SIU School of Law
LAW-510A-002: Legal Writing I
Fall 2023/ 2 credit hours/ in-person
Classroom 206
Tuesday/Thursday 9:00-10:00 a.m.

Instructor and Contact Information:
Instructor name: Kelly Collinsworth
E-mail address: Kelly.collinsworth@siu.edu
Office hours: Tues/Thursday 10 a.m.-11:30 a.m. Other times as available. I have an open-door policy. You may also book an appointment using my bookings link. Book a meeting with me
Office location: Room 211
Office phone: 618-453-8511
- Teaching Assistant: Amber Alexander
- E-mail address: amber.m.alexander@siu.edu

Course Description:
This course provides instruction and practice in legal analysis and legal writing. The focus is on objective legal writing. The course also introduces students to client interviewing skills.

Course Learning Objectives:
Upon successful completion of this course, students will be able to:
- Apply fundamental legal principles and legal reasoning to analyze given fact patterns.
- Identify the applicable or dispositive language, standards, elements, or facts of a provided resource.
- Identify ambiguities in the language, standards, elements, or factors of a provided resource.
- Identify the roles and characteristics of common legal sources and identify their authoritative weight.
- Identify the facts in a matter that are analogous to and/or distinct from the dispositive facts in judicial opinions.
- Draft an objective memo from a given collection of legal sources and provide original legal analysis.
- Draft correspondence to a client explaining the legal implications of a course of actions, updating the client on the status of the client’s matter, and/or provide advice on the next steps to be taken in the matter.
- Support an argument with appropriate legal authority and cite to that legal authority using The Uniform System of Citation (The Bluebook).
- Recognizes how a person’s position (e.g., race, class, gender, sexuality) in comparison to other group members shapes interactions and discussions, as well as interpretation of legal texts, rules, and conventions.
- Be introduced to the portions of the Model Rules of Professional Conduct or state ethical rules that concern legal research and writing.
- Recognize the importance and practice the following components of professionalism: timeliness; honesty; quality, appearance and thoroughness of work product; compliance with ethical responsibilities; compliance with local court rules; independent thought and work; and courtesy to the court, opposing counsel, and all persons involved in the legal process.

Course Materials:
✓ The tech training platform National Society for Legal Technology (NSLT). (You should have access from your Legal Research class.)  
https://legaltech.tlclms.com/default.aspx
✓ Other materials as posted on D2L or handed out in class.

Class Policies:

Student courtesy policy: The classroom is a shared space where consideration and compassion for others are not negotiable.

Attendance Policy
Attendance is expected. You are allowed up to three absences for any reason, without penalty. For each absence over three, I will deduct 5 points from your final point grade.

Policy for Missed or Late Work & Class Preparation
Due dates for every assignment are provided on the course syllabus and course schedule (and posted in D2L). Law is all about deadlines. Missing deadlines, being unprepared for class, or missing meetings can have dire consequences for your clients and for you (malpractice, loss of respect from the court, discipline from the bar association.) Late work will not be accepted unless prior approval is given. That approval will only be granted in extreme circumstances that are clearly beyond your control. Preparation for class means reading the assigned readings & reviewing all information required for that week.

Law School Honor Code and University Code of Conduct. Both the Honor Code and the Code of Conduct apply and are in effect in this class. Read both documents carefully and make sure you comply with both at all times. Submitting plagiarized work or any other form of work not your own, regardless of a student’s purpose or intent, is potentially subject to serious sanctions as are other academic, honor code, and conduct code offenses. Do not consult others on the final work product you turn in. If you have any questions regarding the Honor Code, Code of Conduct or either’s application, consult me. The following guidance may also be helpful:

✓ What you may do: You may discuss writing and charting assignments with other students, which includes discussing issues, research, and analysis. You may consult teaching assistants, librarians, and me for questions about assignments. You may sometimes consult teaching assistants and Taylor Mattis Fellows about other matters, and you may always ask me any questions you may have.

❖ What you may not do: You may not turn in work that is not your own. You may not collaborate during the charting or writing process, and you may not read the written work of another student or permit another student to read your written work. The written product must be your own work; you may not copy another student’s work and hand it in as your own. You may not seek assistance on any written assignment from anyone except me or a teaching assistant, and teaching assistants are neither obligated nor always permitted to provide assistance. You may not use Artificial Intelligence to produce your written work.

University & Law School Policies – See Attachments
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Citation Exercise #1</td>
<td>Aug. 27</td>
<td>1</td>
</tr>
<tr>
<td>NSLT: MS Word lessons -Collaborator folder – lessons 01, 02, 03</td>
<td>Aug. 27</td>
<td>1</td>
</tr>
<tr>
<td>Client Letter</td>
<td>Sept. 3</td>
<td>3</td>
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<tr>
<td>Citation Exercise #2</td>
<td>Sept. 3</td>
<td>1</td>
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<tr>
<td>Case Questionnaire #1</td>
<td>Sept. 3</td>
<td>1</td>
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<tr>
<td>Outline chart for Closed Memo Issue #1 (Theft)</td>
<td>Sept. 6</td>
<td>1</td>
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<tr>
<td>First Individual Meeting with me</td>
<td>9/4-9/8</td>
<td>1</td>
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<tr>
<td>Closed Memo Discussion Section Issue #1</td>
<td>Sept. 10</td>
<td>2</td>
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<tr>
<td>Citation Exercise #3</td>
<td>Sept. 10</td>
<td>1</td>
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<tr>
<td>Self-Assessment of Issue #1</td>
<td>Sept. 12</td>
<td>2</td>
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<tr>
<td>Citation Exercise #4</td>
<td>Sept. 17</td>
<td>1</td>
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<tr>
<td>Case Questionnaire #2</td>
<td>Sept. 17</td>
<td>1</td>
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<tr>
<td>NSLT: MS Word lessons -Collaborator folder – lessons – 04, 05, 06, 08</td>
<td>Sept. 17</td>
<td>1</td>
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<tr>
<td>Outline Chart for Closed Memo Issue #2 (kidnapping)</td>
<td>Sept. 20</td>
<td>1</td>
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<tr>
<td>Draft Closed Memo Issue #2</td>
<td>Sept. 22</td>
<td>3</td>
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<tr>
<td>Self-Assessment of Draft Closed Memo #2</td>
<td>Sept. 27</td>
<td>2</td>
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<tr>
<td>Second Individual Meeting with me</td>
<td>9/25-9/29</td>
<td>1</td>
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<tr>
<td>NSLT: MS Word lessons -Editor folder – lessons 10, 12, 13, 15</td>
<td>Oct. 1</td>
<td>1</td>
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<tr>
<td><strong>Final Closed Memo</strong></td>
<td>Oct. 5</td>
<td>40</td>
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<tr>
<td>Case questionnaire #3</td>
<td>Oct. 22</td>
<td>1</td>
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<tr>
<td>Client interview questions</td>
<td>Oct. 22</td>
<td>2</td>
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<tr>
<td>Client Interview</td>
<td>10/24-10/26</td>
<td>3</td>
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<tr>
<td>Open Memo outline with authorities</td>
<td>Nov. 1</td>
<td>2</td>
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<tr>
<td>Draft of Open Memo Discussion Section</td>
<td>Nov. 5</td>
<td>3</td>
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<tr>
<td><strong>Third Individual Meeting</strong></td>
<td>11/14-11/16</td>
<td>1</td>
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<tr>
<td><strong>In-class Comprehensive Citation Exam</strong></td>
<td>Nov. 9</td>
<td>20</td>
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<tr>
<td>Self-Assessment of Open Memo</td>
<td>Nov. 10</td>
<td>2</td>
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<tr>
<td>Pre-class assignment on bias in legal writing</td>
<td>Nov. 17</td>
<td>1</td>
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<tr>
<td><strong>Final Open Memo</strong></td>
<td>Nov. 29</td>
<td>100</td>
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<td><strong>Total points</strong></td>
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<td>200</td>
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The assignments listed in yellow will be fully graded for competency. The remainder of the assignments will be graded for your ability to follow directions, effort, and completion.

Final grades for the course will be in accordance with the School of Law’s required grade distribution. To learn more about this required grade distribution: [https://law.siu.edu/_common/documents/rules/sol-rules-grades-and-grading-systems-excerpt.pdf](https://law.siu.edu/_common/documents/rules/sol-rules-grades-and-grading-systems-excerpt.pdf).
ABA standards incorporate out of class work in the calculation of credit hours. Under the ABA standards, you should expect to spend 120 minutes per week in class (2 hours), plus (a minimum of) four hours of study a week, for a total of 6 hours per week.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics &amp; Class Preparation Readings</th>
<th>Assignments Due (due by 11:59 p.m. on the assigned date unless otherwise noted.)</th>
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<tbody>
<tr>
<td><strong>Week 1</strong>&lt;br&gt;August 22-24</td>
<td>8.22 - Lawyers &amp; writing&lt;br&gt;✓ LWA, chapters 1 &amp; 6&lt;br&gt;8.24 - Overview of the legal process&lt;br&gt;✓ LWA, chapter 2</td>
<td>Sun., Aug. 27&lt;br&gt;Citation Exercise #1&lt;br&gt;NSLT: MS Word lessons -Collaborator folder&lt;br&gt;– lessons 01, 02, 03</td>
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<td><strong>Week 2</strong>&lt;br&gt;August 29-31</td>
<td>8.29 – Writing letters to client&lt;br&gt;✓ LWA, chapter 13, Appendix E&lt;br&gt;✓ The Redbook, pgs.427-449&lt;br&gt;✓ Assignment – client letter (on D2L)&lt;br&gt;8.31 – Organizing the law&lt;br&gt;✓ LWA, chapters 4 &amp; 7&lt;br&gt;✓ Assignment – Closed Memo</td>
<td>Sun., Sept. 3&lt;br&gt;Client letter&lt;br&gt;Citation Exercise #2&lt;br&gt;Case Questionnaire #1</td>
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<td><strong>Week 3</strong>&lt;br&gt;Sept. 5-7</td>
<td>9.5 – CiREAC (structure)&lt;br&gt;✓ LWA, chapter 8 &amp; 9&lt;br&gt;9.7 - citing and quoting using Bluebook&lt;br&gt;✓ LWA, chapter 19, pgs., 241-256.&lt;br&gt;✓ The Redbook, pgs.155-183</td>
<td>Wed., Sept. 6&lt;br&gt;✓ Outline Chart for Closed Memo Issue #1&lt;br&gt;(Theft)&lt;br&gt;Week of 9/4-through 9/8&lt;br&gt;✓ Attend first individual meeting with me.</td>
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<td><strong>Week 4</strong>&lt;br&gt;Sept. 12-14</td>
<td>9.12 – Using feedback to improve your writing and analysis&lt;br&gt;▪ Self-Assessment Assignment #1 – on D2L&lt;br&gt;9.14 – Discussion of Issue #2&lt;br&gt;✓ LWA, chapters 3 &amp;10</td>
<td>Wed., Sept. 12&lt;br&gt;✓ Self-Assessment of Issue #1 Discussion Section&lt;br&gt;✓ Optional redraft of Issue #1</td>
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<td><strong>Week 5</strong>&lt;br&gt;Sept. 19-21 (no class on the 21st)</td>
<td>9.19 – The other parts of an Office Memo&lt;br&gt;✓ LWA, chapter 12 (to page 145), Appendix A&lt;br&gt;✓ The Redbook, pgs. 397-410&lt;br&gt;9.21 – No class. Use this time to finish Draft Closed Memo Issue #2</td>
<td>Wed., Sept. 20&lt;br&gt;✓ Outline Chart Closed Memo Issue #2&lt;br&gt;(kidnapping)&lt;br&gt;Friday, Sept. 22&lt;br&gt;✓ Draft Closed Memo (Issue #2) Discussion Section&lt;br&gt;Sun., Sept. 27&lt;br&gt;✓ Self-Assessment of Draft Closed Memo Issue #2&lt;br&gt;✓ Optional redraft of Issue #2</td>
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<td>Week</td>
<td>Topics &amp; Class Preparation Readings</td>
<td>Assignments Due (due by 11:59 p.m. on the assigned date unless otherwise noted.)</td>
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<td>Week 6</td>
<td>9.26 – paragraphs and sentences&lt;br&gt;✓ LWA, chapter 20&lt;br&gt;9.28 – Effective style and editing&lt;br&gt;✓ The Redbook, pgs.379-386</td>
<td>✓ Sign up for Second Individual meeting with me.</td>
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<td>Sept. 26-28</td>
<td>This week  &lt;br&gt;✓ Attend meeting with me&lt;br&gt;Sun., Oct. 1&lt;br&gt;✓ NSLT: MS Word lessons -Editor folder – lessons 10, 12, 13, 15</td>
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<td>Week 7</td>
<td>10.3 – Final Editing&lt;br&gt;✓ Reading on D2L&lt;br&gt;10.5 – What writing class brings to exams&lt;br&gt;✓ Reading on D2L</td>
<td>Thurs. Oct. 5  &lt;br&gt;✓ Final Closed Memo (full memo)</td>
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<td>Oct. 3-5</td>
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<td>Week 8</td>
<td>NO Class – midterm week</td>
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<td>Oct. 10-12</td>
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<td>Week 9</td>
<td>10.17 – Intro. to Open Memo Assignment&lt;br&gt;✓ Closed Memo Assignment Sheet on D2L&lt;br&gt;10.19 - Interviewing a client&lt;br&gt;✓ Reading on D2L</td>
<td>Wednesday, Oct. 19  &lt;br&gt;✓ Sign up for Client interviews&lt;br&gt;Sunday, Oct. 22  &lt;br&gt;✓ Case Questionnaire #3&lt;br&gt;✓ Client interview questions</td>
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<td>Oct. 17-19</td>
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<td>Week 10</td>
<td>10.24 - Research for writing&lt;br&gt;✓ Research for writing reading on D2L&lt;br&gt;Attend Client interview (no class on 10.26)</td>
<td>This week  &lt;br&gt;✓ Attend client interview&lt;br&gt;Sun. October 29  &lt;br&gt;✓ Open Memo outline with authorities</td>
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<td>Oct. 24-26</td>
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<td>Week 11</td>
<td>10.31 – Deepening your analysis&lt;br&gt;✓ LWA, chapter 11&lt;br&gt;11.2 – Completing the memo&lt;br&gt;✓ Reading on D2L</td>
<td>Sunday, Nov. 5  &lt;br&gt;✓ Draft of Open Memo Discussion Section&lt;br&gt;✓ Sign up for 3rd individual meeting</td>
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<td>Oct. 31-Nov. 2</td>
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<td>Week 12</td>
<td>11.7 – selecting authorities and using correctly&lt;br&gt;11.9 – Citation Exam</td>
<td>This week  –&lt;br&gt;✓ Individual Meetings with me.&lt;br&gt;Fri. Nov. 10  &lt;br&gt;✓ Self-Assessment of Open Memo&lt;br&gt;✓ Permissive redraft of memo</td>
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<td>Nov. 7-9</td>
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<td>Week 13</td>
<td>11.14 – Review of common issues&lt;br&gt;✓ Bring your marked up Memo&lt;br&gt;11.16 – Recognizing how implicit/explicit bias may effect framing of issues in legal writing.&lt;br&gt;✓ Reading and pre-class assignment on D2L</td>
<td>Thurs., Nov.16 before class:  &lt;br&gt;✓ Pre-class assignment due.</td>
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<td>Nov. 14-16</td>
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<td>Week 14</td>
<td>NO CLASS – Thanksgiving holiday</td>
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<td>Nov. 21-23</td>
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<td>Week 15</td>
<td>11.28 – Final questions&lt;br&gt;11.30 – In-class email exercise&lt;br&gt;✓ LWA, pgs. 145-147&lt;br&gt;✓ The Redbook, pgs.411-418</td>
<td>Wed. Nov. 29  &lt;br&gt;✓ Final Open Memo</td>
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<tr>
<td>Nov. 28-30</td>
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</table>
Syllabus Attachment

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/.

SAULKI 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://salukicares.siu.edu/.

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:

SIU COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): Mental
health counseling services are available by calling CAPS at (618) 4535371.
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): Stud-
dents 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 though 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/

ADVICEMENT: 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/


SYLLABUS ATTACHMENT
SIU SCHOOL OF LAW – Fall 2023

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/.

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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, 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://salukicares.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.

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