

## SIU School of Law

LAW-500A-002, 005: Mastering Legal Education I  
Fall 2023/ .5 credit hours/ in-person  
Classroom 204  
Fridays 10:30-11:20 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

### Course Description:

Law students will learn foundational law school study skills necessary for 1L academic success (pre-class preparation, post class synthesis and outlining, study and application in preparation for exams, time management, etc.). Example assignments are tied to the 1L classes being simultaneously taken. Periodic self-reflection exercises, one on one meetings, and strategies based on sound learning theory assist students in becoming empowered self-regulating learners.

### Course Learning Objectives:

- ✓ Write in CiREAC (IRAC) structures
- ✓ Identify (and use) rules and reasoning from cases
- ✓ Proficiently use Charting, which includes structuring law and relevant facts to solve legal problems
- ✓ Develop outlining techniques to see connections between law and legal structures
- ✓ Enhance study and exam taking strategies
- ✓ Practice Feedback literacy
- ✓ Develop time management skills
- ✓ 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:

- ✓ Materials as posted on D2L or handed out in class.
- ✓ 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>

### 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 two 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**

## Grading

Grading for this class is on a satisfactory/unsatisfactory basis. To achieve a satisfactory grade for this class, you must earn at least 75% of the points for this class (48.75 points).

Assignment	Due Date (by 11:59 on the assigned date unless otherwise noted.)	Points
Study Schedule	Thursday, August 24	5
NSLT: one note for office	Thursday, August 24	5
Case Brief	Thursday, August 31	5
First Individual Meeting	Week of September 4	5
Outline chart	Thursday, Sept. 7	5
NSLT: MS Word Lessons 6, 10, 11	Thursday, Sept. 7	5
Class outline	Thursday, Sept. 14	5
NSLT: MS Word Lessons 13, 14	Thursday, Sept. 14	5
Simulated midterm self-assessment	Sunday, Oct. 1	5
Self-reflection on midterms	Thursday, Oct. 19	5
Second Individual Meeting	Week of October 23	5
TMF Study Group Meeting	As scheduled with your mentor	5
Attendance/participation		
Career services meeting with Director, Casey Parker	You are responsible for scheduling this meeting	5
<b>Total points</b>		<b>65</b>

## 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> <b>August 25</b>	❖ Intro to Learning in the Law <ul style="list-style-type: none"> <li>• Eduardo Briceno, The Power of Belief: Mindset &amp; Success, TED Talk, on D2L</li> <li>• Review your Orientation Oath</li> <li>• Review the qualifications and eligibility requirements to be a member of the Illinois Bar (Rules 701 &amp; 708).</li> </ul>	Thursday, August 24: <ul style="list-style-type: none"> <li>• Study Schedule</li> <li>• NSLT: One note for office - get organized folder – all lessons</li> </ul>
<b>Week 2</b> <b>Sept. 1</b>	❖ Legal Reasoning & Analysis <ul style="list-style-type: none"> <li>• Your brief of <i>People v. Rodriguez</i>.</li> </ul>	Thursday, August 31: <ul style="list-style-type: none"> <li>• Case Brief</li> <li>• Schedule individual meeting with me for week 3</li> </ul>
<b>Week 3</b> <b>Sept. 8</b>	❖ Multiple choice questions as a test of legal reasoning & analysis ❖ Individual meetings	Thursday, Sep. 7 <ul style="list-style-type: none"> <li>• Outline chart</li> <li>• NSLT: MS Word lessons - Expert folder – lessons 6, 10, 11</li> </ul>
<b>Week 4</b> <b>Sept. 15</b>	❖ Outlining for class – making connections to cases and concepts. ❖ How to turn pieces of the Signature Method for practice documents into a Signature Method for examination preparation and writing.	Thursday, Sept. 14 <ul style="list-style-type: none"> <li>• A class outline</li> <li>• NSLT: MS Word lessons - Expert folder – lessons 13, 14</li> </ul>
<b>Week 5</b> <b>Sept. 22</b>	❖ <b>No Class – work on your outlines.</b>	
<b>Week 6</b> <b>Sept. 29</b>	❖ In this class you will take a simulated mid-term examination and debrief the experience. Before midnight, you will self-assess your performance. Prepare for the exam and be ready to start the simulated exam when class begins.	Sunday, Oct. 1 <ul style="list-style-type: none"> <li>• Simulated Midterm Self-assessment</li> </ul>
<b>Week 7</b> <b>Oct. 6</b>	❖ More multiple-choice practice	
<b>Week 8</b> <b>Oct. 10-12</b>	NO Class -- Midterms	
<b>Week 9</b> <b>Oct. 20</b>	❖ Last in-person class: Midterms are over; now what?	Thurs. Oct. 19 <ul style="list-style-type: none"> <li>• Reflection on mid-terms</li> </ul>
<b>Week 10</b> <b>Oct. 23-27</b>	❖ Individual conferences with me this week to discuss mid-terms	

# 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

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