

## 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](mailto: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](mailto:amber.m.alexander@siu.edu)
- **TA Office hours: M & W – 12:30-1:30 p.m. in Room 103.**

### 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).
- Recognize 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:

- ✓ Edwards & Moppett, *Legal Writing and Analysis*, 6<sup>th</sup> Edition (2023). (hereinafter referred to as LWA). Using the access code inside your book, register your product at [CasebookConnect.com](https://www.casebookconnect.com) and start using the ebook and learning tools.
- ✓ Gardner, *The Redbook: A Manual on Legal Style*, 4<sup>th</sup> edition. (hereinafter referred to as Redbook)
- ✓ Harvard Law Association, *The Bluebook: A Uniform System of Citation*, 21<sup>st</sup> edition. (hereinafter referred to as The Bluebook).

- ✓ 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 should not plan on taking any absences in this class unless you have an unforeseen or unavoidable conflict, such as illness. As such, attendance is mandatory (including any make-up classes related to recognized school holidays) and you may miss no more than three (3) classes during the semester. In extraordinary situations, a student may make up a missed class, so that the absence will not be counted against the total absences permitted; this determination will be addressed at my sole discretion on a case-by-case basis. Those exceeding the maximum number of absences will be subject to the ramifications described in the Law School's attendance policy. See School of Law Rules III.5 (f)-(g).

To be marked present for class, you must (1) complete the assigned readings, quizzes and exercises for that day by the start of class; (2) participate in the class discussion, and (3) participate in any in class polls. **If you miss more than five minutes of class for any reason (other than an approved accommodation), you will be counted as absent.** Repeated tardiness will also result in being marked absent. If you must miss more than five minutes of class, you may still come to class provided that you do not cause an interruption.

### 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**

## Grading

Assignment	Due Date	Points
Citation Exercise #1	Aug. 27	1
NSLT: MS Word lessons -Collaborator folder – lessons 01, 02, 03	Aug. 27	1
Client Letter	Sept. 3	3
Citation Exercise #2	Sept. 3	1
Case Questionnaire #1	Sept. 3	1
Outline chart for Closed Memo Issue #1 (Theft)	Sept. 6	1
First Individual Meeting with me	9/4-9/8	1
Closed Memo Discussion Section Issue #1	Sept. 10	2
Citation Exercise #3	Sept. 10	1
Self-Assessment of Issue #1	Sept. 13	2
Citation Exercise #4	Sept. 17	1
Case Questionnaire #2	Sept. 17	1
NSLT: MS Word lessons -Collaborator folder – lessons – 04, 05, 06, 08	Sept. 17	1
Outline Chart for Closed Memo Issue #2 (kidnapping)	Sept. 20	1
Draft Closed Memo Issue #2	Sept. 22	3
Self-Assessment of Draft Closed Memo #2	Sept. 27	2
Second Individual Meeting with me	9/25-9/29	1
NSLT: MS Word lessons -Editor folder – lessons 10, 12, 13, 15	Oct. 1	1
<b>Final Closed Memo</b>	<b>Oct. 5</b>	<b>40</b>
Case questionnaire #3	Oct. 22	1
Client interview questions	Oct. 22	2
Client Interview	10/24-10/26	3
Open Memo outline with authorities	Nov. 1	2
Draft of Open Memo Discussion Section	Nov. 5	3
Third Individual Meeting	11/14-11/16	1
<b>In-class Comprehensive Citation Exam</b>	<b>Nov. 9</b>	<b>20</b>
Self-Assessment of Open Memo	Nov. 10	2
Pre-class assignment on bias in legal writing	Nov. 17	1
<b>Final Open Memo</b>	<b>Nov. 29</b>	<b>100</b>
<b>Total points</b>		<b>200</b>

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>.

## COURSE SCHEDULE – subject to change. Please check D2L for assignment updates.

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.**

Week	Topics & Class Preparation Readings	Assignments Due (due by 11:59 p.m. on the assigned date unless otherwise noted.)
<b>Week 1</b> August 22-24	<b>8.22</b> -Lawyers & writing ✓ LWA, chapters 1 & 6 <b>8.24</b> – Overview of the legal process ✓ LWA, chapter 2	<b>Sun., Aug. 27</b> ✓ Citation Exercise #1 ✓ NSLT: MS Word lessons -Collaborator folder – lessons 01, 02, 03
<b>Week 2</b> August 29-31	<b>8.29</b> – Writing letters to client ✓ LWA, chapter 13, Appendix E ✓ <i>The Redbook</i> , pgs.427-449 ✓ <i>Assignment – client letter (on D2L)</i> <b>8.31</b> – Organizing the law ✓ LWA, chapters 4 & 7 ✓ <i>Assignment – Closed Memo</i>	<b>Sun., Sept. 3</b> ✓ Client letter ✓ Citation Exercise #2 ✓ Case Questionnaire #1
<b>Week 3</b> Sept. 5-7	<b>9.5</b> - CiREAC (structure) ✓ LWA, chapter 8 & 9 <b>9.7</b> - citing and quoting using Bluebook ✓ LWA, chapter 19, pgs., 241-256. ✓ <i>The Redbook</i> , pgs.155-183	<b>Wed., Sept. 6</b> ✓ Outline Chart for Closed Memo Issue #1 (Theft)  <b>Week of 9/4-through 9/8</b> ✓ Attend first individual meeting with me.  <b>Sunday, Sept. 10</b> ✓ Closed Memo Discussion Section for Issue #1 ✓ Citation Exercise #3
<b>Week 4</b> Sept. 12-14  Week 4	<b>9.13</b> – Using feedback to improve your writing and analysis ▪ <i>Self-Assessment Assignment #1 – on D2L</i> <b>9.14</b> – Discussion of Issue #2 ✓ LWA, chapters 3 &10	<b>Wed., Sept. 12</b> ✓ Self-Assessment of Issue #1 Discussion Section ✓ Optional redraft of Issue #1  <b>Sunday, Sept. 17</b> ✓ Citation Exercise #4 ✓ Case questionnaire #2 ✓ NSLT: MS Word lessons -Collaborator folder – lessons – 04, 05, 06, 08
<b>Week 5</b> Sept. 19-21 (no class on the 21 <sup>st</sup> )	<b>9.19</b> – The other parts of an Office Memo ✓ LWA, chapter 12 (to page 145), Appendix A ✓ <i>The Redbook</i> , pgs. 397-410 <b>9.21</b> – No class. Use this time to finish Draft Closed Memo Issue #2	<b>Wed., Sept. 20</b> ✓ Outline Chart Closed Memo Issue #2 (kidnapping)  <b>Friday, Sept. 22</b> ✓ Draft Closed Memo (Issue #2) Discussion Section  <b>Sun., Sept. 27</b> ✓ Self-Assessment of Draft Closed Memo Issue #2 ✓ Optional redraft of Issue #2

Week	Topics & Class Preparation Readings		Assignments Due (due by 11:59 p.m. on the assigned date unless otherwise noted.)
			✓ Sign up for Second Individual meeting with me.
<b>Week 6</b> Sept. 26-28	<b>9.26</b> – paragraphs and sentences ✓ <i>LWA</i> , chapter 20		<b>This week</b> ✓ Attend meeting with me  <b>Sun., Oct. 1</b> ✓ NSLT: MS Word lessons -Editor folder – lessons 10, 12, 13, 15
	<b>9.28</b> – Effective style and editing ✓ <i>The Redbook</i> , pgs.379-386		
<b>Week 7</b> Oct. 3-5	<b>10.3</b> – Final Editing ✓ <i>Reading on D2L</i>		<b>Thurs. Oct. 5</b> ✓ <b>Final Closed Memo (full memo)</b>
	<b>10.5</b> – What writing class brings to exams ✓ <i>Reading on D2L</i>		
<b>Week 8</b> Oct. 10-12	<b>NO Class – midterm week</b>		
<b>Week 9</b> Oct. 17-19	<b>10.17</b> – Intro. to Open Memo Assignment ✓ <i>Closed Memo Assignment Sheet on D2L</i>		<b>Wednesday, Oct. 19</b> ✓ Sign up for Client interviews  <b>Sunday, Oct. 22</b> ✓ Case Questionnaire #3 ✓ Client interview questions
	<b>10.19</b> - Interviewing a client ✓ <i>Reading on D2L</i>		
<b>Week 10</b> Oct. 24-26	<b>10.24</b> - Research for writing ✓ <i>Research for writing reading on D2L</i>		<b>This week</b> ✓ Attend client interview  <b>Sun. October 29</b> ✓ Open Memo outline with authorities
	Attend Client interview ( <b>no class on 10.26</b> )		
<b>Week 11</b> Oct. 31- Nov. 2	<b>10.31</b> – Deepening your analysis ✓ <i>LWA</i> , chapter 11		<b>Sunday, Nov. 5</b> ✓ Draft of Open Memo Discussion Section ✓ Sign up for 3 <sup>rd</sup> individual meeting
	<b>11.2</b> – Completing the memo ✓ <i>Reading on D2L</i>		
<b>Week 12</b> Nov. 7-9	<b>11.7</b> – selecting authorities and using correctly		<b>This week –</b> ✓ Individual Meetings with me.  <b>Fri. Nov. 10</b> ✓ Self-Assessment of Open Memo ✓ Permissive redraft of memo
	<b>11.9 – Citation Exam</b>		
<b>Week 13</b> Nov. 14-16	<b>11.14</b> – Review of common issues ✓ Bring your marked up Memo		<b>Thurs., Nov.16 before class:</b> ✓ Pre-class assignment due.
	<b>11.16</b> – Recognizing how implicit/explicit bias may effect framing of issues in legal writing. ✓ Reading and pre-class assignment on D2L		
<b>Week 14</b> Nov. 21-23	NO CLASS – Thanksgiving holiday		
<b>Week 15</b> Nov. 28-30	<b>11.28</b> – Final questions		<b>Wed. Nov. 29</b> ✓ <b>Final Open Memo</b>
	<b>11.30</b> – In-class email exercise ✓ <i>LWA</i> , pgs. 145-147 ✓ <i>The Redbook</i> , pgs.411-418		

# 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/>.

**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](mailto:siucares@siu.edu), or <http://salukicare.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:

<http://safe.siu.edu>.

**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):** 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](http://catalog.siu.edu)

[gradcatalog.siu.edu](http://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/>

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



## SYLLABUS ATTACHMENT

### SIU SCHOOL OF LAW – Fall 2023

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**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>