

**LEGAL WRITING I: OBJECTIVE AND ADVISORY WRITING
POLICIES AND PROCEDURES 2016-2017
PROFESSOR JENNIFER M. COOPER**

I. General Information

Office: Room 411
Phone: (206) 398-4110
E-mail: cooperje@seattleu.edu
Office Hours: See Canvas

Course Page: You must check the Legal Writing I Canvas Page regularly. I will post materials to Canvas throughout the year. You will also complete most assignments & quizzes using Canvas.

Admin. Assistant: Lori Lamb | lambl@seattleu.edu | (206) 398-4033

II. The Legal Writing Program at Seattle University: An Overview

The first-year course, Legal Writing I: Objective and Advisory Writing, is a four- credit, two-semester, required course that introduces students to legal research, legal reading, legal analysis and synthesis, legal citation, the principles of good legal writing, and the formats for client letters and legal memoranda. The course also emphasizes that writing is not only a tool for communicating, but also a tool for developing analytical skills.

The second year course, Legal Writing II: Persuasive Writing and Oral Advocacy, is a three-credit, one-semester, required course that introduces students to persuasive writing, the formats for trial and appellate briefs, and the oral skills needed by both the trial and appellate lawyer. Students are also taught how to review a record for error and how to select errors for appeal; in the process, students learn the importance of the standard of review.

In addition, the Law School offers a number of electives, including Advanced Legal Writing, Advanced Legal Research, Legal Drafting, and Language and the Law.

Finally, two of the other things that make Seattle University's Legal Writing Program unique are a writing advisor and law librarians who are available to work with students on a one-to-one basis. From time to time, I may refer students to the writing advisor to work on an aspect of their writing or to one of the law librarians for additional instruction in legal research.

III. Required Texts

- Oates and Enquist, *The Legal Writing Handbook* (6th ed. 2014)
- *The Bluebook* (20th ed. 2015)

IV. Course Assignments

To receive a passing grade in Legal Writing I you must pass the proficiency exam and complete all the following assignments:

Fall Semester Assignments

Proficiency Exam	0% (Pass/Fail)
Memo 1 (E-Memo)	0% (Advisory Grade)
Memo 2 (E-Memo)	5%
Memo 3 (E-Memo)	10%
Memo 4 (Formal Memo)	20%

Spring Semester Assignments

Memo 5 (Formal Memo)	20%
Memo 6 (Community Collaborative Memo)	15%
Memo 7 (Timed Memo)	10%
Memo 8 (Timed Memo)	10%
Quizzes	10%

In computing your final grade, I will also consider the timeliness and quality of your drafts. You will not receive a grade at the end of fall semester. Instead, you will receive a single course grade at the end of the year. In grading your written assignments, I will use the Grading Standards posted on Canvas.

Quizzes: Quizzes will cover reading assignments, legal research, topics relevant to written assignments, grammar, punctuation, and writing issues as well as citation. All quizzes will be administered through Canvas.

V. Policies and Procedures

A. Plagiarism:

The goal of this class is for each of you to learn to conduct research, analyze legal issues, and to clearly communicate the results of your analyses to various audiences. Therefore, except as otherwise instructed in class or in an assignment sheet, all of your research, analysis, and writing must be your own.

B. Assistance with Writing: Seattle University's Legal Writing Program has a part-time writing advisor who is available to work with students on a one-to-one basis by referral. During the course of the year, I may suggest that you work with the Writing Advisor on a particular aspect of your writing.

C. Legal Writing File:

Keep a copy of all the assignments that you turn in, including drafts, and all critiqued drafts and graded papers returned to you.

D. Turn-In Procedure:

Assignments should be submitted electronically using the "Assignments" page on Canvas. I will comment on your electronic drafts using the "insert comment" and "tracking changes" functions in Microsoft Word, and I will return these drafts electronically. If you have questions or concerns about submitting drafts or receiving comments electronically, please let me know.

E. Late Papers:

Requests for extensions must be made before the time an assignment is due. Please contact me in writing as soon as you know your paper will be late to discuss whether an extension will be granted. You must receive written or email confirmation from me prior to the time the assignment is due in order to receive an extension.

If you have not received an extension from me and your graded paper is late, there is a presumptive penalty of one letter grade per day (e.g., a "B" paper turned in from one minute to twenty-four hours after the due date would receive a "C").

Good cause for reduction of late penalty: A late assignment can only be excused when the Legal Writing Committee determines that an **emergency or illness has substantially interfered with your ability to complete the assignment on time.** Generally, computer and traffic problems, as well as other similar problems that could have been avoided by completing your work in a timely fashion (e.g., leaving inadequate time for revising, proofreading, or printing and failing to allow adequate time to get to campus), are not considered “good cause.” In determining the appropriate penalty, the Legal Writing Committee will also consider whether you have had prior late papers.

If you feel you have good cause to seek a reduction of the presumptive penalty and you wish to petition for such a reduction, you must submit a late form with your assignment to both me and to Lori Lamb (lamb1@seattleu.edu). ***No late forms will be considered if submitted more than a week after an assignment is due.*** Obtain the late form from Lori Lamb at lamb1@seattleu.edu. Lori Lamb will forward the late form to the Legal Writing Committee, which will decide whether to waive the penalty, to impose the presumptive penalty, or to impose a lesser penalty.