

Legal Research and Writing I: Fall 2017 Course Information
Section F -- Prof. Jane E. Cross

<p>Professor Jane E. Cross Office # 231 Telephone: 954-262-6014 Cell phone: 954-612-8807 (send text before calling) E-mail: crossj@nova.edu</p>	<p>Meeting Dates & Times: Mondays and Wednesdays 1:30 – 3:30 pm Room: L316</p>
<p>Faculty Assistant: Ben-Gassendi St Juste Faculty Assistant E-mail: bs1439@nova.edu Faculty Assistant Phone: (954) 262-6188</p>	<p>Teaching Assistants: Paul Dent: pd590@nova.edu Aleah Shuren: as3250@nova.edu</p>

NOTES ABOUT CLASS & MEETING DATES

- **Blue links** are active. By right clicking the link with your mouse and selecting “open hyperlink” you will be able to access the material. **Red links** are NOT active; this material will be posted on the Westlaw TWEN Web Course page for this course. You must access these materials through the Web Course. **When registering for the web course, you MUST USE your nova.edu email address.** Do not use any other email address.
- **Understanding the Syllabus:** As indicated, the “TWEN & Bluebook Material” and the “Online Materials” are to be completed for the class day indicated. Please note that some of the handouts and PowerPoint materials may be posted on the TWEN Web Course just before or after class.
- **Meeting Dates & Times:** This class meets on Mondays and Wednesday. There may weeks in the semester, however, that we will meet for less than our scheduled two classes. There may also be mandatory out-of-class sessions and conferences on Tuesday, Thursday, and Friday. In addition, the syllabus will be updated (and, perhaps, changed) periodically. It is your responsibility to check the “Syllabus” link on the TWEN Web Course regularly to determine when we are meeting and what assignments are due. I will generally announce any such changes in class, but it is your responsibility to attend all classes and have all assignments completed by the due date and time. Not knowing that we are meeting on a particular day or that an assignment is due is NO EXCUSE!
- **Class Handouts:** You will receive numerous handouts and supplemental readings during class. This material will be useful to you not only 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, large folder or saved on a flash drive.

- **Quizzes:** At my discretion, throughout the semester, I will administer several quizzes that may be unannounced. If you need special accommodations, please be sure to contact the [NSU Office of Disability](#) Services at (954) 262-7189 as soon as possible.
- **Office Hours:** My office hours are from 4:00- 6:00 pm on Monday and Wednesday. ***During the hour prior to class, I will be finishing class preparation and will not be available.*** I will be in my office after each class, unless I advise during class or via email that office hours are canceled for a particular day. In addition, I maintain an open door policy at all times I am in the office, except (1) during the LRW student conferences, (2) during the question cut-off period before the due date of memorandum assignments, and (3) during the 48-hour period following the distribution of graded memorandum assignments. Generally, students are free to come to my office and speak with me about anything without pre-set appointments. However, if you have an important matter to discuss or would like to discuss one of your assignments at length, you may want to email me to set an appointment. Please note that appointments are given priority over walk-ins.
- **E-mail Responses:** I typically respond to e-mail messages within a 24-hour period except for messages received (1) over the weekend (including Friday afternoon) or (2) when I am out of the office for more than one day. To ensure a prompt response, it is best to use the TWEN Web Course to e-mail me. You may send me a text message on my cell phone (954-612-8807) to alert me or remind me that you have sent me an e-mail. In addition, if you do not use an NSU e-mail address, your e-mail will go to my junk mailbox and may be overlooked or deleted. As a follow up to your e-mail, I may also ask you to meet with me to further address your questions or concerns. I may also address your questions in the next class.

Class	Topic	TWEN & Bluebook Materials	Online Materials	Assignments
<p>1 Orient. Day Wed. 8/16 3:30- 5:30 pm</p>	<p><i>Introduction to LRW</i> Overview of LRW Program</p>	<p><i>(The handouts will be available on the TWEN Web Course under "Course Materials and the Assignment Drop Box." You will receive information on accessing TWEN during orientation.)</i></p>	<ul style="list-style-type: none"> • Core Grammar for Lawyers (See Handout to Purchase and Register for this Online Course.) • NSU Law - How to Access Lexis Advance • NSU Law - How to Access ICW • Interactive Citation Workstation Instructional Video 	<p>⚡ ASSIGNED: Carefully review and then sign a copy of the LRW Policies & Procedures and Supplemental Policies & Procedures, and Plagiarism Acknowledgement Form (posted in Assignments on TWEN) DUE in class on MONDAY 8/21</p> <p>⚡ ASSIGNED: Core Grammar: Pre-Test DUE via TWEN by 1:00 pm on MONDAY 8/21</p>

Class	Topic	TWEN & Bluebook Materials	Online Materials	Assignments
<p>2 Mon. 8/21</p>	<p><i>Overview of LRW Policies & Procedures"</i></p> <p><i>Intro to United States Court System</i></p>	<ul style="list-style-type: none"> • <u>U.S. Legal System Video</u> • <u>Primary and Secondary Authority Video</u> • <u>Understanding Plagiarism Video</u> • LRW Policies and Procedures • Supplemental Policies & Procedures • LRW Formatting Requirements • Acknowledgement Form • Law School Plagiarism v. Proper Attribution • <u>A Letter to a Young Law Student</u> 	<ul style="list-style-type: none"> ❖ <u>TeachingLaw.com: Plagiarism and Ethics</u> • <u>U.S. Court System</u> • <u>Florida Court System</u> • <u>Model Rules of Professional Responsibility</u> 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) • <u>CALI Lesson: Plagiarism - Keeping Out of Trouble</u> 	<p>BRING Westlaw ID and password to class</p> <p>⚡ DUE IN CLASS: Signed copy of the Policies and Procedures Acknowledgment Form.</p> <p>⚡ DUE: via TWEN by 1:30 pm: Core Grammar: Pre-Test</p>

Class	Topic	TWEN & Bluebook Materials	Online Materials	Assignments
3 Wed. 8/23	<i>Intro to Legal Analysis</i> Legal Analysis: Reading Cases and Statutes	<ul style="list-style-type: none"> • <i>Introduction to Legal Analysis PowerPoint</i> • <i>Statutory Interpretation PowerPoint</i> • People ex rel. Ellison v. Lavin • New York Penal Law § 225.00 (1) & (10) 	<ul style="list-style-type: none"> ❖ TeachingLaw.com: Legal Analysis <ul style="list-style-type: none"> ○ Introduction ○ Common Law ○ Statutory Interpretation ○ Statutory Language ○ Statutory Techniques ○ Case Precedent ○ Case Synthesis ○ Case Comparisons ○ Case Comparison Study Aid ○ Case Analysis Study Aid ○ Note Taking Chart Template • Core Grammar for Lawyers • Legal Reasoning: The Rule of Law • Reading and Understanding Cases • Anatomy of a Statute 	<ul style="list-style-type: none"> ℒ ASSIGNED: Core Grammar: Section A. Sentence Structure DUE via TWEN by 1:30 pm WEDNESDAY 8/30 ℒ ASSIGNED: Read People ex rel. Ellison v. Lavin for Note Taking Charts for CREAC Assignments DUE via TWEN by 1:00 pm on FRIDAY 9/1 ℒ ASSIGNED: Read New York Penal Law § 225.00 (1) & (10) for Note Taking Charts for CREAC Assignments DUE via TWEN by 1:00 pm on FRIDAY 9/1 ℒ ASSIGNED: Note Taking Charts for CREAC Assignment DUE via TWEN by 1:00 pm on FRIDAY 9/1
4 Mon. 8/28	<i>Introduction to CREAC Organizational Structure</i>	<ul style="list-style-type: none"> • <i>CREAC PowerPoint</i> 	<ul style="list-style-type: none"> ❖ TeachingLaw.com: Constructing Legal Analysis <ul style="list-style-type: none"> ○ Overview of Legal Analysis and Formulas ○ Large Scale Organization ○ Paragraph Organization ○ Legal Analysis Study Aid 	<ul style="list-style-type: none"> ℒ WORK ON: Core Grammar: Section A. Sentence Structure DUE via TWEN by 1:30 pm WEDNESDAY 8/30 ℒ WORK ON: Note Taking Charts for CREAC Assignment DUE via TWEN by 1:00 pm on FRIDAY 9/1

Class	Topic	TWEN & Bluebook Materials	Online Materials	Assignments
5 Wed 8/30	<p><i>Drafting Strong Rule Explanation Paragraphs</i></p> <p><i>How Does the Rule Apply to the Client's Facts?</i></p> <p><i>Drafting the Issue Statement</i></p> <p>Writing the Rule Application Section and Reaching a Predicted Result</p>	<ul style="list-style-type: none"> • <i>Drafting the Question Presented PowerPoint</i> • Read Lottery cases posted on TWEN • Review New York Penal Law § 225.00 (10) using the Statutory Interpretation Handout. 	<ul style="list-style-type: none"> ❖ TeachingLaw.com: Legal Documents <ul style="list-style-type: none"> ○ Memorandum of Law ○ Formal Requirements: Question Presented ○ Formal Requirements: Discussion ❖ TeachingLaw.com: Writing Process <ul style="list-style-type: none"> ○ Writing Creatively ○ Managing Your Time ○ Overcoming Writer's Block ○ Conclusion ○ Writing Checklist 	<ul style="list-style-type: none"> ⚡ DUE: via TWEN by 1:30 pm on WEDNESDAY, 8/30 – Core Grammar: Section A. Sentence Structure ⚡ WORK ON: Note Taking Charts for CREAC Assignment DUE via TWEN by 1:00 pm on FRIDAY 9/1 ⚡ ASSIGNED: CORE GRAMMAR SECTION B. Quotations DUE via TWEN BY 1:30 pm on WEDNESDAY 9/6 ⚡ ASSIGNED: CREAC Assignment DUE via TWEN by 1:00 pm FRIDAY 9/8
Fri. 9/1				<ul style="list-style-type: none"> ⚡ DUE: via TWEN by 1:00 pm on FRIDAY 9/1 Note Taking Charts for CREAC Assignment
Mon. 9/4	<i>No Class – Labor Day</i>			<ul style="list-style-type: none"> ⚡ WORK ON: CORE GRAMMAR SECTION B. Quotations DUE via TWEN BY 1:30 pm on WEDNESDAY 9/6 ⚡ WORK ON: CREAC Assignment DUE via TWEN by 1:00 pm FRIDAY 9/8

Class	Topic	TWEN & Bluebook Materials	Online Materials	Assignments
6 Wed. 9/6	<p><i>In Class Practice</i></p> <ul style="list-style-type: none"> • <i>Issue Statement</i> • <i>CREAC Components</i> <p><i>Citation for CREAC Assignment</i></p> <p><i>Question & Answer Session for CREAC</i></p>	<ul style="list-style-type: none"> • Review Annotated Sample Memorandum 2 (in TeachingLaw.com) identify the CREAC components using the CREAC PowerPoint. • Bluebook: pp. 1-3 (through Introduction on p. 3) AND Rules B1 and B2. • Understanding and Mastering the Bluebook: pp. 3-11 (<i>Skip Introduction to Local Rules</i>) • Compare citation formats for New York cases and Statute in the Bluebook (pp. 253-58) and New York Style Manual Citations [§§ 1.1 & 2.2 (a)]. 	<ul style="list-style-type: none"> ❖ TeachingLaw.com: Memorandum of Law <ul style="list-style-type: none"> ○ Annotated Sample Memo 1 ○ Annotated Sample Memo 2 ❖ TeachingLaw.com: Legal Citation <ul style="list-style-type: none"> ○ Bluebook - Purpose, Design, and Layout ○ Bluebook- Layout BB Study Aid • Introduction to Basic Legal Citation - Read <i>Purposes of Legal Citation</i> • Introduction to the Bluebook 	<ul style="list-style-type: none"> ⚡ DUE: via TWEN by 1:30 pm– Core Grammar: Section B. Quotations ⚡ WORK ON: CREAC Assignment DUE: via TWEN by 1:00 pm FRIDAY 9/8 ⚡ ASSIGNED: CORE GRAMMAR SECTION C. LISTS DUE by 1:30 pm WEDNESDAY 9/13 via TWEN
Fri. 9/8				<ul style="list-style-type: none"> ⚡ DUE: via TWEN by 1:00 pm - CREAC ASSIGNMENT (Give hard copy to secretary)