LEGAL RESEARCH AND WRITING SYLLABUS -- FALL 2017

PROFESSOR: Anne Alexander
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Phone: 573-999-6246 (cell)
Office Hours: Tuesdays & Thursdays, 11:20-12:00, generally; AND Please text, email, call or stop by ANYTIME

TEACHING ASSISTANTS:
Sara Rowan LRW 1C 10:30 T/Th Room 332 sergw7@mail.missouri.edu
Demetria Dailey LRW 1B 12:00 T/Th Room 332 dldkn4@mail.missouri.edu
Rachel Kim LRW 1A 2:00 T/Th Room 332 rachel.kim@mail.missouri.edu

LAW LIBRARIAN:
Resa Kerns Office 122A KernsR@missouri.edu

TEXTS:


ELECTRONIC SOURCES:
Core Grammar for Lawyers - $34 per student for one-year availability

COURSE GOAL: Our goal is to assist you in developing the research, analysis, and writing skills necessary to become successful lawyers.

COURSE OUTCOMES: Students will have a solid introduction to:
(1) electronic legal research methodology (on at least two different electronic platforms);
(2) legal citation style;
(3) formal objective legal writing style; and
(4) basic legal grammar skills.
IMPORTANT DATES:
- Mon. August 28: Analysis Memo Due
- Mon. Sept. 18: Office Memo Due
- Mon. Oct. 2: Revised Office Memo Due
- Mon. Oct. 16: Email Memo Due
- Mon. Oct. 23: Revised Email Memo Due
- Fri. Nov. 2: Research Exam
- Wed. Nov 15: Final Memo Due

STUDENTS WITH DISABILITIES: If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share with me, or if you need to make arrangements in case the building must be evacuated, please let me know as soon as possible. If disability-related accommodations are necessary (for example, a note taker, extended time on exams, captioning), please register with the Disability Center (http://disabilitycenter.missouri.edu), S5 Memorial Union, 573-882-4696, and then notify Registrar Denise Boessen and Dean Rafael Gely of your eligibility for reasonable accommodations. For other MU resources for students with disabilities, click on “Disability Resources” on the MU homepage.

INTELLECTUAL PLURALISM: The School of Law community welcomes intellectual diversity and respects student rights. Students who have questions concerning the quality of instruction in this class may address concerns to either the Dean or Director of the Office of Student Rights and Responsibilities (http://osrr.missouri.edu). Students will have the opportunity to submit an anonymous evaluation of the instructor at the end of this course.

ATTENDANCE POLICY: Class attendance is required. Because this is a performance class, class attendance and participation is extremely important. If you are absent, you will lose the opportunity to assist your classmates and be assisted by them. We will meet every Tuesday and Thursday and on other dates noted in the Syllabus Chart until November 16. See the Syllabus Chart for a comprehensive list of meeting dates.

Attendance at all class meetings is required. However, you are allowed two unexcused absences with no penalty; for each additional unexcused absence I may deduct one point from your final course grade. If you miss a class meeting, you are responsible for obtaining class notes and handouts from a classmate. If you have four or more unexcused absences, you will be dropped from the course.

RESEARCH EXAM: You will take research exam on Thursday, November 2. This exam will count as 10% of your semester grade.

CITATION ASSIGNMENTS: To develop your citation skills, you will be required to complete online exercises through the Interactive Citation Workstation (ICW) (located at http://icw.lexisnexis.com). The ICW corresponds to your text, Interactive Citation Workbook for Bluebook Citation Manual. The ICW will give you immediate feedback on your work. Please do NOT email your results to your TA/Professor; they will have access to your results through the ICW portal. I will consider a score of 70% correct “satisfactory” (passing).
CORE GRAMMAR FOR LAWYERS (CGL): Because writing is an essential skill for law students and for lawyers, you are required to purchase *Core Grammar for Lawyers*, an on-line program that will enable you to identify and correct any weaknesses in your basic writing skills.

You must sign up for CGL, take the Pre-Test, complete the appropriate CGL exercises, and score 85% or higher on the Post-Test before the deadline of **August 28**. If you anticipate that you will be unable to meet this deadline, (i.e. because of work or travel) please notify Resa Kerns [kernsr@missouri.edu or 573.882.5108] at your earliest convenience, but no later than Tuesday, August 15. Satisfactory completion of CGL is worth 5% of your Legal Research & Writing grade. For directions about how to purchase and enroll in CGL, see the LRW TWEN page.

Log-in at [http://coregrammarforlawyers.com](http://coregrammarforlawyers.com). Click on the link on the home page called, “Bookshelf,” and launch the Pre-Test. **DO NOT opt out of the Pre-Test.** The Pre-Test has 96 questions and may take up to 90 minutes to complete. Do not consult outside resources when you take the Pre-Test or the Post-Test. These are closed book exams.

*If you score 85% or higher on the Pre-Test:*  
Congratulations! No further work is required. Although you are not required to complete the lessons or the Post-Test, it may be to your benefit to do so for two reasons. First, lessons include law-specific grammar issues that are probably new to you. Second, the lessons provided will be individually tailored for you based on your performance on the Pre-Test. There are a total of 24 lessons, but the program will automatically exempt you from lesson topics for which you score 100% on the Pre-Test.

*If you score below 85% on the Pre-Test:*  
You are required to complete the lessons that are provided for you and then take the Post-Test when you are finished. You should do the online exercises at your own pace. There are a total of 24 lessons, but the program will automatically exempt you from lesson topics for which you score 100% on the Pre-Test. Each lesson will take 20 – 40 minutes. When you are ready, you can take the Post-Test. You need to achieve an 85% to pass the course. You may take the Post-Test repeatedly. Remember, you must complete the lessons and the Post-Test by **August 28**.

Satisfactory completion of CGL is required to pass LRW and is worth 5% of your final grade. This assignment is governed by the Mizzou Law Honor Code [http://law.missouri.edu/current/policies-rules-student-conduct/](http://law.missouri.edu/current/policies-rules-student-conduct/)

**COURSE GRADE:** Most of your semester grade will be determined by your score on the Final Memo, but other requirements also count toward your final grade:

- 70% - Final Memo
- 10% - Research Exam
- 5% - Core Grammar for Lawyers
- 5% Quizzes
- 10% - Participation and Professionalism

Each of you can earn the full 10% for “participation and professionalism” if you contribute to class discussion, timely respond to email communications, meet all deadlines, and turn in satisfactory work for all assignments.
All writing assignments except the Final Memo will be graded Pass/Fail, which means that your grade for the course will not suffer because of mistakes you may make early in the semester. The Pass/Fail grades are not meant to suggest that the early assignments are unimportant, or that you can choose not to do those assignments, or that we will accept work that fails to meet the requirements of the assignment. **If you do not turn in satisfactory work for any one or more of the major writing assignments, you will not receive credit for the course, regardless of how well you do on Final Memo.**

**RECORDING NOT PERMITTED:** University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may not make audio or video recordings of course activity, except students permitted to record as an accommodation under Section 240.040 of the Collected Rules. All other students who record and/or distribute audio or video recordings of class activity are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

Those students who are permitted to record are not permitted to redistribute audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

**LATE PENALTIES:** Attorneys are required to meet filing deadlines. As attorneys-in-training, you are expected to turn in each of your assignments on time. If you turn in an assignment late, points may be deducted from the professionalism portion of your semester grade.

In the event that the **Final Memo** is not turned in at the required date and time, you may assume it will not be accepted unless you have directly contacted me (NOT merely the TA) and explained the circumstances. I will decide whether the reasons provided justify accepting the late submission. Further, even if I accept a paper late, please assume that it will still suffer a substantial reduction in score as a penalty and that the penalty will be well in excess of a mere one point per day. If a personal emergency occurs at or near the Final Memo submission deadline, it is in your best interest to notify me (and your TA) immediately.

**ACADEMIC INTEGRITY:** Academic integrity is fundamental to the activities and principles of the School of Law. All members of the law school community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The law school community regards breaches of the School of Law's Honor Code as extremely serious matters. **In the event that you violate our Academic Integrity rules on any portion of the work required for this class, you may expect a failing grade in this course as well as possible disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of potential cheating, consult your professor.**