

LEGAL ANALYSIS, RESEARCH AND COMMUNICATION I
FALL 2008 SYLLABUS

I. Introductory Information

A. Instructor: Michelle Cue

1. e-mail: My e-mail address is mcue@depaul.edu. I check my e-mail daily and will respond to messages within 24 hours of time sent.
2. Office Hours: Room 737
 - a. Tuesday: 10:45 a.m. - 12:45 p.m.
 - b. Thursday: 3:00 p.m. - 5:00 p.m.
 - c. Friday: 10:45 a.m. - 12:45 p.m.

B. Teaching Assistants: Karen Nakon (day) and Matthew Peters (evening)

1. e-mail:
 - a. Karen - knakon@hotmail.com
 - b. Matt - mpeters75@gmail.com
2. Office Hours: 7th floor student lounge
 - a. Karen - Monday and Wednesday:
 11:30 a.m. - 12:30 p.m.
 - b. Matt - Monday and Wednesday:
 4:30 p.m. - 5:30 p.m.

C. Course materials on-line and e-mail

Where possible, I will make course materials available on TWEN and/or through e-mail. All students are advised to check their e-mail on a daily basis, and check the class TWEN site as well. Students are responsible for all course information available electronically. I will keep you informed of how you can access various materials.

D. LARC Manual

Please review the LARC Manual for information pertaining to collaboration, late penalties, and calculation of grades. I incorporate the LARC Manual into this syllabus, and you are bound by both documents. If you are ever in doubt about whether a particular collaboration is permissible, please check with me.

II. Grading Policy

- A. All assignments, whether graded or ungraded, are mandatory and must be completed in order to receive a grade for this course.
- B. Assignments are due at the BEGINNING of the class in which they are due. Late assignments, and assignments that do not conform to the format requirements, incur a 20% penalty each day until you submit an assignment that does comply. Please master these format requirements, so you do not lose valuable points on assignments.
- C. A paper is deemed late if it is turned in ANY TIME after the date **and time** deadline. For assignments due in class: **if I have started class before you hand in your paper, the paper is late.** Given this school policy, students are urged to take care of all possible contingencies so as to avoid incurring this penalty.
1. Students should note that problems with computers and printers can be foreseen and avoided and excuses relating to such technical problems will not be accepted.
 2. The same is true for the reliability and speed of Chicago public transportation. Give yourself plenty of time to get to class. Assume that the El or bus will break down when you are on it coming to

class, and catch an early one.

3. **NOTE that assignments will NOT be accepted once that assignment has been returned to the class. If you have not yet turned in an assignment by the time I hand back that assignment, you will not be able to pass the course.**

- D. Students are required to upload their assignments in the Assignment Drop Box on our course TWEN site and to hand in a courtesy hard copy to me in class. Please make your paper a Microsoft Word document.

III. Attendance Policy

Class attendance is mandatory. If you miss more than one class, I will reduce your final grade by at least half a letter grade. Likewise, I may raise or lower your grade by a half-step based on exemplary or deficient participation in and out of class.

IV. Format Guidelines

- A. All assignments must observe the following requirements.
 1. Do not put your name on the paper. Put your anonymous number on the back, upper right hand corner of the paper.
 2. Type on one side of the page only.
 3. Double space the paper so that there are 24-28 lines per page.
 4. Use "Courier" or "Courier New" font, 12 point. The font you are reading is the font you must use. If you are unsure, measure your type with a ruler; you should count ten characters per inch.

5. Place a page number at the bottom of each page, beginning with page 2.
 6. Use one inch margins on all sides.
 7. Use two spaces between each sentence and between sentences and citations.
 8. Do not right-hand or full justify your work; set the justification to "left." This will become especially important when you start Bluebooking your assignments, as improper justification will render inaccurate the spacing in your cites.
 9. Bind papers together by using one staple in the upper left corner. Please no binding, folders or clips.
 10. Do not exceed the word limit.
 11. Attach a signed Academic Integrity Pledge to each assignment. (Sign your ID number).
 12. Turn in the assignment on time.
- B. Any assignment that does not conform to these requirements will have to be redone and will incur a 20% penalty each day until you submit an assignment that does comply.
- C. Specific page limitations or guidelines for each assignment may be given at the time the assignment is distributed.

V. Texts for the course

A. Required Texts:

Edwards, Legal Writing: Process, Analysis and Organization (4th Ed. 2006) ("E").

Kunz, Schmedemann, Bateson, Downs & Konar-Steenberg, The Process of Legal Research (7th Ed. 2008) ("K").

The Bluebook: A Uniform System of Citation, (18th Ed. 2005) ("BB").

B. Additional texts that you might find useful:

Ray & Ramsfield, Legal Writing: Getting it Right and Getting It Written (4th Ed. 2005).

Enquist & Oates, Just Writing: Grammar, Punctuation and Style for the Legal Writer (2d Ed. 2005).

VI. Schedule:

Please note that this schedule is subject to revision. Changes or additional assignments will usually be announced in class and e-mailed to all students. Clarifications of assignments or last minute changes might only be e-mailed to students.

Week	Reading	In-Class	Assigned	Due	Returned
Orientation/ Week One	E p. 55-61	American legal system; case briefing	Case Brief		
Week Two	E ch. 1-2, 14; BB "Bluepages" (pages 3-43); Rules 10.0, 10.2[0], 10.3.1(b), 10.3.2; Table 1	Rule outlining; IRAC; Bluebook organization, finding aids, Practitioners' Notes; BB Rules 10[.0], 10.2[.0], 10.3.1(b), 10.3.2; Table 1	Rule Outline; Bluebook Exercise 1-1 point	Case Brief	
Week Three	BB R. 10.4, 10.5 E. ch. 4-5	Synthesis; illustration of precedent; BB R. 10.4, 10.5	Synthesis- 4 points; 1000 words; BB Exercise 2-1 point	Rule Outline; BB Exercise 1	Case Brief
Week Four	BB R. 10.2.1(c-d), 10.2.2; T 6, 10	Rules and synthesis, continued; plain language drafting; BB R. 10.2.1(c-d), 10.2.2; T 6, 10	Plain Language Draft-5 points; BB Exercise 3-1 point	Synthesis; BB Exercise 2	
Week Five	BB R. 10.9, 4.1	Illustrating precedent, continued; topic sentences; discuss Plain Language Draft; BB R. 10.9, 4.1	Synthesis Rewrite- 8 points, 1000 words; BB Exercise 4-1 point	Plain Language Draft; BB Exercise 3	Synthesis; BB Exercise 2

Week	Reading	In-Class	Assigned	Due	Returned
Week Six	E ch. 6-8; BB R. 10.2.1 (a-b), (e-f)	Analogy and distinction; BB R. 10.2.1(a-b), (e-f)	Analogy and Distinction Homework; BB Exercise 5-1 point	Synthesis Rewrite; BB Exercise 4	Plain Language Draft; BB Exercise 3
Week Seven	BB R. 10.2.1 (g-h), 6, 7	Facts, inferences, and legal conclusions; BB R. 10.2.1(g-h), 6, 7	BB Exercise 6-1 point	Analogy and Distinction Homework; BB Exercise 5	Synthesis Rewrite; BB Exercise 4
Week Eight	E ch. 3; BB R. 5; T 7	Creation of legal analysis: fact application; thesis sentences; large-scale organization of Discussion section of office memo; BB R. 5; T 7; parallelism	Fact Application- 10 points; 1500 words; BB Exercise 7-1 point; Writing Composition Exercise 1-1 point	BB Exercise 6	Analogy and Distinction Homework; BB Exercise 5
Week Nine	E ch. 9	Large-scale organization; outlining; headings; mixed constructions	Discussion Section of Office Memo- 25 points; 2800; WC Exercise 2-1 point	Fact Application; BB Exercise 7; WC Exercise 1	
Week Ten		Group conferences- 5 points			
Week Eleven		Components of office memo; modifiers	Components- 14 points; WC Exercise 3 - 1 point	Discussion; WC Exercise 2	Fact Application (available at regular class time)

Week	Reading	In-Class	Assigned	Due	Returned
Week Twelve- extended class	K ch. 1-2, 9-10 (omit exercises and discussion of online research); BB R. 16, 15, 4.2, 3.2, T 13	Case law research; Table of Cases; Popular Name Tables; Case Name Citators; Words and Phrases; research and use of secondary authorities; BB R. 16, 15, 4.2, 3.2, T13	Research Homework I (finding tools); Research Homework II (secondary authorities); BB Exercise 8 - 1 point	Components; WC Exercise 3	BB Exercise 7; WC Exercise 1
Week Thirteen- extended class	BB R. 1.2, 1.3, 1.4, 1.5; T 9	Digests; Shepard's; BB R. 1.2, 1.3, 1.4, 1.5, 10.7; T 8, 9 abstract constructions ; passive voice constructions	Memo- 35 points, 3000 words (assignment available on November 12) ; BB Exercise 9 - 1 point ; WC Exercise 4 - 1 point ; WC Exercise 5 - 1 point	Research Homework I, Research Homework II; BB Exercise 8	WC Exercise 2
Week Fourteen		Individual conferences- 5 points			Discussion; Components; WC exercise 3
Week Fifteen		No class		Memo (due on November 26); BB Exercise 9; WC Ex. 4; WC Exercise 5	