

**LEGAL WRITING I  
SYLLABUS, FALL 2025  
MONDAYS AND WEDNESDAYS, 3:00 PM–3:55 PM**

**COURSE:** LAW 5792, FALL, 2025, 2 CREDIT HOURS

**CLASS LOCATION:** HOLLAND HALL 345

**CLASS DAY/TIME:** MONDAYS AND WEDNESDAYS, 3:00 PM – 3:55 PM (SEC. 2T; CLASS NO. 13015)

**PROFESSOR:** Professor De Sanctis  
[desanctis@law.ufl.edu](mailto:desanctis@law.ufl.edu) (Use any day/time)  
Office: Holland Hall 327  
(352) 273-0629 (Rings to cell; please use only M-F from 9:00 a.m. to 5:00 p.m.)  
Zoom Personal Meeting Room: <https://ufl.zoom.us/j/6200165286>

**OFFICE HOURS:** Mondays and Wednesdays, 4:15 p.m. to 5:15 p.m. (Please sign up in Canvas.)

I will hold office hours on **Mondays and Wednesdays from 4:15 p.m. to 5:15 p.m.** beginning the week of September 1, 2025, and by appointment. If you need an appointment sooner than September 1, please email me. Please sign up for office hours through our Canvas course website. If you do not find an open slot that works with your schedule, please contact me by email to arrange an appointment. You may attend office hours in person or by Zoom. I am thrilled to be on this academic and professional journey with you, so please use my office hours liberally. TAs will be available to assist you as well, and information about their availability and office hours will be forthcoming.

If you have questions regarding the course or a specific assignment, please feel free to email me. If it is a question I can answer quickly, I will do so; for substantive questions, typically we will need to meet. You may email me any time of day or night; I typically respond within 24 hours. If you do not receive a response, please nudge me with another email.

Teaching Assistants:

Sydney Arnold [sydneyarnold@ufl.edu](mailto:sydneyarnold@ufl.edu)  
Kelsey Birnholz [kelseybirnholz@ufl.edu](mailto:kelseybirnholz@ufl.edu)  
Lane Fontana [fontanal@ufl.edu](mailto:fontanal@ufl.edu)  
Caroline Moody [caroline.moody@ufl.edu](mailto:caroline.moody@ufl.edu)

**Note:** Office hours and other conferences will not be held (with me or with your TA) within the 24-hour period prior to graded-assignment due dates nor in the 24-hour period after grades are released for grade assignments.

### COURSE WEBSITE:

You will be able to access the course Canvas site [here](#) beginning a few days before our first class. I will use Canvas to send announcements, to provide detailed instructions for your assignments, and to post slides and supplemental materials. Please check Canvas frequently. While you may customize your notifications as you wish, you are responsible for frequently reviewing this course page and the email connected to this page for updates, announcements, schedule adjustments, and for accessing course content. You will also use Canvas for turning in written work, for receiving some types of written feedback and for signing up for office hours.

### REQUIRED TEXTS/PLATFORMS:

Please be sure to register for the Canvas course. Bring a laptop to class so that you can access Canvas during class. Bring all required course materials with you to class; you may bring them in print or in an easily accessible electronic format.

1. Coughlin, Rocklin, and Patrick, *A Lawyer Writes: A Practical Guide to Legal Analysis* (4th ed. 2024)
2. *The Bluebook: A Uniform System of Citation* (22nd ed. 2025)
3. Any additional material I may post to our CANVAS page throughout the term.
4. McKinney and Rose, *Core Grammar for Lawyers* (CGL) (Online)
  - a. [Go to Core Grammar for Lawyers \(Online\)](#)
  - b. 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.
  - c. On the payment page, enter "**UFLL2025**" into the access code field. Your discounted price will appear, immediately. Purchase a one-year subscription.
  - d. Enter your credit card information below, verify the purchase, and then create your CGL account.
  - e. Enter our unique class code: **325-072-2013**.
  - f. You will be able to start using CGL immediately.
  - g. The CGL Pre-Test is available on a link from the home page or "Bookshelf." Please complete the pre-test by **\*Tues., 8/19, 2025 at 11:59 p.m.** Please allow two hours to complete this pre-test, though it may take you less time. Take this independently; do not look up any answers!
  - h. All modules and the post-test must be completed (and you must score a minimum of 85% on the post-test) by **\*Sat., September 13, 2025, at 11:59 p.m.**
  - i. **Sydney Arnold** is the TA for all CGL logistics: [sydneynarnold@ufl.edu](mailto:sydneynarnold@ufl.edu).
5. Lexis/Nexis Interactive Citation Workstation (ICW) (Online)
  - a. This is a free online platform that tests Bluebook citation proficiency.
  - b. Submit ICW exercises only on the ICW platform (not on CANVAS) and complete them no later than the deadlines specified below. 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.

- c. Prior to beginning the exercises, select me as your instructor to ensure I have access to your certificates of completion. You'll need to select a TAs name as well but it will take a week or so for that name to appear as an option.
- d. 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 answer is correct or incorrect. We will re-set each ICW for you only one time. **Please request resets at least 24 hours prior to the due date. Resets may not be available outside of standard business hours (M–F 9:00 a.m. to 5:00 p.m.), but you are welcome to make requests by email at any time.**
- E. **Kelsey Birnholz** is the TA for all ICW logistics: [kelseybirnholz@ufl.edu](mailto:kelseybirnholz@ufl.edu).

#### **ADDITIONAL RESOURCES (OPTIONAL):**

1. Bryan A. Garner, *Redbook: A Manual on Legal Style* (5th ed. 2023).
2. Deborah Cupples & Margaret Temple Smith, *Grammar, Punctuation & Style: A Quick Guide for Lawyers & Other Writers* (2013).

#### **COURSE DESCRIPTION:**

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

#### **COURSE OBJECTIVE AND GOALS:**

Welcome to Legal Writing II! 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 *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;

- Effectively and critically revise, edit, and proofread your legal writing;
- Use AI-generated first drafts where appropriate to increase efficiency, while critically analyzing, fact checking, and editing the same to ensure high-quality end products.

## COURSE, LAW SCHOOL, AND UNIVERSITY POLICIES:

### POLICIES TO PREVENT THE SPREAD OF ILLNESSES:

We are all expected to follow policies and requirements that the University of Florida may issue with respect to preventing the spread of illnesses. In addition, as a matter of civility and professionalism, please respect the health and wellbeing of your colleagues and professors by doing your part to prevent the spread of illness. Thank you for meeting these expectations and for helping to keep the law school community healthy.

Information about the UF Student Health Center is available [here](#).

### 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](#), 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 reduction of your final grade.

### 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 appropriate accommodations 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 ten days after the missed class and include the following:
  - a. A statement that you watched the video in full.

- b. Three things you learned by watching the video.
- c. Any in-class exercise that you can complete independently (modify as needed).

#### **QUIZ/EXAM POLICY:**

There may be “pop quizzes” over the course of the semester. These scores may be factored into your participation grade. The law school’s policy on exam delays and exam accommodations can be found [here](#).

#### **ASSIGNMENT PREPARATION, 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/3Ls who did particularly well in their first-year legal writing courses. They are a valuable resource to you. I encourage you to speak regularly with your assigned TA. Groups will be announced soon, and TAs will communicate regarding their availability.

#### *Feedback*

Starting next summer, you will receive feedback from supervising lawyers. Learning how to receive, process, and incorporate that feedback is critical to your development as a legal analyst and communicator as well as to your success in future courses, internships, and legal practice. To that end, you will receive multiple types of feedback on your work over the course of the year. Feedback may be written or oral, individualized or provided in a global format, and may be provided by me, your TA, or a peer.

When providing feedback, do so with both care and candor. When processing and incorporating feedback, consider the 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. You can also think of written feedback as the beginning of a conversation; we can always discuss your work further in office hours.

#### *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-credit course. Participation includes class attendance and preparation, in-class class participation, timely and successful completion of all assignments (graded and ungraded), active participation in small group discussions, use of office hours, preparation for any out-of-class meetings, and your professionalism, generally. See below for grading details.

#### *Assignment Submission and Late Policy*

Lawyers must be organized: Lawyers who fail to meet deadlines can seriously harm their clients and may be professionally disciplined. 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. Assignments may be due on class days or non-class days and on weekends or weekdays. Most

assignments are due by 11:59 p.m.; however, there may be assignments due at other times of day. **Read the syllabus carefully and mark your calendars accordingly. I will use the Canvas time stamp, which will mark your assignment late at even one second past the deadline. Submit early to avoid issues.**

If you turn in an assignment late, your grade *for that assignment* will be lowered by 10% per day (24-hour period from the time the assignment is due). Assignments will not be accepted if they are more than three days late. Final Project: Your final project is a 3-hour, in-person, closed-book, no-AI, project. The software will prompt you to submit your material on time and you must do so.

For writing assignments other than the final project, 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. To maintain anonymity in the grading process, any such requests related to the final project should be made to Student Affairs, not to me.

#### *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*

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Law Honor Code located [here](#), which explains in detail what conduct constitutes plagiarism and the consequences for it. Ignorance of the rules is not a defense. The UF Law Honor Code also prohibits use of artificial intelligence, unless I expressly authorize you to use it.

Regarding “Generative AI,” you may use generative AI only when I have expressly allowed you to do so in written assignment instructions or other written communication and you must follow the given instructions, precisely. At present, I consider generative AI to mean any technology tool that is a large language model that can be prompted to generate or synthesize text. Examples are Lexis+AI, CoPilot,

ChatGPT (all versions), Claude, Gemini, CoCounsel, Spellbook, and Grammarly Go. You may use tools with “Extractive AI” on all assignments. At present, I consider extractive AI to include Grammarly (spelling and grammar only, without generative AI), Word's Editor, “traditional” Lexis or Westlaw, and Google (or similar online natural language research tools). If you have a question about whether a particular tool is allowed, it is your responsibility to discuss it with me. I reserve the right to make changes to this policy, and, if I do, I will do so in writing.

When permitted to use any AI (extractive or generative), you must verify all content and citations. You are wholly responsible for doing so. You are also wholly responsible for the style, tone, and format of the document and for following any additional AI-use instructions I have provided to you for that assignment.

**All work you submit in this class must be your own.** For the written assignments (excluding the final project), unless I instruct otherwise, you may discuss cases and ideas with your classmates; doing so is often helpful in refining and testing your interpretation and analysis. However, the UF Law Honor Code requires that your assignments represent your own work. Written work must be done independently. Your written work product may be shown only to me and to your TA, unless I expressly authorize otherwise; for example, I may authorize you to share your work product with a particular student for purposes of completing a peer review. Unauthorized collaboration (with anyone—UF Law affiliated or not) on writing assignments is a UF Law Honor Code violation. In addition, giving your work to another student violates the Code as much as taking work from another student does.

Additional restriction regarding the final project: If the LW professors release any of the material for the final project in advance of the final, you may not discuss any aspect of that material or the project with anyone except Student Affairs personnel responsible for the scheduling and integrity of the law school’s final projects. If a problem arises during the final project period, to maintain anonymity in the grading process, please reach out to Student Affairs, not to me. If you violate these instructions, you may fail this course and may be prohibited from sitting for the bar.

#### **ACCOMMODATING STUDENTS WITH DISABILITIES:**

Students with disabilities who experience learning barriers and who would like to request academic accommodations should connect with the Disability Resource Center (DRC). Click [here](#) to get started with the DRC. If you are approved for accommodations, you must present your letter to the Associate Dean for Academic Administration, Brian Mitchell. If you prefer to use your accommodations only on the final project, you may provide the letter only to Dean Mitchell. If, however, you would like me to grant any accommodations during the term, you must email your letter to me and arrange to meet with me to discuss your accommodations and to sign any remaining forms. 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](#).

### **CLASSROOM ETHOS:**

As a law student and future lawyer, I expect that you will be able to engage in rigorous discourse and critical evaluation of texts and arguments, while also demonstrating civility and respect for others. Please be prepared to “represent” a client’s position with which you do not personally agree.

### **PREFERRED NAME:**

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 your One.UF page, 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—e.g., turn your notifications off. During class, please do not visit any sites other than class materials or sites I may direct you to. Internet surfing is not only detrimental to your learning, but it may distract those around 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. TAs may need to communicate with one another during class via electronics; do not mistake this for license to do the same.

### **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.
- Please mute yourself except when you are speaking.
- Dress appropriately—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 this course. The uses and prohibitions delineated below for self-made videos apply equally to these MediaSite videos.

State law also permits all students to make their own video and/or audio recordings of all “class lectures,” and professors may not prohibit or interfere with such recordings. A “class lecture” is defined as 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.

Students may use such recordings only for the following purposes: (1) their own 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. All other purposes are prohibited, and students may not “publish” recorded lectures without the written consent of the instructor. 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. “Publish” is defined as sharing, transmitting, circulating, distributing, or providing 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.

### **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](#). 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:**

#### **ONE-STOP-SHOP STUDENT ASSISTANCE:**

**[Gatoraid@law.ufl.edu](mailto:Gatoraid@law.ufl.edu)**

#### **OFFICE OF ACADEMIC SERVICES:**

If you have a need related to academic policies or course concerns, including disability accommodations, the Assistant Dean for Academic Affairs—Dean Brian Mitchell and his team will support you. Contact [gatoraid@law.ufl.edu](mailto:gatoraid@law.ufl.edu) or contact Dean Mitchell directly at [mitchell@law.ufl.edu](mailto:mitchell@law.ufl.edu).

#### **UF LAW STUDENT LIFE WEBPAGE:**

The law school’s [Student Life](#) page 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)
- Career and Professional Development (e.g., Advisors, Appointments, Symplicity)
- Health and Safety (e.g., Wellness, Title IX)
- Contact Information (e.g., Law School Departments)
- Community Concerns

## **MENTAL HEALTH AND WELLBEING:**

Law school can be 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](#). Should you find yourself needing assistance with other basic needs, please notify me or the Student Life and Career Services Office, which Senior Assistant Dean Janice Shaw leads. You can email [gatoraid@law.ufl.edu](mailto:gatoraid@law.ufl.edu) or contact Dean Shaw directly at [shaw@law.ufl.edu](mailto:shaw@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 Law Mental Health Counselor:** At UF Law we are fortunate to have a mental health counselor, **Ritzy Ettinger**, who is dedicated to the law school community. Ritzy assists with both crisis and non-crisis services. You may reach out to Ritzy by email or call the Student Life main office.

Name: Ritzy Ettinger

Direct Email: [rettinger@ufl.edu](mailto:rettinger@ufl.edu)

Student Life Phone: 352-273-0620

**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](mailto: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>

## **HEALTH AND SAFETY:**

**UF Student Health Care Center:** Find the healthcare you need, including free 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 toolbox and other helpful links, download the GatorSafe App

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

**GRADING/COURSE POLICIES:**

You will turn in two graded writing assignments in addition to many smaller ungraded assignments and possible quizzes. The final project will be three-hours, closed book, and in-person.

**GRADING PERCENTAGES:**

20%	WA#1	Discussion section of a legal memorandum (Fact Pattern 1)
35%	WA#2	Full legal memorandum (Fact Pattern 2)
35%	WA#3	Final Project: Memorandum (partial or full-length) (Fact Pattern 3), along with a few short answer and/or multiple choice questions

10% Participation

Students will be awarded a maximum of 10 participation points. To receive full participation points for written work, ensure that your submissions are timely, complete, and show good faith effort. If you have more than two unexcused absences, I will deduct a point for each additional unexcused absence.

1 Point	Core Grammar
1 Point	ITL
1 Points	Pre-work for WA#1 (group and individual case illustrations)
1 Points	Post-work for WA#1 (client letter assignment)
2 Points	Pre-work for WA#2 (robust outline)
1 Point	Email to Partner
1 Point	Mock Final Completion and Reflection
1 Point	Punctual, prepared, and engaged at required meetings
1 Point	Punctual, prepared, and engaged in class

### Grading Standards for Writing Assignments

In conjunction with any assignment-specific standards, the grading standards applied to final assignments will be as follows:

- A or A-:** The paper is excellent in all respects. The analysis presented is persuasive and well-reasoned. The writing style is clear, direct, and grammatically correct. The paper is generally free of typos, formatting problems, and citation errors.
- B+:** The paper is very good in all respects; however, it lacks some of the sophistication present in an A or A- paper. By and large, the analysis is persuasive and well-reasoned, the writing style is clear, direct, and grammatically correct, and the paper is free of typos, formatting problems, and citation errors.
- B:** The paper constitutes a solid, well-reasoned, and professional piece of work. The organization, writing style, use of citations, and formatting of the paper demonstrate mastery of the basics of persuasive legal writing and citation.
- B- or below:** The paper is notably deficient in one or more respects: the analysis presented is thin, conclusory, or poorly reasoned; the writing style is unclear, confusing, or difficult to follow; the organization is poor; or the paper suffers from extensive grammatical, formatting, or citation errors.

### Plagiarism and Quotations

Plagiarism is an Honor Code violation. Sources must be acknowledged, not only when you quote text, but also when you paraphrase. Citing the original source when you paraphrase not only avoids plagiarism but also gives your position more credence by showing that someone else has supported your view.

Direct quotes must be indicated by quotation marks, and the source should be cited immediately after the quoted passage or at the conclusion of the sentence in which the quoted passage appears. What is within the quotation marks should correspond exactly with the original; any changes should be indicated by square brackets ([ ]), and any omissions should be indicated by an ellipsis (. . .). Be sure you double-check the accuracy of each quotation against its original source. In my course, you may not use the “citation modified” option described in Bluebook Rule B5.3.

When you cite a case directly, you are representing that you read the opinion and that the opinion directly supports the proposition you are asserting. The headnotes, syllabus, and synopsis of a case are not part of the court opinion. Never cite to or quote from the headnotes, syllabus, or synopsis of a case.

### Proofreading

Careless errors undermine your credibility. Excessive typographical, spelling, format, grammatical, or citation errors may cause a paper to be deemed unsatisfactory, regardless of its substantive merit. Proofreading is essential. Merely proofreading for typographical errors, however, will not reveal inaccuracies in your pinpoint citations. Therefore, you should specifically double-check the accuracy of your pinpoint citations against each source.

### Formatting Requirements for Writing Assignments

All assignments (except the Final Project) are to be submitted electronically via the course Canvas website, in Word or PDF. In addition to any formatting requirements specific to an assignment, documents should conform to the following standards:

- Left-justified text (right margin should be ragged);
- Do not use a page number on the first page; all other pages should be numbered at the bottom, centered, with a font and point size that matches the rest of the document;
- Use one space between sentences; you may notice that I often use two and have done so in this document, but one space between sentences is far more common now; however, be aware that some supervisors may still ask you to use two;
- Use Times New Roman 14-Point Font
- Use underlining rather than italics;
- Additional details or templates will be provided for graded assignments.

### GRADING SCALE:

Like all required courses, this course adheres to the law school's curve, including both a mean and mandatory grade distribution. More information can be found [here](#) under "grade distribution for required courses."

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

## 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 on Canvas; additional reading and reference material may be added to Canvas throughout the term. 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, in Word or PDF format, unless otherwise noted. **We will often begin exercises during class that will require additional independent time to complete. These assignments will not typically be listed on the Syllabus; please allot regular time within your study/homework schedule to complete them.**

The Unexpected: This syllabus represents my current plans and objectives. As we proceed through the term, these plans may need to change to enhance learning opportunities. They also may need to change in response to factors internal or external to our course. Such changes, communicated clearly, are not unusual and should be expected.

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

### ITL and Week 1

Date	Class Subject	Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS
ITL Wed. 08/13	Reading Like a Legal Writer Objective Legal Memoranda	<ul style="list-style-type: none"><li>Complete the <u>Robinson v. Lindsay</u> exercise and case brief and bring it to ITL</li><li>After class, complete Zippy IRAC and submit to ITL</li></ul>
<b>Class 1</b> Mon. 08/18	How Attorneys Communicate; Gen AI	<ul style="list-style-type: none"><li>Syllabus</li><li>Explore Canvas Course</li><li>Chapter 1</li><li><a href="#">Complete Online Form</a> by <b>8/17 @ 11:59 p.m.</b></li><li>Look for a TEAMS invitation, coming soon. Accept it and record your intro. video <b>by 8/17 @ 11:59 p.m.</b></li></ul>
<b>CGL Pre-Test: Complete in CGL (nothing to upload to Canvas) by *Tues. 8/19 at 11:59 p.m.</b>		
<b>Class 2</b> Wed. 08/20	Sources and Systems of Law Reading Case Law and Constructing Rules	<ul style="list-style-type: none"><li>Comment on 2–3 classmates' TEAMS videos (use Canvas Discussion Thread—<i>not</i> TEAMS)</li><li>Chapter 2</li><li>Chapter 3 (<i>except 3.1 for now</i>)</li><li>Re-read <a href="#">How to Read a Legal Op.</a> by Orin Kerr</li></ul>

## Week 2

Date	Class Subject	Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS
<b>Class 3</b> Mon. 08/25	Statutes and Constructing Legal Rules	<ul style="list-style-type: none"> <li>Green Grocer Homework in Canvas</li> <li>Chapter 3.1 Reading Statutes</li> <li>Chapter 11 (p. 215–25)</li> <li>Supplemental Material in Canvas (PowerPoint)</li> </ul>
<b>Class 4</b> Wed. 08/27	Case Illustrations	<ul style="list-style-type: none"> <li>Chapter 6 (<i>skim</i>)</li> <li>Chapter 7.2</li> <li>Read <u>McBoyle v. United States</u> (Canvas)</li> <li>Read Entirety of Case File #1 (Canvas)</li> </ul>
<p align="center"><b>Case Illustrations (<u>McBoyle</u> and <u>Duran</u>). Self-check <u>McBoyle</u>.</b></p> <p align="center"><b>Upload <u>Duran</u> by Monday 9/1 at 11:59 p.m. Print a copy of your <u>Duran</u> case illustration.</b></p> <p align="center"><b>Label the parts of the case illustration (Hook, Facts, Issue, Holding, Reasoning), then cut out each section. Bring the labeled, hard-copy sections of text to class on *Tues. 9/2 for an in-class activity.</b></p>		

## Week 3 (Extra Session This \*Tues.)

Date	Class Subject	Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS
Labor Day Holiday 09/01	No Class	<ul style="list-style-type: none"> <li>No Class</li> </ul>
<b>Extra Session</b> <b>Class 5</b> <b>*Tues.</b> <b>09/02</b> <b>@ 3:00 p.m.</b> <b>HH 355C</b> <b>(Office hours</b> <b>4:15 p.m. to</b> <b>6:15 p.m.)</b>	Case Illustrations Intro. to Case File #1 Intro. to Writing Assign. #1 (WA#1)	<ul style="list-style-type: none"> <li>Chapter 6 (<i>skim</i>)</li> <li>Section 7.2 (re-read)</li> <li>Re-read Case File #1 and be prepared to answer detailed questions about our client's situation.</li> <li><b>Please let me know ASAP if you are unable to attend this class in person.</b></li> <li>In class activity: Create "superscored" <u>Duran</u> illustration with your group.</li> </ul>
<p align="center"><b>Each group should meet with me for a 30-minute, in-person or Zoom, group office hour slot, (no hybrid meetings please), after class today. We will debrief your "superscored" <u>Duran</u> illustration.</b></p> <p align="center"><b>Office hours will be from 4:15 to 6:15 today.</b></p>		
<b>Class 6</b> Wed. 09/03	Structure of a Legal Memo Finding Your Argument Organizing Legal Authority	<ul style="list-style-type: none"> <li>Chapter 4</li> <li>Chapter 5</li> </ul>
<p align="center"><b>Complete <u>Welch</u> case illustration (independently) and upload it by *Thurs. 9/4 at 11:59 p.m.</b></p>		

**Week 4**

Date	Class Subject	Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS
<b>Class 7</b> Mon. 09/8	One Legal Argument Explaining the Law Preview WA#1	<ul style="list-style-type: none"> <li>Chapter 6 (read carefully this time)</li> <li>Chapter 7 (all)</li> <li>Read Memo Template</li> <li>Homework Activity TBD</li> </ul>
<b>Class 8</b> Wed. 09/10	One Legal Argument Cont. Applying the Law Preview WA#1	<ul style="list-style-type: none"> <li>Chapter 8</li> <li>Chapter 9</li> </ul>
<p align="center"><b>All CGL Modules &amp; Post-Test (w/ min. score of 85%) (complete in CGL; no Canvas upload)</b>  <b>Due *Sat. 9/13 by 11:59 p.m.</b></p>		

**Week 5 (Extra Session This Tues.)**

Date	Class Subject	Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS
<b>Class 9</b> Mon. 09/15	Statutory Analysis Discussion Section Cont.	<ul style="list-style-type: none"> <li>Chapter 11</li> <li>Chapter 12</li> </ul>
<b>Extra Session</b> <b>Class 10</b> <b>*Tues.</b> <b>09/16 @ 3:00</b> <b>p.m. in HH</b> <b>355C</b>	Intro. to Citations	<ul style="list-style-type: none"> <li>Bluebook, pages 1–31</li> <li>Tab your Bluebook (see assignment in Canvas) complete by next BB class 9/22.)</li> <li>Florida Rule of Appellate Procedure 9.800</li> <li>Citation Memo for WA#2</li> <li>I strongly encourage you to attend this class in person, but you may watch the video if you prefer. For attendance credit, send me an email by 5:00 p.m. <b>this Fri.</b> noting three things you learned. You will need this content for WA#1.</li> </ul>
<b>*Req'd. Event</b> <b>12:15 p.m. to</b> <b>1:00 p.m.</b> <b>Wed.</b> <b>09/17</b>	Judicial Guest Speaker from the First DCA 1L Talks <b>Judge and Room TBD</b> [FYI: <i>Constitution Day</i> ]	<ul style="list-style-type: none"> <li>Lunch will <u>not</u> be served; please bring your lunch.</li> <li>The judges understand that you will need to eat during the session. They are also on a tight timeline and do not mind.</li> </ul>
<b>Class 11</b> Wed. 09/17	Q & A for WA#1	<ul style="list-style-type: none"> <li>Bring hard copy of your draft to class.</li> </ul>
<p align="center"><b>WA#1, Memo Discussion Section ONLY: Upload by *Sat. 9/20, 11:59 p.m.</b>  <b>20% of Grade (20 points)</b></p>		



**Week 6**

<b>Date</b>	<b>Class Subject</b>	<b>Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS</b>
<b>Class 12</b> Mon. 09/22	Citations Workshop	<ul style="list-style-type: none"> <li>• Bluebook, pages 1-31 (re-read)</li> <li>• Bring questions from Bluebook tabbing exercise</li> <li>• ICW #1 and #2 will begin activity in class; complete by *Sun. 09/28, 11:59 p.m.</li> </ul>
<b>Class 13</b> Wed. 09/24	Shifting Your Analysis: Writing a Client Letter	<ul style="list-style-type: none"> <li>• Chapter 17</li> </ul>
<p><b>1. ICW #1 and #2 (complete in ICW; no Canvas upload), due by *Sun. 09/28 @ 11:59 p.m.</b></p> <p><b>2. Draft Adam's client letter: Upload by *Sun. 09/28 @ 11:59 p.m.</b></p> <p><b>3. Bring hard copy of Adam's client letter to class on Mon. 09/29</b></p>		

**Week 7**

<b>Date</b>	<b>Class Subject</b>	<b>Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS</b>
<b>Class 14</b> Mon. 09/29	Client Letters Continued Editing AI Drafts	<ul style="list-style-type: none"> <li>• Supplemental Materials in Canvas</li> </ul>
<b>Class 15</b> Wed. 10/01	Introduction to Case File #2 Introduction to WA#2 Getting Organized	<ul style="list-style-type: none"> <li>• <b>Asynchronous Class and Assignment</b> (includes charting cases for WA#2—due *Sun. 10/5 by 11:59 p.m.)</li> </ul>
<p><b>Loeb Client Letter: Upload by *Sun. 10/5, 11:59 p.m.</b></p>		

**Week 8 (Extra Session This Tues.)**

Date	Class Subject	Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS
<b>Class 16</b> Mon. 10/06	Assessing & Selecting Case Law Outlining Arguments	<ul style="list-style-type: none"> <li>Re-read Cases for WA#2</li> <li>Read Ahead in Text if You Like</li> </ul>
<b>Extra</b> <b>Class 17</b> *Tues. @3:00 p.m. 10/07 in HH 355C	Perfect Point Headings	<ul style="list-style-type: none"> <li>Supplemental Reading in Canvas TBD</li> <li>I encourage you to attend this class in person, but you may watch the video if you prefer. For attendance credit, send me an email by 5:00 p.m. <b>this Fri.</b> noting three things you learned.</li> </ul>
<b>Class 18</b> Wed. 10/08	Question Presented Brief Answer	<ul style="list-style-type: none"> <li>Chapter 13</li> <li>Begin outline for WA#2. Continue to work on this.</li> </ul>
<b>ICW #3 and #5: Complete in ICW (no Canvas upload) by *Sun. 10/12, 11:59 p.m.</b>		

**Week 9**

Date	Class Subject	Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS
<b>Class 19</b> Mon. 10/13	Statement of Facts	<ul style="list-style-type: none"> <li>Chapter 14</li> </ul>
<b>Class 20</b> Wed. 10/15	Counterarguments & Conclusion	<ul style="list-style-type: none"> <li>Chapter 8 (sections 8.4 and 8.5 only)</li> <li>Chapter 15</li> <li>Chapter 10</li> </ul>
<b>Robust Outline for WA#2. This should include QP, BA, PHs, and cases slotted with a one sentence description of how you will use each case. Upload in Canvas by *Thurs. 10/16 @ 11:59 p.m.</b>		

**Week 10**

<b>Date</b>	<b>Class Subject</b>	<b>Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS</b>
<b>Class 21</b> Mon. 10/20	Loose Ends and Q&A	<ul style="list-style-type: none"> <li>No new material. Bring your questions!</li> </ul>
<b>Class 22</b> Wed. 10/22	Editing and Polishing (Bingo!)	<ul style="list-style-type: none"> <li>Chapter 16</li> <li>Supp Materials in Canvas—Extra Resources</li> <li>Bring current hard copy and electronic drafts to class for your own use</li> <li>Print and read your full draft aloud and note places where you stumbled.</li> <li>Send your TA an email attesting to the fact that you have done so. <b>(Due by 11:59 p.m. *Thurs. 10/23.)</b></li> </ul>
<b>WA#2, Full Memorandum: Upload by *Sat. 10/25, 11:59 p.m.</b>		

**Week 11**

<b>Date</b>	<b>Class Subject</b>	<b>Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS</b>
<b>Class 23</b> Mon. 10/27	Professional Emails	<ul style="list-style-type: none"> <li>Chapter 18</li> <li>Supplemental Materials in Canvas (possible additions)</li> </ul>
<b>ICW #9: Complete in ICW (no Canvas upload) by 11:59 p.m. on Wed. 10/29</b>		
<b>Class 24</b> Wed. 10/29	Evaluations Final Project Tips	<ul style="list-style-type: none"> <li>In-class time to complete evaluations</li> </ul>
<b>Professional Email/Text: Upload by *Sat. 11/1, 11:59 p.m.</b>		
<b>Mock Final and Self-Evaluation: Upload by *Sat. 11/8, 11:59 p.m.</b>		

**Week 12**

Date	Class Subject	Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS
<b>Class 25</b>	No Class	<ul style="list-style-type: none"> <li>Meeting Preparation TBD</li> <li>You will be assigned meeting times that do not conflict with your other classes.</li> <li>Attorney Meeting Supplemental Materials</li> <li>Both meetings will be held sometime between 11/03 and 11/07.</li> </ul>
*No Group Class Meeting	1. Attend Individual Conference w/ LD to Review WA#2	
Mon. 11/03	2. Attend “attorney meeting” to present your work to supervising attorney (TA)	
*No Class Wed. 11/05	No Class	
*Friday 11/14  Time: 1:00 p.m. to 4:00 p.m.	<p><b>*Final Project, WA#3 (Memorandum + a Few Multiple Choice or Short Answer)</b></p> <p><b>In-person; closed book; no AI.</b></p> <p><i>If you receive extra time through the DRC, please block evening as well.</i></p>	

**Week 13**

Date	Class Subject	Read/Complete by 11:59 p.m. NIGHT BEFORE CLASS
<b>Class 26</b> Mon. 11/10	Using Winter Break to Your Advantage  Tips from Our TAs Re: Judicial Internship Applications, Researching and Applying for Summer Jobs, Transitioning to LW II—Persuasive Writing	<ul style="list-style-type: none"> <li>Chapter 19</li> <li>Listen to Final Four Oral Argument. If you have not yet watched the Final Four Moot Court Competition, please watch it in advance of this class and complete the discussion thread by the night before class.</li> <li>Consider sending a note of appreciation to your teaching assistant!</li> </ul>
*No Class Wed., 11/12	No Class	
*No Class Mon., 11/17	No Class	

Classes on 9/2, 9/16, and 10/7 replace classes scheduled for 11/5, 11/12, and 11/17.

**Updated: 08/7/25**