

## Contact Info

**Prof. Andrea Cooks**

**Email:** [@siu.edu](mailto:@siu.edu)

Cell: 314-604-3473

Office: **TBD**

Office hours: Walk-in Tuesdays & Thursdays, 2:00-3:00 pm,  
4:00-6:00 pm, or [by appointment](#) (in person or Teams).

## Class Meetings

Tuesday & Thursday: 3:00-4:00 pm 'LSAR 206

Friday: 9:00-10:00am LSAR 206

## Teaching Assistants

## Administrative Assistant

Katie Rumsey [Katie.rumsey@siu.edu](mailto:Katie.rumsey@siu.edu)

### Required Texts

*Legal Writing*, Fifth Edition, Neumann, Simon, Painter-Thorne (2023)

*The Bluebook: A Uniform System of Citation* (21st Edition) [herein BB]

Other readings will be distributed as required

D2L page for assignments, announcements, and more

### **\*\*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.

**'NOTICE: Legal Writing and Legal Research classes will be combined and connected for certain sessions and projects. Certain weeks will be dedicated to one subject or the other. Legal Research weeks may be in a different classroom. Check the syllabi for both courses.**

**What you can expect to learn:** During this semester you will learn some of the foundational skills of the legal profession. These skills will be needed as soon as this summer, and for your career to come. Among other things, you will learn to:

- use statutes and cases to understand the law
- apply existing law to a new situation
- follow a logical structure to write about the law
- cite to sources of law – and why it matters
- review your work and use the feedback of others
- think through how the law has affected people in different ways
- interview a client
- write a legal memorandum, and
- start building who you will be as a lawyer

**Attendance:**

Be here. Plan to participate. Your work in our class sessions will contribute directly to your graded work in the class. And dang it's hard, but I try to make this fun, so there's that. You are allowed up to four absences for any reason, without penalty. For each absence over four, I will deduct 3 tenths of a point, out of the final grade on the 4.0 scale. No deadlines will be extended based solely on your absence from a class.

**Assignments:**

The assignments will be fast and furious, so stay on top of things. We'll start with lots of small pieces and drafts that, together, will help you build your first memo. Once you've done a memo with lots of help along the way, you'll get to do one much more on your own – including interviewing a fake client to get the facts, and doing all of your own research.

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 1/2 point, so remember each point counts.*

**Grades:** The number of points you can earn on each assignment is:

- |                       |           |
|-----------------------|-----------|
| • case brief          | 5 points  |
| • client letter       | 5 points  |
| • partial first memo  | 10 points |
| • complete first memo | 20 points |

- citation quiz
- final memo

10 points  
50 points

**Deadlines:** As lawyers we work with deadlines, whether they are imposed by the law, the court, our employers, or our clients. In this class our deadlines will be like court-imposed deadlines, set by someone with total authority (me!), and extended only with my prior approval. If you are just about to have a baby I might extend a deadline, and everyone else better plan to have papers in on time. I will critique papers submitted after a deadline, but the grade will be zero for that assignment.

**Word Limits:** While we're talking about areas where I'm draconian, when there's a word limit, abide by it. Like the deadlines, I'll read and critique a paper that's over a word limit, but your grade will be zero for that assignment.

**Recording class sessions:** To maximize your opportunities, our classes will be recorded and posted on D2L.

**Plagiarism:** Here's a topic where the school, the university and I are all in agreement. Your writing must be your own, and when you use ideas of others you must give credit to the others through appropriate citation. Plagiarizing the work of another, including use of generative AI, in whole or in part, is a violation of the Honor Code and can lead to penalties including expulsion. This rule applies to each assignment, including drafts or parts of any document you turn in.

You can discuss your work with your classmates, but not with people outside your student colleagues. Here are some examples:

Yes you can:

do research with a classmate  
discuss your strategy with a classmate  
use someone else's ideas, with citations  
proofread until your eyes pop  
ask me or the TAs questions

No you can't:

do research with your grandma  
discuss your research with a stranger online  
use some else's ideas as if they were yours  
have anyone else proofread your paper  
ask any AI source to do any of your work

We'll talk about this more in class, and you can always ask questions. Don't let this trip you up.

**Don't be like these lawyers:**

Springfield Attorney Fined for Using AI, Citing 'non-existent' Cases (Aug. 1, 2025)

<https://www.wcia.com/news/sangamon-county/springfield-attorney-fined-for-using-ai-citing-nonexistent-cases/>

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.”).

**Workload expectations:** You might not have thought about how much work you will put into each class, but the American Bar Association has! According to ABA Standard 310(b)(1), “a “credit hour” is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time.” This is a two credit-hour class, meaning that we will spend two 60 minute blocks of time together each week. The amount of assigned reading and out of class preparation should take you around two hours for each class session and four hours for the week. If the math is getting hard, plan on spending at least six hours per week (two in class and four preparing for class) on course-related work. Sometimes it will take more, and sometimes it will just feel like more – but it’s worth it.

**Tornado much?** 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.** I want everyone in this class to succeed. If a disability is challenging you, here is some information about how to seek accommodations: 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>

**Course schedule:** This is the anticipated schedule for the semester. Things could change, so be ready to roll with it. All of the reading assignments are from the Neumann textbook unless noted otherwise.

	Topic	Reading Due	Assignment Due
Week 1			
August 19 (LW)	Class Introduction & Expectations	<i>Distribute Memo 1 Problem &amp; Syllabus</i>	
August 21 (LW)	Understanding a Case	Read pages 1-25, 35-52	Request Microsoft Office from <a href="#">Saluki Tech</a> and download to computer
August 22 (LW)	Understanding a Statute	Read pages 27-33, 69-78	

	Topic	Reading Due	Assignment Due
Week 2			
August 26 (LW)	Introduction to the Office Memo	Read pages 27-33, 69-78	<b>Case Brief due by 4pm today</b>
August 28 (LW)	Structure!	Read pages 135-144	
August 29 (LW)	Advanced Structure	Read pages 145-162	
Week 3			
September 2 (LW)	Planning Your Writing	Read pages 91-111	
September 4 (LW)	Writing Your First CREAC!		
September 5 (LW)	Citing and Quoting	Read pages 189-198	
Week 4			
September 9 (LW)	Selecting Authority	Read pages 53-62 From the Bluebook read pages 1-4, the back inside cover, and the page before it	
September 11 (LW)	Paragraphs and Sentences	Read pages 165-176	
September 12 (LW)	Effective Style and Editing	Read pages 177-187	<b>Partial memo due by 4pm today</b>
Week 5			
September 16 (LW)	Review the Big Picture Structure of a Memo		
September 18 (LW)	Editing When You are Sick of Your Document		
September 19 (LW)	Shrinking the Office Memo Down to an Email	Read pages 209-212	
Week 6			

	Topic	Reading Due	Assignment Due
September 23 (LW)	In Class Writing Day for Memo 1		individual conferences on outlines/drafts all this week
September 25 (LW)	In Class Writing Day for Memo 1		individual conferences on outlines/drafts all this week
September 26 (LW)	The project is even bigger, Let's plan the attack	*Memo 2 Problem Distributed & Discussed	
September 28			Memo 1 Due (full Memo) Sept. 28 at 11:59pm
Week 7			
September 30 (LR)			
October 2 (LR)			
October 3 (LR)			
Week 8	MIDTERM WEEK		
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 a Client	Read pages 121-124	

	Topic	Reading Due	Assignment Due
		Interviewing client from Memo 2 (reread notes and research for Memo 2)	
October 23	<b>Client Interview (scheduled in firms) No Class Scheduled</b>	Read Memo 2 Cases to prep for interview	<i>Prep questions with firm to ask client</i>
October 24	<b>Client Interview (scheduled in firms) 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	Client Letters	Read 201-212	
October 30	Research for Writing	Read pages 60-67	
October 31	Selecting Authority now that it's harder	Read pages 53-56	<b>Client Letter due by start of class</b>
Week 12			
November 4	Let's talk authorities	<b>Authority List due today</b>	<b>individual conferences on outlines/drafts all this week</b>
November 6	organizing multiple, related issues		<b>individual conferences on outlines/drafts all this week</b>
November 7	<b>Research &amp; Writing Day for Memo 2 (in class)</b>		<b>Citation Quiz</b>
Week 13			
November 11	<b>No Class, Holiday</b>		
November 13	In-Class Polishing	In-class Memo 2 Polishing – bring your edited draft!	
November 14	In-Class Polishing	In-class Memo 2 Polishing – bring your edited draft!	
Week 14			



	<b>Topic</b>	<b>Reading Due</b>	<b>Assignment Due</b>
November 18	LW for finals and the bar exam: issue spotting	No reading due	<b>individual conferences on drafts all this week</b>
November 20	In class mini MPT assignment	No reading due	<b>individual conferences on drafts all this week</b>
November 21	Final Class – Wrapping Up Final Questions on Memo 2	No reading due	<b>individual conferences on drafts all this week</b>
<b>November 22</b>			<b>Memo 2 Full Draft Due 11:59pm</b>

*This Syllabus incorporates by reference the Provost Syllabus Attachment:*

[https://provost.siu.edu/\\_common/documents/syllabus-attachments/syllabus-attachment-fall-2025.pdf](https://provost.siu.edu/_common/documents/syllabus-attachments/syllabus-attachment-fall-2025.pdf)