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| **Class** | **Topics** | **BEFORE CLASS** **(Reading Assignments & Class Prep)** | **AFTER CLASS** |
| **Monday, January 9, 2017** | **Reflection Exercise****Introduction to Timed Memos** | Review Memo 4 comments & complete Reflection Exercise on Canvas | Review Practice Materials for Timed Memo on Canvas |
| **Wednesday, January 11, 2017** | **IN CLASS: Practice Timed Memo (advisory grade)** | Review Practice Materials for Timed Memo on Canvas | None |
| **Monday, January 16, 2017**  | **NO CLASS: Martin Luther King Day** | None | None |
| **Wednesday, January 18, 2017** | **Assignment of Memo 5****Researching Memo 5** | Read LWH Chapter 7 | **Quiz #11 (Canvas)****Begin research for Memo 5.** Upload research log to Canvas no later than Tuesday, January 24 at 11:00 PM in preparation for class on Wednesday, January 25, 2017 |
| **Monday, January 23, 2017** | **In Class Research Lab - bring your laptops** | Continue your research for Memo 5 |  |
| **Wednesday, January 25, 2017** | **Memo 5: Understanding what you have found****Reading, analyzing & synthesizing cases** | Complete research for Memo 5, bring copies of research log to class | **Quiz #12 (Canvas)**Read & review cases & research sources you have found for Memo 5. |
| **Class** | **Topics** | **BEFORE CLASS** **(Reading Assignments & Class Prep)** | **AFTER** **CLASS** |
| **Monday, January 30, 2017** | **Planning and drafting Memo 5 Discussion Section****Drafting a Discussion Section Using an Integrated Format** | Read LWH Section 13.8 | **Prepare draft of Memo 5.** Your Memo 5 draft is due on Sunday, **February 5, 2017 by 11:00 PM**. **I will critique the DISPUTED element portion of your draft.** |
| **Wednesday, February 1, 2017** | **Drafting Memo 5**  | Read LWH Chapter 13 | **Quiz #13 (Canvas)** |
| **Monday, February 6, 2017** | **NO CLASS (I will be critiquing drafts)** | None  | None |
| **Wednesday, February 8, 2017** | **Revising Memo 5****To attend this class, you must have turned in a draft.** | None | **Quiz #14 (Canvas)**Work on final draft of Memo 5 |
| **Monday, February 13, 2017** | **Editing Memo 5 & Citations****To attend this class, you must have turned in a draft.** | Bring your *Bluebook* & Washington Style Sheet to class. | Complete final draft of Memo 5, which must be uploaded to Canvas by **Monday, February 20 at 11:00 PM.** |
| **Wednesday, February 15, 2017** | **Drafting Effective Sentences** | Read LWH Chapter 24 | Complete final draft of Memo 5, which must be uploaded to Canvas by **Monday, February 20 at 11:00 PM.** |
| **Class** | **Topics** | **BEFORE CLASS** **(Reading Assignments & Class Prep)** | **AFTER CLASS** |
| **Monday, February 20, 2017** | **NO CLASS: Presidents Day**  | None  | None  |
| **Wednesday, February 22, 2017** | **Assignment of Memo 6****Preparing a Research Plan**  | TBD  | **Quiz #15 (Canvas)**Begin research for Memo 6 |
| **Monday, February 27, 2017** | **Researching Memo 6****Presenting your research orally** | Continue research for Memo 6 | Continue working on Memo 6. Prepare for Senior Partner Meeting. |
| **Wednesday, March 1, 2017** | **No Class: Senior Partner Meetings** | None | None |
| **Monday, March 6, 2017**  | **No Class: Senior Partner Meetings** | None | Continue research for Memo 6, if necessary.  |
| **Wednesday, March 8, 2017** | **Drafting Memo 6** | None | **Quiz #16 (Canvas)**Prepare Memo 6 draft, which must be uploaded to Canvas no later than **Sunday, March 19 at 11:00 PM.** **I will not critique this draft**. Students are encouraged to schedule an office hour meeting to review sections of drafts. |
| **Mon., March 12 - Wed., March 14** | **No Class - Spring Break** | **None** | None |
| **Class** | **Topics** | **BEFORE CLASS** **(Reading Assignments & Class Prep)** | **AFTER CLASS** |
| **Monday, March 20, 2017** | **Revising Memo 6****To attend this class, you must have turned in a draft.** | **None** | Revise Memo 6. |
| **Wednesday, March 22, 2017** | **Editing Memo 6****To attend this class, you must have turned in a draft.** | **None** | Edit Memo 6.**Quiz #17 (Canvas)** |
| **Monday, March 27, 2017** | **Editing Memo 6****To attend this class, you must have turned in a draft.** | None | Final draft of Memo 6 must be uploaded to Canvas no later than **Sunday, April 2 at 11:00 PM** |
| **Wednesday, March 29, 2017** | **Writing with Precision** | Read LWH Chapter 25 | Final revisions & proofreading of Memo 6. **Quiz #18 (Canvas)** |
| **Monday, April 3, 2017** | **Meeting with outside attorney**  | None | None |
| **Wednesday, April 5, 2017** | **Preparing for Graded Timed Memo (Memo 7)** | TBD | **Quiz #19 (Canvas)** |
| **Monday, April 10, 2017** | **Graded Timed Memo (Memo 7)** | None | None |
| **Wednesday, April 12, 2017** | **No Class** | None | **Quiz #20 (Canvas)** |
| **Class** | **Topics** | **BEFORE CLASS** **(Reading Assignments & Class Prep)** | **AFTER CLASS** |
| **Monday, April 17, 2017** | **Guest Speakers** | None | None |
| **Wednesday, April 19, 2017** | **Preparing for Final Timed Memo (Memo 8)** | None | **CANVAS: Assignment of Final Timed Memo (Take Home) (Memo 8) - due Tuesday, April 25 at 11:00 PM** |
| **Monday, April 24, 2017** | **NO CLASS**Students should use class time to complete Final Take Home Memo |  | Final Take Home Memo must be uploaded to Canvas no later than **Tuesday, April 25 at 11:00 PM.**  |
| **Wednesday, April 26, 2017** | **Final Class Party** | None | Congratulations! |

**ASSIGNMENT DUE DATES & DEADLINES:**

**Tuesday, January 24 @ 11:00 PM:** Memo 5 Research Log

**Sunday, February 5 @ 11:00 PM:** Memo 5 Draft

**Monday, February 20 @ 11:00 PM:** Memo 5 Final (graded)

**Sunday, March 19 @ 11:00 PM:** Memo 6 Draft

**Sunday, April 2 @ 11:00 PM:** Memo 6 Final (graded)

**Monday, April 10 (In class):** Memo 7 (Graded Timed Memo)

**Tuesday, April 25 @ 11:00 PM:** Memo 8 (Final Take Home Memo)