Contact information for professors:
Alicia Jones
Room 173
618 453-8780
agjones@siu.edu

Douglas Lind
Room 175A
618 453-8713
dlind@siu.edu

Sheila Simon
Room 250
618 536-8321
ssimon@siu.edu

Teaching Assistants: Darryl Holdiness, Youssef Boudjarane
Administrative Assistant: Carol Manis, room 243

Class Sessions:
Lawyering Skills Section 1 9:00-10:15
  Tuesdays with Professor Simon in room 251
  Thursdays with Professor Lind
Lawyering Skills Section 4 11:00-12:15
  Tuesdays with Professor Simon in room 251
  Thursdays with Professor Jones

What you can expect to learn: During this semester we will teach you some of the foundational skills of the legal profession. These skills will be needed as soon as the summer after your first year, and for your career to come. Among other things, you will learn to
  • interview a client about a legal problem,
  • use multiple methods to find the law that has an impact on a legal problem,
  • identify facts that are key to a legal problem,
  • apply the law to predict the outcome of a legal problem, and
  • write a document that clearly and logically conveys the issues and facts, explains and applies the law, and predicts an outcome.
**Required texts:**


**Class schedule:** Each Lawyering Skills section has two class meeting times scheduled for each week. Generally, the Tuesday class meeting will cover writing topics, and the Thursday class meeting will cover research topics. There are exceptions to the Tuesday-writing and Thursday-research arrangement in the syllabus, particularly toward the end of the semester.

**Attendance:** Be here, it’s what you paid for. We work to make sure each class session is valuable. Attendance will be recorded by your signature on the attendance sheet at the beginning of each class. You will be allowed up to four absences for any reason, without penalty. For each absence over four, we will deduct five points from your score in the course. No deadlines will be extended based solely on your absence from a class. This policy applies to all regularly scheduled class sessions listed in this syllabus, as well as other required activities scheduled during the semester such as electronic research training.

**Office hours:** Your professors are in their offices a lot. (Nerd alert!) Stop by any time, no appointment is necessary. If it works better for you to make an appointment in advance, please do so.

**Assignments:** Along with many shorter assignments, you will write two complete legal memoranda. For the first complete memo, we will provide a set of facts and cases for you to use. For the second memo, you will interview clients to collect the facts, and you will do your own research to locate the relevant authorities. Your research skills will be assessed in separate research exercises and a research examination, as well as within the context of your second memo.

For readings assigned in the texts to prepare for class, you do not need to prepare any exercises found in those texts. Written assignments are specified separately below, and additional short assignments may be announced on the course D2L site or in class.
Grades:  The number of points you can earn on each assignment is:

- partial legal memorandum: 10 points
- closed legal memorandum: 20 points
- research exam: 30 points
- open research legal memorandum: 30 points
- client interview: 5 points
- One point for satisfactory completion of each of the following:  
  Case brief,
  synthesis,
  1st conference,
  2nd conference, and
  issues and resources for open memo

Your total score will be ranked with Lawyering Skills sections 1 and 4, and your grade will be calculated after applying the required median and required grade distribution.

Plagiarism: Policies on plagiarism and other topics will be distributed on the first day of class and will be posted on D2L.

Workload expectations: Even if you haven’t thought about this, the American Bar Association has! The ABA’s standard for accrediting law school has a formula for calculating the amount of work that is expected to go into one credit hour. According to the ABA, one credit hour is earned through “not less than one hour of classroom or direct faculty instruction per week and two hours of out-of-class student work per week for 15 weeks, or the equivalent amount of work over a different time.” Lawyering Skills is a three credit hour course, so the ABA is expecting you will spend six hours out of class preparing for the 3 hours in class each week. This seems like a pretty smart plan.

Yikes -- stress! There are many potential stressors in your life. Here is some information about campus-wide effort that might be able to help. Saluki Cares is a university-wide program of care and support for students in any type of distress—physical, emotional, or financial. You can reach Saluki Cares at 618-453-5714, siucares@siu.edu, or http://salukicares.siu.edu/index.html. School of Law Assistant Dean Judi Ray will also help you access university resources. You can contact her at judiray@siu.edu, 618-453-8135.

Accommodations & assistance: We want everyone in this class to succeed. If a disability is challenging you, here is some information about how to seek accommodations. The SIU Disability Support Services office determines and provides academic support services for students with permanent and temporary disabilities. To receive accommodations, go to the DSS office, http://disabilityservices.siu.edu/. There you will have an interview, have your documentation reviewed, and complete a Disability Accommodation Agreement. Give that agreement to the School of Law Registrar, who arranges classroom and exam accommodations. If you do not have documentation, you should still start at DSS for assistance.
**Recording class sessions:** As a general rule we will not allow audio or video recording in class. We feel you will be more likely to participate in and learn from the class session if you are not worried that someone else is recording you. If there are special circumstances that you believe require recording, let us know.

**Emergency procedures:** SIUC is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, you should become familiar with the SIUC emergency response plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in campus buildings, at http://www.bert.siu.edu, at http://www.dps.siu.edu, and in the Emergency Response Guidelines pamphlet. You should know how to respond to each type of emergency. Instructors will guide and direct students in the classroom if an emergency affects your location. Follow their instructions, and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will assist your instructor if you need to evacuate or shelter in the building.

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**Week 1**
**Tuesday, August 22**
introduction to Lawyering Skills I  
prepare for class: Neumann pp. 1-4, 7-15 33-41, 33-46  
Bluebook, pp. 1-3  
hand in your case brief

**Thursday, August 24**
Class topic: introduction to the U.S. legal system; introduction to research process  
Prepare for class: Murray, pp. 1-16

**Thursday, August 24 – Friday August 25**
Required Lexis training  
Failure to attend scheduled Lexis training counts as an absence.

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**Week 2**
**Monday, August 28 – Tuesday, August 29**
TENTATIVE: Required Westlaw training  
Failure to attend scheduled Westlaw training counts as an absence.

**Tuesday, August 29**
case synthesis and other cool things for your toolbelt  
prepare for class: Neumann pp. 89-96
Thursday, August 31
Class topic: secondary legal authority: dictionaries, encyclopedias, ALR
Prepare for class: Murray pp. 112-116, 151-157

Week 3
Tuesday, September 5
introduction to the legal memorandum; statement of facts
prepare for class: Neumann, pp. 99-128
hand in case synthesis exercise

Thursday, September 7
Class topic: secondary legal authority: periodicals, texts and treatises
Prepare for class: Murray, pp. 157-164

Week 4
Tuesday, September 12
small scale structure of written legal analysis
prepare for class: Neumann, pp. 143-169
hand in statement of facts

Thursday, September 14
Class topic: statutory sources
Prepare for class: Murray, chapter 2, pp. 25-69; CALI, Rumsey & Thorpe, Introduction to State and Federal Statutes

Week 5
Tuesday, September 19
larger scale structure of written legal analysis
prepare for class: Neumann pp. 363-372
hand in partial memo exercise

Thursday, September 21
Class topic: statutory research
Week 6
Tuesday, September 26
statutory construction
prepare for class: Neumann pp. 25-31

Wednesday, September 27 - Tuesday, October 3
conference with writing professor

Thursday, September 28
Class topic: statutory research, continued

Week 7
Tuesday, October 3
citations and quotations
prepare for class: Neumann pp. 199-216
   Bluebook p.8 (B5.1), pp. 10-14 (B10.1-10.1.3)

Thursday, October 5
Class topic: case law sources
Prepare for class: Murray, pp. 71-112, 120-134

Friday, October 6
turn in full closed memo via D2L by 4:00 p.m.

Week 8 mid term week
MONDAY, October 9
Our class will meet only Monday instead of Tuesday and Thursday of this week to accommodate mid-terms in other classes. No reading assignment. Class exercise will be a review of what has been learned so far.

Week 9
Tuesday, October 17
client interviewing & collecting facts
prepare for class: Neumann pp. 129-132

Thursday, October 19
Class topic: case law research: citators
Prepare for class: Murray, pp. 116-120
Week 10
Monday, October 23 - Wednesday, October 25
client interviews

Thursday, October 26
Class review and exam details

Week 11
Tuesday, October 31
selecting authority and questions & answers on open memo
prepare for class: Neumann pp. 53-68
hand in case list & outline of issues

Thursday, November 2
Open forum exam review
Time and place TBD

Week 12
Tuesday, November 7 Research exam 8:30 am to 12:30pm

Wednesday, November 8 - Tuesday, November 14
conferences with writing professor
bring your full draft of the open research memo to your conference

Week 13
Tuesday, November 14
best practices for rewriting and editing
prepare for class: Neumann pp. 173-198

Friday, November 17
turn in open research memo via D2L by 4:00 p.m.