

Southern Illinois University Simmons Law School
Mastering Legal Education I – Section 4
Fall 2024

Instructor Information:

Instructor: Kaitlyn Poirier

Email: kaitlyn.poirier@siu.edu

Office: Room 250

Office Hours: Tuesdays, Wednesdays, and Thursdays from 9:00 AM to noon, by appointment, and anytime my office door is open.

Class Sessions:

Fridays from 10:30-11:20 AM in Room 204

Course Description:

This course, along with the Mastering Legal Education II course that you will take in the spring, teaches you basic skills you need to succeed in law school, including: time management, how to think like a lawyer, exam strategies, and how to craft a resumé and cover letter.

Course Learning Objectives:

By the end of this course, you should learn how to:

1. prepare for law school classes;
2. self-schedule;
3. study for law school exams;
4. use strategies to answer multiple choice questions correctly;
5. respond to essay questions effectively;
6. incorporate feedback;
7. craft a resumé and cover letter; and
8. engage with other students using active listening, empathy, allyship, and respect

Required Texts:

None. However, there may be times when you need to view supplementary materials that will be uploaded on the D2L course management website.

Attendance:

The law school's policy regarding attendance applies to this course. Rules of the Southern Illinois University School of Law Academic Year 2024-2025 at pgs. 24-26, https://law.siu.edu/_common/documents/rules/sol-rules.pdf.

In short, you are allowed to miss only **ONE** class during this course. If you miss more than one class, you will be withdrawn from the course or receive the lowest possible grade. The only exception to this rule is if the Associate Dean for Academic Affairs excuses your absence for extraordinary circumstances (such as military service, jury duty, death of an immediate family member, etc.).

Grading:

You will receive a grade of either “satisfactory” or “unsatisfactory” in this course. When deciding your grade, I will consider your class attendance; class participation; participation in required meetings with me, the Taylor Mattis Fellows (more on them later), and Career Services; timely submission of assignments; and the effort you put into the assignments.

Class Participation:

I expect that you come to class ready to participate. In other words, read any material that I have assigned for that day’s class, complete any assignments, and be prepared to contribute to that day’s discussion. You can contribute to the discussion by volunteering to answer a question, making an observation, or respectfully debating with me and/or your classmates. I might also call on you with no advance notice, so be prepared.

Taylor Mattis Fellows:

The Taylor Mattis Fellows are a group of carefully selected upper-class students that have demonstrated the ability to succeed in law school. Taylor Mattis Fellows serve as peer mentors to first-year students and lead structured study groups. Each of you will be assigned to one of these study groups at the beginning of the semester, with a Taylor Mattis Fellow as your leader. To receive a grade of satisfactory in this course, you **must** attend the study group meetings.

Deadlines:

All lawyers operate on deadlines, whether they are set by your boss, your client, the court, or yourself. Therefore, in preparation for your future legal career, you will operate on deadlines in this course. This course has “hard deadlines,” meaning that you must complete your assignments on time. If you miss a deadline (even by one minute), you are required to send me your completed assignment and a Motion for Leave to File Out of Time explaining why I should excuse the late submittal. Just like Federal judges, I will only grant your Motion if you demonstrate “good cause” for me doing so —and I get to determine what constitutes “good cause.” Given the additional time and effort it will take to draft a Motion for Leave to File Out of Time, and the risk that I may still deny the Motion and refuse to accept your assignment, I would make sure to meet all course deadlines.

Ban on Plagiarism and Collaboration:

Plagiarism is the act of taking someone else’s work, ideas, or words and passing them off as your own without crediting the source. Plagiarism is not permitted in this course.

You are also not allowed to collaborate on assignments in this course. This means you may not obtain written material or communicate with anyone (including your fellow students) about an assignment. Note that I consider using AI (ChatGPT, Grammarly, etc.) to be collaboration. Believe me, you want to be able to write well without relying on AI. Do not be like these lawyers. *See* Josh Russell, Sanctions Ordered for Lawyers who Relied on Chat GPT 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/>

If I find that you have plagiarized or collaborated while working on an assignment, you will receive **zero** points for that assignment. You may also be found in violation of the school’s Honor Code, which can lead to serious penalties, including expulsion. Note that an Honor Code investigation must be reported to the Bar Examiners, even if the student is cleared of any violation.

Long story short, **DON’T DO IT**. If you have any questions about this policy, just ask me.

Class Schedule and Assignments:

Date	Class Number	Class Topic	Assignments and Deadlines
8/23	1	Case Briefing and Analysis	1. Case brief due August 30
8/30	2	Time Management	1. Weekly schedule due September 6
9/6	3	Resumés and Cover Letters	1. Draft resumé and cover letter due September 13 2. Schedule meeting with Career Services to discuss your resumé and cover letter by September 13
9/13	4	Study Methods/Outlining	1. Outline for one doctrinal class due September 20 2. List of other study methods you want to utilize due September 20
9/20	5	Essay and Multiple Choice Exams	1. Practice mini-essay and multiple choice exam due September 27
9/27	6	Simulated Practice Exam	1. Self-assessment for practice exam due October 4

10/4	7	Applying Law to Facts Redux	None
10/11	No Class – Midterms		
10/18	No in-person class this week. Instead, you will have an individual meeting with me to discuss midterms and how you will approach the rest of the semester (10/21 – 10/24)		

* All assignments must be submitted before class begins on the due date.

**The homework assignments, deadlines, and required reading may change. I will update you if that occurs.

SYLLABUS ATTACHMENT
SIU SIMMONS LAW SCHOOL – Fall 2024

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/>.

DISABILITY POLICY. 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.

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, <https://salukicare.siu.edu/>. Associate Dean Sheila Simon 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>

Syllabus Attachment

Fall 2024



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.

IMPORTANT DATES:

Semester Classes Begin:08/19/2024
Last day to add full-term course (without Dean's signature):08/25/2024
Last day to withdraw from the University with a full refund:08/30/2024
Last day to drop a full-term course for a credit/refund:09/01/2024
Last day to drop a full-term course (W grade, no refund):.....10/27/2024
Final examinations:12/09/2024–12/13/2024

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 09/02/2024
Fall Break 10/18/2024
Veterans Day 11/11/2024
Thanksgiving Break 11/23/2024—12/01/2024

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](#).

OFFICE FOR ACCESS AND ACCOMMODATIONS: SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. Office for Access and Accommodations 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/>.

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SIU COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): Mental health counseling services are available by calling [CAPS](tel:6184535371) 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: <https://registrar.siu.edu/students/withdraw.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/>.

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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/>