

## MEMORANDUM

TO: 1L Legal Research & Writing Students

FROM: Professor Duhart

DATE: August 3, 2017

RE: Supplemental Policies and Procedures for Prof. Duhart's LRW Class

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Welcome to LRW! In an effort to assure that you have a productive and rewarding semester, and that we communicate successfully, this Memorandum sets forth rules which apply in Professor Duhart's section of LRW. You are bound by the following rules in addition to the LRW Policies and Procedures applicable to all LRW sections. Please read and follow them carefully. You are especially encouraged to read the material regarding grade distribution for the first year class.

Note that the LRW Policies and Procedures allows the professor to vary and add to the policies and procedures; therefore, the additional material set forth in this Memorandum will apply to our section only. Please do not share the information in this Memorandum with students in other sections, as they are not bound by this Memorandum.

In real life after law school, lawyers, law firms, corporations, government entities and others all have different rules that require your compliance. Similarly, courts and individual judges have rules and procedures you must follow. Because we have not all mastered the fine art of following instructions, this Memorandum attempts to set forth and clarify certain rules and procedures which will apply and must be followed in Professor Duhart's LRW section. I have also attempted in this Memorandum to clarify the LRW Policies and Procedures, and to answer several frequently asked questions. Please read this entire Memorandum carefully, and assure that you understand all applicable rules, and are aware of the sanctions for violating them. If you have any questions, or require further clarification, see me immediately.

1. All assignments you turn in must be typed and double-spaced. Any assignments that do not conform to this requirement, as well as to the size type and other requirements in the LRW Policies and Procedures, may be returned as unacceptable or penalized for nonconformity. It is your responsibility to read and follow the submission guidelines for LRW in the policies and procedures. Please review and follow the formatting guidelines for my class.
2. Please extend reasonable courtesies to your colleagues and others at the law school, in class and elsewhere. This means reshelving books quickly in the library, in

the proper place, once you are finished using them. You are permitted, in this LRW section, to share your class notes with classmates who miss class due to illness or other unavoidable problems. Sharing class notes with other students in this LRW section is not an honor code violation, and is not a violation of the LRW Policies and Procedures.

3. If I am in my office with another student or faculty member, do not interrupt the meeting. If you wait patiently outside my office, I will meet with you as soon as I am available. When you are in my office, you will have my undivided attention.

4. Don't hesitate to contact me for help. My telephone number is 954-262-6313. I am available during the office hours posted on my syllabus, and by appointment. Persons with appointments are seen before those without appointments. If you reach my voice mail, you need to leave your full name and complete telephone number if you wish for your call to be returned.

5. You may also reach me by e-mail. If you send an e-mail, allow me ample time to answer it. I receive LOTS of e-mail, and you cannot count on receiving a reply for 72 hours. An e-mail sent to me right before an assignment is due is not likely to generate timely positive feedback for you. If you need to reach me quickly, a personal visit to my office or a telephone call are your best options.

6. During virtually each class, I will ask if you have any questions about the materials we are covering, the materials you read, or the assignments you are working on. If you have questions or do not understand the instructions for any assignment, be sure to bring them up immediately.

7. Start all assignments as soon as you receive them. That leaves you time to ask questions, assure you receive any assistance you need, and still get the assignment done on time. LRW is not a course in which procrastination is rewarded.

8. Bring your laptop and your Bluebook to each and every LRW class.

9. Do not talk on the phone, text, send e-mails, receive e-mails or surf the web in class. You should not be viewing any unrelated materials during LRW class time. You should also have your cell-phone turned off during class. If you are caught surfing the web, or you interrupt the class with a cell-phone, you will be subject to sanctions. In accordance with the LRW Policies and Procedures, I may also lower your grade.

10. All papers you submit should contain correct spelling, correct grammar and correct punctuation, and all writing must be in complete sentences. Some assignments will also require self-edits; these requirements will be made clear to you in class.

11. You must attend class on time. Even if I do not say anything during class, you will be marked tardy and your grade may be negatively impacted. You must be seated,

ready to work and prepared when I begin speaking. Entering the room at a scheduled class time is not sufficient to avoid a tardy. Students with three late arrivals will be subject to sanctions, which may include a final grade reduction. Further, if you arrive more than 30 minutes after class has started, you may be considered absent even if you are permitted to enter the classroom.

12. You must come to class. If you are absent four times, your final semester grade will be lowered to the next available grade. There are no excused absences. If you are absent five times or more, you will be automatically withdrawn from the course and receive an “F” for this class. It is your responsibility to sign the attendance sheet each session. Failure to sign the sheet creates a presumption that you were absent from class.

13. No matter how unprepared you may feel about an assignment, never resort to cheating. Plagiarism is taken seriously. It is an ethical violation and could lead to dismissal or even interfere with your admission to a bar association.

14. Seek help from me as frequently as you need to.

15. Adhere to rule 14. As hard as I try, I cannot read your mind. Ask for help when you need it.

16. I am more than happy to discuss with you any assignment you are working on, before the due date, and any assignment you have completed. There are three caveats. First, you must wait at least 48 hours after an assignment has been returned to meet with me for review. Second, I do not negotiate or change grades. Third, I can discuss an assignment with you before it is due, as well as answer and pose questions about it. I cannot, however, pre-read papers before you hand them in. Avail yourself of the opportunity to get help frequently.<sup>1</sup>

17. The “Miscellaneous” category, which includes, but is not limited to, synthesis charts, research logs, quizzes and homework assignments, must be received on time to receive credit. Late work in this category may be submitted for feedback and review, but will receive no credit. Penalties for late submission of memos are governed by the general LRW Policies and Procedures.

18. Do your personal best on each and every assignment. This is a skills class and we are working together on mastering the skills that will make you a successful lawyer. I am very proud of the students that have come through my class, and I look forward to my role in helping you develop as an attorney.

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<sup>1</sup> This rule does not apply to the first CREAC assignment. I will not meet with you before this is due. It is a true diagnostic.

19. This Memorandum and the LRW Policies & Procedures do not contain the only instructions or guidelines applicable to LRW. *Instructions will be given throughout the semester, in writing, in assignments, in e-mails, and verbally in class.* It is very important for you to assure that you always pay attention to and understand all instructions and directions. Attorneys receive both written and verbal instructions from judges, clients, partners and others, so this is a skill you must develop to succeed in practice.

20. Print out and complete the employment application posted on my faculty page. You will receive five points toward your miscellaneous grade for submitting the application *on time* at the start of the first class on orientation. This is your first grade in LRW. Late applications will be collected, but will receive no credit.

21. If there is anything I can do to make your LRW experience more fulfilling for you, please let me know. LRW is a demanding course, but it can be very rewarding. Your comments, input and suggestions are appreciated.