

Contact Information and Office Hours:

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Cell: 618-751-4644  
Monday and Wednesday:  
Tuesday and Thursday:  
Friday:

Teaching Assistant Lily Wise  
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Course Meeting Information:

Legal Writing  
Tuesday and Thursday 11:00 a.m. to 12:00 p.m.  
Lesar Law Building, Room 204

Legal Research  
Friday 9:00 a.m. to 10:00 a.m.  
Lesar Law Building, Room 108

## Course Description, Overview & Learning Outcomes<sup>1</sup>

Welcome to LW! Every attorney, no matter what you hope to do after graduation, needs to know how to write well. This course will teach you how to write in the format that is not only the “typical” but the expected format of legal writing. The new format may be a struggle but give into it and it will help you write more effectively for exams, legal writing assignments, summer law clerk tasks, the Bar exam, and beyond. Short answer: embrace the CREAC.

Your performance in this course will be evaluated on the basis of short written assignments, worksheets, online modules, class participation, and memoranda. The

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<sup>1</sup> The syllabus is likely to change as the semester progresses depending on the speed at which we move through content. Please check D2L to make sure you have the most updated syllabus. If there are any changes to the syllabus, they will be announced.

workload for this course typically will involve about four hours of preparation outside of class every week, along with more extensive time for the Final Memorandum.

**This class is closely connected and will share class time and some assignments with the Legal Research course.**

This course complies with the School of Law's Credit Hour Policy and will require **at least 42.5 hours of total work per credit.**

### **\*\*LAPTOP BAN POLICY\*\***

To encourage comprehensive listening and avoid digital distractions, **laptops and other digital devices will not be allowed** in the class unless an in-class activity is assigned that requires a digital device. You must leave your digital devices in your bags unless an activity is taking place.

Physical skeleton outlines for notes will be distributed at the beginning of each class, and students can take their class notes on those (or in a notebook) and later add them to their digital devices after class as review.

**Students needing accommodations should contact me ASAP.**

### **Assigned Materials**

- Required Texts
  - R. Neumann, Jr., S. Simon, S. Painter-Thorne, *Legal Writing*, 5th Ed. [herein LW]
  - *The Bluebook: A Uniform System of Citation* (21st Edition) [herein BB]
- Required Technology
  - Please check information on D2L prior to purchasing. Mastering the Bluebook Interactive Exercises Subscription [Mastering The Bluebook Interactive Exercises 2024-25 Edition : Login](#) [herein MBIE]
  - D2L page for assignments, announcements, and more
- Recommended Text
  - Linda Barris, *Understanding and Mastering the Bluebook: A Guide for Students and Practitioner*, 5<sup>th</sup> Ed.

### **Grading & Assessment Methods**

This course is required to adhere to the mandatory [first year grade distribution](#) (i.e. the 1L curve). *Note: I have seen grade lines forced to be drawn by ½ point, so remember each point counts.*

### Mandatory Pass/Fail Graded Assignments:

- ❖ Memo 1 – Separate Assignments and re-draft – 4 pts each
- ❖ Online Mastering the Bluebook Interactive Exercises – 2pts each
- ❖ Other in class exercises as assigned – 2pts each
- ❖ Teaching Assistant and Professor Required Conferences – *Minus 3 pts if missed*
- ❖ *On time, satisfactorily completed assignments that show effort was made will receive full points. Otherwise, submissions that are late or show little effort will receive zero points.*

### Graded Assignments

- ❖ Memo 1 – Final Draft – 30 pts
- ❖ Citation Exam on Online Mastering the Bluebook – 10 pts
- ❖ Client Interview – 15 pts
- ❖ Memo 2 – First Draft – 8 points
- ❖ Memo 2 – Final Draft – 80 pts

### Attendance, Participation & Professionalism

Active participation and professionalism – 5pts. As future attorneys, you are expected to maintain professionalism throughout your personal and professional lives. I expect the same in class.

If a student is not prepared to discuss assigned materials when called upon or fails to actively participate in class activities, the student will be marked absent for that class, and the student's grade may be lowered. Students may have a maximum of four absences (partial or total) as per Simmons Law School policy.

### **Assignments**

There will be a variety of assignments during the semester: reading assignments, in-class group and individual assignments, citation exercises and exam, and written memorandum (partial and full). See below for due dates. These are subject to change if we need to spend more time on a particular concept. This syllabus will be updated and posted on D2L as needed.

All written assignments come with detailed instructions and, unless otherwise noted, must be submitted on D2L as a MICROSOFT WORD DOC on the due date. You will receive either verbal or written feedback that reflects your performance with suggestions for improvement. Failure to complete any assignment fully can affect whether you receive a passing grade for the course.

### **Assignment Due Dates & Late Policy**

Just as in the court, due dates and times are firm and are strictly enforced. All assignments are to be turned in before the start of your class session via D2L unless the assignment specifically sets a different deadline. Extensions are generally not granted and will be given only for extreme circumstances that are clearly beyond your control. If you are not in class on a day that a written assignment is due, it is still your responsibility to make sure that your assignment is turned in on time. If you are absent on a day of an in-class assignment, you are still responsible for that assignment but can request an extension.

If any *pass/fail assignment* is late without a granted extension, zero points will be awarded for the assignment.

If any *graded assignment* is late without a granted extension, **three penalty points** against total semester points will be imposed for each such late assignment at the moment it is late. If it is handed in more than an hour past the deadline, **three additional points will be deducted and then another three for each twenty four hours thereafter** until all semester points are exhausted.

Unless otherwise noted, assignments are to be submitted via D2L by the due date and time. These should be WRITTEN and SUBMITTED using MICROSOFT WORD DOC.

### **Class Participation:**

As a law student, I expect that you will come to class having read the material for the day and ready to participate in the class discussion. Students will be called on in class, often without advance notice (“cold-called”), so be prepared to be responsible for helping me explain concepts and cases. Everyone is expected to participate in class discussion, and you are always free to raise your hand and volunteer an answer, offer a helpful observation, or ask a question. Law school is a learning laboratory, and we can all learn from each other. During group work and projects, all group members are expected to equally participate to the learning efforts and deliverables of the group. If a group member is reported or observed as not participating, deductions from the participation points will be made.

### **Attendance**

Legal Writing/Research class three times a week (Tuesday, Thursday, Friday) from 11:00 am to 12:00 pm (TR) and 9:00-10:00 am (M). As specified in the Rules of the Southern Illinois University School of Law, “regular attendance to class meetings in all courses is expected and required of all students in accordance with the rule to be announced by the professor at the beginning of each course. Attendance will be taken in class and attendance records will be kept. Violation of this rule shall subject the student to penalties ....”

Students may have no more than a maximum of **four absences** (partial or total) for any reason. The attendance requirement is not subject to modification by a professor, nor may a professor excuse an absence. If the absences allowed under this provision have been exhausted, the Associate Dean for Academic Affairs may grant leave and relief from the regular attendance requirement in extraordinary circumstances, including but not limited to: (1) military service; (2) representing the law school at a moot court, mock trial, law review, or official function; (3) jury duty; (4) religious observances; (5) the birth of a child; (6) the death of an immediate family member to include grandparents; (7) major non-elective surgery or a prolonged hospital stay; or (8) to comply with federal or state anti-discrimination laws, other applicable laws, or SIU policies.

It is expected that students will review the slides and materials and view the recording of any classes they missed and come to Office Hours with questions.

### **Recording Policy**

For the benefit of students who are unable to attend a particular class due to an unavoidable circumstance, it is my hope that class sessions will be recorded and made available for viewing. Students must request the recordings directly from the me. I will post the class PowerPoint slides each week to D2L. These recordings and materials are not to be shared with students outside the class.

All other recordings of the class are prohibited. Unauthorized recordings and unauthorized access to recordings will be governed by the School of Law Honor Code, § II.E.1.g.

### **General Guidelines & Collaboration Policy**

You must do your own work on the assignments. The actual expression of your responses to the assignments must be your own. Do not copy anyone's answers (including AI) or share your work with others. Copying answers or ideas violates the Honor Code.

*As we will discuss in class, plagiarism results when you use another's work and submit that work as your own. This rule applies not only to copying work by other students, but also to copying language and ideas from other sources, including treatises and cases. How to avoid:*

1. Acknowledge direct use of a source's words with quotation marks and a citation.
2. Acknowledge any paraphrase of a source's words with a citation.
3. Acknowledge direct use of a source's idea with a citation.
4. Do not copy/use someone else's or AI's response to the assignment.

### **A. Dishonest Citation**

*You will be penalized for dishonest citation. Dishonest citation means—*

- Citing a source that does not support the proposition asserted.

- Altering or omitting language in a quotation without indicating the alteration or omission. If you quote, you must quote exactly or indicate alterations and omissions.
- Quoting a commercial summary or research aid as if it is the underlying source.

## **B. “Talk” collaboration**

You may talk with the LW class Teaching Assistants and me about assignments, and it is also permissible to discuss ideas or questions about assignments with other students. You may not—(*except as allowed during in-class group work*)

- write an assignment jointly
- edit another student’s writing
- copy anyone else’s work
- use AI’s responses in your writing
- read another student’s writing before it is turned in or before you turn in your assignment

This ban on collaboration includes obtaining written materials from *any* other person or AI and/or communicating with any other person about an assignment. This ban on collaboration applies to both graded and ungraded exercises. If you violate the ban on collaboration policy, you can be found in violation of the Honor Code, which can lead to serious penalties, including expulsion. An Honor Code investigation must also be reported to the Bar Examiners, even if you are cleared of any violation. *When in doubt about how to proceed, ask me or a TA.*

## **C. Ban on Plagiarism and Collaboration**

Plagiarism is the act of taking someone else’s work, ideas, or words and passing them off as your own without crediting the source. Plagiarism is not permitted in this course. You must acknowledge the use (direct or indirect) of an outside source by using citation.

Unless otherwise instructed, you are not allowed to collaborate on assignments in this course. This means you may not obtain written material or communicate with anyone (including your fellow students) about an assignment except your professor and TAs. This includes, but is not limited to, writing an assignment jointly, editing another student’s work, copying anyone else’s work, reading another student’s work before it is turned in or before you turn in your assignment. **\*\*Note that I consider using AI (ChatGPT, Grammarly, etc.) to be collaboration.** \*\* Submissions will be run through an AI/Plagiarism checking software. \*\*

**You need to learn to write well before turning to AI to supplement. Do not be like these lawyers.** See Sara Merken, *Lawyer who used flawed AI case citations says sanctions unwarranted in whistleblower case*, Reuters (Aug. 27, 2024) <https://www.reuters.com/legal/transactional/lawyer-who-used-flawed-ai->

[case-citations-says-sanctions-unwarranted-2024-08-27/](#); Sam Skolnik, *Lawyer Sanctioned Over AI-Hallucinated Case Cites, Quotations*, Bloomberg Law (Nov. 26, 2024) <https://news.bloomberglaw.com/litigation/lawyer-sanctioned-over-ai-hallucinated-case-cites-quotations>; John Russel, *Sanctions ordered for lawyers who relied on ChatGPT artificial intelligence to prepare court brief*, Courthouse News Service (June 22, 2023) <https://www.courthousenews.com/sanctions-ordered-for-lawyers-who-relied-on-chatgpt-artificial-intelligence-to-prepare-court-brief/>; Golriz Chrostowski, *ANALYSIS: Sanctions for Fake Generative AI Cites Harm Clients*, Bloomberg Law (April 3, 2024) <https://news.bloomberglaw.com/bloomberg-law-analysis/analysis-sanctions-for-fake-generative-ai-cites-harm-clients> (“ . . . attorneys should be very careful with their use of generative AI. One misstep may mean a call to their malpractice insurer.”).

If I find that you have plagiarized or collaborated while working on an assignment, you will receive zero points for that assignment, lose professionalism points, and possibly incur other penalties. You will be reported and may be found in violation of the school’s Honor Code, which can lead to serious penalties, including expulsion. Note that an Honor Code investigation may be reported to the Bar Examiners.

**If you have any questions about this policy, ask me. It is not worth it to plagiarize or collaborate.**

**\*\*\*Note: if there is any deviation from the class collaboration policy (for example, group work), the instructions on the assignment will be clear about what is allowed.**

### **Accessibility Statement**

SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. Disability Support Services coordinates the implementation of accommodations. If you think you may be eligible for accommodations but have not yet obtained approval, please contact DSS immediately at 618-453-5738 or [disabilityservices.siu.edu](mailto:disabilityservices.siu.edu). You may request accommodations at any time, but timely requests help to ensure accommodations are in place when needed. Accommodations and services are determined through an interactive process with students and may involve consideration of specific course design and learning objectives in consultation with faculty. Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreements for each course to the School of Law Registrar’s Office to ensure the School of Law provides the proper classroom and examination accommodations

### **Course Standards**

When you became a lawyer, you entered a profession requiring ethical behavior, professional competence, the ability to meet deadlines, and an awareness of rules. You will be expected to maintain these standards in LW.

### **Failure to Follow Instructions Counts against You**

Each assignment has detailed instructions. If you are uncertain about what to do, do not guess. Seek clarification or discuss the assignment with me. Point deductions will be made if instructions are not followed.

### **Lateness Counts against You**

Due dates and times are firm and are strictly enforced. Late assignments will receive a point deduction. If a student repeatedly submits late assignments, I will alert the Associate Dean for Academic Affairs, which will then contact the student directly.

### **D2L & MBIE**

Assignments, announcements, and other notices will be posted on the D2L platform. You are responsible for familiarizing yourself with the information posted on D2L prior to the examination. All assignments will be posted on D2L. Citation assignments will not be posted on D2L. Instead, all check the syllabus and go to the MBIE platform for those assignments.

### **AI Tools Policy**

In this class, it is a violation of the honor code to misrepresent work that you submit or exchange with your instructor, including work produced by a generative AI tool such as ChatGPT, by characterizing that work as your own. In this class, you may not use generative AI for any writing task, including without limitation for generating text or images, outlining, grammar checks, revision to achieve a certain word count, or revision of organization.

The above ban on collaboration includes obtaining written materials from any other person or generated artificial intelligence and/or communicating with any other person about an assignment. This ban on collaboration applies to both graded and ungraded exercises. If you violate the ban on collaboration policy, you can be found in violation of the Honor Code, which can lead to serious penalties, including expulsion. An Honor Code investigation must also be reported to the Bar Examiners, even if you are cleared of any violation. When in doubt about how to proceed, ask me.

### **Office Hours:**

I have an open door policy, and I am available to meet with you whenever my door is open; however, I have set aside time (listed on page 1 above) just for the purpose of meeting with 1L students. Office hours are an open forum, and everyone is invited in groups. Bring your questions for clarification. I'm also available to meet with students 1-1 by appointment. We can meet in person or via Teams. Please use this [Bookings Link](#) to



book a time to meet with me that works best in your schedule. If you prefer to meet in Teams during the appointment, please email me directly confirming that preference after making the booking.

### **Teaching Assistants & Required Meetings**

You are welcomed and encouraged to visit any and all TAs in office hours to get a different perspective as often as you would like. Legal writing (albeit formulaic) offers opportunity for different possibilities for individual flair based on the legal writer, so it is beneficial to learn about the different varieties from professor and TAs. Similar to a law firm where every partner will have a different writing style, so too will every TA and professor.

ALL students **are required** to meet at least once with the TA to discuss Memo 1 before it is due. The TAs are required to mark your attendance at the meetings, and it is your responsibility to meet with them (by 9/26) to discuss Memo 1 before it is due to discuss your questions and concerns. **If you fail to meet with the TAs as required, you will lose 3 semester points.**

Additionally, you **are required** to meet with Prof. Vick at least twice to conference – once about Memo 1 (by 9/26) and once about Memo 2 (by 11/21) – but are welcome to visit more often! **If you fail to meet with the professor as required, you will lose 3 semester points per meeting.**

Signup times and deadlines for the individual conferences will be posted in the schedule below. It is your responsibility (and your points) to meet with the TAs and professor. We will not chase you to meet with us.

### Course Schedule

	Topic	Reading Due	Assignment Due
Week 1			
August 19 (LW)	Class Introduction & Expectations  Writing and Professional Work	<i>Distribute Memo 1 Problem &amp; Syllabus</i>  <b>LW—1</b> Writing and Professional Work	
August 21 (LW)	Legal Rules and Their Sources	<b>LW—2</b> Inside a Rule of Law  <b>LW— 3</b> More about Rules  <b>LW 23</b> —Citing and Quoting Authority  <b>LW</b> Appendix A (sample Memo)	Request Microsoft Office from <a href="#">Saluki Tech</a> and download to computer
August 22 (LW)	Legal Rules and Their Sources	<b>LW—4</b> Analyzing a Statute  <b>LW—5</b> Analyzing a Judicial Opinion	<b>MBIE: Set 1 – State Cases DUE</b>
Week 2			
August 26(LW)	Legal Rules and Their Sources	<b>LW—6</b> Reading a Case for Issues, Rules, and Determinative Facts  <b>LW—7</b> Policy and Why Courts Care About It	<b>Summary Memo 1 Facts and Brief Cases Due</b>
August 28(LW)	Legal Rules and Their Sources	<b>LW—8</b> Selecting the Right Authority  <b>LW—9</b> Working with Statutes	

	<b>Topic</b>	<b>Reading Due</b>	<b>Assignment Due</b>
August 29 (LW)	Legal Rules and Their Sources  The Process of Writing	<b>LW—10</b> Working with Cases  <b>LW—11</b> Getting to Know Yourself as a Writer	<b>MBIE Set 2 – Federal Cases DUE</b>
<b>Week 3</b>			
September 2	The Process of Writing	<b>LW—12</b> Inside the Process of Writing  <b>LW—13</b> How Professional Writers Plan Their Writing	
September 4 (LW)	Office Memorandum	<b>LW—14</b> Writing an Office Memorandum  <b>LW—16</b> Predictive Writing in an Office Memorandum	
September 5 (LW)	Organizing Analysis	<b>LW—17</b> CREAC  <b>LW—18</b> Varying the Sequence and Depth of Rule Explanation and Rule Application	<b>Memo 1 Draft Rule Clusters Due</b>  <b>MBIE Set 3 – Multiple Parties Due</b>
<b>Week 4</b>			
September 9 (LW)	Organizing Analysis	<b>LW—19</b> Advanced CREAC  <b>LW—20</b> Working with CREAC	<b>MBIE Set 4 – Reporters Due</b>
September 11 (LW)	Working Effectively with Details	<b>LW—21</b> Writing Effective Paragraphs and Sentences  <b>LW—22</b> Effective Style	
September 12 (LW)	How To Use Case Illustrations	Reading to be determined.	<b>MBIE Set 5 – Businesses &amp; Organizations DUE</b>

	Topic	Reading Due	Assignment Due
Week 5			
September 16 (LW)	Peer Review of Case Illustrations	Reading to be determined.	<b>Case Illustration draft due via D2L for in-class peer review</b>
September 18 (LW)	Arguments	Reading to be determined.	
September 19 (LW)	Discussion Section: Introducing & Connecting Legal Argument	Reading to be determined.	<b>Memo 1 Rules &amp; Case Illustrations Section Due</b>
Week 6			
September 23 (LW)	Applying the Law: Counter-Analyses	Reading to be determined.	<b>MBIE Set 6 – Governmental Parties DUE</b>
September 25 (LW)	Brief Answers & Conclusions	Reading to be determined.	
September 26 (LW)	<b>In Class Writing Day for Memo 1</b> <i>*Memo 2 Problem Distributed &amp; Discussed</i>	Reading to be determined.	<b>Required Conferences with Prof. Vick AND TA RE: Memo 1 DUE</b>
<b>September 28</b>			<b>Memo 1 Due (full Memo) Sept. 28 at 11:59pm</b>
Week 7			
September 30 (LR)			
October 2 (LR)			
October 3 (LR)			
<b>Week 8</b>	<b>MIDTERM WEEK</b>		
October 7	No Class		
October 9	No Class		
October 10	No Class		
Week 9			
October 14 (LR)			
October 16 (LR)			
October 17 (LR)			
Week 10			
October 21	How to Interview Clients	<b>LW—15</b> Interviewing the Client	<b>MBIE Set 7 DUE</b>

	Topic	Reading Due	Assignment Due
		<b>LW—24</b> Advising and Counseling the Client  Interviewing client from Memo 2 (reread notes and research for Memo 2)	
October 23	Client Interview (scheduled in firms) <b>No Class Scheduled</b>	Read Memo 2 Cases to prep for interview	<i>Prep questions with firm to ask client</i>
October 24	Client Interview (scheduled in firms) <b>No Class Scheduled</b>	Read Memo 2 Cases to prep for interview	<i>Prep questions with firm to ask client</i>
Week 11			
October 28	Other Ways to Communicate	<b>LW—25</b> Client Letters  <b>LW—26</b> Electronic Communication	<b>MBIE Set 8 DUE</b>
October 30	Drafting a Client Letter	No reading due	
October 31	<b>Research &amp; Writing Day for Memo 2 (in class)</b>		<b>Memo 2: Submit First Draft 12:00 pm (NOON)</b>
Week 12			
November 4	Citation Workshop with TAs <b>12:15 -1:15 p.m.</b>	<i>Lunch served</i>  <i>Citation Exam Opened</i>	
November 6	Review Memo Format: focus on CREACC & Feedback from Draft Memo		
November 7	<b>Research &amp; Writing Day for Memo 2 (in class)</b>	No reading due	<b>MBIE: Citation Exam DUE Nov. 7 11:59pm</b>
Week 13			
November 11	Polishing your final draft	No reading due	
November 13	In-Class Polishing	<b>In-class Memo 2 Polishing – bring your edited draft!</b>	

	Topic	Reading Due	Assignment Due
November 14	Research & Writing Day – Memo 2	No reading due	
Week 14			
November 18	LW for finals and the bar exam: issue spotting task memos	No reading due	
November 20	In class mini MPT assignment	No reading due	
November 21	Final Class – Wrapping Up Final Questions on Memo 2 & How to Present to Your Supervisor	No reading due	<b><i>Required Conferences with Prof. Vick re: Memo 2 DUE</i></b>
<b>November 22</b>			<b>Memo 2 Full Draft Due 11:59pm</b>

**SYLLABUS ATTACHMENT**  
**SIU SIMMONS LAW SCHOOL – Fall 2025**

**EMERGENCY PROCEDURES:** We ask that you become familiar with **Emergency Preparedness @ SIU**. Emergency response information is available on posters in buildings on campus, on the Emergency Preparedness @ SIU website, and through text and email alerts. To register for alerts, visit <http://emergency.siu.edu/>.

**DISABILITY POLICY.** SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. The Office of Access and Accommodations, formerly Disability Support Services, coordinates the implementation of accommodations. If you think you may be eligible for accommodations but have not yet obtained approval, please contact OAA immediately at 618-453-5738 or [disabilityservices.siu.edu](http://disabilityservices.siu.edu). You may request accommodations at any time, but timely requests help to ensure accommodations are in place when needed. Accommodations and services are determined through an interactive process with students and may involve consideration of specific course design and learning objectives in consultation with faculty. Please send approved accommodations to your faculty through the DSS online portal.

**SALUKI CARES and COUNSELING & PSYCHOLOGICAL SERVICES (CAPS).** 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) 453-2461, or [siucares@siu.edu](mailto:siucares@siu.edu), <https://salukicare.siu.edu/>. Associate Dean Shelia Simon [ssimon@siu.edu](mailto:ssimon@siu.edu) or (618) 536-8321 is available at the Simmons Law School to help students access university resources. Additionally, counseling services are available through CAPS ([\*Counseling and Psychological Services \(CAPS\) | Student Health Services | SIU\*](#)). A counselor is at the law school every Wednesday from noon until 4:30pm in Room 268 for drop-in appointments.

**SAFETY AWARENESS FACTS AND EDUCATION** Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: <http://safe.siu.edu>