

Professor Michele Bradley  
**LAWYERING I: LEGAL RESEARCH AND WRITING**  
**SYLLABUS**

Fall Semester 2007 - Sections 1 and 2

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## **INTRODUCTION**

This course will help you develop the written communication skills you will need both in law school and in your later practice as a lawyer. You will learn how to research, evaluate, analyze, and apply legal materials and how to write an office memorandum that effectively communicates your legal analysis and conclusions. Legal analysis and writing may be very different from the reasoning and writing you have done in other courses of study. Be open to understanding those differences and to learning the necessary new skills.

## **TEXTS**

### **Required Texts:**

1. Linda H. Edwards, *Legal Writing and Analysis* (2d ed., Aspen Publishers 2007);
2. Amy E. Sloan, *Basic Legal Research: Tools and Strategies* (3d ed., Aspen Publishers 2006); and
3. Darby Dickerson, *ALWD Citation Manual* (3d ed., Aspen Publishers 2006).

**Recommended Text:** Anne Enquist and Laurel C. Oates, *Just Writing: Grammar, Punctuation, and Style for the Legal Writer* (2d ed., Aspen Publishers 2005).

## **ASSIGNMENTS FOR THE FIRST CLASS**

1. Activate your Westlaw password. On Westlaw, sign up for the TWEN website for this course following the instructions you were given during the Introduction to Law week.
2. Read Edwards text chapter 1.

## **CLASS EXPECTATIONS AND GRADING**

### **Memo Assignments**

You will have two major written assignments this semester. The first assignment is worth 20% of your grade for this course, and the second assignment is worth 70% of your grade.

The first memo assignment will be assessed on a modified pass/fail basis, which I will explain to you in class. You will be required to rewrite this assignment until you receive a passing assessment. The second memo assignment will be assessed based on grading criteria

you will receive prior to completing the assignment. This assignment will be graded anonymously. You will receive a unique identifying code to use instead of your name.

### **Additional Assignments**

You will also complete additional research, writing, skills, and citation exercises. These additional exercises, along with class attendance and class participation, will be worth 10% of your grade. These exercises will be assigned in class. In order to receive the full credit for each assignment, you must turn in the assignment on time and you must make a good faith effort to complete the assignment correctly.

### **Late Assignments**

I reserve the right not to accept any late assignments. I may choose to accept a late assignment, provided you notify me as soon as possible of the emergency that prevents your timely submission, and provided that you have made a good faith effort to complete the assignment on time. If I choose to accept a late assignment, I reserve the right to adjust your grade on the assignment as I see fit.

### **Class Attendance and Participation**

You will receive a schedule showing class dates, assigned readings, and due dates of your written assignments. You are expected to attend class, arrive on time, and participate in class discussions. You may miss one class without affecting your grade, provided you email me in advance to let me know. If you miss more than one class, if you miss class without notifying me, or if you are habitually late to class, I will adjust your grade accordingly. If you must miss a class, please obtain notes and handouts from a colleague.

## **OFFICE INFORMATION AND COMMUNICATION**

I am available to work with you outside class. You are welcome to stop by my office any time or schedule an appointment. I will usually be in my office on Mondays from 11 – 1 and on Fridays from 10 – 12. My office is Room 406, and my office phone number is 556-0177. You may always ask to speak to me after class. Otherwise, email is the most effective way to contact me with questions. My e-mail address is [michele.bradley@uc.edu](mailto:michele.bradley@uc.edu). Unless otherwise specified in class, I will not be available to answer e-mail messages or phone calls after I leave the College of Law building in the afternoon.

I will communicate with you by e-mail to convey schedule and assignment changes and to provide other information of general interest to the class. You must register for my TWEN website so that you will receive all pertinent information. All information communicated via e-mail is considered to be available to all students, just as if it had been communicated in class. It is your responsibility to check your e-mail regularly.

## **ADDITIONAL COURSE POLICIES**

Important policies about collaboration, plagiarism, and unauthorized assistance will be posted on the TWEN website. You are responsible for complying with these policies.