

**LEGAL WRITING I
SYLLABUS, FALL 2023**

TUESDAYS AND THURSDAYS, 3:30 PM–4:25 PM

COURSE: LAW 5792, FALL, 2023, 2 CREDIT HOURS

CLASS LOCATION: HOLLAND HALL 345

CLASS DAY/TIME: **TUESDAYS AND THURSDAYS, 3:30 PM – 4:25 PM** (SEC. 2U; CLASS NO. 21604)

PROFESSOR: Professor De Sanctis
Pronouns: She/Her
desanctis@law.ufl.edu
Office: Holland Hall 368A
(352) 273-0629
Zoom Personal Meeting Room: <https://ufl.zoom.us/j/6200165286>

OFFICE HOURS:

I will hold office hours on **Tuesdays and Thursdays from 5:00 p.m. to 6:00 p.m.** beginning on Thursday, September 7, 2023, and by appointment. If you need an appointment sooner, 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. When reviewing written work, meeting online is very effective because I can share my screen with you. I am thrilled to be on this academic and professional journey with you, so please use my office hours liberally. TAs also will be available to you and information about their availability will be forthcoming.

If you have questions regarding the course or a specific assignment, please feel free to email me. If it is a question I can answer quickly, I will do so; however, for substantive questions, we will need to meet.

Teaching Assistants:

Gabrielle Ross gabriellross@ufl.edu
Amanda Runion arunion@ufl.edu
Katie Pine katiepine@ufl.edu
Lily Wang lilywang@ufl.edu

Note: Office hours and other conferences will not be held (with me or with your TA) within the 24 hours prior to graded-assignment due dates. In addition, once you receive your final project materials, you will not be able to meet with me or with your TA until you have submitted your final project.

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 for updates and for accessing course content. You will use Canvas for turning in written work, for receiving feedback (from your TAs and from me) and for signing up for office hours.

REQUIRED TEXTS/PLATFORMS:

1. Coughlin, Rocklin, and Patrick, *A Lawyer Writes: A Practical Guide to Legal Analysis* (3rd ed. 2018)
2. *The Bluebook: A Uniform System of Citation* (21st ed. 2020)
3. McKinney and Rose, *Core Grammar for Lawyers* (Online).
 - 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 "**UFL2023**" 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 Core Grammar for Lawyers (CGL) account.
 - e. To activate your subscription, enter this exact Class Code (which is unique for our section): **323-072-6339**.
 - f. You will be able to start using CGL immediately.
 - g. The CGL Pre-Test (available on a link from the home page or "Bookshelf") is due on **Sunday, August 27, 2023, by 11:59 p.m.** Please allow two hours to complete this pre-test, though it may take you less time.
 - h. All modules must be completed and the post-test must be completed (with a minimum score of 85%) by **Sunday, October 1, 2023, at 11:59 p.m.**
4. Lexis/Nexis Interactive Citation Workstation.
 - a. This is a free online platform that tests Bluebook citation proficiency.
 - b. 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.
 - c. Prior to beginning the exercises, select me as your instructor to ensure I have access to your certificates of completion. I will also appoint one TA to be the ICW tracker. You will need to add that TA to your account prior to turning in the first ICW.
 - 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 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.**
5. Any additional material I post to our Canvas course page.

ADDITIONAL RESOURCES (OPTIONAL):

1. Bryan A. Garner, *Redbook: A Manual on Legal Style* (4th ed. 2018)
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 writing *language* with its own rules, structures, customs, and expectations. Legal Writing I will introduce you to the form and content of acceptable legal analysis and writing. The primary objective of the course is to teach you to analyze legal issues rigorously and to express that analysis effectively in writing. If you devote yourself to doing your best work, upon completion of this course you should be able to:

- Understand the U.S. legal system and how lawyers use law to resolve legal problems;
- Apply ethical and professional standards in crafting your written work;
- Identify legal issues affecting a client's situation;
- Review facts and evaluate their relevance to a client's legal situation;
- Analyze, interpret, and use statutes and case law to construct legal arguments;
- Apply legal rules to relevant client facts, analogizing and distinguishing precedent;
- Write an analysis of a legal issue, predicting its outcome;
- Use effective organizational techniques;
- Write effective topic sentences, transitions, and paragraphs;
- Write precisely, clearly, and concisely;
- Use proper grammar, syntax, punctuation, and document format;
- Use legal citation correctly; and
- Effectively and critically revise, edit, and proofread your legal writing.

COURSE, LAW SCHOOL, AND UNIVERSITY POLICIES:**POLICIES TO PREVENT THE SPREAD OF 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 and do your part to prevent the spread of illness. Thank you for meeting these expectations and for helping to keep the law school community healthy.

The UF Student Health Center continues to offer vaccines to students at no charge. Information 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 an appropriate accommodation and to obtain an excused absence.

If you are ill or have other critical extenuating circumstances that prevent you from being in class, you must contact me prior to the start of class to request an excused absence. In the case of an emergency that prevents you from contacting me prior to class, you must contact me as soon as possible thereafter to request an excused absence. If I grant your request, you will need to complete the following steps before I will convert your unexcused absence to an excused absence:

1. Watch the class recording—available on our Canvas Page.
2. Email me no more than 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.

QUIZ/EXAM POLICY:

There may be “pop quizzes” over the course of the semester. These scores will 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 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.

Feedback

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

Class Preparation and Participation

Consistent with the American Bar Association Standard 310, you should spend at least 4 hours per week preparing for this 2-credit course. Participation grades are based on 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.

Assignment Submission and Late Policy

Lawyers must be organized: failing to meet a deadline can have disastrous results for your client. If you are not yet in the habit of keeping a personal calendar, please start now.

Unless otherwise stated in Canvas or on the syllabus, your assignments must be turned in on Canvas. 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. If you turn in your final project late (according to the timestamp by the exam software or Student Affairs), your grade for the final project will be lowered by 20% per day (24-hour period from the time the final project is due). The final project will not be accepted if it is submitted 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. Please be on time to class and do not leave early absent extenuating circumstances. As a law student and future lawyer, you are expected to conduct yourself with professionalism in the classroom and in all course-related activities. This includes common courtesy in the classroom as well as in all email messages, threaded discussions, and chats. Please silence cell phones and computer notifications and minimize any other class disruptions.

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

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

Academic Honesty and Plagiarism

All work you submit in this class must be your own. For the written assignments (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: Once the final project is released, you may not discuss any aspect of the project with anyone except Dean Inman, Dean Mitchell, or other 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.

Academic honesty and integrity are fundamental values of the UF community. You must be sure that you understand the UF Law Honor Code set out [here](#), which explains in detail what conduct constitutes plagiarism and the consequences for it. Ignorance of the rules is not a defense.

ACCOMODATING STUDENTS WITH DISABILITIES:

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center (DRC). Click [here](#) to get started with the DRC. If you are approved for accommodations, you must present your letter to the Assistant Dean for Student Affairs, Brian Mitchell, and to me. **You are also responsible for sharing your**

accommodation letter with me. We will need to meet 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, 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 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; and
- 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.

PREFERRED NAME/PRONOUNS:

You will have the opportunity to share your preferred name and pronouns on your information sheet (assignment for the first day) and to say your preferred name/pronouns in your introductory flip grid video (assignment for the first day) if you choose.

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. 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 the 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:

UF LAW STUDENT LIFE:

Please familiarize yourself with the law school's [Student Life](#) page. It is a tremendous resource for both law school and university resources and services and includes the following:

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

MENTAL HEALTH AND WELLBEING:

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

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

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

UF 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 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 for Administrative and Student Affairs, Rachel Inman

Assistant Dean for Student Affairs, Brian Mitchell

Main Phone: 352-273-0620

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

Kognito (30 min. training)

Learn signs of psychological distress and how to approach a peer in distress.

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

HEALTH AND SAFETY:

UF Student Health Care Center: Find the healthcare you need, including free 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, 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:

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

GRADING PERCENTAGES:

0%	WA#1	Case illustration (Fact Pattern 1)
10%	WA#2	Discussion section of a legal memorandum (Fact Pattern 1)
10%	WA#3	Client letter (Fact Pattern 1)
20%	WA#4	Full legal memorandum (Fact Pattern 2)
10%	Participation	Class attendance and preparation, in-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.
50%	Final Project	Final full legal memorandum (Fact Pattern 3)

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 specifically double-check the accuracy of all quotations against the source.

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 the source.

Formatting Requirements for Writing Assignments

All assignments (except the Final Project) are to be submitted electronically via the course Canvas website, in Word format. 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, center, in a matching font and point size;
- Use two spaces between sentences;
- 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

The law school policy on exam delays and accommodations can be found [here](#).

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 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.

Week	Date	Class Subject	Read/Complete by 11:59 p.m. Night Before Class
1	Class 1 Tues. 08/22	How Attorneys Communicate	• Intro. • Chapter 1 • Syllabus • Explore Canvas Course • Complete Online Form (by 8/21, 11:59 p.m.) • Join Flip Group • Record Flip Video (by 8/21, 11:59 p.m.)
	Class 2 Thurs. 08/24	Sources and Systems of Law Reading for Comprehension	• Comment on 2–3 classmates' Flip Grid Videos (on Canvas Discussion Thread—not in Flip Grid) • Chapter 2 • Chapter 3 (<i>except 3.1</i>) • How to Read a Legal Op. by Orin Kerr (re-read)
	* CGL Pre-Test: Complete in CGL (nothing to upload to Canvas) by Sunday 8/27, 11:59 p.m.		
2	Class 3 Tues. 08/29	Case Illustrations Intro. to Case File #1 Intro. to Writing Assign. #1 (WA#1)	• Chapter 6 (<i>skim</i>) • Section 7.2 • McBoyle v. United States • Read Case File #1 (Assigning Memo Re: Donovan Miller Case) (read several times) • Statute for Case File #1 (read several times) § 856.022 Fla. Stat. (2023)
	* Case Illus. (case TBD) (for class activity/TA rev.): Upload by Wednesday 8/30, 11:59 p.m.		
	Class 4 Thurs. 08/31	Case Discussion Statutes	• Case File #1 Assigning Memo & Statute (re-read) • Caselaw for File #1 (read and re-read <i>actively</i>) • Please bring to class a hard copy (without your name on it) of your case illustration. You should have uploaded the same document to Canvas by last night (08/30) at 11:59 p.m. • Chapter 3.1 • Chapter 11.III.B. (pp. 199-205) • Bring scissors and clear tape to class! • View brief asynchronous lecture and PP

Week	Date	Class Subject	Read/Complete by 11:59 p.m. Night Before Class
3	No Class Tues. 09/05	Day After Labor Day Holiday for My Class Only (not a UF holiday)	We will make up this class session on Monday 11/20 from 3:30 p.m. to 4:25 p.m.
	*WA#1, Case Illustration (case TBD): Upload by Wednesday 9/6, 11:59 p.m.		
	Class 5 Thurs. 09/07	Structure of a Legal Memo Finding Your Argument Organizing Legal Authority	- Chapter 4 - Chapter 5
4	Class 6 Tues. 09/12	One Legal Argument (part I) Explaining the Law Preview WA#2 (today or Thurs.)	- Chapter 6 - Chapter 7 - Read Memo Template - Homework Activity TBD
	Class 7 Thurs. 09/14	One Legal Argument (part II) Applying the Law Preview WA#2	- Chapter 8 - Chapter 9
5 (Extra Class This Week)	Class 8 Tues. 09/19	Statutory Analysis Discussion Section	- Chapter 11 - Chapter 12
	Class 9 Tues. 9/19	Q & A for WA#2 4:35 p.m.–5:30 p.m. (Room TBD)	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. this Fri. noting three things you learned.
	Class 10 Thurs. 09/21	Intro. to Citations	- Bluebook, pages 1–27 - Florida Rule of Appellate Procedure 9.800 - Citation Memo for WA#2
	*WA#2, Memo Discussion Section ONLY: Upload by Sunday 9/24, 11:59 p.m.		
6	Class 11 Tues. 09/26	Citations Workshop	- Bluebook, pages 1-27 (re-read) - ICW #1 and #2 begin in class; complete by *Monday 10/2, 11:59 p.m.
	Class 12 Thurs. 09/28	Shifting Your Analysis to a Client Letter	Chapter 17
	*Fri. 9/29	Moot Court Final Four	- Attend (9:45 a.m. in MLAC) or watch video. - Answer discussion thread by 11/20, 3:30 p.m.
	*See Next Page for Items Due by *Monday 10/2, 11:59 p.m.		

Week	Date	Class Subject	Read/Complete by 11:59 p.m. Night Before Class
	*THREE ITEMS Due by Monday 10/02, 11:59 p.m. 1. ICW #1 and #2 (complete in ICW; no Canvas upload) 2. All CGL Modules & Post-Test (w/ min. score of 85%) (complete in CGL; no Canvas upload) 3. Client Letter to Paul Adams: Upload by Monday 10/02, 11:59 p.m.		
7	Class 13 Tues. 10/03	Client Letters Continued	In-class activity; no additional reading
	*WA#3, Client Letter: Upload by Thursday 10/5, 11:59 p.m.		
	Class 14 Thurs. 10/05	Introduction to Case File #2 Introduction to WA#4 Getting Organized	Asynchronous Class and Assignment (includes charting cases)
8 (Extra Class This Week)	Class 15 Tues. 10/10	Close the Universe Outlining Arguments	- Re-read Cases for WA#4 - Read Ahead in Text if You Like - Sketch Outline for WA#4 (upload and bring to class in hard copy)
	Class 16 *Tues. 10/10	Perfect Point Headings *(4:35 p.m. to 5:30 p.m. Room TBD)	- Supplemental Reading - 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. this Fri. noting three things you learned.
	Class 17 Thurs. 10/12	Question Presented Brief Answer	- Chapter 13 - Review Client Letter Global Feedback - Outline your argument by drafting point headings for WA#4 (upload and bring to class in hard copy)
	*ICW #3 and #5: Complete in ICW (no Canvas upload) by Monday 10/16, 11:59 p.m.		

Week	Date	Class Subject	Read/Complete by 11:59 p.m. Night Before Class
9 (Extra Class This Week)	Class 18 Tues. 10/17	Statement of Facts	Chapter 14
	Class 19 Tues. 10/17	Q & A Re: WA#4 *(4:35 p.m. to 5:30 p.m. Room TBD)	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. this Fri. noting three things you learned.
	Class 20 Thurs. 10/19	Conclusion Loose Ends	- Chapter 15 - Chapter 10 (optional) - Draft Statement of Facts (upload and bring to class in hard copy)
10	Class 21 Tues. 10/24	Editing and Polishing	- Chapter 16 - Supplemental Materials in Canvas - Bring full draft to class for your own use - Record yourself reading your full draft (due by 11:59 p.m. 10/23)
	*WA#4, Full Memorandum: Upload by Wednesday 10/25, 11:59 p.m.		
	Class 22 Thurs. 10/26	Professional Emails	- Chapter 18 - Supplemental Materials in Canvas
11	Class 23 Tues. 10/31	Texting with Clients and Counsel	Asynchronous Class: Read Supplemental Materials in Canvas and Complete Assignment
	*ICW #9: Complete in ICW (no Canvas upload) by Tuesday 10/31, by 11:59 p.m.		
	Class 24 Thurs. 11/02	Evaluations Final Project Tips	In-class time provided to complete evaluations.

Week	Date	Class Subject	Read/Complete by 11:59 p.m. Night Before
12	*Class 25 No Class Tues. 11/07	No Class Attend Individual Conference to Review WA#4 Conferences will be held 11/06 to 11/10	- Meeting Preparation TBD - You will be assigned a meeting time that does not conflict with your other classes. - Attorney Meeting Supplemental Materials
	*No Class Thurs. 11/09	No Class	Class Session Satisfied on 9/19
	*Fri. 11/10	*Final Project (Memorandum) WA#5 Released	
13	*No Class Tues. 11/14	No Class	Class Session Satisfied on 10/10
	*No Class Thurs. 11/16	No Class	Class Session Satisfied on 10/17
	*WA#5, Final Project (Full Memorandum): Due Sunday 11/19 by 11:59 p.m.		
14	*Class 26 Mon. 11/20 (Joint Class; Room TBD)	How Best to Use Your Winter Break Tips from Our TAs Re: Judicial Internships, Other Summer Jobs, Co-Curriculars, and More	- Final Four Moot Court Competition. If you have not yet watched the Final Four Moot Court Competition, please watch it in advance of this class. Whether you attended in person or watched the video, complete the disc. board assignment prior to the start of today's class 11/20 (3:30 p.m.) - Consider sending a note of appreciation to your teaching assistant!

Updated: 08-14-2023