

SYLLABUS
LAWYERING SKILLS I
LEGAL WRITING SECTION 4
Sheila Simon
Fall, 2023

Professor:

Sheila Simon, ssimon@siu.edu

Room 250, but soon moving to room 228!

618 967-2062 (cell)

Teaching Assistants:

Diamond Jackson, diamond.jackson@siu.edu

Zachary Martin, zachary.martin2@siu.edu

Administrative Assistant:

Cynthia Heisner, heisner@siu.edu

Class Sessions:

Room 204

Tuesdays and Thursdays 11:00 to 12:00

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

Required texts:

Richard Neumann, Jr., Sheila Simon (yeah – that’s me!), and Suzianne Painter-Thorne, *Legal Writing* (5th ed., Wolters Kluwer 2015). ISBN 978-1-5438-5864-8

The Bluebook: A Uniform System of Citation (20th ed. 2015). ISBN 978-0-692-40019-7

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.

Office hours: I am in my office a lot. (Nerd alert!) Stop by any time, no appointment is necessary. If it works better for you to make an appointment, please do so. You can also email me or call me on my cell, 618 967-2062. There is no limit on the number of questions you can ask or how often you can stop by, email, or phone.

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. Pretty cool.

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	10 points
• final memo	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 someone 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.

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.

Stress! The University and the School of Law recognize that there are lots of potential stressors in your life. Here is some information on Saluki Cares, a campus-wide effort to be there to support you: 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, <https://salukicare.siu.edu/>. Associate Dean Doug Lind (dlind@siu.edu, 618-453-8713) and Assistant Dean Judi Ray (judiray@siu.edu, 618-453-8135) are available at the School of Law to help students access university resources.

Disabilities and accommodations: 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. 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. 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.

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/>.

Safety awareness: 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. There are some Fridays listed here, but just because they are due dates, not writing class sessions.

August 22	understanding a case	read pages 1-25, 35-52
August 24	understanding a statute	27-33, 69-78
August 25	case brief due by 4pm today	
August 29	client letters	201-212
August 31	intro to the office memo	115-119, 125-131
	client letter due by start of class today, August 31	
September 5	STRUCTURE!	135-144
September 7	advanced structure	145-162
September 8	partial memo due by 4pm today	

September 12 planning your writing 91-111
 September 14 writing your first CREAC!

September 19 citing and quoting 189-198
 individual conferences on drafts all this week

September 21 selecting authority 53-62
 From the Bluebook read pages 1-4, the back inside cover, and the page before it

September 26 paragraphs and sentences 165-176

September 27 open house at my office! All afternoon, starting at 1:30pm
 stop by with questions, eat snacks, it's not a class 😊

September 28 effective style and editing 177-187

September 29
 closed memo due by 4pm today, September 29

October 3 what writing class brings to exams

October 5 MPT trial run

October 10-12 midtermfest – no writing classes

October 17 how to interview a client 121-124

October 19 Instead of class we'll have client interviews on
 Wednesday, Thursday & Friday

October 24 the project is even bigger – let's plan the attack

October 26 research for writing 60-67

October 31 organizing multiple, related issues
 individual conferences on outlines/drafts all this week

November 2 selecting authority now that it's harder 53-67

November 7 let's talk authorities, bring a copy of your list to class
 list of authorities due today, November 7

November 9 citation quiz
 open house at my office! All afternoon, starting at 1:00pm
 stop by with questions, eat snacks, it's not a class 😊

November 14 review the big picture structure of a memo
editing when you are sick of your document
November 16 review the CREAC structure within your memo
November 17 memo due by 4pm today

November 21 & 23 Thanksgiving break

November 28 shrinking the office memo down to an email 209-212
November 30 review writing for finals

Syllabus Attachment

Fall 2023

IMPORTANT DATES:

Semester Classes Begin:08/21/2023

Last day to add full-term course (without Dean's signature):08/27/2023

Last day to withdraw from the University with a full refund:09/01/2023

Last day to drop a full-term course for a credit/refund:09/03/2023

Last day to drop a full-term course (W grade, no refund):10/29/2023

Final examinations:12/11–12/15/2023

Note: Please verify the above dates with the Registrar calendar and find more detailed information on deadlines at <http://registrar.siu.edu/calendars>. For add/drop dates that apply to shorter-than-full-term courses, please look at the Schedule of Classes search results at <http://registrar.siu.edu/schedclass/index.php>

FALL SEMESTER HOLIDAYS:

Labor Day 09/04/2023

Thanksgiving Break 11/18–11/26/2023

DIVERSITY: Southern Illinois University Carbondale's goal is to provide a welcoming campus where all of our students, faculty and staff can study and work in a respectful, positive environment free from racism and intimidation. For more information visit: <http://diversity.siu.edu>. Additional informational flyer.

DISABILITY SUPPORT SERVICES: 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 <https://disabilityservices.siu.edu>. You may request accommodations at any time, but timely requests help to insure 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.

MILITARY COMMUNITY: There are complexities of being a member of the military community and also a student, and military and veteran related developments can complicate academic life. If you are a member of the military community and in need of accommodations please visit Veterans Services at <http://veterans.siu.edu/>.

STUDENT MULTICULTURAL RESOURCE CENTER: The Student Multicultural Resource Center serves as a catalyst for inclusion, diversity and innovation. As the Center continues its work, we are here to ensure that you think, grow and succeed. We encourage you to stop by the Center, located in the Student Services Building Room 140, to see the resources available and discover ways you can get involved on the campus. Visit us at <https://smrc.siu.edu/>.

SALUKI CARES: 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, SIUC 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: Call (618) 453-2461, email siucares@siu.edu, or <http://salukicare.siu.edu/>.

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MISSION STATEMENT FOR SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.

SIU COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): Mental health counseling services are available by calling CAPS at (618) 453-5371. CAPS offers confidential same-day services and ongoing counseling. For after hours crisis care, students are encouraged to call 988, 911, or present to their nearest emergency room.

WITHDRAWAL POLICY (Undergraduate Only): Students who officially register for a session must officially withdraw from that registration in a timely manner to avoid being charged as well as receiving a failing grade for those classes. An official withdrawal must be initiated by the student, or on behalf of the student through the academic unit, and be processed by the Registrar's office. For the proper procedures to follow when dropping courses and when withdrawing from SIUC visit: <http://registrar.siu.edu/students/withdrawal.php>.

SIUC'S EARLY WARNING INTERVENTION PROGRAM (EWIP): Students enrolled in courses participating in SIUC's Early Warning Intervention Program might be contacted by University staff during a semester. More information can be found at the University Core Curriculum's Overview webpage: <https://corecurriculum.siu.edu/for-faculty/>.

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

CATALOGS:

catalog.siu.edu

gradcatalog.siu.edu - Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please refer to the graduate catalog.

CENTER FOR LEARNING AND SUPPORT SERVICES:

Tutoring: <https://clss.siu.edu/>

Math Labs: <http://math.siu.edu/courses/course-help.php>

WRITING CENTER: <http://write.siu.edu/>

PLAGIARISM: See the Student Conduct Code: <http://srr.siu.edu/student-conduct-code/>

INCOMPLETE POLICY (Undergraduate Only): <http://registrar.siu.edu/grades/incomplete.php>

REPEAT POLICY: <http://registrar.siu.edu/students/repeatclasses.php>

MORRIS LIBRARY HOURS: <https://libcal.lib.siu.edu/hours/>

ADVISEMENT: <http://advisement.siu.edu/>

SIU ONLINE: <https://online.siu.edu/>

Need additional help with an issue? Visit SALUKI SOLUTION FINDER at <http://solutionfinder.siu.edu/>