# Legal WRITING I

#### **COURSE:** LAW 5792

#### 2 Credit Hours

#### Fall, 2021

#### **Class location:** Holland Hall 355D

#### **CLASS Day/TIME:** MONDAYS and WEDNESDAYs, 3:30 pm – 4:25 pm

professor: Professor De Sanctis

 Pronouns: She/Her

 desanctis@law.ufl.edu

 Office: Holland Hall 368A

 (352) 273-0629

 Zoom Personal Meeting Room: <https://ufl.zoom.us/j/6200165286>

office Hours:

I will hold office hours on Thursdays from 2:00 PM to 4:00 PM beginning on September 2, 2021, and by appointment. Please sign up for office hours through our Canvas course website (see below); if you do not find an open slot that works with your schedule, please contact me by email to arrange an appointment. The 2:00 PM to 3:00 PM hour will be in person, and the 3:00 PM to 4:00 PM hour will take place via Zoom. I will hold extended office hours during the weeks before major assignments are due. Please wear a mask when attending in-person office hours. If you prefer not to wear a mask but wish to meet in person, please let me know ahead of time so that we can arrange to meet outside. I am thrilled to be on this academic and professional journey with you, so please use my office hours liberally. TAs will also be available to you and information about their availability will be forthcoming.

If you have questions regarding the course or a specific assignment, please feel free to email me. I try to respond to emails quickly.

Note: Conferences will not be held (with me or with your TA) within the 24 hours prior to an assignment due date. In addition, once you receive your final exam materials, you will not be able to meet with me or with your TA until you have submitted your exam.

Course Website:

You will be able to access the course Canvas site [here](https://elearning.ufl.edu/) beginning a few days before our first class. I will use Canvas to post assignments, slides, supplemental readings, and course announcements, as well as to provide detailed instructions for your written assignments. You will use Canvas for turning in written work, receiving feedback (from your TAs and from me) and for signing up for office hours. You are responsible for regularly reviewing this course page for updates and for accessing course content.

Required TextS/PLATFORMS:

1. Coughlin, Rocklin, and Patrick, *A Lawyer Writes: A Practical Guide to Legal Analysis* (3rd ed. 2018)
2. *The Bluebook: A Uniform System of Citation* (21st ed. 2020)
3. McKinney and Rose, *Core Grammar for Lawyers* (Online)**.**
4. [Go to Core Grammar for Lawyers (Online)](http://coregrammar.com/getcgl).
5. 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.
6. On the payment page, enter "**UFLL2021**" into the access code field. Your discounted price will appear immediately. Purchase a one-year subscription.
7. Enter your credit card information below, verify the purchase, and then create your Core Grammar for Lawyers (CGL) account.
8. To activate your subscription, enter this exact Class Code (which is unique for our section): **321-72-2471**.
9. You will be able to start using CGL immediately.
10. The CGL Pre-Test (available on a link from the home page or “Bookshelf”) is due on **Sunday, August 29, 2021, at 10:00 p.m.** Please allow two hours to complete this pre-test, though it may take you less time.
11. Lexis/Nexis Interactive Citation Workshop.
12. This is a free online platform that tests Bluebook citation proficiency.
13. These ICW exercises are tracked online and must be completed with a passing score no later than the deadlines specified below.
14. Prior to beginning the exercises, select my name to ensure that I may see your certificates of completion.
15. If you do not receive a passing score, I will re-set each ICW for you, one time. **Please request re-sets during business hours and at least 24-hrs. prior to the due date.**
16. Any additional material I post to our Canvas course page.

Course Description:

This is the first half of a two-part course; both parts are required for graduation. This course includes emphasis on written legal analysis and preparation of predictive legal writing for fellow attorneys and clients.

Course Objective and Goals:

Welcome to Legal Writing I! I am excited to partner with you as you begin your law school career. You may notice that learning legal writing is like learning a new writing language with its own rules, structures, customs, and expectations. Legal Writing I will introduce you to the form and content of acceptable legal analysis and writing. The primary objective of the course is to teach you to analyze legal issues rigorously and to express that analysis effectively in writing. If you devote yourself to doing your best work, upon completion of this course you should be able to:

* Understand the U.S. legal system and how lawyers use law to 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 proper grammar, syntax, punctuation, and document format;
* Use legal citation correctly; and
* Effectively and critically revise, edit, and proofread your legal writing.

## Course, Law School, and University Policies:

### Policies To Prevent the Spread of Covid-19:

We are all expected 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. Please refer to <https://coronavirus.ufl.edu/university-updates> for the latest guidelines. Thank you for meeting these expectations and for doing your part to keep the law school community healthy.

If you need an excused absence to get your vaccine or to recover from post-vaccine symptoms, I will happily grant one. The UF Student Health Center offers Covid-19 vaccines to students at no charge.

If you are feeling sick in any way during the semester, please stay home and take care of yourself. Please also contact the Office of Student Affairs at student.svc@law.ufl.edu; the student affairs team will inform me and will arrange for you to receive recordings of the course.

Attendance Policy:

This is a skills-based course, which means that your attendance is essential to achieving the course objectives. Your active and consistent participation in class discussions and exercises is expected and required. ABA standards and the law school policy, which can be found [here](https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/uf-law-student-handbook-and-academic-policies), require regular and punctual class attendance.

Teaching assistants will take roll during each class period. While you should plan to attend all class periods, you are permitted two unexcused absences without penalty.

* More than six unexcused absences will result in a failing grade in the course.
* More than two unexcused absences will likely result in a reduction of your final grade.
* Excessive tardiness will likely result in a grade penalty.

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 your absence to request an excused absence. In the case of an emergency that prevents you from contacting me, you must contact me as soon as possible thereafter to request an excused absence. If you request an excused absence, I may require that you watch a recording of our class, complete an exercise, or otherwise make up the work you missed. You will need to complete this work to have your absence excused. If you do not complete this work as requested, your absence will count as an unexcused absence.

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. The law school’s policy on exam delays and exam accommodations can be found [here](http://www.law.ufl.edu/student-affairs/current-students/forms-applications/exam-delays-accommodations-form).

Assignment Preparation and Submission, and group work PolicieS:

Students will be divided into groups for some activities including case discussions and peer reviews. Each group will have an assigned TA who will assist students with in-class exercises and out-of-class assignments. TAs are 2Ls who did well in their first-year legal writing courses and are a tremendous resource to you. I encourage you to speak with your assigned TA regularly. Groups will be announced soon, and TAs will communicate regarding their availability. The five class TAs will be:

* Max Angel mangel@ufl.edu
* Bryce Fagan brycejf1gan@ufl.edu
* A.J. Fernandez arturofernandez@ufl.edu
* Shannon Murphy smurphy23@ufl.edu
* Alexis Sverdlik asverdlik@ufl.edu

*Feedback*

We will give and receive a tremendous amount of feedback in this course. Please provide feedback with both care and candor. Please accept feedback as a sign of respect—as evidence of the commentor’s confidence in your ability to strengthen your skill set and to improve your work product.

*Class Preparation and Participation*

Consistent with the American Bar Association Standard 310, you should spend at least 4 hours per week preparing for this 2-hour course. Participation grades are based on class attendance and preparation, the quality of class participation (both online and in person), successful completion of all assignments, active participation in small group discussions, and your professionalism.

*Assignment Submission and Late Policy*

Lawyers must be organized: failing to meet a deadline 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. Most assignments are due by 10:00 p.m. the evening before class; however, there may be assignments due at other times of day and on other class or non-class days. **Please mark your calendars accordingly.**

If you turn in an assignment late, your grade *for that assignment* will be lowered by one grade increment per day (i.e., from an A- to a B+). Assignments will not be accepted if they are more than three days late.

If you have 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 should be foreseen by you. Please plan your time accordingly.

*Punctuality and Professionalism*

Punctuality is part of professionalism. Please be on time to class and do not leave early absent extenuating circumstances. 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 includes common courtesy in the classroom as well as in all email messages, threaded discussions, and chats. Please silence cell phones and computer notifications and minimize any other class disruptions.

In addition to completing each written assignment, you will need to revise and proofread your documents numerous times before submitting them, just as you would in the practice of law.

Often, we will run our classroom like a law office. Students will be the new associates; TAs will be the senior associates; and I will be the law partner. In all course activities, students are expected to participate in good faith. If you have questions about professionalism, do not hesitate to ask.

*Academic Honesty and Plagiarism*

**All work you submit in this class must be your own.** For the written assignments up to the final exam, you may discuss cases and ideas with your classmates, but you may show your written work product only to me and your TAs (except as permitted during peer review sessions). The final exam is different: while it is pending, you may not discuss any aspect of the exam with anyone except Dean Inman, Dean Mitchell, or other Student Affairs personnel responsible for the scheduling and integrity of the law school’s exams. If you violate these instructions, you may fail this course and may be prohibited from sitting for the bar.

Academic honesty and integrity are fundamental values of the UF community. You must be sure that you understand the UF Law Honor Code set out [here](https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/additional-information/honor-code-and-committee/honor-code), which explains in detail what conduct constitutes plagiarism and the consequences for it. Ignorance of the rules is not a defense.

**ACCOMODATING STUDENTS WITH DISABILITIES:**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center (DRC). Click [here](https://disability.ufl.edu/students/get-started/) to get started with the DRC. If you are approved for accommodations, you must present your letter to the Assistant Dean for Student Affairs (Assistant Dean Brian Mitchell). Accommodations are not retroactive and obtaining your letter may take time; therefore, if you would like to learn more about accommodations or are interested in applying for them, please follow this procedure as early as possible in the semester. Please understand that I cannot grant accommodations that are not approved through this process. The law school’s policy on exam delays and accommodations can be found [here](http://www.law.ufl.edu/student-affairs/current-students/forms-applications/exam-delays-accommodations-form).

**Discourse, INCLUSION, and the Classroom Ethos:**

As a law student and future lawyer, it is important that you be able to engage in rigorous discourse and critical evaluation while also demonstrating civility and respect for others. This is even more important in the case of controversial issues and other topics that may elicit strong emotions.

As a group, we are likely diverse across racial, ethnic, sexual orientation, gender identity, economic, religious, and political lines. As we enter one of the great learning spaces in the world—the law school classroom—and develop our unique personality as a class section, I encourage each of us to:

* commit to self-examination of our values and assumptions
* speak honestly, thoughtfully, and respectfully
* listen carefully and respectfully
* reserve the right to change our mind and allow for others to do the same
* allow ourselves and each other to verbalize ideas and to push the boundaries of logic and reasoning both as a means of exploring our beliefs as well as a method of sharpening our skills as lawyers

As part of my commitment to teaching and serving the diverse UF Law community, I have signed the UF Law Anti-Racism Resolution.

**Preferred Name/Pronouns:**

It is important to the learning environment of the class that each of you feel welcome. I would like to call you by your preferred name and pronouns. You will have the opportunity to share your preferred name and pronouns on the information sheet (assignment for the first day) and to say your preferred name/pronouns in your introductory flip grid video (assignment for the first day).

If your preferred name is not the name used in our UF records, you may change your “Display Name” in Canvas. To update your display name, go to one.uﬂ.edu, click on the dropdown at the top right, and select "Directory Proﬁle." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," enter the name you would like displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. Changing your display name will not change your legal name for ofﬁcial UF records.

ELECTRONICS policy:

While I recommend taking notes by hand, if you prefer, you may use a laptop or tablet to take notes or to engage in class activities only. Please do whatever is necessary to ensure that notifications, emails, and the like do not distract you. I may revisit or revise this policy as needed.

We will be using computers and cell phones in class frequently, so do plan to have your phone and computer available; however, you may not communicate with one another during class via electronics unless specifically instructed to do so.

ZOOM policy:

Please comply with the following during Zoom sessions:

* Cameras are required to remain on during the entire session.
* If you are in a group session, please use the “raise hand” feature to ask questions.
* Dress appropriately—as you would during an in-person class or meeting.
* Sit upright—as you would during an in-person class or meeting.

**RECORDING LECTURES:**

I have requested that our class be recorded through the UFIT department. UFIT will be creating a MediaSite channel for our course. I will share the link to this channel with all students in the course. The uses and prohibitions delineated below for self-made videos apply equally to these MediaSite videos.

You may record video or audio of class lectures only for the following narrow purposes: (1) for your sole, 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. Moreover, you may not publish, share, or transmit any part of your personal recording to anyone else—including another student in the class—without my written permission. If you do so without my written consent you may be subject to civil liability, as well as to discipline under the UF Student Honor Code and Student Conduct Code.

Course EVALUATIONS:

At the end of the semester, you will be expected to provide professional and respectful feedback about this course through an online evaluation. You can find guidance on how to give appropriate feedback [here](https://gatorevals.aa.ufl.edu/students/). When the evaluation opens, you will receive an email from GatorEvals with the link; you will also be able to see the link in Canvas. I will allot class time for you to complete your evaluation.

## RESOURCES:

**UF LAW STUDENT LIFE:**
Please familiarize yourself with the law school’s [Student Life](https://www.law.ufl.edu/student-life) page. 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)

**MENTAL HEALTH AND WELLBEING:**

Law school can be very stressful, particularly in your first semester Knowing when to seek assistance for issues impacting your wellbeing is part of being a professional. At a minimum each of us needs a safe place to live, sufficient food, and access to healthcare.

All members of the UF Community who are experiencing food insecurity are eligible to visit UF’s food pantry. Learn more [here](https://pantry.fieldandfork.ufl.edu/about/). Should you find yourself needing assistance with other basic needs, please notify me or the Office of Student Affairs so that we can direct you to appropriate resources. The Office of Student Affairs can be reached at 352-273-0620 or student.svc@law.ufl.edu.

Psychological needs and unexpected personal challenges may also interfere with academic progress, social development, and emotional wellbeing. The law school and the Gainesville community offer a variety of services to assist you. Some of the entities equipped to assist include:

**UF Counseling & Wellness Center:** Provides crisis and non-crisis services.

Phone: 352-392-1575 (UF Crisis Hotline 24 hours/7 days/week)

Website: <https://counseling.ufl.edu/services/crisis/>

**UF “U Matter We Care”:** Provides services if you or someone you know is in distress.

Phone: 352-294-CARE (2273)

Email: umatter@ufl.edu

Website: <https://umatter.ufl.edu>

**Alachua County Crisis Center:** 24 hr./day crisis and suicide intervention phone counseling for all county residents.

Phone: 352-264-6789

<https://www.alachuacounty.us/Depts/CSS/CrisisCenter/Pages/CrisisCenter.aspx>

**UF Law Student Affairs Office**

Associate Dean of Students, Rachel Inman

Assistant Dean for Student Affairs, Brian Mitchell

Main Phone: 352-273-0620

Main Email: student.svc@law.ufl.edu

**Kognito (30 min. training)**Learn signs of psychological distress and how to approach a peer in distress.

Website: <https://counseling.ufl.edu/resources/kognito/>

**HEALTH AND SAFETY:**

**UF Student Health Care Center:** Find the healthcare you need, including free COVID-19 vaccines.

Phone: 352-392-1161

Website: <https://shcc.ufl.edu/>

**UF Health Shands Emergency Room/Trauma Center**

Phone: 9-1-1 for emergencies

Phone: 352-733-0111

Or go to the emergency room at:

1515 Archer Road, Gainesville, FL 32608

Website: <https://ufhealth.org/emergency-room-trauma-center>

**University Police Department**

Phone: 9-1-1 for emergencies

Phone: 352-392-1111

Website: <https://police.ufl.edu/> (including victim assistance, UFAlert, self-defense classes, etc.)

**Gator Safe App**:

For a personal safety tool box and other helpful links, download the GatorSafe App

<https://police.ufl.edu/services/community-services/gatorsafe-app/>

## Grading/Course Policies:

Throughout the semester, you will turn in five major writing assignments in addition to minor assignments and possible quizzes.

WA#1: Case illustration

WA#2: Discussion section of a legal memorandum

WA#3: Client letter

WA#4: Full legal memorandum

WA#5: Final legal memorandum

**GRADING PERCENTAGES:**

50% Participation

Writing Assignments 1-5

 Core Grammar for Lawyers (timely completion and 85% or higher on post-test)

ICW activities (timely completion with 70% or higher; one re-set permitted)

50% Final Memorandum (Final Writing Assignment)

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 |

Like all required courses, this course adheres to the law school’s mean and mandatory grade distribution, set out [here](https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/uf-law-student-handbook-and-academic-policies) under “grade distribution for required courses.”

## PRELIMINARY Course Schedule:

**Assignments and Course Schedule (subject to change)**

Reading: All reading should be completed *in advance* of the date for which it is assigned. All chapters on the syllabus refer to your assigned textbook. All other material can be found in Canvas. All assigned material is meant to be read carefully unless I have noted that you may “skim” the material.

Assignments: All assignments must be turned in via Canvas and are due by 10:00 p.m. the night before class, unless otherwise noted.

The Unexpected: This syllabus represents my current plan for the course. As we advance through the semester, those plans may need to change. Such changes, communicated clearly, are not unusual and should be expected. Please check Canvas regularly.

**\*Denotes a day class is not usually held.**

| **Week** | **Date** | **Class Subject** | **Read/Complete by 10:00 PM****Night Before Class** |
| --- | --- | --- | --- |
| **1** | Class 1Mon.08/23 | How Attorneys Communicate | * Intro.
* Chapter 1
* Syllabus (on Canvas)
* Complete [Online Information Form](https://forms.office.com/Pages/ResponsePage.aspx?id=-KBNDTFKdk2s5gpiMx4bhHS38Qq1Ko1FgF8d-qFRMphUMlhYWFNGRUtNTjU4MDZHNDcyMlRVTTBJWS4u)
* Explore [Canvas Course Site](http://elearning.ufl.edu/)
* Join [Flip Grid Group](https://flipgrid.com/b0f99339)
* Record [Flip Grid Video](https://flipgrid.com/392323c6) (due 8/22, by 10:00 PM)
 |
| Class 2Wed. 08/25 | Sources and Systems of LawReading for Comprehension | * Comment on 2–3 classmates’ Flip Grid Videos
* Chapter 2
* Chapter 3 *(except 3.1)*
* How to Read a Legal Opinion by Orin Kerr
 |
| **\*Complete CGL Pre-Test, due Sunday 8/29 by 10:00 PM** |
| **2** | Class 3Mon.08/30 | Case IllustrationsIntro. to Memorandum #1 Intro. to Writing Assign. #1 (WA#1) | * *Chapter 6 (skim)*
* Section 7.2
* McBoyle v. United States
* Memo #1 Hypothetical
* Statute for Memo #1:

§ 767.01 Fla. Stat. (2019) |
| **\*Case Illus. of Allstate (for peer/TA review only), due Tuesday 8/31 by 10:00 PM** |
| **2****cont.** | Class 4Wed. 09/01 | Case DiscussionStatutes | * Memo #1 Hypothetical (re-read)
* Statute for Memo #1: § 767.01 Fla. Stat. (2019) (re-read)
* Cases for Memo #1:

Allstate (read carefully) *Jones (skim now—re-read carefully for WA#1)** Please bring to class a hard copy (without your name on it) of your Allstate case illustration, which you should have uploaded to Canvas by last night (08/31) at 10:00 PM
* Chapter 3.1
* Chapter 11.III.B. (pp. 199-205)
* View brief asynchronous lecture
* Bring scissors and tape to class!
 |
| **3** | No ClassMon. 09/06 | Labor Day HolidayNo Class | //// |
| Class 5Wed. 09/08 | Structure of a Legal MemoFinding Your ArgumentOrganizing Legal Authority | * Complete Self Critique of Allstate Case Illus.
* Chapter 4
* Chapter 5
 |
| **\*WA#1: Case Illustration of Jones, due Sunday 9/12 by 10:00 PM** |
| **4** | Class 6Mon.09/13 | One Legal ArgumentExplaining the Law | * Chapter 6
* Chapter 7
* Please bring to class a hard copy of your WA#1, which you should have uploaded to Canvas by last night (09/12) at 10:00 PM
 |
| Class 7Wed.09/15 | Applying the LawConclusion to One Legal ArgumentPreview WA#2 | * Chapter 8
* Chapter 9
 |
| **5** | Class 8Mon.09/20 | Statutory AnalysisDiscussion Section | * Chapter 11
* Chapter 12
 |
| Class 9Wed.09/22 | Intro. to Citations | * Bluebook, pages 1-27
* Florida Rule of Appellate Procedure 9.800
 |
| **\*WA#2: Memo Discussion Section, due Sunday 9/26 by 10:00 PM** |
| **6** | Class 10Mon. 09/27 | Citations Workshop | * Bluebook, pages 1-27 (re-read)
* **ICW #1 and #2 in class**
 |
| Class 11Wed.09/29 | Shifting Your Analysis to a Client Letter | * Chapter 17
 |
| \*Fri.10/01 | Moot Court Final Four in the AM | * Attend or watch recording by date/time TBD.
 |
| **\*All CGL Modules Completed & Post-Test (minimum score 85%), due Sunday, 10/03 by 10:00 PM** |
| **7** | Class 12Mon.10/04 | Client Letters Continued | * In-Class Activity
 |
| Class 13Wed.10/06 | Client Letter Workshop | * In-Class Drafting Time
 |
| **\*WA#3: Client Letter, due Sunday 10/10 by 10:00 PM** |
| **8** | Class 14Mon.10/11 | Outlining ArgumentsIntroduction to Hypo. #2Introduction to WA#4 |  |
| **\*ICW #3 and #5, due, Tuesday 10/12 by 10:00 PM** |
| Class 15Wed.10/13 | Question PresentedBrief Answer | * Chapter 13
 |
| **9** | Class 16Mon.10/18 | **Statement of Facts****Conclusion** | * Chapter 14
* Chapter 15
 |
| **\*Optional Assignment: Draft of QP and BA, due Tuesday, 10/19 by 10:00 PM** |
| Class 17Wed. 10/20  | Perfect Point Headings | * Supplemental Materials in Canvas
 |
| **10** | Class 18Mon.10/25 | Editing and Polishing | * Chapter 16
* Supplemental Materials in Canvas
 |
| Class 19Wed.10/27 | Writing Workshop | * In-Class Drafting Time
 |
| **\*WA#4: Full Memo, due Sunday 10/31 by 10:00 PM** |
| **11** | Class 20Mon. 11/01 | Professional Emails | * Chapter 18
* Supplemental Materials in Canvas
 |
| **\*ICW #9, due Tuesday 11/02 by 10:00 PM; ICW #13 Optional** |
| Class 21Wed.11/03 | Texting with Clients and Counsel |  |
| **12** | Class 22Mon. 11/08 | No ClassConferences to Review Full Memos |  |
| Class 23Wed.11/10 | EvaluationsFinal Exam Review | In-class time provided to complete evaluations. |
| \*Sat. 11/13 | ***\*Final memorandum assignment released*** |
| **13** | Class 24Mon.11/15 | Final Exam Discussion |  |
| Class 25Wed.11/17 | Guest Speaker(s) |  |
| **\*WA#5: Final Memo, due Sunday 11/21 by 11:59 PM** |
| **14** | Class 26Mon. 11/22 | Summer Job Applicationsand Exam Tips | * Chapter 10
 |

Updated: 2021.08.18