

2017-2018
LEGAL RESEARCH AND WRITING
Sec. E - Professor Baxter

**SUPPLEMENTAL Policies and Procedures,
Formatting Requirements, and
Grade Breakdown**

In an effort to ensure that we have a productive and rewarding semester, and that we communicate successfully, these SUPPLEMENTAL Policies and Procedures have been adopted in Professor Baxter's section of LRW. These Policies and Procedures are IN ADDITION to the LRW Policies and Procedures applicable to all LRW sections, which allows each professor to vary and add to the policies and procedures. Please read and follow them carefully.

The material set forth in this Supplement will apply to our section only. Please do not share the information in this Supplement with students in other sections, as they are not bound by this Supplement.

The lawyers, law firms, corporations, government entities and others you will work for all have different rules you are required to follow. Likewise, courts and individual judges have rules and procedures you must adhere to when practicing before them. As following instructions is a skill we have not all mastered, this Supplement attempts to set forth and clarify certain rules and procedures which will apply and must be followed in this LRW section. I have also attempted to clarify the LRW Policies and Procedures, and to answer several frequently asked questions. Please read this Supplement carefully to ensure you understand all applicable rules and are aware of the sanctions for violating them. If you have any questions, or require further clarification, you should raise this in class immediately. You must sign the acknowledgement form and return it to my inbox located behind the faculty assistants in the faculty wing by **12:00 p.m., Monday, August 22**. Failure to do so will result in a deduction of 1 miscellaneous point.

1. CLASSROOM ACTIVITIES

- a. Class Participation Valuable class participation is encouraged. I reserve the right to increase grades for class participation. The maximum grade increase is to the next available grade (for example, from C+ to B-, or B to B+). Likewise, I reserve the right, and under LRW Policies & Procedures have the obligation, to lower your grade if you are regularly unprepared for class. I will follow the LRW Policies & Procedures in respect to lowering grades for failure to attend class and for failure to be prepared.

- b. What to Bring
 - i. **Always bring your laptop to class.** There are certain activities that we will do in class that will require you to participate using your laptop.
 - ii. Bring the textbook that contains the reading assignment that was to be completed for that class.

c. Computer use

- i. Do not send e-mails, receive e-mails, check your phone, or surf the web in class. You should not be viewing any unrelated materials during LRW class time.
- ii. If I determine you are viewing materials other than those associated with this class, you will lose 1 point from your miscellaneous grade as a result of your unprofessional conduct.

2. **WRITTEN ASSIGNMENTS**

- a. Timely Submission The major writing assignments each semester **MUST** be turned in on time. Please do not waste my time or yours requesting that an assignment be deemed “timely” for any of the following reasons, which are **not** valid excuses for a late paper:
 - ☞ Failure of your computer, your printer or the school's printer;
 - ☞ Getting caught in a traffic jam on your way to school to hand in an assignment;
 - ☞ Car trouble;
 - ☞ Your alarm clock's failure to wake you in the morning;
 - ☞ A power failure;
 - ☞ Your failure to start an assignment promptly so that you have enough time to complete it on time.
- b. Electronic and Hard Copies I usually require an electronic copy that will be due at 11:59 p.m. and a hard copy to be brought to class the next day. These copies must match EXACTLY. I require a hard copy to account for any formatting changes that do not translate in the electronic version of your paper, but I only grade the electronic copy, so any changes on the hard copy will not be considered. Both of these copies must be on time, however, and I will deduct points for their being late. This means, therefore, that you **MUST** be on time for class to turn in the hard copy. **DO NOT** try to print out your paper in the school printers just before class. I can assure you that will you then be late to class and points will be deducted from your paper. If, for some reason, you will be missing class the next day, a hard copy of your paper **MUST** be put in my in-basket (behind my secretary's desk) by the time class begins. **ALL ASSIGNMENTS MUST BE SUBMITTED IN MICROSOFT WORD.**
- o Consider assignment due dates the same way an attorney considers the statute of limitations - failure to meet the deadline means the lawyer has committed malpractice AND may lose his or her license to practice law. Your failure to timely hand in assignments means that you may not pass this class. To avoid difficulty in completing your assignments in a timely manner, start work on all assignments as soon as they are assigned, save

all drafts of your work on a thumb drive (not just on the hard drive), and print drafts frequently. If you will not be able to comply with this requirement for a valid reason, you are expected to behave like an attorney. Contact me in advance of the due date, or as soon as you know you have a problem, explain the nature of the problem and why it warrants granting you an extension, and state the amount of additional time you are requesting. **PLEASE KNOW THAT REQUESTING AN EXTENSION OF TIME DOES NOT GUARANTEE THAT YOU WILL RECEIVE ONE.**

- c. Homework/Miscellaneous Assignments All homework assignments are due at the commencement of class, unless otherwise specified in the assignment. If you arrive after class has commenced, your homework assignment is not timely.

3. FORMATTING REQUIREMENTS

- a. Follow the format that is required for all assignments. Failure to follow formatting instructions will result in a lower grade. All papers you turn in must contain correct spelling, correct grammar, and correct punctuation. All writing must be in complete sentences. Unless you are told that you can, DO NOT copy language from cases or other materials you read. Instead, explain all thoughts in your own words. You are not permitted to use quotation marks in any paper in LRW I. The only exception to this rule will be with statutes. Each violation of this rule will cause your grade to be lowered.
- b. This Rule is the default rule applicable to all written assignments. Because certain types of assignments may require slight variations to these rules, I may announce modifications of these rules for a particular assignment. Students are required to comply with these default rules, any modifications, and any supplemental formatting rules announced by me.
- c. Generally - All assignments must be submitted on white opaque paper measuring 8-1/2 by 11 inches in width and length, respectively.
- d. Fonts
 - i. Students shall use font size Arial 12 in Microsoft Word. This document has been typed entirely in Arial 12.
 - ii. Arial 12 measures 13-15 characters per inch. Use of Arial Narrow is prohibited because it will yield 15-18 characters per inch.
 - iii. Students should submit assignments that are printed as close to letter quality as possible.

e. Margins

- i. All assignments submitted must have margins of no less than one inch on each side.
- ii. Top and bottom margins of text must also be no less than one inch. Page numbers or required headers may be placed within the one-inch margin.
- iii. Do not justify the right hand margin.

f. Binding and Covers

- i. Multi-page assignments must be held together by a single staple in the upper-left corner. No method of binding other than staples may be used on any assignments, (e.g., no paperclips, binder clips, dog-ears, etc.).
- ii. Assignments must not be covered in any manner, unless I instruct you to do so for a particular assignment.

g. Line Spacing

- i. Assignments must be double-spaced throughout, with two exceptions:
 - 1. Headings of more than one line must be single-spaced.
 - 2. Block quotations must be single-spaced and indented left and right when the Bluebook (Rule 5.1) requires single-spacing.
- ii. Double-spacing is defined as three lines of type per inch.
- iii. Each double-spaced page should contain approximately 24-26 lines of text, except when the page also contains single-spaced headings and block quotations appear on a page.
- iv. Be careful of too much spacing between paragraphs. Microsoft Word automatically calculates too many spaces between paragraphs. You must change this setting. Do not use triple or quadruple spacing, even when the rest of the text is double-spaced.
- v. Indent one half inch to begin each new paragraph, even when text is double-spaced.

h. Headings, Survivors, and Orphans

- i. Never place a heading or a subheading at the bottom of a page without at least 2 lines of text following it.
- ii. Never leave survivors or orphans. Your word processing program can be set to eliminate this problem.
- iii. A survivor is a paragraph that begins on the bottom of a page, but, because there is no more room on the page, only has one line. If this occurs, start the paragraph on the top of the next page.
- iv. An orphan is a paragraph that continues from one page to another, but only one line is carried over to the following page. Move one line from the bottom of the first page to the top of the second page.

i. Assignment Length

- i. No assignment may exceed the length stated in its instructions.
- ii. Do not use proportional spacing, compressed pitch, "make-it-fit" features, or any other method to circumvent page limitations.
- iii. The grade for any assignment not strictly conforming to this requirement will be reduced to the next available grade, and excess material will not be read or graded. **In other words, non-conforming material will be penalized twice: once for the non-conformity itself and again when the excess material is unread and ungraded.**

j. Page Numbering

- i. All assignments exceeding one page in length must have numbered pages.
- ii. Pages must be numbered by placing an appropriate number at the center bottom of the page. A page number need not appear on the first page, but if you do not know how to remove that page number, it is fine to leave it there.
- iii. The first page is always counted as number 1, whether or not it is numbered.
- iv. Page numbers **MUST** be in the same font as the rest of the assignment, i.e., ARIAL.

k. Penalties for Non-Compliance

- i. All assignments must comply with the form and content requirements announced by me for the particular assignment.
- ii. I may lower a student's score earned on an assignment if a student submits a non-conforming assignment. A student may receive a failing grade for an assignment which substantially deviates from the form or content specified for a particular assignment.

WARNING

Plan ahead if you will be using the school's printers. Be sure to check the set-up for the printer because it may format your paper differently than other printers and/or what you saw on the screen when you prepared the document. Allow yourself enough time to correct any format issues caused by the school's printer.

4. COLLABORATION

- a. You **MUST** work alone for all of the written assignments and homework assignments, unless I give you explicit, written instructions at the time the assignment is given that collaboration is permitted. This means you are **not** permitted to allow anyone, including those in this section, in the law school, and those outside of the law school, to review and/or comment on your work before you hand it in. It is a strict violation of the policies of this class to permit anyone to advise you on your work (other than me). I will allow you to *discuss* your assignments with each other, but that is limited to those students in your LRW section ONLY, and your written work must be entirely your own.
- b. Violation by you of this provision will cause me to file a Complaint under the Code of Student Conduct and Academic Responsibility.

5. CLASS ATTENDANCE According to school rules, I have no ability to excuse your absence from class. If you exceed the number of allowable absences, your grade is automatically adversely affected, even if you have a legitimate reason. Should you encounter difficulties which will cause you to miss more than the allowable number of classes, you should contact both me and student services immediately.

6. PROFESSIONALISM Please extend reasonable courtesies to your colleagues and others at the law school, in class and elsewhere. This means re-shelving 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. 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

7. CONTACTING ME

- a. Telephone My office telephone number is 954-262-6168. If you reach my voicemail, you must leave your full name and complete telephone number if you wish for your call to be returned.
- b. Office My office number is 210 in the faculty wing. I will gladly schedule an appointment to meet with you. If you do not have an appointment, you are still welcome to visit my office at any time I am there, except for one hour before class, when I will be completing preparation for that day's class. Persons with appointments are seen before those without. **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 try to meet with you as soon as I am available. When you are in my office, you too will have my undivided attention.
- c. E-mail I may also be reached by e-mail at hbaxter@nova.edu. Any e-mailed question must contain the steps you have taken to first address the answer on your own. For instance, you must include the chapter in the textbook, the slide number of the Power Point, 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. If you send an e-mail during the school week, I will attempt to reply within 24 hours. If you send an e-mail Friday evening through Monday morning, you probably will not receive a reply until Monday evening. I may not reply to your e-mail personally, and I reserve the right not to respond at all. If I believe that the question you have raised is valuable for the entire class, I may post your question and my response on TWEN, or may send an e-mail to the entire class. I will redact any personal information that identifies the source of the question if it is posted for others to see. Please note that I set a deadline for questions by e-mail before one of the major written assignments is due. The deadline will be anywhere between 24-72 hours. I will announce this deadline in class and via e-mail.
- d. Matters that Can be Discussed I am willing to discuss with you any assignment you are working on, before my deadline (see above), and any assignment you have completed. There are three caveats. First, I *will not* negotiate or change grades. Once grades have been assigned and papers are returned, the grades are final. Second, I *will* 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. Third, I will not discuss (via telephone, in person or e-mail) any of the writing assignments for a period of 24 hours after the graded papers are returned, to allow you an opportunity to read, consider and digest my comments. Once the 24 hours have elapsed, I will be happy to discuss my comments and suggestions for ways you can improve your writing and lawyering skills.

8. GRADES AND DUE DATES Check the date and method of submission carefully. The electronic submissions of the major assignments are generally due by 11:59, and the hard copies collected in class the next day. Late assignments (in hard copy) should be put in the basket with my name on it, located behind my secretary's desk. Please make sure to have my secretary date and time stamp any late assignment. Please note that the assignment will be considered late if EITHER the electronic copy or the hard copy are late. My secretary is Karen Rose, and she can be located in the faculty wing of the building (on the second floor).

Assignments and Grade Breakdown¹

| Assignment | Date Due | Time Due | Amount Worth |
|---|------------------------------------|--|---|
| Policies & Procedures and Plagiarism Acknowledgment | Monday August 21 | By 12:00 p.m. | Part of the Miscellaneous Grade (totaling 15% of final grade) |
| Single Issue CRAC | Tuesday September 5 | By 11:59 p.m. (bring hard copy to class on 9/6) | 5% of final grade |
| Memo 1 | Tuesday October 17 | By 11:59 p.m. (bring hard copy to class on 10/28) | 20% of final grade |
| Memo 2 | Sunday November 12 | By 11:59 p.m. (bring hard copy to class on 11/13) | 60% of final grade |
| Periodic Quizzes | Unannounced Throughout Semester | TBD | Part of the Miscellaneous Grade (totaling 15% of final grade) |
| Periodic Assignments | Assigned Throughout Semester | TBD | Part of the Miscellaneous Grade (totaling 15% of final grade) |

¹ Please note that these dates, times, and percentages are all subject to change, and will probably do so. Treat these as possibilities for now.

a. Miscellaneous Grades

Your Miscellaneous Grade will comprise 15% of your entire grade. I am assuming that every student will complete each assignment to my satisfaction, so I am giving you fifteen points at the beginning of the semester. As a result, each of the assignments that comprise the Miscellaneous Grade must be completed on time and in a satisfactory form. What constitutes a satisfactory form will be detailed on each assignment. You will also receive periodic quizzes over the course of the semester on citation, grammar, ethics, research, and any other items in your assigned reading. If your assignments are not completed on time and satisfactorily, I will deduct points from your Miscellaneous Grade as follows:

- i. Any assignment that is *less* than 24 hours late will receive a 1 point deduction from the Miscellaneous Grade. Any miscellaneous assignment received *more* than 24 hours late will be considered not completed, and subject to the sanction below.
- ii. I have the discretion to deduct all fifteen miscellaneous points for any assignment that is not completed. If the assignment is turned into me but is only partially completed, it will be considered not completed until all parts of the assignment are finished.
- iii. The second assignment that is not completed will result in a failure of the course.
- iv. This rule does not apply if you have received an extension in writing from me. For any person receiving an extension, your point deductions will begin at the time specified in the written extension.
- v. Any errors on the assignment will result in an appropriate deduction, ranging from .25 to 5 points. The professor will define what is required for each assignment. Not every assignment is expected to be perfect, but an appropriate amount of effort and thought must go into each one, and the results must demonstrate this. Any assignment that is only partially complete will be governed by Rule (ii.) above. You will receive a deduction between .25 and 1 for questions that you miss on each quiz. The quiz will detail the grading scale.
- vi. If you are absent (even if excused) for a class when a quiz is given, you will receive a deduction of one point. If you provide the professor with a written reason for why you were absent, a make-up quiz may be given outside of the regular classroom. The standard for receiving a make-up quiz is what is likely to constitute good cause in a regular courtroom (ie., family emergency, document illness, car accident, etc.) Examples of what will not constitute good cause is student activities, traffic, work in another

class (this list is not all-inclusive). These problems should be avoided with proper planning. If you think you will be absent for a valid reason, please contact me.

b. Major Assignments and Overall Grades

- i. I give numerical grades on each major assignment, but you should not translate those into letter grades. Every first year course must conform to the Law Center’s grade normalization rule, which requires the final average grade in each class fall within the 2.5 to 2.7 range. Normalizing the grades at the end of the semester may result in a grade that could be lower or higher than what you expected if you translate your numerical grades into letter grades. For example, a final average of a 79 **may** ultimately translate into a D+, C-, C+, C, or B-, depending on the class average.
- ii. You will have to change your expectations of what is a good grade in law school because of the forced curve. Very few, if any, students get grades of an A or A- or B+ in their first year. Below is what my numerical grades traditionally mean:

| Numerical Range | Grading Message |
|-----------------|--|
| 90-100 | Superior; significantly above the class average; very few errors or problems |
| 87-89 | Excellent; a few errors, but not significant |
| 84-86 | Well-above average; some errors; approximately top 10% of class |
| 80-83 | Above average; more than a few errors, but not many significant |
| 77-79 | Slightly above average; more than a few errors, but some may be significant |
| 74-76 | Average; some significant errors; this is the average grade in the course with a <i>majority</i> of students receiving a grade in this range |
| 70-73 | Below average; many significant errors; it is recommended that you seek help from the professor |
| 65-70 | Well below average; serious errors and problems; it is imperative that you meet with the professor |
| 60-64 | Does not meet expectations; highly recommended that you regularly meet with your professor; danger of failing the course |
| Below 60 | Failure; few items meet standards; serious danger of failing course; must meet with professor regularly until you have begun to meet the standards of the course |

This Supplement 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 ensure that you always pay attention to and understand all instructions and directions. I will deduct points for failure to follow directions. If you don’t understand, ask questions!