Welcome to Deal Skills for Spring 2019. I want to let you know a few items in advance.

**Attendance**
Regular class attendance is required (including the first class), and I expect you to arrive on time. I also expect you to notify me, by email, in advance (or in the case of an emergency, as soon as possible under the circumstances), if you need to miss class. (Clients and supervising attorneys will expect the same sort of advance notice – it’s important to develop the habit now.)

**Schedule**
This course is a three-hour course, and our overall time for class meetings will be equivalent to the time allocated to a typical three-hour course. Classes will meet within the allocated time slot of 4:30 to 6:20 on Mondays and Wednesdays in Room 224F (Library); however, the actual class lengths will vary throughout the semester in order to allocate appropriate time to the class materials as we progress through various projects. For example, we might meet from 4:30 to 5:20 on one day, and we might meet from 4:30 to 6:20 on another day.

**TWEN**
This course will make use of a course web page through TWEN (The West Education Network). The syllabus, certain assignments and certain other class materials or announcements will be posted on the site. Please sign up for the course on the TWEN site with your Westlaw password. I will occasionally send email messages to the email account that you designate when you register with TWEN. It is your responsibility to check this email account regularly and to make sure that the account remains functional.

**Text**
There is no required textbook. Some of your reading assignments will be available on the Practical Law website, which is available through Westlaw Next. Please make sure that you can access Practical Law through Westlaw Next before the first class.

**Syllabus**
A syllabus for the course will be available during our first class, and it will then be posted on TWEN. (We will do an in-class exercise before I distribute the syllabus during the first class.)

**Assignment FOR CLASS 1 on Wednesday, January 23, 2019:**
- Make sure that you can access Practical Law through Westlaw Next (see menu at top of Westlaw Next).

I look forward to our class together.

Carol D. Newman
Transactional Professor of Law
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