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| **Class** | **Topics** | **BEFORE CLASS**  **(Reading Assignments & Class Prep)** | **AFTER CLASS** |
| **15. Wednesday, October 12, 2016** | **Revising & Editing Memo 3** | **Before Class #15:**   * Review Ch. 15 in the LWH. | **Quiz #5 (Canvas)**  Continue working on Memo 3.  **Memo 3 Due on Tuesday, October 18, 2016 at 11:00 PM** |
| **16. Monday, October 17, 2016** | **No Class.** | None | **Complete Memo 3 & prepare for Proficiency Exam on your own.** |
| **17. Wednesday, October 19, 2016** | **Preparing for the Proficiency Exam** | Review Chs. 27 and 28 in LWH | **Quiz #6 (Canvas)** |
| **Thursday, October 20, 2016** | **Proficiency Exam Review Session**  **12:00 – 2:00 PM (Room 109) or**  **4:00 – 6:00 PM (Room C5)** | Review Chs. 27 and 28 in LWH | Take the Practice Proficiency Exam #2 (materials available on Canvas) before the actual Proficiency Exam |
| **18. Monday, October 24, 2016** | **Assignment of Memo 4** | **Before class #18:** | Begin research for Memo 4, research log uploaded to Canvas by **Sunday, October 30, 2016** at 11:00 PM |
| **Tuesday, October 25, 2016 - Proficiency Exam – 1:00 PM (Room C-5)**  **Sections C2 & C3** | | | |
| **Class** | **Topics** | **BEFORE CLASS**  **(Reading Assignments & Class Prep)** | **AFTER CLASS** |
| **19. Wednesday, October 26, 2016** | **Research Lab for Memo 4**  Researching issues governed by federal law | **Before class #19:**  Read Sections 12.1 - 12.3 in the LWH.  Before class review Chapter 5 in the LWH. | **Quiz #7 (Canvas)**  Memo 4 research log due via Canvas by **Sunday, October 30, 2016** at 11:00 PM |
| **20. Monday, October 31, 2016** | **Memo 4: Understanding What You Have Found** | **Before class #20:**  Read and brief the applicable cases. | If necessary, do additional research and/or reread applicable cases. |
| **21. Wednesday, November, 2, 2016** | Planning the Discussion Section  Drafting the General Rule Section and the Discussion of the Undisputed Element | **Before class #21:**  Before class, read Section 12.8. in the LWH. | **Quiz #8 (Canvas)**  Begin drafting the Memo 4 General Rule Section and Undisputed Element. |
| **22. Monday, November 7, 2016** | Drafting the Discussion of the Disputed Element | **Before class #22:**  Before class, read Section 12.8.4 in the LWH | Begin drafting the discussion of the disputed element |
| **23. Wednesday, November 9, 2016** | Drafting the Heading, Statement of Facts, and Issue Statement  Drafting the Conclusion | **Before class #23:**  Read Sections 12.4-6 and 12.9 in the LWH. | **Quiz #9 (Canvas)**  First Draft of Memo 4 due Sunday, November 13 at 11:00 PM. I will **critique a portion** of the draft and return drafts on a first in, first out basis. |
| **Class** | **Topics** | **BEFORE CLASS**  **(Reading Assignments & Class Prep)** | **After class** |
| **24. Monday, November 14, 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 #24:**  Before class, review Section 12.10 in the LWH. | Continue working on the final draft of Memo 4. |
| **25. Wednesday, November 16, 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 #25:**  None | **Quiz #10 (Canvas)** |
| **26. Monday, November 21, 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 #26:** | Revise the Statement of Facts & Issue Statement for Memo 4. |
| **Wednesday, November 23, 2016** | **No Class: Thanksgiving Holiday** | None | None |
| **27. Monday, November 28, 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 #27:** | Continue working on Memo 4. |
| **Class** | **Topics** | **BEFORE CLASS**  **(Reading Assignments & Class Prep)** | **After class** |
| **28. Wednesday, November 30, 2016** | **Proofreading Memo 4**  **Citation Review**  Q & A session | **Before class #28:**  Bring Bluebook to class. | **Memo 4 due: Thursday, December 1, 2016 at 11:00 PM.** This assignment will be critiqued and graded.  Good luck on finals and enjoy your break! |

**REVISED ASSIGNMENT DUE DATES & DEADLINES:**

Tuesday, October 18 at 11:00 PM: Memo 3 Final (graded)

Thursday, October 20: Proficiency Exam Review - 12:00 – 2:00 PM (Room 109) or 4:00 – 6:00 PM (Room C5)

Tuesday, October 25 at 1:00 PM: Proficiency Exam – Room C5

Sunday, October 30 at 11:00 PM: Memo 4 Research log due

Sunday, November 13 @ 11:00 PM: Memo 4 Draft due (ungraded)

Thursday, December 1 @ 11:00 PM Memo 4 Final due (graded)