

Legal Research and Writing I & II
Section F - Fall 2017 and Winter 2018 - Professor Cross

Supplemental Policies & Procedures

These Supplemental Policies & Procedures have been adopted in Professor Cross's section of LRW. These Supplemental Policies & Procedures are **IN ADDITION** to the LRW Policies & Procedures applicable to all LRW sections, which allow each professor to vary and add to the policies and procedures. Please read and follow them carefully. If there is any conflict between these Supplemental Policies & Procedures and the LRW Policies & Procedures, the Supplemental Policies & Procedures control.

The material set forth in this Supplement will apply to Section F 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 that 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 & Procedures, and to answer several frequently asked questions. Please read this Supplement 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, you should raise this in class immediately. You must sign the Acknowledgement Form (on the web course on TWEN) indicating you have read the LRW Policies & Procedures, this Supplement and the Formatting Rules and submit the signed form on August 21, 2017. **Failure to sign and return the Acknowledgement form will result in your failing the class.**

1. **Classroom Activities:**

A. **Class Participation:** Valuable class participation is encouraged. The Professor reserves 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, the Professor reserves the right, and under LRW Policies & Procedures has the obligation, to lower your grade if you are regularly unprepared for class. The Professor will follow the LRW Policies & Procedures with respect to lowering grades for failure to attend class and for failure to be prepared.

B. **What to Bring:**

👉 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.

👉 Bring the textbook that contains the reading assignment that was to be completed for that class or previous class as necessary.

👉 Bring any additional items that are required in the “Assignments” section of the Course Syllabus for that day.

C. **Prohibited Activity:**

👉 If you arrive after class has started, please enter the classroom quietly and take the nearest available seat. If you arrive late, you must make sure that you sign the attendance sheet. Failure to sign the attendance sheet may result in your being marked absent. You are responsible for any materials provided or discussed in class prior to the time of your arrival. The Professor has the discretion to determine if you may make up class work missed due to late arrival. Finally, the Professor reserves the right to note your tardiness and lower your participation grade for that class (which may lower your miscellaneous grade).

👉 Do not send e-mails, read e-mails, IM, Twitter, shop, or surf the web in class. You should not be viewing any unrelated materials during LRW class time. If the Professor determines you are viewing materials other than those associated with this class, you will lose points from your miscellaneous grade as a result of your unprofessional conduct.

2. **Written Assignments:**

A. **The Major Writing Assignments:** The major writing assignments each semester **MUST** be turned in on time. The following reasons are **not** valid excuses for a late paper:

- ☹ Problems with the internet, TWEN or submitting your paper online;
- ☹ 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 (or evening);
- ☹ A power failure;
- ☹ Conflicts with responsibilities at work, at home or for your family;
- ☹ Absence from class;

- ☹ Hungry, paper-eating dogs or other pets; and
- ☹ Your failure to start an assignment promptly so that you have enough time to complete it on time.

Consider assignment due dates the same way an attorney considers the statute of limitations - failure to meet the deadline means you no longer have a right to proceed in court. 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 given out, save all drafts of your work on a disk or jump drive (not just on the hard drive), and print drafts frequently.¹ If you will not be able to comply with this requirement for a valid reason, you are expected to behave like an attorney. Contact the Professor 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. Unless you exercise professional behavior expected of an attorney, late assignments are not accepted and will receive no credit.

REQUESTING AN EXTENSION OF TIME DOES NOT GUARANTEE THAT YOU WILL RECEIVE ONE.

B. **Homework Assignments:** All homework assignments must be available at the commencement of class and, as indicated, must also be submitted to TWEN prior to the start of class, unless otherwise specified in the assignment or syllabus. If your homework is made available or submitted electronically after class has commenced, your homework assignment is not timely. There will be a “late penalty” that will result in points being deducted from your miscellaneous grade. The homework assignment still **MUST** be turned in either in hardcopy or online. If the Professor states that an assignment must be submitted online, it **MUST** be submitted online, but you are expected to bring a copy of the paper with you to class for discussion. Students will lose class participation points for failing to have a copy of an assignment available for class discussion. Complete failure to turn in two or more homework assignments will result in your final grade for this class being reduced by one grade level.

C. **Format:**

i. Follow the format that is required as contained in the “Format Requirements for all LRW Assignments” that is posted on my web page and on TWEN. Please note that I prefer you to use **Calibri 12** for all assignments. (Note that Microsoft Word uses Calibri 11 as a default font so please adjust the size.) You will be advised of formatting changes from those requirements when an assignment is

¹ A caution with respect to your printed drafts: Do NOT dispose of any printed drafts of your assignments at school, especially drafts of the major writing assignments each semester, unless the drafts are fully shredded. Unfortunately, there have been instances of students rifling through the recycling containers to find other student’s drafts of assignments, which were then submitted as their own work product.

given. 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. This is a writing class, and a significant part of your grade is determined by how well you are able to write, separate and apart from the quality of your legal analysis.

ii. You are NOT permitted to quote or copy more than **ten** words from any source in any papers you hand in for LRW. You may NOT copy language from cases, statutes or other materials you read if the copied portion exceeds ten words. Block quotes are prohibited. Instead, explain all thoughts (except for legally significant terms or buzzwords) in your own words. You must use quotation marks for all quoted language of **three words or more** and the first use **any terms of art** used in a statute or by a court, but excessive use of quoted language will result in a lower grade. ***In addition, any cutting and pasting of text that includes hyperlinks to Westlaw, Lexis Advance or any other source automatically are prima facie evidence of plagiarism and may result in a lower or failing grade.***

D. **Collaboration:**

i. You **MAY** discuss all of your assignments with other members of this Section F, with the Professor and with the teaching assistants. This means you can discuss the nature of the assignment and cases/statutes that are discussed in class.

ii. You **MAY NOT** discuss or collaborate on any portion of the research or writing of any assignment unless specifically authorized to do so in the written assignment. You **MAY NOT** discuss with anyone what you are actually writing, how you are organizing your written assignment, what cases/statutes you are using, what conclusions you have reached or other aspects of your work product.

iii. You **MAY NOT** discuss your written assignments with anyone outside of Section F or outside of the law school. You **MAY NOT** show your written work to anyone. This means you are **NOT** permitted to allow anyone, including those in this section and 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 written work (other than the Professor). Violation by you of this provision will cause the Professor to file a Complaint under the Code of Student Conduct and Academic Responsibility.

3. **Class Attendance:** According to school rules, the Professor has 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 the Professor and Student Services immediately.

4. **Professionalism:**

A. 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.

B. You are permitted, in this Section F, to share your class notes with classmates who miss class. Sharing class notes with other students in this Section F is *not* an honor code violation, and is not a violation of the LRW Policies & Procedures.

C. When the Professor is in her office with another student or faculty member, please do not interrupt the meeting, unless it is an emergency. If you wait patiently outside my office, the Professor will try to meet with you as soon as she is available. When you are in my office, you too will have my undivided attention.

5. **Contacting the Professor:**

A. **Telephone:** My office telephone number is 954-262-6014. If you reach my voicemail, you must leave your full name and complete telephone number if you wish for your call to be returned. Because I am not at school every day, it is generally not a good idea to attempt to reach me by telephone. You have a better chance at a prompt reply through e-mail (see 5C below). If you have an emergency that requires my immediate notice, you may text or call my cell phone at 954-612-8807.

B. **Office:** My office number is 231 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 and available. Persons with appointments are seen before those without appointments. **Unless you have an urgent matter to discuss, please refrain from visiting me the hour before class starts because I will be finishing my class preparation.**

C. **E-mail:**

i. I may also be reached by e-mail at crossj@nova.edu. If you send an e-mail during the school week, I will attempt to reply within 24 hours. If you send an e-mail after 3 p.m. on Friday or over the weekend, you may not receive a reply until Monday afternoon.

ii. I may not reply to your e-mail personally. If I believe that the question you have raised is valuable for the entire class, I may answer the question during class, may post your question and my response on the Web Course, or may send an e-mail to the entire class. Although I may address you directly if I answer your question in class, I will usually redact any personal information that identifies the source of the question if it is posted for others to see.

iii. Prior to the due date for the major written assignments each semester, I will announce a “cut-off” date and time (usually approximately 24-72 hours before the due date) after which I will no longer respond to e-mails or discuss anything related to the assignment. It is important that you plan to complete your assignments in a timely fashion and not wait until the last minute when you may have questions that arise beyond the cut-off time.

D. **Matters Subject to Discussion:** I am willing to discuss with you any assignment you are working on and any assignment you have completed. There are three caveats.

i. First, I **will not** negotiate or change grades. Once grades have been assigned and papers are returned, the grades are final.

ii. 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, but will occasionally read selected portions of your paper for formatting input. During mandatory conference periods, because I must meet individually with each student, it is unlikely that I will have the opportunity to have more than one or two conferences with any single student due to time constraints. During the mandatory conference periods, however, I will answer e-mail questions you have, pursuant to 5C above.

iii. Third, I will not discuss (via telephone, in person or e-mail) any of the three major writing assignments for a period of 48 hours after the graded papers are returned, to allow you an opportunity to read, consider, and digest my comments. Once the 48 hours have elapsed and you have reviewed all of my comments, I will be happy to discuss my comments and suggestions for ways you can improve your writing and lawyering skills.

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 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.