



I. Course Information

Course: LAW 0662 - Legal Research and Writing I

Semester and Year: Fall 2017

Course Start and End Dates: 08/21/2017 - 12/10/2017

Course CRN and Section: 21880 E

Building and Room: Shepard Broad Law Center - CLASS2

II. Instructor Information

Name: Baxter, Heather

Email: hbaxter@nova.edu

Office Hours: Wednesday 3:30-4:30

III. Class Schedule and Location

Day	Date	Time	Location	Building/Room	Type
MW	08/21/2017 - 12/10/2017	1:30 PM - 3:30 PM	Ft Lauderdale/Davie Campus	Shepard Broad Law Center-CLASS2	CLAS

IV. Course Description

This course integrates legal theory with practice, professionalism, and technology in a transactional setting. It combines instruction in legal research, writing, and analysis with other practical lawyering skills while focusing on predictive legal analysis. Case files are used to develop problem-solving strategies, conduct legal research, draft legal memoranda, and negotiate a settlement of a transactional case. This is a required course.

V. Learning Outcomes

Students completing this instructional offering are expected to:

1. Identify legal issues and apply legal reasoning and analysis to solve problems in a logical and structured manner to issues covered in this course.
2. Communicate orally or in writing, or both, the legal reasoning and analysis regarding issues covered in this course.
3. Research legal issues thoroughly and efficiently.
4. Demonstrate factual investigation, interviewing, and questioning skills.
5. Demonstrate effective organization and management of legal work.

VI. Materials and Resources

Section Required Texts and Material:

Title: Legal Writing [Neumann]
Author: Richard Neumann, J. Lyn Entrikin, and Sheila Simon
Publisher: Aspen
Edition: Third Edition
ISBN- 1454830972

ISBN-13: 978-1454830979
Title: Basic Legal Research [Sloan]
Author: Amy E. Sloan
Publisher: Wolters Kluwer
Edition: 6th Edition
ISBN- 145485040X

ISBN-13: 978-1454850403
Title: The Bluebook, 20th ed. [BB]
Author: Harvard Law Review
Publisher: Harvard Law Review
Edition: 20th Edition
ISBN- 0692400192

ISBN-13: 978-0692400197
Title: Understanding and Mastering the Bluebook: A Guide for Students and Practitioners [Barris]
Author: Linda Barris
Publisher: Carolina Academic Press
Edition: 3rd Edition
ISBN- 1611637740
ISBN-13: 978-1611637748

Title: Aspen Handbook for Legal Writers [HLW]
Author: Deborah Bouchoux
Publisher: Carolina Academic Press
Edition: 4th Edition
ISBN-10: 1454885181
ISBN-13: 978-1454885184

Please also obtain a set of colored pencils, and be familiar with how to access the [Model Rules of Professional Conduct](#) and the [Rules Regulating the Florida Bar \(RRTFB\)](#) (available online at no cost).

Book Url: [NSU Book Store](#)

VII. Course Schedule and Topic Outline

Course Schedule:

Class schedule subject to modification, but not without prior notification.

Week No.	Class No.	Date	Topic	Reading Assignments To Be Completed PRIOR to Class	Written Assignments
Orientation Week NOTE: This class meets from 3:30-5:30 p.m. in Lecture Room 2		Wed. 8/16	Introduction to LRW <ul style="list-style-type: none"> Overview of LRW Program and "Policies & Procedures" Ethics & professionalism How to Succeed in LRW and in law school 	<ul style="list-style-type: none"> Model Rules of Professional Conduct Preamble and Scope and Rule 1-1 Competence (Click on Preamble and Scope in Table of Contents and then click on Rule 1-1 in the Table of Contents) Neumann: Chapter 1 Plagiarism Handout (on my faculty web page). LRW Policies and Procedures (on my faculty web page). Baxter Supplemental Policies and Procedures (on my faculty web page). Letter to New Law Students (on my faculty web page). Anne M. Enquist, <i>Unlocking The Secrets Of Highly Successful Legal Writing Students</i>, 82 St. John's L. Rev. 609 (2008) (on my faculty web page). 	Assigned: <ul style="list-style-type: none"> Policies & Procedures & Plagiarism Form
1	1	Mon 8/21	U.S. Legal System <ul style="list-style-type: none"> Introduction to U.S. courts Primary & secondary authority Relationship between statutes & cases Introduction to CREAC	<ul style="list-style-type: none"> Neumann: Chapters 8,14,16, and 17 Sloan: Chapter 1(A.) pp. 1-10 U.S. Court System Florida Court System CREAC Handout (Found on TWEN under Reading Assignments, password is baxter) CREAC Assignment Assigning Memo 	Assigned: <ul style="list-style-type: none"> CREAC Assignment
	2	Wed 8/23	Intro to Rules When Rules are statutes	<ul style="list-style-type: none"> Neumann: Chapters 2-4; 9 HLW: Chapters 1&3 	
2	3	Mon 8/28	Applying the Law	<ul style="list-style-type: none"> Rule Based Reasoning Handout from Romantz book (will be posted on TWEN; password is baxter) 	
	4	Wed 8/30	Pulling it all Together/ Writing Workshop	<ul style="list-style-type: none"> Neumann: Chapters 21-22 HLW: Chapter 4 	Bring a copy of your draft CREAC to class.

Week No.	Class No.	Date	Topic	Reading Assignments To Be Completed PRIOR to Class	Written Assignments
3		Mon 9/4	LABOR DAY NO CLASS		
	5	Wed 9/6	Introduction to Legal Research Intro. to Online Research	<ul style="list-style-type: none"> • Sloan: Chapters 1, 2, 3, 10 & 11 • Neumann: Chapter 23 • Model Rules of Professional Conduct R. 1.1, 3.1, 3.3 and compare Rules Regulating the Florida Bar (RRTFB) 4-1.1, 4-3.1, 4-3.3(a) and comments 	Due: <ul style="list-style-type: none"> • CREAC assignment hard copy to class.(Electronic copy should be uploaded by 11:59 on Tuesday, September 5.) Assigned: <ul style="list-style-type: none"> • Memo 1
4	6	Mon 9/11	Researching and Citing Secondary Sources Intro to Citation	<ul style="list-style-type: none"> • Sloan: Chapter 4 • BB: pp. 1-9 • Barris: Chapters 1, 7, and 13(F) 	Due: <ul style="list-style-type: none"> • Lexis Learn Module(s) (more in class) Assigned: <ul style="list-style-type: none"> • Research Log for Memo 1 • In Class Research Exercise # 1
	7	Wed 9/13	Researching Statutes	<ul style="list-style-type: none"> • Sloan: Chapter 7 • Barris: Chapters 3 and 13(B) 	Due: <ul style="list-style-type: none"> • Lexis Learn Module(s) (more in class) Assigned: <ul style="list-style-type: none"> • In Class Research Exercise # 2
5	8	Mon 9/18	Researching Cases; Updating	<ul style="list-style-type: none"> • Sloan: Chapters 5 and 6 • Barris: Chapters 2 and 13(A) and ppg. 167-169 	Due: <ul style="list-style-type: none"> • Lexis Learn Module(s) (more in class) Assigned: <ul style="list-style-type: none"> • In Class Research Exercise # 3 • Citation Exercise # 1
		Wed 9/20	Make up Friday – No LRW Class		
6	9	Mon 9/25	Feedback on CREAC Assignment		Due: <ul style="list-style-type: none"> • Citation Exercise # 1

Week No.	Class No.	Date	Topic	Reading Assignments To Be Completed PRIOR to Class	Written Assignments
	10	Wed 9/27	Memo 1 <ul style="list-style-type: none"> • <i>Starting over – The Nuts and Bolts of an Office Memo</i> • <i>Rule Extraction and Synthesis</i> 	<ul style="list-style-type: none"> • Neumann: Chapters 5, 6, 7, 10, 11, 12, 13 • Review Neumann chapters 2, 3, 8, 14, and 16 • HLW: Chapter 7 • The Rule of Law 	Due: <ul style="list-style-type: none"> • Research Log for Memo 1 (uploaded on TWEN) Assigned: <ul style="list-style-type: none"> • Citation Exercise # 2 • Case Chart
7	11	Mon 10/2	Memo 1 <ul style="list-style-type: none"> • <i>Rule Explanation</i> 	<ul style="list-style-type: none"> • HLW: Chapter 2 	Due: <ul style="list-style-type: none"> • Citation Exercise # 2 • Case Chart
	12	Wed 10/4	Memo 1 <ul style="list-style-type: none"> • <i>Rule Application Revisited</i> • <i>Facts, QP, BA and Umbrellas</i> 	<ul style="list-style-type: none"> • Neumann: Chapters 17, 18, 19, and 20 	
8		Mon 10/9 & Wed 10/11	Conference Week <i>No Classes – will meet one on one with prof.</i>		
9	13	Mon 10/16	Memo 1 <ul style="list-style-type: none"> • <i>Ratiocination</i> • <i>Wrap up</i> 		Bring Printed Full Draft of Memo 1 to class.
	14	Wed 10/18	Memo 2 <ul style="list-style-type: none"> • <i>Fact Gathering</i> • <i>Role of Facts in Resolving Legal Problems</i> • <i>Interviewing the Client</i> 	<ul style="list-style-type: none"> • Model Rules of Professional Conduct R. 1.4 & 1.6 and comments and compare Rules Regulating the Florida Bar (RRTFB) 4-1.4 & 4-1.6 • Neumann: Chapter 15 	Due: <ul style="list-style-type: none"> • Memo 1 hard copy to class. (Electronic copy should be uploaded by 11:59 on Tuesday, October 17.) Assigned: <ul style="list-style-type: none"> • Memo 2 • Client Interview Exercise

Week No.	Class No.	Date	Topic	Reading Assignments To Be Completed PRIOR to Class	Written Assignments
10	15	Mon 10/23	<i>Memo 2</i> • <i>Interview Client</i>		Due: • Client Interview Assignment Assigned: • Research Log for Memo 2
	16	Wed 10/25	<i>Memo 2</i> • <i>ALR research</i> • <i>Case Synthesis and Application</i>	• Neumann: Review Chapter 10 • Sloan: Review Chapter 4	Assigned: • Annotated Outline • Case Chart
11	17	Mon 10/30	<i>Memo 2</i> • <i>Rules</i> • <i>Advanced Citation – Signals and Parentheticals</i>	• Selecting the Best Authority to Cite • Barris: Chapters 9, 10, 11, and 12	Due: • Memo 2 Research Log Assigned: • Citation Quiz
	18	Wed 11/1	<i>Memo 2</i> • <i>Review of Memo 1</i> • <i>Memo 2 Organization</i>		Due: • Annotated outline • Case Chart
12		Mon 11/6	Conference Week	Conferences will take place Monday and Tuesday of this week	
	19	Wed 11/8	<i>Memo 2</i> • <i>Revising and Editing</i> • <i>Grammar Bee Championship</i>		Due: • Citation Quiz
13	20	Mon 11/13	<i>Introduction to Negotiation</i>	• Model Rules of Professional Responsibility R. 4.1 & 1.2(a) & 3.1 and compare RRTFB 4-4.1; 4-1.2(a), 4-2.1, 4-3.1 & comments . Read the “Negotiation Information” file on TWEN.	Due: • Memo 2 hard copy to class. (Electronic copy should be uploaded by 11:59 on Sunday, November 12.) Assigned: • Negotiation Planning Exercise

Week No.	Class No.	Date	Topic	Reading Assignments To Be Completed PRIOR to Class	Written Assignments
	21	Wed 11/15	<i>Negotiation</i>	CLASS IS MANDATORY – <i>Missing this class will result in a deduction of 2 misc. points</i>	Due: Negotiation Plan

VIII. Grading Criteria

Final Grade:

Final Course Grade:

Your final grade is determined by your performance on a number of different tasks:

Demand Letter	5%
Trial Memo Part 1	25%
Trial Memo Part 2	60%
Miscellaneous Grade	10%
TOTAL	100%

Grading Scale: The College of Law uses the following grading system:

A	4.00
A-	3.75
B+	3.50
B	3.00
B-	2.75
C+	2.50
C	2.00
C-	1.75
D+	1.50
D	1.00
D-	0.75
F (or WF)	0.00

AU Audit; no credit or effect on average

I Incomplete

P Pass; no effect on average

W Withdrawal

IX. Course Policies

General Policy: Specific Class Requirements

- This class will use a web course called TWEN. You will be given instructions for enrolling in the web course during our first class. Please enroll in the web course prior to the second LRW class meeting on Monday, August 21. All assignments will be posted to TWEN and may not be available until after class on the date it is assigned. Please note that the syllabus is subject to change (and it will!). I will post all changes on TWEN.
- Blue links are active. By right clicking the link with your mouse and selecting "open hyperlink" you will be able to access the material.
- Some class days MAY be marked "independent research" or "independent writing." On some of those days, there may be no formal class meetings. We will, however, meet on some of those days. DO

NOT ASSUME that because a class is labeled "independent" there will be no meeting that day.

Announcements will be made throughout the semester as to meeting dates. It is your responsibility to attend all classes, and not knowing that we are meeting on a particular day, or planning other activities during class times, is NO EXCUSE!

- Assignments will be posted to the web course and may not be available until after class on the date it is assigned.
- Pay close attention to how and when the assignments are to be submitted. Some will be turned into my in-basket, located behind my secretary. Some will be emailed to me, and others will be uploaded onto TWEN. If there are any questions, please refer to the assignment itself, or ask me.
- I gladly accept questions and concerns via e-mail, with certain requirements and understandings. Any e-mailed question must contain the steps you have taken to first address the answer to your question on your own. For instance, you must include the chapter in the textbook, the page of the PowerPoint, or the Bluebook rule you consulted. Additionally, any email addressed to me should contain proper spelling and grammar and should be written in a manner in which you would address your senior partner. I try my best to respond to all emails within 24 hours if sent during the week (48 hours if sent on the weekend), but sometimes other matters intervene that prevent me from responding as quickly as I would like. I appreciate your patience and understanding.
- Class Handouts: You will receive numerous handouts and supplemental readings during class. This material will not only be useful to you throughout the semester and your ongoing legal education, but it will be important to review these materials in preparation for your major assignments. Furthermore, anything distributed in class, discussed in class, or assigned as reading is fair territory for quizzes. You should keep all of these materials in one binder or large folder.
- At my discretion, throughout the semester, I will administer quizzes that may be unannounced. If you need special accommodations, please be sure to contact Student Services at (954) 262-6126 as soon as possible.

Attendance Policy:

Regular attendance is required in all courses.

This course follows the attendance policies detailed in the *Code of Academic Regulations* available at:

<https://intranet.law.nova.edu/intranet/students/student-services/documents/CodeOfAcademicRegulationMay2015>

The maximum number of absences allowed before a student receives an F for excessive absences in this course is 4.

All students are expected to attend class and contribute to class discussion. I will call upon students in order to move along the discussion, but I prefer an interested and engaged crowd!

I will take attendance each class. All students are expected to attend all classes and fully participate in the classroom discussion. An attendance sheet will be circulated each class for your signature - it is your responsibility to sign the attendance sheet as proof of classroom attendance. Signing the attendance sheet indicates you are present for the entire class. If you leave class early or arrive late, you must indicate the time you are actually present for class.

Credit Hour Requirements:

Out-of-Classroom Expectations: Students are expected to read all assigned materials and be prepared for all classes. As set forth in ABA Standard 310, students should spend a minimum of two hours of out-of-class preparation for every in-class hour in accordance with the *Code of Academic Regulations* available at:

https://www.law.nova.edu/about/documents/Code_of_Academic_Regulations.pdf

In this 3-credit instructional offering, there are 2250 required in-classroom minutes of direct faculty supervised instruction. You are required to spend at least 5400 out-of-classroom minutes on class preparation for a total of at least 7650 minutes (127.5 hours) on this course.

X. College Policies

Students should visit <http://www.nova.edu/academic-affairs/nsu-syllabus-policy.html> to access additional required college-wide policies and

https://www.law.nova.edu/about/documents/Code_of_Academic_Regulations.pdf for policies specific to the

College of Law. It is your responsibility to access and carefully read these policies to ensure you are fully informed. As a student in this class, you are obligated to follow these policies in addition to the policies established by your instructor.

The following policies are described on these websites:

- Academic misconduct
- Last day to withdraw
- Email policy
- Student course evaluations
- Student responsibility to register
- Student responsibility for course prerequisites
- Class Preparation
- Graduation Requirements, etc.

Additional Academic Resources: Nova Southeastern University offers a variety of resources that may aid in student success. Among these resources is:

Accommodations for students with documented disabilities. For more information about ADA policy, services, and procedures, students may call the Office of Student Disability Services at 954-262-7189 or visit <http://www.nova.edu/disabilityservices>.