Learning objectives:

At the end of the semester, each student will be able to:
• interview a client to obtain the facts relevant to the client’s legal problem,
• describe the differences and relationships between the various types of primary and secondary legal authority published in the United States,
• find the up-to-date law relevant to the client’s problem through research in secondary and primary legal sources, and
• write a memorandum to a supervising attorney, applying the relevant law to the client’s facts with proper attribution and predicting the likely results if the client’s problem were to become a court case.

Required texts:


• (For Professor Munson’s sections) The Bluebook: A Uniform System of Citation (20th ed. 2015) ISBN 9780692400197

• (For Professor Marlow’s sections) Coleen Barger, ALWD Guide to Legal Citation (5th ed., Wolters Kluwer L. & Bus. 2014) ISBN 9781454828754


Additional required materials and information for the assignments will be distributed through the Lawyering Skills D2L site and in class.
Recommended text:

• Terri LeClercq and Karin Mika, Legal Writing with Style (Captive Audience Publishing 2015)

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<thead>
<tr>
<th>LS §</th>
<th>time</th>
<th>writing professor</th>
<th>research professor</th>
<th>teaching assistants</th>
<th>room</th>
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<tr>
<td>1</td>
<td>9:00 Tues.</td>
<td>Melissa Marlow</td>
<td>Megan Fugate</td>
<td>251</td>
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<td>9:00 Thurs.</td>
<td>Alicia Jones</td>
<td>Annastasia Calvert</td>
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<td>2</td>
<td>9:00 Tues.</td>
<td>Valerie Munson</td>
<td>Zachry Sandifer</td>
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<td>9:00 Thurs.</td>
<td>Nolan Wright</td>
<td>Garrett McDowell</td>
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Course description:

In this course you will learn and practice basic lawyering skills. You will apply the various modes of legal analysis that you are learning to clients’ legal problems, becoming familiar with the research, writing, and client interviewing processes that practicing attorneys use.

This semester you will be introduced to and practice the skills needed to search for relevant legal authority, both in print and electronic formats. You will also be introduced to and practice the basic conventions of written legal analysis, primarily focusing on objective legal writing. These skills and conventions include how to find, choose, and cite to appropriate authority; how to organize a written legal analysis; and how to write an objective legal memorandum. (Next semester, in Lawyering Skills II, the focus will shift to persuasive legal writing, more complex legal analysis, and additional legal resources and research techniques).

Writing specialist:

Supplemental instruction is available through the writing specialist, Nicole Borrenpohl who provides writing workshops and one-on-one writing tutoring. She may be contacted at Nicole.borrenpohl@siu.edu or in room 232.
**Class schedule:**

Each Lawyering Skills section typically has two class meeting times scheduled for each week. Generally, the Tuesday class meeting will cover writing topics, and the Thursday class meeting will cover research topics. Many of the class meetings will include opportunities to work in smaller groups. Please note there may be exceptions to the Tuesday-writing and Thursday-research arrangement in the syllabus, particularly toward the end of the semester. As you integrate your new research and writing skills more, the distinction between the two weekly class meetings will be less pronounced.

**Attendance:**

Attendance is mandatory for all scheduled class meetings and other scheduled course activities, and it is recorded by signing the attendance sheet. The absence of a signature on an attendance sheet is conclusive evidence of absence. Each student will be allowed up to two absences for any reason, without penalty. For each absence over two, one point will be deducted from the total raw score points earned by the student in the course. Any student who misses a class is responsible for obtaining from classmates all material covered during the class. Be aware, however, that if you miss a class, it is often impossible to duplicate the active learning exercises that take place during class. No deadlines will be extended based solely on a student’s absence from a class. This policy applies to all regularly scheduled class sessions listed in this syllabus, as well as other required activities scheduled during the semester (e.g., scheduled Westlaw and Lexis training sessions, scheduled writing conferences, scheduled client interviews, etc.).

**Assignments:**

Along with many shorter assignments, you will write two complete legal memoranda. For the first complete memo, we will provide a set of facts and cases for you to use. For the second memo, you will interview clients (people role-playing) to collect the facts, and you will do your own research to locate the relevant authorities. Your research skills will be assessed in separate research exercises and a research examination, as well as within the context of your second memo. As you work on the various assignments, you should check with the Lawyering Skills professors and teaching assistants whenever questions arise.

For readings assigned in the texts to prepare for class, you do not need to prepare any exercises found in those texts. Written assignments are specified separately below, and additional short assignments may be announced on the course D2L site or in class. Your Lawyering Skills professors will assume you have read the assigned reading before the class. **Students who do well in the course read all of the assigned reading carefully before class.**
Lawyering skills grading:

Based on a maximum raw score of 100 points for the entire course, the maximum number of points you may earn on each assignment toward your final course grade is:

- partial legal memorandum exercise: 10 points
- first conference preparation: 2 points
- closed legal memorandum: 20 points
- research log: 2 points
- research exam: 30 points
- second conference preparation: 2 points
- open research memorandum: 25 points
- client interview: 3 points
- professionalism: 2 points
- Core Grammar post-test: 4 points

Your Core Grammar post-test points will be determined by your highest post-test score achieved before the deadline, at 4:00 p.m. on Friday, September 15th, using the following scale:

- 90% to 100% - 4 points
- 80% to 89% - 3 points
- 70% to 79% - 2 points
- 60% to 69% - 1 points
- below 60% - 0 points

(You will have access to Core Grammar for a full year, and your writing professor may ask you to continue working on some sections covering skills that you can still improve.)

Bonus points can be earned. One-half bonus point will be awarded for each writing basics workshop attended and one-half bonus point will be awarded for each writing basics quiz for which a score of 80% or higher is received, up to a total of four bonus points.

At the end of the semester, your writing professor will add up all of your course points to arrive at your course raw score. Then she will curve the raw scores for her two sections together, following the required grade distribution and required grade median for all first year courses at the School of Law, to arrive at your final course grade.

Professionalism:

Lawyers are professionals, and part of what you will be learning in the Lawyering Skills
course is how to handle yourself professionally in the context of your legal education and your newly acquired legal skills. Your professors will base the professionalism part of your grade on your timely completion of all LS pass-fail and graded assignments, drafts, and re-writes; your attendance and active participation in class; your adherence to the course policies; and how you conduct yourself in person and by e-mail, with your classmates, the TA’s, and the professors. For example, surfing the Internet in class, e-mailing an LS professor during the time you are in another professor’s class, coming to class late, or e-mailing the professor with a question answered in the syllabus would all be unprofessional conduct. This is not an exhaustive list of unprofessional conduct. Before you act, please consider whether you would say or do what you want to say or do in front of a judge or in a meeting with a senior attorney in a law office.

Minimum requirements:

You must satisfactorily complete every assessed assignment in the course to pass the course. “Every assessed assignment” includes the shorter pass-fail writing assignments, the shorter pass-fail research assignments, the partial legal memo, the two memos, the research exam, and the client interview. Your professors have full discretion to determine whether you have satisfactorily completed each assessed assignment or need to re-do it. If you have questions or you find yourself confused or uncertain as you work on the assignments, talk to your professors and TA’s.

Lawyering Skills I is a three credit hour class. The American Bar Association standards require you to spend at least 9 hours of your time each week on the course. The classroom component is scheduled for 2 ½ hours each week. Note that this amount of time is purposely less than the 3 hours each week that most three credit hour classes meet in the classroom. The course focuses on attaining various lawyering skills, so a good deal of the learning occurs as you work through the exercises and assignments outside of the classroom and when you talk to your professors and TA’s. At first, you should expect to spend 6 ½ hours on your work outside of the classroom for this course each week. Toward the end of the semester, some classroom time will be canceled, to allow you to spend more time on your work outside the classroom.

Classroom electronics:

The basic rule during class is simple: no electronic grazing. This rule applies to your use of laptops, phones, tablets, and all other mobile or wireless devices. Some professors may prohibit all use of electronic devices during class. Others may ask you to use them during certain classroom exercises, and you should always bring a laptop or tablet with you to your research class sessions (or sit with someone who does and is willing to share it with you for hands-on work). When permitted, use is limited to class note taking and other tasks authorized by your professor, such as following along as the research professor walks the class through the steps of using an electronic source of law. Unauthorized electronics use during class may result in losing the use of the
electronics for the remainder of the semester. Unauthorized use during class includes texting, e-mailing, gaming, shopping, and accessing other sites not related to the classroom topic. Please turn off phone ringers and texting functions before class begins.

**Recording:**

Lawyering Skills I class sessions generally will not be recorded. Students may not record the class sessions without the professor’s permission. If you feel you need a recording of a class session due to exceptional circumstances, ask the professor well in advance for permission.

**Emergency procedures:**

SIUC is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, you should become familiar with the SIUC emergency response plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in campus buildings, at http://www.bert.siu.edu, at http://www.dps.siu.edu, and in the Emergency Response Guidelines pamphlet. You should know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

**Accommodations & assistance:**

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. [http://disabilityservices.siu.edu/](http://disabilityservices.siu.edu/). Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreement to the School of Law Registrar’s Office to ensure the School of Law provides the proper classroom and examination accommodations.

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress – physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to
display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html. At the School of Law, Assistant Dean Judi Ray is also available to help students access university resources. Her email is judiray@siu.edu, and her phone number is 618-453-3135.

**Class Schedule**

**Week 1**  
**Tuesday, August 21**  
Class topic: introduction to Lawyering Skills I  
Prepare for class:  
• Shapo, pp. 1-11, 32-37, 58-63  
• Munson: Bluebook, pp. 1-3  
• Marlow: ALWD, pp. 9-12, 15-18  
Handed out: late paper policy; submitting assignments policy; rough draft policy; working together policy, two cases to brief before next week’s class

**Thursday, August 23**  
Class topic: introduction to legal research  
Prepare for class:  
• Week-1 class materials posted on the D2L class page

**Week 2**

**Tuesday, August 28**  
Writing Basics Workshop:  
8:30-9:00 – Room 251  
10:20-10:50 Room 251

**Tuesday, August 28**  
Writing Basics Quiz  
Class topic: case synthesis  
Prepare for class: Shapo, pp. 63-66, 72-83, and exercise 2-H (just read it)  
Handed out: case synthesis exercise

**Thursday, August 30**  
Class topic: Introduction to sources of legal authority in the United States  
Prepare for class:  
• Week-2 class materials posted on the D2L class page
**Week 3**  
**Tuesday, September 4**  
Writing Basics Workshop:  
8:30-9:00 – Room 251  
10:20-10:50 Room 251

**Tuesday, September 4**  
Writing Basics Quiz  
Class topic: introduction to the legal memorandum; statement of facts  
Prepare for class:  
• Shapo, pp. 163-171  
• Wydick, pp. 3-20  
Hand in at the beginning of class: case synthesis exercise  
Handed out: partial memo exercise fact pattern; partial memo exercise assignment; writing tips for statement of facts

**Thursday, September 6**  
Class topic: exploring sources of statutory law and related finding aids  
Prepare for class:  
• Murray, Chapter 2, Parts III-VI, pp. 44-69  
• CALI, Rumsey & Thorpe, *Introduction to State and Federal Statutes*

**Friday, September 7**  
• Assignment posts at 1 p.m. on D2L:  Research Exercise 1, Statutory Sources

**Week 4**  
**Tuesday, September 11**  
Class topic: small scale structure of written legal analysis  
Prepare for class: Shapo, pp. 135-153  
Hand in at the beginning of class or prior to class through D2L, as instructed by professor: statement of facts  
Handed out: Requirements for Memoranda Assignments; Citation Sheet

**Tuesday, September 11**  
Deadline to hand in via D2L by 4:00 p.m.: Research Exercise 1

**Thursday, September 13**  
Class topic: exploring sources of regulatory law and related finding aids  
Prepare for class:  
• Week-4 class materials posted on D2L
Friday, September 14
• 4:00 p.m.: deadline for completing Core Grammar post-test
• Assignment posts at 1 p.m. on D2L: Research Exercise 2

Week 5
Tuesday, September 18
Writing Basics Workshop:
8:30-9:00 – Room 251
10:20-10:50 Room 251

Tuesday, September 18
Writing Basics Quiz
Class topic: larger scale structure of written legal analysis
Prepare for class: Shapo, pp. 171-182, 155-160
Hand in at the beginning of class or prior to class through D2L, as instructed by professor: partial memo exercise
Handed out: full closed memo assignment

Tuesday, September 18
Deadline to hand in via D2L by 4:00 p.m.: Research Exercise 2

Thursday, September 20
Class topic: exploring sources of case law and related finding aids
Prepare for class:
• Murray, pp. 120-135, and 105-112 (read in that order)
• Week-5 class materials posted on D2L

Week 6 MIDTERM WEEK
Monday, September 24 9:00-10:15 (All Sections)
Class topic: statutory construction
Prepare for class: Shapo, pp. 87-110
Handed out: memo checklist

Week 7
Monday, October 1 - Friday, October 5
Required conference with writing professor
Bring to conference: full draft of closed research memo

Tuesday, October 2
Class topic: citations and quotations
Prepare for class:
• Shapo, pp. 512-515, 238-239
• Wydick, pp. 33-38
  Munson: Bluebook p.8 (B5.1), pp. 10-14 (B10.1-10.1.3)

Thursday, October 4
Class topic: citators
Prepare for class:
• Week-7 class materials posted on D2L
• CALI, Trammel, *Updating/Validating Case Law Using Citators*

Friday, October 5
Assignment posts at 1:00 p.m. on D2L: Research Exercise 3, Case Law Sources and Citators

Week 8
Monday, October 8
Deadline to hand in via D2L by 4:00 p.m.: full closed memo

Tuesday, October 9
Class topic: Introduction to legal research process and strategy
Prepare for class:
• Murray, pp. 1-24
• CALI, Strutin and Scott, *Legal Research Methodology*
• Week-8 class materials posted on D2L

Tuesday, October 9
Deadline to hand in via D2L by 4:00 p.m.: Research Exercise 3

Thursday, October 11
Class topic: selecting authority
Prepare for class: Shapo, pp. 11-27

Week 9
Tuesday, October 16
Writing Basics Workshop:
8:30-9:00 – Room 251
10:20-10:50 Room 251

Tuesday, October 16
Writing Basics Quiz
Class topic: client interviewing & collecting facts
Prepare for class:
• Shapo, pp. 281-292
• Wydick, pp. 41-53
Handed out: client interviewing exercise; research log and issues statement assignment

**Thursday, October 18**
Class topic: Exploring secondary sources
Prepare for class:
• Murray, pp. 116-120
• Week-9 class materials posted on D2L

**Week 10**
**Monday, October 22 - Wednesday, October 24**
Client interviews
Note: A memorandum summarizing the facts of your open memo problem will be posted on D2L following the end of client interviews.

**Thursday, October 25**
Class topic: Exploring secondary sources continued
Prepare for class: Week-10 class materials posted on D2L

**Friday, October 26**
Assignment posts at 1:00 p.m. on D2L: Research Exercise 4, Secondary Sources

**Week 11**
**Tuesday, October 30**
Writing Basics Workshop:
8:30-9:00 – Room 251
10:20-10:50 Room 251

**Tuesday, October 30**
Writing Basics Quiz
Class topic: questions & answers on open memo, research & writing
Prepare for class: Wydick, pp. 55-65
Hand in at the beginning of class: research log and issues statement

**Tuesday, October 30**
Deadline to hand in via D2L by 4:00 p.m.: Research Exercise 4

**Thursday, November 1**
Class topic: course review and preparation for research examination

**Week 12**
**Tuesday, November 6**
RESEARCH EXAM
8:30 a.m. – 12:30 p.m.

**Wednesday, November 7 - Tuesday, November 13**
Required conferences with writing professor
Bring to conference: full draft of open research memo

**Week 13**
**Tuesday, November 13**
Writing Basics Workshop:
8:30-9:00 – Room 251
10:20-10:50 Room 251

**Tuesday, November 13**
Writing Basics Quiz
Class topic: plain English, gender neutral language, editing & proofreading
Prepare for class: Wydick, pp. 23-32, 69-79

**Friday, November 16**
Deadline to hand in via D2L by 4:00 p.m.: open research memo