

CLASS	TOPICS	BEFORE CLASS (READING ASSIGNMENTS & CLASS PREP)	AFTER CLASS
1. Monday, August 22, 2016	<p>Introduction to Legal Writing</p> <p>Introduction to the E-Memo (audience, purpose, and conventional format)</p> <p>Assignment of Memo 1 (E-Memo)</p>	<p>Before Class #1:</p> <ul style="list-style-type: none"> ▪ Read <i>The Legal Writing Handbook, Sixth Edition</i> Chs. 1, 2 and 11 ▪ Read the course Policies and Procedures, posted on Canvas. 	<ul style="list-style-type: none"> • Sign up for and take library tour. See Canvas • Register your access code to access the electronic supplement of <i>The Legal Writing Handbook</i>. • Take the Diagnostic Exam. Upload a copy of your Pattern of Error sheet to Canvas by Wednesday, August 31 at 11:00 PM. See Canvas • Before Wednesday's class, locate, read, and analyze statutes for Memo 1 Assignment
2. Wednesday, August 24, 2016	<p>Introduction to Legal Research:</p> <ul style="list-style-type: none"> • Locating statutes using books and free sources • Reading and analyzing statutes 	<p>Before Class #2:</p> <ul style="list-style-type: none"> ▪ Read Ch. 5 in the LWH. 	<p>Prepare the first draft of Memo 1. This assignment is due Sunday, August 28 at 11:00 PM.</p>

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3. Monday, August 29, 2016	<p>Revising Memo 1: Content and Organization</p> <p>Introduction to Legal Citation</p> <p>If you have not submitted a draft, you may not attend this class.</p>	<p>Before Class #3:</p> <ul style="list-style-type: none"> Read Ch. 3 in the LWH. 	Memo 1 Final Draft due Monday, September 5 at 11:00 PM . This assigned will not be graded.
4. Wednesday, August 31, 2016	Writing Effective Sentences	<p>Before Class #4:</p> <ul style="list-style-type: none"> Read Sections 24.1 – 24.4 in the LWH. 	Continue working on Memo 1.
Monday, September 5, 2016	NO CLASS – LABOR DAY	N/A	N/A
5. Wednesday, September 7, 2016	<p>Assignment of Memo 2 (E-Memo)</p> <p>Introduction to Legal Research: Locating state statutes and cases that have interpreted those statutes using Westlaw</p>	<p>Before Class #5:</p> <ul style="list-style-type: none"> Read Ch. 4 in the LWH. Read Ch. 15 in the LWH Prepare to discuss Ch. 15 Quiz, pp. 280-281. 	<p>Quiz #1 (Canvas)</p> <p>Before class on Monday, September 12, complete the research for Memo 2. Upload list of applicable statutory sections & cases to Canvas & bring copies of the applicable statutory sections and relevant cases to class.</p>
6. Monday, September 12, 2016	Memo 2: Understanding what you have found	<p>Before Class #6:</p> <ul style="list-style-type: none"> Complete research for Memo 2, bring copies of applicable statutory sections & relevant cases to class 	Read & review cases & statutes you have found for Memo 2.

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7. Wednesday, September 14, 2016	Planning and drafting Memo 2 Citing cases	Before Class #7: <ul style="list-style-type: none"> Read Sec. 12.10 in the LWH. Bring <i>The Bluebook</i> and a copy of <i>The Washington Style Sheet</i> to class. 	Quiz #2 (Canvas) Prepare first draft of Memo 2. Upload Memo 2 Draft to Canvas by Sunday, September 18 at 11:00 PM. This draft will not be graded.
8. Monday, September 19, 2016	Revising Memo 2. If you have not submitted a draft, you may not attend the part of this class in which we discuss the drafts.	Before Class #8: Review videotapes and/or read Chapter 28 in the LWH.	Prepare final draft of Memo 2. Memo 2 FINAL must be uploaded to Canvas by Sunday, September 25 at 11:00 PM. This assignment will not be graded.
9. Wednesday, September 21, 2016	Editing Memo 2 If you have not submitted a draft, you may not attend the part of this class in which we discuss the drafts.	Before Class #9: Review Section 15.1 and read Sections 27.5, 28.3, and 28.4, in the LWH.	Quiz #3 (Canvas) Continue working on the final draft of Memo 2.
10. Monday, September 26, 2016	Assignment of Memo 3 Researching Issues governed by federal law	Before Class #10: Review Chapter 4 in the LWH.	Begin researching Memo 3.

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11. Wednesday, September 28, 2016	Researching Memo 3 using Westlaw	Before Class #11: Complete Westlaw Tutorial on Canvas.	Quiz #4 (Canvas) Complete research for Memo 3. Upload Memo 3 list of statutes & cases to Canvas by Sunday, October 2 at 11:00 PM . Bring copies of the applicable statutory sections and cases to class on Monday, October 3, 2016.
12. Monday, October 3, 2016	Memo 3: Understanding what you have found.	Before Class #12: Bring copies of the applicable statutory sections and cases to class on Monday, October 3, 2016.	Re-read the applicable statutes and cases
13. Wednesday, October 5, 2016	Memo 3: Understanding what you have found Planning Memo 3	Before Class #13: Re-read the applicable statutes and cases	Quiz #5 (Canvas) Prepare the final draft of Memo 3. Upload Memo 3 to Canvas by Sunday, October 16 at 11:00 PM . Note: You will not be turning in a first draft.
14. Monday, October 10, 2016	Describing and Using Cases	Before Class #14: Read Section 12.8.4 in the LWH.	Continue working on Memo 3.
15. Wednesday, October 12, 2016	Revising & Editing Memo 3	Before Class #15: ▪ Review Ch. 15 in the LWH.	Continue working on Memo 3.

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16. Monday, October 17, 2016	Assignment of Memo 4 Researching issues governed by federal law	Before class review Chapter 5 in the LWH. Complete Westlaw tutorial on Canvas	Begin research for Memo 4, research must be completed before class on Monday, October 24, 2016.
17. Wednesday, October 19, 2016	Research Lab for Memo 4	None	Quiz #6 (Canvas) Continue research for Memo 4.
Thursday, October 20, 2016	Proficiency Exam Review Session 12:00 – 2:00 PM OR 4:00 – 6:00 PM, Rooms TBD Attend or view video (will be available on Canvas)	Before Proficiency Exam Review Chs. 27 and 28 in LWH	Take the Practice Proficiency Exam (materials available on Canvas) before the actual Proficiency Exam
18. Monday, October 24, 2016	Memo 4: Understanding What You Have Found	Before class #18: Read and brief the applicable cases.	If necessary, do additional research and/or reread applicable cases.
TUESDAY, OCTOBER 25, 2016 - PROFICIENCY EXAM – 12:00 PM – 2:00 PM **STUDENTS WILL BE ASSIGNED A TIME & LOCATION FOR THE PROFICIENCY EXAM**			
19. Wednesday, October 26, 2016	Planning the Discussion Section Drafting the General Rule Section and the Discussion of the Undisputed Element	Before class #19: Read Sections 12.1 - 12.6 in the LWH.	Quiz #7 (Canvas) Begin drafting the Memo 4 General Rule Section and Undisputed Element.

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20. Monday, October 31, 2016	Drafting the Discussion of the Disputed Element	Before class #20: Before class, read Section 12.8. in the LWH.	Begin drafting the discussion of the disputed element
21. Wednesday, November 2, 2016	Drafting the Heading, Statement of Facts, and Issue Statement Drafting the Conclusion	Before class #21: Read Section 12.9 in the LWH.	Quiz #8 (Canvas) First Draft of Memo 4 due Sunday, November 6 at 11:00 PM. I will critique a portion of the draft and return drafts on a first in, first out basis.
22. Monday, November 7, 2016	Revising the General Rules Section and the discussion of the undisputed element. Note: You must have turned in the draft of this section to attend class the revising portion of this class.	Before class #22: Before class, read Section 12.10 in the LWH.	Final Draft of Memo 4 due Thursday, December 1 at 11:00 PM. This assignment will be critiqued and graded.
23. Wednesday, November 9, 2016	Revising the discussion of the disputed element Note: You must have turned in the draft of this section to attend class the revising portion of this class.	Before class #23: None.	Quiz #9 (Canvas) Continue working on the final draft of Memo 4.

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24. Monday, November 14, 2016	Revising the Statement of Facts and Issue Statement Note: You must have turned in the draft of this section to attend class the revising portion of this class.	Before class #24: None	Revise the Statement of Facts & Issue Statement for Memo 4.
25. Wednesday, November 16, 2016	Editing Memo 4 Note: You must have turned in the draft of this section to attend class the editing portion of this class.	Before class #25: None	Quiz #10 (Canvas) Continue working on Memo 4.
26. Monday, November 21, 2016	Citation Review	Before class #26: Bring Bluebook and Washington Style Sheet to class.	Continue working on Memo 4.
Wednesday, November 23, 2016	No Class: Thanksgiving Holiday	None	None
27. Monday, November 28, 2016	Proofreading Memo 4 Q & A session	Before class #27: None	Continue working on Memo 4. Final Draft of Memo 4 due Thursday, December 1 at 11:00 PM. This assignment will be critiqued and graded.
28. Wednesday, November 30, 2016	No Class: Students finishing Memo 4 Memo 4 due: Thursday, December 1, 2016 at 11:00 PM.	Before class #28: None	Good luck on finals and enjoy your break!

ASSIGNMENT DUE DATES & DEADLINES:

Wednesday, August 31 @ 11:00 PM:	Complete Law Library Tour, take the Diagnostic Exam & upload Pattern of Error sheet to Canvas
Sunday, August 28 @ 11:00 PM:	Memo 1 Draft due (ungraded)
Monday, September 5 @ 11:00 PM:	Memo 1 Final due (ungraded)
Sunday, September 11 @ 11:00 PM:	Memo 2 Research Log (ungraded)
Sunday, September 18 @ 11:00 PM:	Memo 2 Draft (ungraded)
Sunday, September 25 @ 11:00 PM:	Memo 2 Final (ungraded)
Sunday, October 2 @ 11:00 PM:	Memo 3 list of statutes & cases
Sunday, October 16 @ 11:00 PM:	Memo 3 Final (graded)
Thursday, October 20 (TBD):	Proficiency Exam Review
Tuesday, October 25 (TBD):	Proficiency Exam
Sunday, November 5 @ 11:00 PM:	Memo 4 Draft due (ungraded)
Thursday, December 1 @ 11:00 PM	Memo 4 Final due (graded)