

THURGOOD MARSHALL SCHOOL OF LAW

COURSE SYLLABUS
LAWYERING PROCESS-WRITING
(LP-W)
COURSE 900 -- SECTIONS 1 THROUGH 12
FALL 2019

IMPORTANT! PLEASE NOTE—

See pages 4-5 for Section Times and Rooms

and

Pages 5-6 for Registration Codes for *Core Grammar for Lawyers (CGL)*

PROFESSOR MARY Q. KELLY

OFFICE—231 E

*SYLLABUS DATE 08/14/19**

Thurgood Marshall of Law

FALL 2019 LP-W SYLLABUS

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INSTRUCTOR: PROFESSOR MARY Q. KELLY, PH.D., J.D.

OFFICE TELEPHONE: 713-313-5688

OFFICE EMAIL: MARY.KELLY@TMSLAW.TSU.EDU (Please note: If you email me with a question, be sure to state your LP-W Section number in the subject line)

OFFICE HOURS: Office is in Room 231 E.

Regular office hours:

Tuesdays 11:00 am – 2:00 pm and 5:00 pm –6:00 pm

Wednesdays 1:00 pm – 2:00 pm

Fridays 11:00 am—1:00 pm

Other times by appointment.

NOTE FROM THE PROFESSOR:

Student appointments are welcome. Students whose class schedules do not allow time to meet with me during my regular office hours, or who have emergencies, should check with me after their respective LPW class to secure another appointment time. My class schedule is posted outside my office door.

COURSE INFORMATION FOR 900 LAWYERING PROCESS-WRITING, SECTIONS 1 THROUGH 12, FALL 2019

(PROFESSOR MARY Q. KELLY)

Section 1: Prepare by registering: As soon as possible, PLEASE---

- 1.1. REGISTER FOR “LAWYERING PROCESS-WRITING” OR “LP-W” ON TWEN ;
AND
- 1.2. REGISTER FOR **CORE GRAMMAR FOR LAWYERS** (DIRECTIONS BELOW)
AND GET THE TEXTS LISTED ON **PAGE 6** (SEE SECTION 3).

Section 2: Registering for Core Grammar for Lawyers: LP-W Sections 1-12 (Fall 2019)

Each student in **Lawyering Process-Writing** must register individually for *Core Grammar for Lawyers (CGL)*, an online program of grammar and punctuation instruction and review.

The CGL course is designed to provide formal grammar and writing review for legal writers at all levels of competency. The course is taken by law students and practicing lawyers throughout the U.S. **CGL is first rate—in the legal field there is no better review course!** The course is updated every year. If you are among those students who already have advanced grammar and writing skills, the course will be a refresher; you will *sail through the program*. For other students, the online course will cover lessons they may not have yet learned or mastered. Those students will have to devote more time to the lessons in order to complete each one and, after completing all the lessons, to pass the course post-test.

The writing skills learned through CGL will help you in LP and in your other law school courses. The skills will help you when you practice law. You may consult the lessons whenever you are unsure—should the apostrophe go before or after the “s”? Your CGL program is good for one year.

The CGL online course includes three parts: (1) a **diagnostic pre-test**, to help you see your present level of competence; (2) **twenty-four lessons**; and (3) a **post-test**, to measure whether you have mastered the lessons. The course has been developed by a team of experienced legal writing experts from the University of North Carolina Law School and is published by Carolina Academic Press.

COST: Registration for CGL for TMSL students is \$30.00 (The \$30 fee is a discounted fee for TMSL students.)

INSTRUCTIONS: Instructions for registering, (Please print these instructions so you can follow the steps carefully):

STEP ONE: on your computer, go to <http://www.coregrammar.com/getcgl>

STEP TWO: complete the registration form. Be sure to select- “Texas” for your state, and “Texas Southern University – T. Marshall School of Law” for your school.

STEP THREE—ACCESS CODE: On the payment page, enter **TSULAW19** in the ACCESS CODE field. Entering that Access Code gives you your discounted price (\$ 30).

STEP FOUR-- PAY WITH CREDIT CARD: Enter your credit card information where requested, verify the purchase, and continue to create your Core Grammar for Lawyers account.

STEP FIVE. IMPORTANT—CLASS CODE!! Then enter your LP-W Section’s CGL Class Code from the list immediately below on the account creation screen in the “Class Code (optional)” field. The CGL Class Code is important for you to get credit for completing the course!

Please---Check to be sure you have entered your class code correctly. Do NOT use the CGL code number for any Law School section other than your section of LP-W.

CGL Class CODES for LP-W Registration online:

<u>Section Number:</u>	<u>CGL Code:</u>	<u>Class Day:</u>	<u>Hour:</u>	<u>Room:</u>
<u>LP-W, Section 1</u>	<u>319-206-8130</u>	<u>Tuesday</u>	<u>2:30</u>	<u>212</u>
<u>LP-W, Section 2</u>	<u>319-206-8103</u>	<u>Friday</u>	<u>1</u>	<u>212</u>
<u>LP-W, Section 3</u>	<u>319-206-8230</u>	<u>Wednesday</u>	<u>4</u>	<u>212</u>
<u>LP-W, Section 4</u>	<u>319-206-8245</u>	<u>Friday</u>	<u>2;30</u>	<u>206</u>
<u>LP-W, Section 5</u>	<u>319-206-8111</u>	<u>Wednesday</u>	<u>2:30</u>	<u>210</u>
<u>LP-W, Section 6</u>	<u>319-206-8874</u>	<u>Friday</u>	<u>1</u>	<u>212</u>
<u>LP-W, Section 7</u>	<u>319-206-8266</u>	<u>Wednesday</u>	<u>2:30</u>	<u>210</u>
<u>LP-W, Section 8</u>	<u>319-206-8091</u>	<u>Tuesday</u>	<u>4</u>	<u>212</u>
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<u>LP-W, Section 9</u>	<u>319-206-8114</u>	<u>Tuesday</u>	<u>2:30</u>	<u>212</u>
<u>LP-W, Section 10</u>	<u>319-206-8332</u>	<u>Tuesday</u>	<u>4</u>	<u>212</u>
<u>LP-W, Section 11</u>	<u>319-206-8754</u>	<u>Wednesday</u>	<u>4</u>	<u>212</u>
<u>LP-W, Section 12</u>	<u>319-206-8813</u>	<u>Friday</u>	<u>2:30</u>	<u>212</u>

STEP SIX: Begin using CGL by completing the Diagnostic Pretest. Satisfactory completion of one or more lessons in the Pretest will earn you “books” indicating you know the material in those book and exempt you from taking those lessons.

STEP SEVEN: Proceed to complete each lesson in sequence. You will earn a “book” upon completion of each lesson. You must restart a lesson if you make a mistake. Your requirement is to complete **ALL** the books and then pass the Post-test. You must score at least 70 to pass the course.

Work at the pace you can best fit into your schedule, but do not forget the deadline just before the end of the semester. You must complete all 24 CGL lessons by **5 p.m. on Monday, November 25, 2019. No Exceptions.** Completing CGL is required for your LP-W grade. We recommend completing at least two CGL lessons each week—more if you can handle them.

Section 3. Required Text for LP-W. Hard copy of the text is required. Do NOT attempt to rely on electronic versions.

Title: *Just Writing for the Legal Writer*, Fifth Edition (“JW”)
Authors: Enquist, Oates, and Francis
Publisher: Aspen ISBN: 978-1-4548-8080-6

Section 4. Recommended Text for LP-W.

Title: *The Redbook –A Manual on Legal Style*, Third Edition
Author: Bryan A. Garner
Publisher: West Academic Publishing ISBN: 978-0-314-28901-8

(Note: The Redbook is also recommended by most LP I professors. The book is a very useful reference tool for law students and practicing attorneys. I recommend you keep the book for personal reference and refer to it throughout law school and later in practice. A few copies of The Redbook are placed on reserve in the Law School Library).

Section 5. Description and Objectives of the Lawyering Process-Writing Course.

COURSE DESCRIPTION:

5.1. Online CGL. LP-W is a component of the three-hour Lawyering Process I course required to be taken during the first semester by all first-year students at Thurgood Marshall School of Law. Meeting for one hour each week, LP-W covers the writing aspects of written communication of legal research and analysis.

LP-W uses the online program, *Core Grammar for Lawyers*, comprised of 24 lessons and related practice exercises. Each student must complete the online course—and pass the Post-test-- before the end of the semester. Completion can be easily accomplished at the rate of approximately two lessons per week. The program is structured to allow a student to proceed at an instructional pace suited to the student. Depending on the skill level of the student at the student’s commencement of the CGL program, the time required for completion of each lesson is typically between one and two hours.

5.2. Text Assignments and Quizzes. To practice their writing skills, students will read and perform exercises assigned from *Just Writing for the Legal Writer*. The authors of *Just Writing* focus on accuracy, clarity, brevity, and other legal writing “virtues” that distinguish good legal writing from other kinds of writing. We will have short writing exercises in class and two quizzes, one during the sixth week (or thereabout) of class and one during the last week of class.

5.3. Specific LP-W Assignments: Personal resume and cover letter. LP-W requires each student to timely prepare a personal resume and a personal cover letter for submitting the resume to any prospective employer. Instruction on the writing of these instruments—the resume and cover letter—will be provided by career placement experts in the Law School’s Office of Career and Professional Development. From their experiences with employers, they are able to give you guidance on the current expectations. **Your resume and cover letter will be graded.**

5.4. Class time will also focus on review of rules, demonstration of good writing techniques, and pop quizzes (nongraded). Students will be introduced to the importance of clear writing in memoranda, briefs, contracts, pleadings, legal correspondence, and statutes. Some class discussion will be devoted to general legal topics for which good clear writing is essential.

Section 6. Course Objectives.

Law is a writing profession! The main objective of LP-W is to give students the writing tools needed to enable them to be competent legal writers. Lawyers must be able to communicate effectively in writing the results of their legal research and analysis in memoranda, pleadings, persuasive briefs, and correspondence.

Lawyers must be able to write clearly and correctly when advising and giving counsel to clients. Lawyers must be able to draft clear, error-free letters and to produce clear and legally enforceable documents for court filings, for business and corporate dealings; for property, probate, and trust matters; and for other legal transactions. Errors often cause confusion, and confusing documents can result in unintended consequences and lawsuits!

Completion of LP-W will assist students in law school and later in the practice of law. For those students who already are competent writers, the content of the course will be mostly review of grammar, punctuation, and style rules they already know. For other students, the course content will introduce them to good writing rules they may not have yet mastered. For all students, mastery of good writing points will be invaluable in their careers both as students and legal practitioners.

Section 7. LP-W Student Learning Outcomes.

7.1. The learning outcomes of LP-W include the following outcomes:

Understanding why good writing is important. The student will understand the importance of being able to communicate in writing competently, with correct spelling, punctuation, word choice, and phrasing.

Recognition of importance of facilitating readers' understanding. The student will learn the importance of expressing in writing legal factual descriptions and issue analyses in clear and concise statements, free of mistakes, jargon, and wordiness, so that readers can understand the facts, concepts, and analyses presented.

Summarization. The student will be able to capture, summarize, and restate succinctly complex fact situations and legal issues.

Writing competence. The student will learn to restate in competently edited written statements information and concepts that may have been presented to the student poorly or inaccurately.

Obtaining assistance. The student will know where and how to obtain writing assistance so that he or she will continue to write well in both law school and law practice.

Resume preparation. The student will know the particulars of a good resume and how to prepare one. The skill of resume preparation will be exercised whenever the student applies for legal positions, both while a law students and while in practice.

7.2. **Additional Learning Outcomes: Introduction to Writing in Legal Fields.** The Fall 2019 LP-W course will include classes on **resume preparation** and **cover letter drafting**. Students will learn (and earn course points) by attending mandatory programs on the legal work expected from attorneys in **judicial clerkships**, in **large firms**, and in **corporate legal departments**. Each specialty program will include a description of the kind of legal writing expected of attorneys in that practice area.

The dates and times of the programs will be announced well in advance.

Section 8. IMPORTANT CAMPUS-CARRY STATUTORY NOTICE:

Office Is Gun-free.

The State of Texas allows a person with a concealed gun license to carry a concealed firearm on TSU's campus, subject to the rules of TSU's Campus Carry Policy. Under the TSU policy, a professor has the right to designate the professor's office as a gun-free zone. Professor Kelly has elected to make her office (231E) a firearm-free zone. Pursuant to Section 30.06 Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, government code (handgun licensing law), may not enter her office (231E) with a concealed handgun. *Conforme a la seccion 30.06 DelCodigo Penal (traspasar portando armas de fuego conlicincia) personas con licencia bajo del sub-capitulo 411, Codigo Del Gobierno (ley de portar armas), no deben entrar a esta propiedad portando un arma de fuego ocultada.)*

For a complete list of the gun-free zones on the TSU campus and the rules governing campus carry at TSU, please visit TSU's website at <http://www.tsu.edu>.

Please note that entering with a firearm any gun-free zone on campus, including the space inside Professor Kelly's office, could lead not only to criminal prosecution but to suspension or expulsion from law school.

Section 9. LP Grading.–

Your LP I grade is based on the total of your scores in the three course components:

up to 700 points for LP I;

up to 200 points for LP-Research;

up to 100 points for LP-Writing.

The required first semester legal writing course at the Law School is Lawyering Process I (LP I). The LP I course consists of three component courses which together will earn **three** credits. The student's performance in all three components, taken together, will be assigned **one grade**. The grading for the first semester of LP is based on the total of the points a student accumulates the three components, calculated as described in the following paragraphs.

9.1. First component-- the written legal analysis course, first semester, is called **LP I**. In that course, which meets for three class hours each week during the semester, students will practice reviewing, analyzing, and discussing cases and legal fact problems. They will be assigned to produce written analyses of those legal problems for grades. The writing assignments will be graded anonymously through the use of "exam numbers." The total maximum points assigned for all LP I writing assignments, which, at the discretion of the instructor, may be augmented by one or more other assignments or quizzes, is **700**.

9.2. Second component-- the legal research component of the LP course is called **LP-Research**. In that course, students will learn the techniques of conducting both electronic and print legal research. Students will receive assignments and will take tests on research information and techniques. The total number of points allocated to LP-Legal Research is **200**.

9.3. Third component-- the legal writing component of the LP course is called **LP-Writing** or **LP-W**. It is often referred to as the "grammar course," but grammar is not the only aspect of writing reviewed and taught in the LP-W course. Students also review style, syntax, structure, and related features of good legal writing. Students will complete an online grammar review course, *Core Grammar for Lawyers*, which they can complete at their own paces. Students in LP-W will also put their grammar and writing skills to use by preparing **personal resumes** and **cover letters**, which will be graded by legal career specialists. Students are also required to attend two lectures on legal topics and take a final writing test at the end of the semester. The total number of points allocated to LP-W is **100**. (See the allocation of points in Section 10.)

Each LP-W student may earn up to **100 total points** for the **LP-W** course. The earned points are added to the points earned in Lawyering Process I, up to 700 points. Up to 200 points are also earned in LP-Legal Research. The total of the subtotals earned in the three LP components--LP I (up to 700), LP-W (up to 100) and LP-R (up to 200) provide the basis for the grade assigned for LP I.

Section 10. Allocation of Points for LP-W.

For the 100 point total of the LP-W grading points:

10.1. Full 30 points for LP-W are earned by completing the *Core Grammar for Lawyers* online course. Completion requires a score of at least 70 % on the course Post-test, and that test must be retaken until the score of 70 is achieved. The Post-test may be retaken an unlimited number of times. A student who does not score 70 or above by 5 p.m. on November 25, 2019, will earn no points for the CGL component of the student's LP-W score. No exceptions!

10.2. Up to 30 additional LP-W points are earned from the student's score on the final in-class tests. The test is based on the reading assignments in *Just Writing* and class instruction.

Scantrons. The test at the end of the semester will be in multiple choice format and students will mark their answers on Scantron cards. Please review the instructions for marking the Scantron cards in Section 11.

10.3. Up to 30 points will be earned for timely submission of the resume assignment (15 points) and the cover letter assignment (15 points). You will receive instruction on posting your completed submissions on Simplicity. The due date for posting both of those assignments is October 31, 2019.

Each resume and cover letter will be graded by experts from the Office of Career and Professional Development (OCPD).

For each assignment, points will be assigned at the discretion of OCPD as follows:

Full credit-- 15 points—satisfactory timely submission;

Partial credit—5 or 10 points—weak, incomplete, or late submission;

No credit-- 0 points— no submission

Students will post their Resume and Cover Letter assignments on Simplicity and also submit their hard copies as instructed. The OCPD Resume instructors will provide instruction on submitting on Simplicity.

10.4. Up to 10 points will be earned for attending the two scheduled OCPD programs (5 points each). The programs are scheduled for Wednesday, September 11, at 12 noon and Wednesday, October 23, at 12 noon. **Attendance at the TWO OCPD lectures is required.** Attendance will be monitored by sign-up at each program. Students who do not attend a program will lose the 5 points. There will be no make-up for either program.

Section 11. Scantrons -- Instructions on how to complete a Scantron:

**ParSCORE™
TEST FORM**

NAME _____
LAST FIRST MIDDLE

SUBJECT _____

DATE _____ HOUR/DAY _____

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1234
Law - Section 1

DIRECTIONS

USE NO. 2 PENCIL ONLY

MAKE DARK MARKS
ERASE COMPLETELY TO CHANGE
EX. (A) (B) (C) (D) (E)

I.D. NUMBER

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3	3	3	3	3	3	3	3	3	3
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5	5	5	5	5	5	5	5	5	5
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TEST FORM

(A) (B) (C) (D)

EXAM NUMBER

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3	3	3	3
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5	5	5	5
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8	8	8	8
9	9	9	9

SIDE 1

FEED THIS DIRECTION

Do **NOT** write in this area.

Enter Exam ID No. here.
Enter Exam Title, Course, and Section number here.

Use a No. 2 Pencil ONLY.

Write (left to right) four (4) digit exam ID number here.

Do **NOT** mark this box.

Do **NOT** mark this box.

Section 12. Accommodations, Allotted Times, and Make-ups.

12.1. ADA Compliance. Thurgood Marshall School of Law and Texas Southern University comply with the Americans with Disabilities Act. Any student desiring special accommodations for attending class or for taking tests should submit his or her written request to **Dean Mouton, Associate Dean for Student Affairs**, whose office is in **Room 223B**.

12.2. Test times. The time allotted for each test is one class hour, or 50 minutes.

12.3. Make-ups. Any test or special instructional class (resume and cover-letter) missed at the regular time **must be made up the same week, except in the case of an actual emergency**. If not made up timely, the student will receive the score of 0 for the test or workshop. No make-up is available for nonattendance at either of the **two required Wednesday lectures, September 11 and October 23**.

12.4. Core Grammar times. The time needed to complete Core Grammar for Lawyers lessons varies from student to student and from lesson to lesson. Most students find they can complete a lesson in one or two hours. Students must pace themselves so they are not pressured at the end of the semester. The final CGL completion time is **5 p.m. on Monday, November 25, 2019**. **There will be no extensions or exceptions granted.**

Section 13. Participation, Attendance, and Professionalism.

Preparation and Participation.

Students in LP-W are expected to be prepared for class. They will be current on the CGL exercises and the assigned readings. They are expected to contribute to class discussion.

Assignments

Students will complete the assigned reading and online CGL lessons prior to the start of each class. Students must complete the CGL lessons and take the post-test by **5 p.m. on Monday, November 25, 2019. NO EXCEPTIONS!**

Class Attendance.

Students will be seated alphabetically and must be in their assigned seats at the start of class. Beginning with the week of August 26, 2019, tardiness and absences will be strictly recorded. Except for emergencies, **students will not exit** the classroom during class time. Students who are unprepared, not paying attention, or bothering other students during class will be directed to leave.

Unless a student is exempted, regular class attendance is required. Attendance will be taken. Students are responsible for getting informed about class content they missed when absent.

Professionalism.

Students will be respectful and courteous to their professor and fellow students. Neat, decent, pre-professional dress is expected—if your potential future employer happens to be standing outside of class as you walk by, you will want to be remembered as one who looks presentable. No caps or hats-- no gum chewing; no food or beverages in class, except water.

No Electronic Devices

Students will not use cellphones, notepads, laptops or other electronic devices during class. Note-taking may be done by handwriting. (Handwriting assists brain function) That means **NO TEXTING OR EMAILING OR READING FOR ANOTHER CLASS.** A student who has a legitimate reason for communicating via text messaging or responding to a cell phone call may quietly step out of the classroom for the duration of the call or texting.

Section 14. LP-W Fall 2019 Schedule of Assignments.

(Classes meet on Tuesdays, Wednesdays, or Fridays; See Section List on p. 5)

<u>Week</u>	<u>CGL*</u>	<u>Just Writing Chapter</u>
Week 1--- August 20, 21, or 23	A1 & A2	Ch.1
Week 2---August 27, 28, or 30	A3 & A4	Ch.2
Week 3---September 3, 4, or 6	B1 & B2	Ch.3
Wednesday September 11, at 12 noon—<i>Lecture: Welcome to the Profession;</i> <i>Rooms 105, 106, 107—<u>Attendance is Required</u></i>		
Week 4---September 10, 11, or 13	B3 & B4	Ch.4
Week 5---September 17, 18, or 20	C1	<i>Resume Workshop (during class)</i>
Week 6---September 24, 25, or 27	C2	<i>Cover Letter Workshop (during class)</i>
Week 7---October 1, 2, or 4	C3 & C4	Ch.5
Week 8---October 8, 10, or 11	D1 & D2	Ch. 6
Week 9---October 15, 17, or 18	D3 & D4	Ch. 7
Wednesday, October 23, at 12 noon—<i>Lecture: Discover Your Brand—Judges and Clerkships; Rooms 105, 106, 107—<u>Attendance is Required</u></i>		
Week 10--October 22, 23, 24	E1 & E2	Ch. 8
<u>Thursday, October 31, 2019, is the due date for LP-W resumes and cover letters. Submit to OCPD on Simplicity and turn in hard copies as instructed.</u>		
Week 11--October 29, 30, Nov 1	E3 & E4	Ch. 9
Week 12--November 5, 6, 8	F1 & F2	Review
Week 13--November 12, 13, 15	Conferences with OCPD (available during class periods)	
Week 14---November 19, 20, 22	Final Test.	Ch 1-9 in class
November 25, 2019	CGL Post-test	<u>Due at 5:00 PM</u>

Section 15. Policies and Procedures

Handbook. Please refer to the Thurgood Marshall School of Law Student Rules and Regulations Handbook for 2019-2020.

Assignments. Reading assignments and Core Grammar for Lawyers online lessons are listed on the Course Schedule, page 15. The dates for the course test and assignment due dates are also posted on page 15. **Note—The dates listed may be changed. Students will be notified on TWEN and in class, as soon as possible, of any date change.**

Except for the first week of class, students will complete the assigned reading and CGL lessons **before** coming to class.

Note: Students will be timely advised on TWEN of any revisions of this LP-W Syllabus, including room changes, date changes for assignments, or other course matters. If the revision affects only students in certain sections, the subject line of the emailed notice will so indicate.

MQK

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The Redbook: A Manual on Legal Style by Bryan A. Garner. AAUP Policy Documents and Reports, a.k.a. the Redbook, by the American Association of University Professors. Iowa Official Register, a biannual publication of Iowa government and history. Red Book, a model contract for construction by the Federation Internationale des Ingenieurs-Conseil (FIDIC). Lists of endangered entities[edit]. Red Book of Endangered Species, international listing (since 1948). Regional Red List, regional or country equivalents. Red Data Book of the Russian Federation, a list of endangered and protected species, prohi x The Redbook: A Manual on Legal Style by Bryan A. Garner. This short book is available in its 2nd edition and can be purchased in most book stores or online. It is regarded as one of the foremost authorities on legal citation and style. x The Elements of Style by William Strunk, Jr. and E.B. White. This book is available in its 50th anniversary edition (an updated reprint of the 4th edition) and can be purchased in most book stores or online. It is regarded as one of the foremost authorities on how to write well. x On Writing Well by William Zinsser. This book is currently in its 30th Anniver

English language - Style - Handbooks, manuals, etc. Summary. "The Redbook is intended to be the definitive guide for considering the soundness of your choice in legal writing and editing. If you're editing, you ought to know why your edits make sense. You should be able to justify every edit you make, even if it's just a punctuation mark. You'll do well if you learn to know what you're doing and why."-- Preface to the Fourth Edition. Bookmark.