**Professor XXXXXX  
Legal Practice: Writing & Analysis  
 2017- 2018 Syllabus Part I (Policies and Procedures)**

**General Information**

**Professor XXXXX Contact Information**

Telephone Number: (XXX) XXX-XXXX

Office Hours: Fall: Mondays: 3:30 - 5:30 or by appointment, Room XXX

e-mail: xxxx@xxxx.edu

**Fall Class Meetings**

Mondays: 1:20 - 3:20 Room xxx  
Wednesdays 1:20 - 3:20 Room xxx

**Fall Semester Texts**

Required:

1. Diana R. Donahoe, *TeachingLaw.com: Legal Research & Writing* (updated 2017). This is an interactive online course book. It is updated twice a year so that you automatically receive all the relevant upgrades on all the commercial and free research platforms. This course book includes text, videos, interactive quizzes, and self-assessments. You are required to read at least the “screens” linked from the syllabus; the “sample pages” are also highly recommended. Feel free to surf the book beyond the required readings as other screens will help you in future courses and in your internships, externships, and summer jobs. The quizzes, checklists, assessments, and practice tests will be very helpful in preparing for the fall multiple-choice exam.

2. *Uniform System of Citation* (20th ed. 2015) ("The Bluebook"). You may purchase the print version OR the online version [(http://www.legalbluebook.com)](http://www.legalbluebook.com).

Recommended:

Kristen Murray & Jessica Wherry Clark, *The Legal Writing Companion: Problems, Solutions, and Samples* (2014). (helpful if you want a print book to reinforce some of the concepts taught in this course).  
  
Richard Wydick, *Plain English for Lawyers* (5th Edition – or any edition) (helpful if you are having problems with sentence structure, conciseness, and grammar).

**Canvas**

We will be using Canvas as our learning management system. You are required to upload your semester assignments on time into the appropriate assignment folder and to check Canvas regularly for announcements and any syllabus updates. (I may make modest changes to the syllabus throughout the semester so do not rely on a printed syllabus.)

**Laptop Policy**

You are required to bring a fully powered laptop or tablet to class. We will be using the online text book, TeachingLaw.com, and doing substantial writing during class time.

When you come to class, please open up the Class Outline for the day (located in the Canvas Module Tab). The Class Outline for the week will be posted and you should open that document as well as all linked documents and web pages.

**Class Attendance and Class Recording Policy**

You are required to attend all classes, including “Joint classes” marked on the syllabus and calendar. Your participation and engagement in those classes will be essential to your research and writing process. If you have an emergency and cannot attend a class, please email me and cc your Law Fellow. All classes are recorded and available per Georgetown’s default recording policy. (Please note that if you need to talk to me about a personal matter, you should do so out in the hall or atrium of the class so that our conversation is not picked up on the recording.)

**Goals of the Course**

In this course, I will teach techniques that are essential to you throughout your legal career, both as a student and as a lawyer. We spend classroom time developing techniques in critical reading, legal analysis, research, writing, and oral advocacy. **You are expected to have read the reading assignments and to have individually worked through the assignments.**

The course is designed to enable you to do the following:

Find and use the fundamental sources of legal research, including:

* constitutions,
* statutes,
* cases,
* secondary sources,
* updating sources,
* administrative law, and
* legislative history.

Work comfortably with the analytical paradigms customarily used by lawyers, which include: identifying and presenting legally significant facts,

* interpreting statutes,
* deriving rules from cases,
* synthesizing rules from disparate sources,
* analogizing and distinguishing cases,
* synthesizing policy discussions, and
* predicting outcomes based on precedent.

Understand your choices and create research strategies for using various research sources for maximum efficiency and accuracy.

Identify the demands of the legal reading audience, including purpose, organizational schema, form, tone, accuracy, and especially depth of analysis.

Develop an efficient and thorough research strategy, from asking the right questions to knowing when your research is complete.

Develop an efficient and effective writing process, which includes prewriting, writing, rewriting, and polishing.

Develop strategies and techniques for writing concisely.

Develop strategies to read your writing (and that of others) with a critical eye.

Employ the conventions of the Bluebook for accurate citation and credibility.

Practice and review English usage for legal purposes.

Become independent, competent, and comfortable in your legal research and legal writing skills and transfer those skills to a variety of legal documents and paradigms.

**Formal Requirements for Submission of Written Assignments**

A. Timeliness: All assignments must be uploaded into Canvas by the assigned date and time.

If a serious illness or emergency prevents timely submission of your work, please email me as soon as possible before the assignment is due and provide your reason.  Only I can grant an extension. Unexcused lateness of assignments will have a significant negative impact on your course grade.

B. Formal requirements:   
  
i) Format: All assignments should be typed, double-spaced with 12-point font. Use a 1" margin on the left and a 1-1/2" inch margin on the right. Make sure the right margin is not justified; right justification may destroy your citation form. You must include page numbers on each written document submitted. Please submit your assignments in Word.

ii) Cover Page: Each assignment should be submitted with a cover page. Please make sure your name, your small-section number, the date, and your word count certification appear on the cover page. For example:

Jane Doe  
Memo 1 Draft  
September 11, 2017  
Word Count: 1190  
  
iii) Labeling Documents: Please be sure to name your documents in the following manner:   
  
last name.name of document  
E.g., smith.memo1draft   
jones.researchproject1

C. Length: Most assignments will have a word limit based upon the number of words in your written work. If a word limit is given, you will be responsible for providing a certification on the cover page certifying that your assignment does not exceed the maximum word limit.

DO NOT EXCEED THE WORD LIMIT.

D. KEEP A COPY OF ALL ASSIGNMENTS HANDED IN; YOU ARE RESPONSIBLE FOR PROVIDING A COPY OR EMAIL VERSION UPON REQUEST.

**Formative Assessments and Grading Policies**

**Formative Assessments**  
  
You will receive multiple forms of formative assessment in this course:

Research Projects: The answers to the research projects will be posted after each project’s due date. Please read these answers carefully for accuracy of your answers, suggestions for research trails, and for bluebooking.

Written Feedback: Throughout the course, you will be submitting written documents, such as Memos and Briefs, and you will receive written feedback on these projects. You are responsible for carefully reviewing that feedback before your conference on that document.

Oral Feedback: There are multiple conferences scheduled on the syllabus. You are responsible for signing up for these conferences and your attendance is mandatory. You should be prepared with your questions and any rewriting requested.

TeachingLaw.com Quizzes, Self-Assessments, and Practice Tests: Your online textbook contains assessment tools. The Grammar and Bluebook Self- Assessments are required; the other Self-Assessments, Practice Tests, and Quizzes are highly recommended.

Oral Presentations: You will have an oral presentation to the “Supervising Attorney” in the fall and an Oral Argument to an “Appellate Panel” in the spring.

The above assessments will not be formally graded, but your timeliness, preparedness, and completeness will factor into the 10% participation grade listed below.

**Grading Policies**

This is a four-credit course. Your fall transcript will reflect " IP," or " In Progress." Your final grade will appear on your spring transcript. IF YOU EARN A FAILING GRADE, YOU MUST REPEAT THE ENTIRE COURSE.

The Professor has exclusive responsibility for evaluating and grading your work. Your course grade will be determined as follows:

1. THE FALL EXAMINATION is 40% of your course grade;

2. THE SPRING EXAMINATION is 50% of your course grade;

3. Class participation, attendance at classes, and TIMELY and satisfactory completion (including word count requirements and quality of work) of all other assignments are 10% of your course grade.   
  
Minimum requirements for passing the course include:

1. Timely and satisfactory completion of all assignments (you will lose points for submitting late assignments or assignments over the word limit);

2. Regular attendance at class; and

3. Attendance at other required sessions, including conferences.

Your exams for the fall semester will be given on the following dates:

1. Fall open book, multiple choice exam: November 10, 2017;

2. Fall open book, take-home exam: November 10 - November 20, 2017.

The Registrar will mail you your exam numbers before each exam and will inform you with information regarding these exams as the dates approach. Any questions that arise regarding the administration of the exams should be directed to the Registrar.

**Individual Responsibility for Completing Assignments**

You must complete all assignments for this course independently, unless I expressly permit otherwise. You must therefore independently research, organize, write, and edit your own work.

**If you adopt or rely upon the language of any source, you must provide a citation or other reference for that source. See the Georgetown University Law Center Statement of Plagiarism.**

Failure to abide by the above rules may result in a violation of the Student Disciplinary Code, failure of this course, or both.