom as well as in all email messages, threaded discussions, and chats. In class, please silence cell phones and computer notifications and minimize any other class disruptions. Please be on time to class and do not leave early absent extenuating circumstances. With respect to written assignments, professionalism requires you to write, revise, and proofread multiple times before turning in any assignment. Please be advised that spelling, grammar, and typographical errors reflect a lack of attention to detail which translates into a lack of professionalism.

ATTENDANCE

Attendance will be taken for each class.

Teaching Assistants will take roll during each class period.

- You are permitted to miss **two** class periods without penalty.
- **Missing more than two class periods may result in a reduction of your final grade.**
- **Missing more than six classes will result in a failing grade in the course.**
- Excessive tardiness will also result in a grade penalty.
- Requirements for class attendance, assignments, and other work in this course are consistent with UF policies posted at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Absences for Religious Holidays, Illness, Extenuating Circumstances, and Emergencies:

- If you have a religious holiday that falls on a class date or assignment due date, please contact me **well in advance** of that holiday to arrange an accommodation and to obtain an excused absence.
- If you are ill or have other critical extenuating circumstances that prevent you from being in class, you must contact me **prior** to the start of class to request an excused absence.
- In the case of an emergency that prevents you from contacting me prior to class, you **must** contact me as soon as possible thereafter to request an excused absence. **If** I grant your request, you will need to complete the following steps before I will convert your unexcused absence to an excused absence:

1. Watch the class recording—available on our Canvas Page.
2. Email me no more than **seven** days after the missed class and include the following:
 - a. A statement that you watched the video in full
 - b. Any in-class exercise that you can complete independently (modify as needed)
 - c. If there is no in-class exercise that you can complete independently, note three things you learned by watching the video.

CLASS PARTICIPATION

Participation grades are based on class preparation, class participation, successful completion of all assignments (graded and ungraded), and active participation in small group discussions.

QUIZ/EXAM POLICY

There may be “pop quizzes” over the course of the semester. These scores will be considered as part of your participation grade.

GRADING

- 50%** Timely and successful completion of all Writing Assignments, Core Grammar for Lawyers, assigned ICW activities, and participation, broken down as follows:
- 10% Class Participation, including but not limited to: Completion of all writing assignments, attendance, professionalism, consistency and quality of in-class participation; ICWs; Core Grammar; and conference preparation
 - 10% WA#2 Discussion section of legal memorandum (Memo #1)
 - 10% WA#3 Client letter (Memo #1)
 - 20% WA#4 Full legal memorandum (Memo #2)
- 50%** Final Memorandum (Final Exam – Writing Assignment)

The law school policy on exam delays and accommodations can be found at: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/forms-applications/exam-delays-accommodations-form>.

The law school grading policy is available at: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/uf-law-student-handbook-and-academic-policies>

GRADING SCALE

Grades are recorded permanently by the Office of the University Registrar. The grade point average (GPA) is determined by computing the ratio of grade points of semester hours of work attempted in courses in which letter grades are assigned. Students receive grade points according to the following scale:

Grade	Points
A (Excellent)	4.0
A-	3.67
B+	3.33
B (Good)	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

POLICY REGARDING SUBMISSION OF ASSIGNMENTS AND LATE POLICY

- Lawyers must be organized. Failing to abide by deadlines can have disastrous results for your client. If you are not yet in the habit of keeping a personal calendar, please start now.
- Unless otherwise stated in Canvas or on the syllabus, your assignments must be turned in on Canvas.
- Late assignments **will result** in your grade will be lowered by one grade increment per 24-hour period.
- No assignment will be accepted if it is more than three days late (72 hours).
- For writing assignments other than the final project, if you experience an extraordinary circumstance outside of your control, please contact me in advance of the deadline or, if the emergency prevents you from doing so, as soon as possible thereafter. Contacting me does not guarantee a particular result. Computer and electronic platform problems, internet connectivity issues, car trouble, traffic, and the like are foreseeable. Please plan your time accordingly. **To maintain anonymity in the grading process, any such requests related to the final project should be made to Student Affairs, not to me.**

ADDITIONAL POLICIES AND INFORMATION

A. Policy related to make-up exams or other work.

The law school policy on delays in taking exams or submitting other assignments can be found at: <http://www.law.ufl.edu/students/policies.shtml#12>.

B. Statement related to accommodations for students with disabilities.

Students requesting classroom accommodation must first register with the Disability Resource Center (tel: 352-392-8565, or online at: <http://www.dso.ufl.edu/drc/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to **Dean Mitchell** when requesting any accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

C. Evaluations.

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

D. Honor Code.

Collaboration. You are bound strictly by the Honor Code. While we will have some in-class group assignments, for the main written assignments, the work you do must be your own. Although you may discuss assignments with each other, you may not give answers to anyone, receive answers from anyone, read the work of another student (whether or not that student is enrolled in Legal Writing) or allow another student to read your work. From time to time, this rule may be relaxed for a specific project, but I will let you know if, and exactly when, this is done. If you need help completing your assignments, please see me or contact your Teaching Assistant.

Plagiarism. Plagiarism is a very serious offense. There are detailed policies regarding what constitutes plagiarism in your student handbook. Ignorance of the policies is not a defense to a charge of plagiarism.

Representing another's work as your own constitutes plagiarism. Furthermore, paraphrasing or quoting from a case, law review article, or any other source without properly acknowledging the source or without including quotation marks where such marks are appropriate constitutes plagiarism. Any paper evidencing plagiarism will receive a failing grade and will be referred to the law school's Honor Committee.

E. Format Requirements.

All writing assignments this term should be written in **14-point Book Antiqua font, double-spaced, with full or left justification**. Each page, except the first page, should be numbered (bottom, center), and all citations should comply with the rules of *The Bluebook* or FLORIDA RULE OF APPELLATE PROCEDURE 9.800. (Please email me a photo of an otter before our first class to confirm you have read this requirement).

F. Class Preparation.

This course complies with ABA Standard 310. The required readings for this course will require approximately two hours of reading and preparation for each class session.

G. Your Responsibilities as to Other Classes.

As an attorney you will be responsible for many clients at the same time. You must attend to the legal affairs of multiple clients at once, even when you have a big project for one client. Similarly, when you have an assignment for this course, you are still responsible for attending your other classes and completing the work for those classes on time.

H. Basic Needs Assistance.

Any student who has difficulty accessing sufficient food or lacks a safe place to live is encouraged to contact the Office of Student Affairs. If you are comfortable doing so, you may also notify me so that I can direct you to further resources.

I. In-Class Recording.

Statement regarding student videos: students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. Recording for any other purpose is prohibited. **Specifically, students may not publish recorded lectures without the written consent of the instructor.**

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without the permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

J. Policies To Prevent the Spread of CoVid-19.

You are required to follow the policies and requirements set forth by the University of Florida with respect to CoVid-19. These policies are subject to change from time to time. The latest UF guidelines on CoVid-19 are available at: <https://coronavirus.ufl.edu/university-updates>. Following and enforcing these policies and requirements are all of our responsibility. Failure to comply will lead to a report to the Office of Student Conduct and Conflict Resolution and may result in removal from the course.

K. Computer Policy.

Electronic devices (laptops, tablets) may be used to take notes during class time although I recommend you take notes with paper and pen or pencil. Computers and other electronic devices should only be used for class purposes.

L. Zoom Policy.

Please comply with the following during Zoom sessions:

- Cameras are required to remain ON during the entire session.
- Use the “Raised Hand” button under the Chat icon to ask questions during a session.
- Please dress appropriately—as you would during an in-person class—during Zoom sessions.

UF POLICIES

UNIVERSITY POLICY ON ACCOMMODATING 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.

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

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

GETTING HELP

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.

UF STUDENT LIFE WEBPAGE:

Please familiarize yourself with the law school's Student Life page at: <https://www.law.ufl.edu/student-life>.

It is a tremendous resource for both law school and university resources and services and includes the following:

- Academics (e.g., Schedules, Calendars, Policies, Experiential Learning)
- Campus Logistics (e.g., Reserving a Study Room)
- Technology (e.g., Zoom, Canvas, ExamSoft, Helplines)
- Research Tools (e.g., Law Library, Westlaw, Lexis)
- Diversity & Inclusion (e.g., Statements, Policies, D&I Dean's Information)
- Career and Professional Development (e.g., Advisors, Appointments, Symplicity)
- Health and Safety (e.g., Wellness, Title IX)
- Contact Information (e.g., Law School Departments)