



To: Section 1B

From: Professor P. Camille Lamar

Re: Welcome to LRW Memo

Date: July 21, 2017

Welcome to Legal Research and Writing (“LRW”)!!! I’m looking forward to teaching you how to think and write like a lawyer.

This memo summarizes my basic policies and procedures. It isn’t a substitute for the detailed examination of the following rules: NSU’s Code of Academic Regulations;¹ the LRW Policies and Procedures; and my supplemental LRW Policies and Procedures.

LRW involves a lot of hard work. Your success in my class will be directly related to your willingness (1) to work hard; (2) to follow instructions; and (3) to maintain a positive attitude. From the **first** day of class, I will treat you like a novice attorney and will demand of you the same work product that I would demand of any attorney that I supervise.

What to Bring to Every Class (yes, even the first class)

You must purchase a three inch, three-ring binder for the numerous handouts that you’ll receive. You must **READ** and **RETAIN** these handouts. Furthermore, bring your copy of the Malmud text to each class. If, for some reason, you are unable to obtain a copy of the Malmud text, you may make copies from the text that I have on reserve in the library.

¹This document is available online.

During the research component of the class that begins in September, you must also bring your laptop, Bluebook and Schmedemann texts to every class.

Class Format

LRW is a skills class. The only way to succeed in a skills course is to have multiple opportunities to practice, to acquire feedback from me, your peers, and to reflect on the learning process. Consequently, the predominant class format **will not** be lecture. Instead, the majority of class time will be spent in small-group exercises, group brainstorming sessions, writing exercises, and similar activities that require you to apply information in the assigned reading materials.

Class Preparation

Because my class is interactive, you must be prepared to ask questions, to apply, to reflect, and to build upon your understanding of the information presented in the textbook. Class preparation is extremely important and comprises 15% of your final semester grade.

In short, you're expected to prepare for class just as attorneys are required to prepare for court. I will consider you unprepared if you (1) can't participate because you haven't read **or** thoughtfully considered the assigned material or (2) don't timely submit a homework assignment. **NOTE: effective class participation does not require mastery of the reading material.** Effective class participation simply means that you've made a good faith effort to read and understand.

If you're unprepared **more than twice**, I will lower your final semester grade to the next lowest grade in accordance with Rule III(B)(5) of the LRW Policies and Procedures. Conversely, your grade may be raised to the next highest available grade for class participation that I deem outstanding.

Attendance

Class attendance is **MANDATORY**. You're expected to attend class just as attorneys are expected to attend hearings and other court sessions. I will take attendance at each class session.

It's your responsibility to sign the attendance sheet. If your name doesn't appear on the attendance sheet, then the irrefutable presumption is that you were absent from that particular class.

In accordance with the Rule III(A)(4) of the LRW Policies and Procedures, I must lower your final grade to the next available grade if you are absent **four (4) times**. If you are absent **five times, you will automatically be withdrawn you from the course, and you will receive an F**. This rule applies regardless of the reason for any of the absences, and I have no discretion to waive these attendance rules. And you are responsible for tracking your absences.

Tardiness

You must be on time for class. You're tardy if you can't engage in classroom discussion at the appointed class time. For example, if class starts at 11:15 a.m., I expect you to be seated, to have your cell phone and other electronic devices turned off, and to be capable of engaging in classroom activities promptly at 11:15 a.m. If you don't satisfy the above-referenced criteria, then you're tardy.

Consider the following example. Assume that class starts at 11:15 p.m. If you walk into class at 11:14 a.m., then you're late. You're a law student, not a superhero. You can't sign the roll, get any handouts, turn-in homework, and be ready to dazzle me with your intelligence in one minute.☺

Three or more late arrivals or early departures of 10 minutes or more will be considered an absence. If you can predict an extraordinary circumstance that will require tardiness or an early departure, discuss it with me as soon as possible. Extraordinary circumstances include, but are not limited to: your documented illness, a documented illness of your child, and school-sponsored participation in competitions.

Transportation issues, technology failures, heavy traffic, car failures, work conflicts, and similar events are not emergencies and **will not be excused**. I have the sole discretion to determine if your absence satisfies the extraordinary circumstances standard.

Contacting Me

My office telephone number is 954-262-6212, and my email is polli@nova.edu. If you leave a voicemail, clearly identify yourself and provide accurate contact information.

I will do my best to timely respond to all emails and calls. However, you cannot count on receiving a reply to an email or a call for at least 24 hours. Depending on the content of the message, I reserve the right to determine the most appropriate method of response. For example, I may ask that you schedule an appointment or ask your question in class. In some situations, I may determine that the best response is no response.

Asking Questions

Stop by my office with questions or concerns. I'm generally receptive to these visits. However, if my office door is closed, then that means that I **cannot** be disturbed.

I'm also available during the office hours posted on my syllabus and by appointment. During my office hours, I see students on a "first-come-first-serve" basis. I will respond to your reasonable questions about course content. A question is reasonable when it's based on a genuine question about the material, not a failure to read assigned materials.

The "Zone of Silence" Rule

You cannot contact me 48 hours **before** a major writing assignment is due. Furthermore, you must wait 48 hours **after** you receive a score on any major writing assignment² before scheduling a conference. I welcome your questions about any assignment. However, once I assign a score, it will not be changed for any reason other than a mathematical error.

²Major writing assignments are the ones identified on page five of the syllabus.

The “Unauthorized Collaboration” Rule

No one may edit, review, or otherwise assist you with any of your assignments for this course. Pursuant to this rule, you cannot have any student, any professor, any parent, any friend, or ANYONE else edit, assist, or review your work. When I say no one, I mean no one. The only exceptions to this rule are in-class exercises and peer-review exercises. For more detail about this rule, see Rule VI of the LRW Policies and Procedures.

Students may discuss the course materials and assignments with one another. However, sharing your written work with another student, reading another student’s work or copying from another student's work product will be regarded as a violation of the law school's Code of Conduct and may result in disciplinary action under the Code.

Reading Comprehension Quiz

Congratulations on reading this entire memo!! Complete the quiz that appears on the next page. Bring a HARD COPY of the completed quiz to class on **Wednesday, August 16, 2017**. Let’s keep quiet about this quiz and see how many people actually read this document in its entirety.☺

Name: _____ Date: _____

QUIZ #1
Professor Lamar

Instructions: This quiz is worth ten (10) points of your miscellaneous grade and covers the reading materials posted on my faculty page. Because this is an “open book” quiz, you may refer to the assigned reading materials when taking this quiz. You may use the highlighting function to mark correct answers, type your responses directly into this document, or handwrite your answers.

1. Students can, without penalty:
 - A. Examine and review each other’s homework even though the professor did not expressly authorize such a collaboration
 - B. Share computer files and printed materials with other students that contain another student’s responses to an assignment
 - C. Share the fruits of research, including citations and case names
 - D. Consult the written work of any student from a previous year.
 - E. None of the above

2. Grade changes can be granted for the following reasons:
 - A. A student believes that he/she has received a grade lower than is deserved
 - B. The professor arbitrarily decides to change the student’s grade
 - C. Mathematical or clerical error
 - D. All of the above
 - E. None of the above

3. Students who are marked absent _____ times from class will automatically be withdrawn from the course and receive an “F,” regardless of the reason or excuse for any of the absences:
 - A. Six
 - B. Five
 - C. Four
 - D. None of the above

4. Identify **one** difference between undergraduate writing and legal writing identified in Prof. Enquist's essay.

5. Assume for the purposes of this question that your LRW class starts at 3:00 p.m. You are walking in the door at 2:59 p.m. Are you late for class according to policies and procedures outlined in the Welcome to LRW Memo? You must fully explain your answer to get credit for this question.

See the Bonus Question on the Next Page.

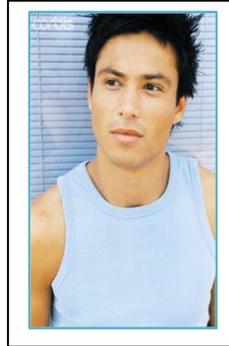
Bonus Question (worth 5 additional points): Consider the following images.



**Professionally
Dressed**



**Professionally
Dressed**



**Unprofessionally
Dressed**



**Unprofessionally
Dressed**



**Professionally
Dressed**

6. Use your reasoning skills to create a rule about what it means to be professionally dressed. Then, apply that rule to predict the picture **on the next page** that should appear in the blank box.

Note: The pictures that appear on the next page are in color. So, please print using a color printer. If, for some reason, you're unable to see the pictures, immediately email me.

See Pictures on the Next Page.

The reason **why** you selected a particular image is just as important as your answer. You must explain your answer to get the full amount of bonus points:



A.



C.



B.



D.