SYLLABUS
LAWYERING SKILLS II
Spring 2017

learning objectives:
At the end of the semester, each student will be able to:
• find the law relevant to a client’s motion filed in federal court
• conduct a basic case settlement negotiation
• write a brief to a federal District Court
• write a brief to a federal Court of Appeals
• give a basic appellate oral argument

course description:
This semester, you will learn and practice additional fundamental lawyering skills. You will
receive further instruction in LexisAdvance, Westlaw, Bloomberg Law, and Internet legal
research. You will also learn how to research legislative history, administrative law materials,
and lawyers’ practice aids, such as form books and litigation aids. You will have additional
practice in the basic conventions of written legal analysis, primarily focusing on persuasive
legal writing, while completing a trial brief and an appellate brief. In addition, you will be
introduced to the skills of negotiation and appellate oral argument.

required texts:
• Helene Shapo, Marilyn Walter, & Elizabeth Fajans, Writing and Analysis in the Law (6th ed.,
  Foundation Press 2013). ISBN 1609302729

• Michael Murray & Christy DeSanctis, Legal Research Methods (2d ed., Foundation Press

  ISBN 1594601518

  ISBN 9781454828754

• Core Grammar for Lawyers, http://www.coregrammarforlawyers.com, one year
  subscription.

Additional required materials and information for the assignments will be distributed
through the Lawyering Skills II D2L site and in class.
class schedule:
Each Lawyering Skills section has two class meeting times scheduled for each week. Generally, the Tuesday meeting will cover writing topics, and the Thursday meeting will cover research topics. Many of the class meetings will include opportunities to work in smaller groups. Please note that there are exceptions to the Tuesday-writing and Thursday-research arrangement in the syllabus, especially toward the end of the semester.

attendance:
Attendance is mandatory for all scheduled class meetings and other scheduled activities, and it is recorded by signing the attendance sheet. The absence of a signature on an attendance sheet is conclusive evidence of absence. Each student will be allowed up to two unexcused absences without penalty. Any student with more than two unexcused absences will face sanctions, which may include grade point penalties, course grade reduction, and withdrawal from the course. Any student who misses a class is responsible for obtaining from classmates all material covered during the class. No deadlines will be extended based on a student’s 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 (e.g., required Lexis training sessions, required writing conferences, scheduled oral arguments, etc.).

assignments:
Along with shorter assignments, you will write a trial level memorandum of law (a brief addressed to the trial court) and an appellate brief. You will also have a research exam. Details regarding this exam will be distributed separately. As you work on the various assignments, please do not hesitate to check with your Lawyering Skills professors or teaching assistants whenever questions or uncertainties arise.
For readings assigned in the textbooks to prepare for class, you do not need to prepare any exercises found in those textbooks. Written assignments are specified separately below, and additional short assignments may be announced on the course D2L site or in class. Your Lawyering Skills professors will assume you have read the assigned reading before the class session for which it is assigned.

**grading:**

Based on a maximum raw score of 100 points for the entire course, the maximum number of points you may earn on each assignment toward your final course grade is:

- research log & source list: 2
- writing conference #1: 1
- trial brief: 20
- additional source list: 1
- writing conference #2: 1
- appellate brief: 40
- research exam: 25
- oral argument: 5
- professionalism: 5

When you submit a written assignment via D2L to be graded, please submit it one time only. Your professor will grade the first version you submit of a written assignment. At the end of the semester, your writing professor will add up your points to arrive at your course raw score. Then she will curve the raw scores for all of her students, following the required grade median and required grade distribution for all first-year courses at the School of Law, to arrive at your final course grade.

**professionalism:**

Lawyers are professionals, and part of what you will be learning in the Lawyering Skills course is how to handle yourself professionally in the context of your legal education and your newly acquired legal skills. Your professors will base the professionalism part of your grade on your timely completion of all LS pass-fail and graded assignments, drafts, and re-writes; your attendance and active participation in class; your adherence to the course policies; and how you conduct yourself in person and by e-mail, with your classmates, the TA’s, and the professors. For example, surfing the Internet in class, e-mailing an LS professor during the time you are in another professor’s class, or coming to class late would all be unprofessional conduct. This is not an exhaustive list of unprofessional conduct. Before you act, please consider whether you would say or do what you want to say or do in front of a judge or in a meeting with a senior attorney in a law office.

**minimum requirements:**

You must complete every assessed assignment in the course to pass the course. “Every assessed assignment” includes the shorter writing assignments, the shorter research assignments, the graded trial brief, the graded appellate brief, the research exam, and the oral argument. Do not hesitate to ask your Lawyering Skills professors or the TA’s if you have questions or you find yourself confused as you work on the assignments.
Lawyering Skills II is a three credit hour course. The American Bar Association standards require you to spend at least 9 hours of your time each week on the course. The classroom component is scheduled for 2 ½ hours each week. Note that this amount of time is purposely less than the 3 hours each week that most three credit hour classes meet in the classroom. The course focuses on attaining various lawyering skills, so a good deal of the learning occurs as you work through the exercises and assignments outside the classroom and when you talk to your professors and TA’s. At first, you should expect to spend 6 ½ hours on your work outside of the classroom for this course each week. Toward the end of the semester, some classroom time will be canceled, to allow you to spend more time on your work outside the classroom.

**classroom electronics:**

The basic rule during class is simple: **no electronic grazing.** This rule applies to your use of laptops, smartphones, iPads and other tablets, and all other mobile or wireless devices. Some professors may prohibit all use of electronics during class. Others may ask you to use them only during certain classroom exercises. When permitted, such use is limited to class note taking and other tasks authorized by your professor, such as following along as your research professor walks the class through the steps of using an electronic source of law. Unauthorized use of electronics may result in a loss of the privilege of using them in class for the remainder of the semester. Unauthorized use during class includes texting, e-mailing, gaming, shopping, and accessing sites not related to the classroom topic. Please turn off cell phone ringers and texting functions before class begins.

**recording:**

Students may not record the class sessions without the professor’s permission. If you feel you need a recording of a class session due to exceptional circumstances, ask the professor teaching that session well in advance for permission.

**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.

**accommodations & assistance:**

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.

Saluki Cares is a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. You can reach Saluki Cares at 618-453-5714, siucares@siu.edu, or http://salukicares.siu.edu/index.html. Assistant Dean Judi Ray will also help you access university resources. You can contact her at judiray@siu.edu, 618-453-3135.

**Week 1**
**Tuesday, January 17**
class topic: introduction to Lawyering Skills II; introduction to pleadings & trial brief
prepare for class: Shapo, pp. 7-11, 349-370
handed out: trial brief assignment; research log assignment

**Thursday, January 19**
class topic: research strategy; court rules
prepare for class: Murray & DeSanctis, pp. 189-193, 197-204

**Week 2**
**Tuesday, January 24**
class topic: introduction to persuasive legal writing
prepare for class: read pleadings & highlight points in dispute

**Thursday, January 26**
class topic: persuasive Statement of Facts; Q&A on trial brief research
prepare for class: Shapo, pp. 376-383

**Week 3**
**Tuesday, January 31**
class topic: negotiation
prepare for class: Suzanne Schmitz, A Guide to Negotiating
hand in per professor's instructions: trial brief research log & list of sources, in correct citation formats

**Thursday, February 2**
class topic: legislative history
prepare for class: Murray & DeSanctis, pp. 165-187
**Week 4**

**Tuesday, February 7**
class topic: argument organization in trial brief; Q&A on trial brief writing
hand in, at beginning of class: outline of issues for trial brief
handed out: peer editing exercise
posted on D2L at 1:00 p.m.: research exercise 1, legislative history

**Thursday, February 9**
class topic: legislative history
prepare for class: Murray & DeSanctis, pp. 181-184

**Thursday, February 9 – Wednesday, February 15**
required writing conferences, schedule TBD
bring to conference: full draft of trial brief, written list of questions

**Week 5**

**Tuesday, February 14**
class topic: citations & quotations
prepare for class: Shapo, pp. 28-37, 238-239, 512-515
hand in via D2L by 5:00 p.m.: research exercise 1, legislative history

**Thursday, February 16**
class topic: administrative regulations
prepare for class: Murray & DeSanctis, pp. 135-149

**Friday, February 17**
hand in by 5:00 p.m. via D2L: trial brief

**Week 6**

**Tuesday, February 21**
class topic: peer review exercise; appellate record; front pages of appellate brief
prepare for class: Shapo, pp. 397-399, 402-408, 411-422
handed out: appellate brief assignment

**Thursday, February 23**
class topic: administrative regulations
Week 7
Tuesday, February 28
class topic: argument section of appellate brief; standard of review
hand in, at beginning of class: draft front pages of appellate brief; list of additional sources
posted on D2L at 1:00 p.m.: research exercise 2, administrative law

Thursday, March 2
class topic: agency decisions & internal materials

Week 8
Monday, March 6-Tuesday, March 7
mandatory Lexis training
Failure to attend a training session counts as an absence.

Tuesday, March 7
class topic: point headings
prepare for class: Shapo, pp. 435-443
hand in, at beginning of class: draft of argument section of appellate brief
hand in via D2L by 5:00 p.m.: research exercise 2, administrative law

Thursday, March 9
class topic: jury instructions, form books & litigation aids
prepare for class: Murray & DeSanctis, pp. 195-196
posted on D2L at 1:00 p.m.: research exercise 3, practice materials

spring break
Monday, March 13 – Friday, March 17

Week 9
Tuesday, March 21
class topic: Q&A on appellate briefs
prepare for class: Shapo pp. 475-477; also re-read your draft appellate brief
hand in, at beginning of class: draft of point headings
hand in via D2L by 5:00 p.m.: research exercise 3, practice materials

Thursday, March 23
class topic: getting ready for summer – free sources
Wednesday, March 22 – Monday, March 27
required writing conferences, schedule TBD
bring to conference: full draft of appellate brief, written list of questions

Week 10
Tuesday, March 28
class topic: effective oral argument
prepare for class: Shapo, pp. 479-495

Thursday, March 30
class topic: oral argument nuts & bolts

Friday, March 31
hand in by 5:00 p.m. via D2L: appellate brief

Week 11
Tuesday, April 4
class topic: research review

Thursday, April 6, 8:30 a.m. – 12:00 p.m., for all sections
research exam - rooms 202 & 204

Week 12
Monday, April 10 – Friday, April 14
oral argument practice rounds
schedule TBD

Week 13
Monday, April 17 – Friday, April 21
oral arguments
schedule TBD

Week 14
Tuesday, April 25
in-class exercise