

LEGAL WRITING FALL 2024

SYLLABUS

Professor Donna L. Eng

**LAW 5792, CLASS 20632, SECTION V
2 CREDIT HOURS**

**MONDAYS AND WEDNESDAYS: 1:15-2:10 PM
CLASS LOCATION: HOLLAND HALL 355D**

PROFESSOR CONTACT INFORMATION

Email: eng@law.ufl.edu

Office Phone: 352.273.0756

Office: HOL 370B

MY OFFICE HOURS:

Mondays and Wednesdays, 2:30-3:30 p.m., and by appointment (email: eng@law.ufl.edu). I will either hold extended/extra office hours or extra joint writing session(s) during the weeks before assignments are due. This will ensure that all students wanting to see me can do so. Please refer to our Canvas page for further information regarding office hours.

Note: 24 hour rule: 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. I reserve the right to modify this 24 hour rule as necessary.

Please keep in touch with me! I try to respond to emails as quickly as I can (note: emails received after business hours may get a response the next day). Email is the best way to reach me. Please contact me if you have any questions regarding the course or a specific assignment.

TAs FOR THIS CLASS AND THEIR EMAIL ADDRESSES:

Natasha Peet: natasha.peet@ufl.edu

Teresa Manipadam: tmanipadam@ufl.edu

Jennavieve Brown: jennavievebrown@ufl.edu

Jordan Stanley: jordan.stanley@ufl.edu

COURSE WEBSITE: <https://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* (3rd 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 choose to post on Canvas

SUGGESTED TEXTBOOKS:

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

Richard C. Wydick, *Plain English for Lawyers* (any edition).

William Strunk Jr. and E.B. White, *The Elements of Style* (4th ed.).

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 "UFLL2024" 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, 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 section): **324-072-7745**.
6. You will be able to start using Core Grammar for Lawyers ("CGL") immediately. However, **no later than Wednesday, August 21, 2024, at 11:59 p.m.**, you must 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 **Saturday, September 14, 2024, 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 and must be completed 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.
3. Prior to beginning the exercises, select my name and the ICW TA's name, 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. I 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.

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:

Welcome to Legal Writing II! I am excited to partner with you early in 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. 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 proper grammar, syntax, punctuation, and document formatting techniques;
- Use legal citation correctly; and,
- 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.

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 at least two hours out of class reading and preparing for in class assignments for every 1 hour in class.

PROFESSIONALISM:

I expect professionalism at all times, both in class discussions and in your written submissions. Regarding class discussions, professionalism requires you to speak civilly and treat those with different viewpoints with respect. 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 professionalism in the practice of law. Your path to professionalism starts now.

Punctuality is part of professionalism. Please be on time to class and do not leave early absent extenuating circumstances. Classroom behavior is also part of 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 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 disruption. If you must leave the classroom during class, please be sure to close the door quietly.

COURSE, LAW SCHOOL, AND UNIVERSITY POLICIES:

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 require regular and punctual class attendance. 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>.

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 by email 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. 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.

COMPLIANCE WITH UF HONOR CODE:

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: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/additional-information/honor-code-and-committee/honor-code>. The UF Law Honor Code also prohibits use of artificial intelligence, including, but not limited to, ChatGPT and Harvey, to assist in completing quizzes, exams, papers, or other assessments unless expressly authorized by the professor to do so.

QUIZ/EXAM POLICY:

There may be pop quizzes during the semester. These scores will be considered part of your participation grade. The law school's policy on exam delays and exam accommodations can be found here: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/forms-applications/exam-delays-accommodations-form#:~:text=Students%20are%20responsible%20for%20submitting,sound%20discretion%20of%20the%20administration>.

ASSIGNMENT PREPARATION/SUBMISSION AND GROUP WORK POLICIES:

Students will be divided into groups for some activities including case discussions, peer reviews, and research assignments. Each group will have an assigned TA who will assist students with in-class exercises and out-of-class assignments. TAs are 2Ls and 3Ls who did particularly well in their first-year legal writing courses. They 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 class TAs are named on page 1 of this syllabus.

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 and with a growth mindset—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-credit course. Participation grades are based on class attendance and preparation, the quality of class participation (both online and in person), timely and successful completion of all assignments, including oral advocacy, active participation in small group discussions, and your professionalism.

Assignment Submission and Late Policy

Lawyers must be organized: failing to meet a deadline can create 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. 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. **Please read the syllabus carefully and mark your calendars accordingly.**

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.

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. I will promptly begin class at the designated start time. 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.

In all course activities, students are expected to participate in good faith. If you have questions about professionalism, do not hesitate to ask me directly either during class, or during a visit to my office.

Academic Honesty and Plagiarism

All work you submit in this class must be your own. For the written assignments up to the final project, 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 authorized 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 on writing assignments (with anyone—UF Law affiliated or not) is a UF Law Honor Code violation. In addition, giving your work to another student violates the collaboration policy as much as taking work from another student does.

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: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/additional-information/honor-code-and-committee/honor-code>. The UF Law Honor Code also prohibits use of artificial intelligence, including, but not limited to, ChatGPT and Harvey, to assist in completing quizzes, exams, papers, or other assessments (unless the Professor indicates otherwise).

STATEMENT RELATED TO ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Students with long- or short-term disabilities who experience learning barriers and would like to request academic accommodations must first register with the Disability Resource Center (DRC). Click [here](#) to get started with the DRC. 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. If you are approved for accommodations, you will receive an accommodation letter, which you must present to the Assistant Dean for Student Affairs (Assistant Dean Brian Mitchell). You should also present your letter to me and should schedule a meeting with me, as early as possible in the semester, to review your accommodations and to discuss your needs. Please understand that I cannot grant accommodations retroactively, nor can I grant accommodations that are not approved through this process. The law school's policy on exam delays and accommodations can be found here: [Exam Delays & Accommodations » Levin College of Law \(ufl.edu\)](#). Students may access information about various resources on the UF Law Student Resources Canvas page, available at <https://ufl.instructure.com/courses/427635>.

EXAM DELAYS AND ACCOMMODATIONS:

The law school policy on exam delays and accommodations can be found here: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/forms-applications/exam-delays-accommodations-form#:~:text=Students%20are%20responsible%20for%20submitting,sound%20discretion%20of%20the%20administration>.

OBSERVANCE OF RELIGIOUS HOLIDAYS:

UF Law respects students' observance of religious holidays. The University policy can be found here: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#religiousholidaystext>

- Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith.
- Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.
- Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

DISCOURSE 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 we enter one of the great learning spaces in the world—the law school classroom—and develop our unique personal and professional identities, 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

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 plan to have your phone and laptop available; however, **please do 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; please 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:

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. All other purposes are 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 guest lecturer during a class session. Publication without 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 and Student Conduct Code.

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 by adding a link to the videos in the Canvas page. The uses and prohibitions delineated by the University for self-made videos apply equally to these MediaSite videos. If you use MediaSite or self-made videos in ways not approved by the University and 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.

ABA OUT-OF-CLASS HOURS REQUIREMENTS:

ABA Standard 310 requires that students devote 120 minutes to out-of-class preparation for every “classroom hour” of in-class instruction. Each weekly class is approximately 1 hour in length, requiring at least **2 hours of preparation** outside of class including reading the assigned materials, writing critical analyses, and developing your final paper.

STUDENT COURSE 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, in their Canvas course menu under 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/>.”

UF LEVIN COLLEGE OF LAW STANDARD SYLLABUS POLICIES:

Other information about UF Levin College of Law policies, including compliance with the UF Honor Code, Grading, Accommodations, Class Recordings, and Course Evaluations can be found at this link: <https://ufl.instructure.com/courses/427635/files/74674656?wrap=1>.

RESOURCES:

UF LAW STUDENT RESOURCE GUIDE (CANVAS):

Please familiarize yourself with the law school’s UF Law Student Resource Guide in Canvas. It currently includes sections for:

- Attendance, Registrar, and Financial Aid, Outside Scholarships, Writing Competitions
- Weekly Calendar
- Students Organizations and Journals
- Academic Advising and Career Advising

UF LAW STUDENT LIFE:

Please familiarize yourself with the law school’s Student Life page on the UF Law website:

<https://www.law.ufl.edu/student-life>. It is a tremendous resource for both law school and university resources. Services include:

- 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 year. 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 Hitchcock Field & Fork food pantry. Learn more at the website, here: <https://pantry.fieldandfork.ufl.edu/>. 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 are also not uncommon and may 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 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

Student Life Phone: 352-273-0620

UF (Main Campus) 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

UF Law Wellness page: has many tips for self care, mindfulness, mental health, student resources, campus safety, and helping a friend.

<https://www.law.ufl.edu/wellness-at-uf-law>

HEALTH AND SAFETY:

UF Student Health Care Center: Find the healthcare you need, including free flu vaccines and 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/uf-health-shands-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, UFAAlert, 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:

INFORMATION ON UF LAW GRADING POLICIES:

The Levin College of Law's mean and mandatory distributions are posted on the College's website and this class adheres to that posted grading policy. 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>

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 the tab "grade distribution for required courses."

The law school policy on exam delays and accommodations can be found here: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/forms-applications/exam-delays-accommodations-form#:~:text=Students%20are%20responsible%20for%20submitting,sound%20discretion%20of%20the%20administration.>

The following chart describes the specific letter grade/grade point equivalent in place:

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

The four major graded writing assignments in this course consist of the discussion section of a legal memorandum, a client letter, a full legal memorandum, and the final memorandum (final exam). Assignments may entail extensive research, submission of multiple drafts, and meetings with me and your TAs. There will also be additional research assignments, activities, homework, and possible quizzes, which will count toward your participation/professionalism grade.

GRADING PERCENTAGES:

50% Timely and successful completion of all Writing Assignments, Core Grammar for Lawyers, assigned ICW activities, class participation/class professionalism, broken down as follows:

- 5% WA #1 Case illustration of Welch case (Completion Points)
- 10% WA#2 Discussion section of a legal memorandum (Quality Points)
- 5% WA#3 Client letter (Completion Points)
- 20% WA#4 Full legal memorandum (Quality Points)
- 5% WA#5 Emails, Texting (Completion Points)
- 5% Class Participation/Professionalism (Attendance, Consistency and Quality of In-Class and Online Participation; ICW; Core Grammar; Conference Preparation; Quizzes; Behavior in the Classroom)

50% WA# 6 Final Project- Memorandum (Quality Points)

Grading Standards for Final Drafts

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, interesting, 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. 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, but the paper lacks some of the sophistication present in an A or A- paper.

B: The paper constitutes a solid, well-reasoned and professional piece of work. The organization, the writing style, the use of citation and the 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 their 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 specifically double-check the accuracy of all quotations against the original sources.

When you cite to a case you are representing that the court opinion supports the proposition you have asserted. The headnotes and syllabus of a case are not part of the court opinion, and if you cite to or quote from them, you betray a fundamental ignorance of what constitutes case law precedent. Never cite to or quote from the headnotes or syllabus 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 the original sources.

Formatting Requirements for Writing Assignments

All assignments (except the Final Project) are to be submitted electronically via the course Canvas website, in **Word** format (no .pdfs). In addition to any formatting requirements specific to an assignment, documents should conform to the following: (1) the text should be double-spaced, except for the headings (which should be single-spaced); (2) all writing assignments this term should be written in **14-point Times New Roman font, double-spaced, with full justification so that the document has smooth edges of text**; (3) each page should be numbered (bottom, center), except for the first page; and, (4) all citations should comply with the rules of *The Bluebook* or the FLORIDA RULES OF APPELLATE PROCEDURE 9.800.

PRELIMINARY COURSE SCHEDULE: TOPICS AND ASSIGNMENT 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; 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.

Writing Assignments 1, 2, 3, 4, and 5: These assignments must be uploaded to Canvas, in **Word** (no .pdfs).

Activities/Homework: We will often engage in activities during class. Some activities will require additional independent work. Please allot regular time within your schedule to complete them. Unless otherwise advised by me, please upload research projects and other homework to Canvas by 11:59 the night before the following class, and please bring them to class (in hard copy or electronic format) for your own use. For example, homework from Class 3 should be completed by 11:59 p.m. the night before the start of Class 4. You will not receive direct feedback on homework, but we will often use it in the following class period; completing it will allow you to participate effectively in class. Occasionally, I may ask you to bring a hard copy of a homework assignment to class for peer review. In general, I will be looking for a good faith effort and timely completion on activities and homework.

DISCLAIMER: This syllabus represents my current plans and objectives. As we proceed through the term, I may need to alter them to enhance your learning opportunities or in response to factors internal or external to our course. Such changes, communicated clearly, are not unusual and should be expected.

Abbreviations in the Course Schedule:

“ALW” refers to Coughlin et al., *A Lawyer Writes*.

“ICW” refers to LEXIS/NEXIS Interactive Citation Workstation

“CGL” refers to *Core Grammar for Lawyers* (Online software)

Pre-Term: 8/14/24 and 8/15/24: Orientation for new students

Fall Classes begin: 8/19/2024

Fall Classes end: 11/20/24

First Assignment due 11:59 p.m. on August 19, 2024:

- (1) Respond to Discussion Page on Canvas titled “Truth, Lie, and Fun Fact;” and,
- (2) Send me a professional email, eng@law.ufl.edu, with answers to the questions listed below. Please address me as “Professor Eng.”
 - a. Do you go by your first name, or you prefer a nickname? Please advise of any nickname.
 - b. Is English your first language? If not, what is your first language?
 - c. Do you have any concerns about this class?
 - d. What is your undergraduate school and degree, and how much writing did you do as an undergraduate?
 - e. How much do you like reading? If you like to read, what type of reading do you enjoy most?
 - f. Are you the first member of your family to attend law school?

- g. Why did you come to law school?
- h. What do you like to do for fun?

COURSE SCHEDULE

ATTENTION: * DENOTES SPECIAL CLASS TIMES

Orientation- Legal Writing Bootcamp:

Thursday 8/15: Class prep: Complete Robinson v. Lindsay exercise and case brief
Reading: Robinson v. Lindsay (case to be provided)
Bring: your case brief of Robinson.
Class Topic: Reading Like a Legal Writer; Objective Legal Memoranda

Week 1

Class 1: 8/19: Reading: Chapter 1
Class Topic: How Attorneys Communicate
Activities: Intro to class and each other; finalize seating chart; review Canvas page; professional email to Professor Eng (**due by 11:59 pm on 8/19**); possible syllabus quiz/group exercise

Class 2: 8/21 Reading: ALW Chapter 2 and Chapter 3, except 3.1; How to Read a Legal Opinion by Orin Kerr (article posted in Canvas)
Class Topic: Sources and Systems of Law; Reading for Comprehension; Reading Caselaw and Constructing Rules
Activity:
Homework:

Due Wednesday 8/21 at 11:59 p.m.: CGL Pre-test due (complete in CGL; nothing to upload in Canvas)

Week 2

Class 3: 8/26: Reading: Complete Green Grocer Homework in Canvas prior to start of class; read ALW Chap. 3.1, Chapter 11 Section III(B) (pp. 199-205); read other materials posted in Canvas.
Class Topics: Statutes and Constructing Legal Rules
Activity: Synthesizing non-legal and legal rules.
Homework:

Class 4: 8/28: Reading: ALW C Chapter 6 (skim for now—we will do a close reading soon); Chapter 7.2; Read McBoyle v. United States; Read Entirety of Case File #1 in Canvas.
Activity: McBoyle annotated case discussion; HFIHR color coding cases
Bring to class: 4 different colored highlighters and printed copies of McBoyle and Duran cases
Class Topic: Case Illustrations and HFIHR structure
Homework: **Duran case illustration for homework- due Monday, 9/2 at 11:59 p.m.** (refer to HFIHR handout for format we will use for this class, and ALW Chapter 7.2 (and examples 7.2-B, 7.2-P, 7.2-R as general guides for help in attempting your draft of the case illustration).

Due Monday 9/2 at 11:59 p.m.: Case illustration of Duran case due; upload into Canvas for TA review and in-class activity.

Note: Class activity on Special Class day 9/3: Print a copy of your Duran case illustration. Label the parts of the case illustration (Hook, Facts, Issue, Holding, Rule), and cut them apart. Bring the labeled, hard copy strips of text to class on 9/3.

Week 3 * Note re: Class 5: SPECIAL MAKE-UP CLASS

(DIFFERENT DAY, TIME AND ROOM: TUESDAY 9/3, 3:30-4:25 p.m., ROOM HOL 283)

Monday 9/2: Labor Day Holiday- campus closed; no class; makeup class held Tues 9/3 (see below)

***Class 5:** 9/3 Reading: ALW Ch. 6 (skim) and Ch. 7.2; re-read Case File #1 (in Canvas- assigning memo, statute and cases; read several times and be prepared to answer questions about our client's situation.
Activity: De-brief of McBoyle and Duran cases; HFIHR; Intro to Case File #1, Intro to WA#1
Topic: Case illustrations
Bring to class: Your labeled and cut strips of the Duran case illustration.

Class 6: 9/4: Reading: ALW Ch. 4 and 5
Activity:
Topic: Structure of Legal Memo; Finding your Argument; Organizing Legal Authority
Homework: TBD

Due Friday 9/6 at 11:59 pm: WA#1 Case illustration Welch; upload into Canvas by 11:59 p.m.; (for completion points- see assignment for details; receive feedback, edit for use in WA#2)

Week 4

Class 7: 9/9 Reading: ALW Ch. 6, 7; Memo Template (in Canvas)
Topic: One Legal Argument; Explaining the Law; Preview WA#2
Homework:

Class 8: 9/11 Reading: ALW Ch. 8, 9
Topic: One Legal Argument con't; Applying the Law; preview WA#2
Activity:

Due Saturday 9/14 by 11:59 p.m.: All CGL modules and post-test with minimum score of 85% (no Canvas upload)

Week 5: Note: SPECIAL CLASS on 9/19- see below

Class 9: 9/16 Reading: ALW Ch. 11 and 12
Topic: Statutory Analysis; Discussion section of the memo (con't)
Homework:

Class 10: 9/18 Reading: Bluebook pgs. 1-27; Florida Rule Appellate Procedure 9.800; Citation Memo for WA#2
Topic: Intro. To Citations

***Class 11, 9/19: SPECIAL JOINT CLASS with Tues-Thurs class @ 3:30-4:25 p.m. in HOL 285B**

Activity: Q & A for WA#2; class time as drafting time.
Bring to class: hard copy of draft of WA#2.

** I strongly encourage you all to attend this class in person. However, if you cannot attend, you may watch class recording. For attendance credit, please email me by 5:00 pm on Saturday 9/21, telling me three things you learned from the class recording.

Friday 9/20: extra office hours: 9-4:30 p.m. (no appointment needed; last chance to ask questions about WA#2)

Due Saturday 9/21 at 11:59 p.m.: WA#2 (Discussion section of memo only, for Quality Points- see Assignment for details); Upload into Canvas

Week 6

Class 12: 9/23 Reading: Bluebook pgs. 1-27 (re-read)
Topic: Citations Workshop
Activity: ICW 1 and 2, begin in class
Homework: **complete ICW 1 and 2 by Monday 9/30 at 11:59 p.m.**

Class 13: 9/25 Reading: ALW Ch. 17
Topic: Shifting Your Analysis to a Client Letter
Activity:

Week 7

Class 14: 9/30 Reading: supplemental materials in Canvas
Topic: Client Letters (con't)
Activity:

**Due Monday 9/30 at 11:59 p.m.: two things:
ICW 1 and 2 (in ICW- no Canvas upload);
Draft of client letter (Upload by 9/30 and bring copy to class on 10/2)**

Class 15: 10/2 Reading: **Asynchronous class and assignment** (includes charting cases for WA#4- due 10/6 at 11:59 p.m.)
Topic: Introduction to Case File #2; Introduction to WA#4; Getting Organized
Homework: chart of cases; **due 10/6 by 11:59 p.m.; upload chart to Canvas**

Due Friday 10/4 at 11:59 p.m.: WA#3 Client Letter (completion points; see assignment for details)

Due Sunday 10/6 at 11:59 p.m.: case chart for Case File #2 (upload case chart to Canvas)

Week 8: Note re: class on 10/8: SPECIAL CLASS DAY (JOINT SESSION with Tues-Thurs) @ 3:30-4:25 pm in HOL 285C

Class 16: 10/7 Reading: Re-read cases for WA#4; Read ahead in text if you like
Topic: Assessing & Selecting Caselaw; Outlining Arguments
Activity: Sketch outline for WA#4; bring to class in hardcopy or electronic form

***Class 17: 10/8 SPECIAL CLASS @ 3:30-4:25 PM in HOL 285C**

Reading: Supplemental reading in Canvas TBD

Topic: Perfect Point Headings

** I strongly encourage you to attend this class in person. However, if you cannot attend, you may watch class recording. For attendance credit, please email me by 5:00 pm on 10/11 noting three things you learned from the recording.

Class 18: 10/9 Reading: ALW Ch. 13
Topic: Question Presented/Brief Answer
Activity: Review Client letter -global feedback;
Homework: Outline your Argument by drafting point headings for WA#4 and slot in cases where you have determined which cases will be helpful to your argument (upload and continue to revise over next 3 weeks).

Also: Attend Moot Court Final 4 in person on 10/10. If you cannot attend, must watch video (link to be provided). **HOMEWORK ASSIGNMENT DUE 11/18 @ 1:15 p.m.:** complete Canvas Discussion Board questions about Moot Court Final Four by start of last class (11/18 @1:15 p.m.)

Week 9 Note re: class on 10/15: SPECIAL CLASS DAY (JOINT SESSION with Tues-Thurs) 10/15 @ 3:30-4:25 pm in HOL 285C.

Class 19: 10/14 Reading: ALW Ch. 14
Topic: Statement of Facts
Activity:
Homework: Add QP and BA to your draft and upload

Due Monday 10/14 @ 11:59 p.m.: ICW 3 and 5 (no Canvas upload)

***Class 20: 10/15 @ 3:30-4:25 pm. SPECIAL JOINT CLASS with Tues-Thurs class @ 3:30-4:25 p.m. in HOL 285C**

Reading: ALW Chap. 15; AWL Chap. 10 (optional)
Topic: Counterarguments and Conclusion
Activity:
Homework: Add Statement of Facts to your draft and upload

** I strongly encourage you all to attend this class in person. However, if you cannot attend, you may watch class recording. For attendance credit, please email me by 5:00 pm on Friday 10/18, telling me three things you learned.

Class 21: 10/16 Reading: ALW Ch. 15, Ch. 10 (optional but highly recommended)
Topic: Loose Ends; Q & A for WA#4
Activity:

Friday 10/18: Extra office hours: 9-4:30 p.m. by Zoom (campus is closed; email to request appointment and Zoom link) (for WA#4)

Week 10

Class 22: 10/21 Reading: ALW Ch. 16; Supplemental Material in Canvas
Topic: Editing and Polishing

Activity: Bring full draft (hardcopy and electronic) to class for your own use; class time as editing time

Class 23: 10/23 Reading: ALW Ch. 18; Supplemental Material in Canvas

Topic: Professional Emails

Homework: editing and polishing your WA#4

Due Friday 10/25 @ 11:59 pm: WA#4 (Full Memorandum- quality points- see assignment for details; Upload to Canvas)

Week 11

Class 24: 10/28 Reading: **Asynchronous Class; Read supplemental material in Canvas and complete assignment**

Topic: Emails cont. & Texting with Clients and Counsel

Class 25: 10/30 Activity: In class time for class evaluations (15 min)

Topic: Final Project Tips

Due 10/30 @ 11:59 p.m.: ICW 9 (no Canvas upload)

Due Friday 11/1 @ 11:59 p.m.: WA#5- Professional Email/Texting assignment. (Completion point-see assignment for details)

Week 12

Class 26: 11/4 No live class. Attend individual conferences to review your WA#4 (25 min). Sign up for appointment in Canvas. Conferences will be held 11/4 and 11/6. Additional appointment times available upon request (email Professor Eng).

Class 11/6 No live class. Attend individual conferences to review your WA#4 (25 min). Sign up for appointment in Canvas. Conferences will be held 11/4 and 11/6. Additional appointment times available upon request (email Professor Eng).

Week 13:

Class 11/11 VETERAN'S DAY HOLIDAY- NO CLASS

Class 11/13 No class

SATURDAY NOVEMBER 9: FINAL PROJECT (WA#6) (Quality points-see assignment for details)

Week 14:

HOMEWORK ASSIGNMENT DUE BY 11/18 @ 1:15 PM Complete Moot Court Final 4 Canvas Discussion Board questions by start of last class (11/18 @1:15 p.m.)

Class 27: 11/18 TA Talk: How Best to Use Your Winter Break: Tips from Our TAs Re: Judicial Internships, Other Summer Jobs, Co-Curriculars, and More

Activity: Final Four Moot Court competition de-brief. If you have not yet watched the Final Four Moot Court competition, please watch and respond to questions on Canvas Discussion Board in advance of this class. Also, regardless of whether you watched live or by video, be sure to complete Canvas Discussion board assignment prior to start of today's class. While attendance at this class is optional, completion of the moot court assignment is required for all.

Consider sending a thank you note to your TA!

