

# **LAWYERING PROCESS I**

## **SECTION I**

**Professor Bennett**

**Fall 2017**

### **COURSE GUIDELINES AND SYLLABUS**

**Tuesday, Wednesday & Thursday**

**Section I, T/W/Th. 10-10:50 a.m., Rm. 212**

#### ***Words to Remember***

*“The only way to learn to write is to write.”*

–Peggy Teeters, author and teacher

*“There is no great writing, only great rewriting.”*

–Justice Brandeis, United States Supreme Court

## COURSE GUIDELINES AND ADMINISTRATIVE INFORMATION

Welcome! I look forward to working with you this semester. Please review the information below, which sets out the course goals, methodology, grading methods, and student expectations.

### **I. Primary Course Goal: Learning the “Tools of the Trade”**

This course aims to teach you a set of basic skills that lawyers use. These skills include analytical thinking, case analysis, and communication of legal analysis in writing. You can use these skills as a law student, summer intern, or practicing lawyer. More specifically, we will focus on the following:

1. **Critical Reading and Thinking**—learning how to read and understand judicial opinions and the impact the opinions may have on future cases, narrow and expand holdings in opinions, analogize and distinguish precedent, synthesize opinions, and interpret statutes;
2. **Legal analysis and writing**—learning how to issue spot, apply the law to the facts logically, develop and evaluate legal arguments, and objectively predict the outcome of a case in writing;
3. **Legal research**—learning how to research legal issues using books and computer-based research tools such as Westlaw and LexisNexis;
4. **General writing skills**—brushing up your grammar, syntax, and punctuation;
5. **Citation skills**—learning how to properly cite to legal authority in accordance with the Bluebook;
6. **Professionalism**—learning professional norms by being on time, prepared for class, courteous to me and your classmates, and timely with your submission of all assignments.

By the end of the semester, you should be able to:

1. Understand and interpret the law;
2. Identify legal issues in simple and complex factual situations;
3. Identify the relevant controlling and advisory legal authority and policy;
4. Apply the relevant authority to the legal issue(s) presented by the client’s situation;
5. Analogize favorable facts, authority, and policy to your client’s factual situation;
6. Distinguish unfavorable facts, authority, and policy from the client’s position;
7. Articulate the legal significance of relevant facts;
8. Communicate and explain your analysis and position effectively in writing to colleagues, supervisors, clients, or judges; and
9. Use proper grammar and legal citation.

## II. Course Methodology: Learning by Doing

The best way to learn lawyering skills is by practicing them. To the extent possible, participating in the course will be similar to working in a law practice. You will be learning by doing – by practicing each of these skills in class and through research and writing assignments.

In your other first-year courses, you study law primarily by examining appellate court opinions. This approach asks you to reflect upon the law as though you were an appellate judge, who sees the end product of months or years of winnowing evidence and analyzing the law. In this course, however, you will approach the law from the perspective of a practicing lawyer rather than as a judge. Thus, you will learn both how to develop a factual record and legal arguments for your client, as well as how to present your arguments in writing effectively.

## III. General Information

### A. Contact Information

Office: Rm. 212  
Email: profbennett73@gmail.com

Office Hours: TBD

### B. Textbooks

The required textbooks for this course are:

Lawyering Process I Course Reader (photocopied materials)  
Coughlin et al, A Lawyer Writes  
The Bluebook, A Uniform System of Citation, 20th Edition

The highly recommended textbooks are:

Hill & Vukadin, Legal Analysis: 100 Exercises for Mastery (a textbook of additional exercises and answers)

Garner, The Redbook (the style manual that is the authority for this class)

Black's Law Dictionary is also required for this course, and is available free of charge on Westlaw.

Except for the Lawyering Process I Course Reader (“Reader”), these books are available at Texas Southern University’s Bookstore in the Student Life Center. If you have not already done so, you should purchase them right away. We will be using all of them very shortly.

The Reader can be purchased from Texas Southern University’s Copy Center in the Student Life Center, Room 231 (2nd Floor). Please purchase your own current copy of the Reader from the Copy Center, as the Reader changes from year to year.

Also, from time to time throughout the semester, I will hand out supplementary photocopied materials (or upload them onto TWEN). I strongly suggest that you use a large three-ringed binder to

keep all of your class materials organized.

C. Class Meeting Times

This class meets on Tuesday, Wednesday, and Thursday from 10:00 to 10:50

D. Other Professors

Legal Research Professor: TBD

Advanced Grammar Review Professor: Prof. Kelly

**IV. Assignments**

The reading assignments and discussion exercises are listed in the course syllabus under the day of the class for which they should be prepared. Any written assignments are listed under the day they are assigned and a separate due date will be listed as a reminder. The syllabus also provides the relevant time that the other assignments are due and the manner in which they should be submitted. Modifications, including additions or deletions to the syllabus, may be announced in class, via e-mail, or posted on the course page on Westlaw's TWEN.

**V. Paper Format Requirements**

Please adhere to the following format requirements in your written assignments, unless otherwise instructed:

- All documents should be typed using Microsoft Word and Times New Roman font and, when a hard copy is required, submitted on plain white, 8-1/2 x 11 inch paper (using one side only) and stapled.
- The font size should be no smaller than 12 point font and footnotes (if any) may be no smaller than 10 point font.
- Margins should be one inch on both sides of the page and also at the top and bottom.
- Text should be double-spaced; footnotes should be single-spaced.
- Insert two spaces between sentences, including citation sentences. Tabs, such as those used to begin a new paragraph, should be at least a 1/2 inch in length on your Word ruler.
- Each assignment should be consecutively paginated at the bottom of each page (centered); page numbers should be in Times New Roman font, conforming with the rest of the document.
- Be sure to print a hard copy of your assignment and check to make sure that you have complied with these format requirements.
- Please remove individually-identifying meta data from any document you turn in, so the anonymity of the grading process is preserved.

## VI. Grading Policies and Procedures

### A. General Grading Information

1. Course Format: Lawyering Process I is a three-credit hour course consisting of three basic components: (1) Legal Analysis and Writing, (2) Legal Research, and (3) General Writing Skills.

2. Final Grade: Your final grade will be based on the following:

- |   |     |
|---|-----|
| • Legal Analysis and Writing (Prof. [])       | 70% |
| • Legal Research Class (Prof. [])             | 20% |
| • Advanced Grammar Review Class (Prof. Kelly) | 10% |

TOTAL: 100%

In particular, your grade for Legal Analysis and Writing will be based on the cumulative total of the scores you have received for the following:

- |   |     |
|---|-----|
| • Writing Assignment #1                             | 3%  |
| • Writing Assignment #2                             | 5%  |
| • Writing Assignment #3                             | 30% |
| • Other Assignments                                 | 25% |
| • Participation, Professionalism, and Attentiveness | 7%  |

TOTAL: 70%

“Other Assignments” include, but are not limited to, citation assignments, case briefs, tests, case charts, short writing exercises (SWEs), quizzes (announced and unannounced), and certain other assignments submitted in class or online using Westlaw’s TWEN. Many of these assignments will be discussed in class. Any points that are not used on assignments will be award to all students.

This class is subject to TMSL’s mandatory curve for Lawyering Process, as reflected in the current Student Rules and Regulations.

- |      |        |
|------|--------|
| A:   | 10-13% |
| B:   | 25-34% |
| C:   | 35-45% |
| D/F: | 0-08%  |

Please note that the only way to have these ranges add up to 100 is to award the maximum in each category, such that 53% of the class receives a grade of “C” or below. As you consider a reasonable grade outcome for this class, please keep this in mind.

Participation Points: As indicated above, class participation and preparation will be considered in determining your final course grade. You can earn participation points in the following ways:

- i. By actively participating in class exercises and assignments, bringing your materials, and being prepared for class.
- ii. By completing your court observation assignment. As part of your experiential learning

experience, you are asked to observe live courtroom proceedings in any court of law. By the last day of our class, you must have **observed at least three (3) hours of courtroom practice in person** to earn 5% or 50 points for Participation, Preparedness and Attentiveness (“PPA”). Please complete the court observation form (posted on TWEN) and submit it on TWEN before the last day of class. Please dress in business casual or business formal attire and bring your resume. Every time we step into a courtroom, we represent ourselves but also Thurgood Marshall School of Law, so please be attentive and show your interest—proper courtroom decorum is required. Lawyers and judges are curious and proactive people; they may ask what you are doing and could even want to help you find a job or internship. If you have problems scheduling a court visit during the day, remember that some courts hold night hours. You could attend with a classmate or two, so you cut down on parking fees and assist each other with logistics.

Remember, you will have to go through a metal detector and will need to turn off your cell phone while in court. Your observation time begins when you are seated in the courtroom and the session begins. Do not wait until the last minute to complete your required observation time.

iii. By contributing to a professional environment in class. To do this, please refrain from side conversations and do not leave class unless you must. Please keep scheduled appointments; if you must cancel, please do so with at least 48 hours’ notice. If you miss an appointment, your appointment will be rescheduled after others have completed their appointments and as time allows.

3. Exam Numbers: Please use an exam number when submitting most assignments for this class. In general, you will use three different exam numbers over the course of the semester. For example, you will use your initial exam number for the first five weeks of class. During the fifth week of class, you will receive a new exam number to use for the next period and so on. You can receive exam numbers from Ms. Trudy Green, Registrar, Room 214A. I will instruct you when each exam number is ready for distribution. Any changes to the exam number policy or schedule will be announced in class and/or via e-mail or posted on the course page on Westlaw’s TWEN. Exam numbers are important to anonymity of assignments, and failure to use one results in waiver of your anonymity as well as [deduction of points.]

#### 4. Writing Assignments

i. Writing Assignment #1 and #2: For Writing Assignment #1 and Writing Assignment #2, you will be graded on form and substance. The feedback on your memorandum for Writing Assignment #1 and Writing Assignment #2 will give you experience with legal analysis and writing to prepare you for Writing Assignment #3.

iii. Writing Assignment #3: Writing Assignment #3 will be graded on form and substance. Consider this assignment as your “final performance exam or assessment” in Lawyering Process I.

5. Other Assignments: These assignments may include case briefs, tests, case charts, citation exercises and certain other assignments submitted in class or online using Westlaw’s TWEN.

#### B. Consequences for Late or Over-Length Assignments

1. Late Submission of Assignments: If an assignment is to be submitted online using Westlaw’s TWEN, then that assignment is due on the date and at the time indicated on the assignment, in the syllabus, or by me. If you are absent or will miss class, please make arrangements to have your assignment submitted in a timely manner; otherwise, you may not receive credit for the assignment. With regard to memo assignments 1, 2, and 3, late assignments may lose 10% of the available points (before any other deductions are made) for

the first late hour, then 25% for time after that up to 24 hours, then 25% for each additional day. Any emergencies that prevent on-time submission of assignments should be handled in writing through Dean Mouton. No oral extensions are valid.

2. Submission of Over-Length Writing Assignments: For each page or portion thereof that exceeds the page limit for an assignment, 10% of the points are deducted. I will not review any pages that exceed the page limit. If your paper exceeds the mandatory number of lines per page or does not comply with the font or margin requirement, I will consider it to have exceeded the page limit and will adjust the score for the assignment accordingly.

C. Attendance: Class attendance is mandatory, and roll will be taken at the beginning of each class. Please plan to attend every class session, as each class builds on the next and each contains important announcements and handouts that you will miss if you are absent. Per the Student Rules and Regulations, for this three-hour course, your grade may be reduced after five (5) absences. Please see the Student Rules and Regulations for other information on attendance.

D. Laptop Use: Laptop computers may be used for class-related note taking and reference. It is inappropriate to use laptops in class for any other purpose (e.g., to download music, play games, watch DVDs, access inappropriate web sites, or to instant message others). In addition to any other sanction, I will rescind laptop use, individually or collectively, if it is abused. Cell phones, blackberries, and similar devices must be turned off.

E. Accommodations: Please contact Dean Mouton (Student Affairs) immediately (and definitely well before any relevant assignment) if you require any special accommodations regarding any of the assignments.

## **VII. Discussions of Assignments**

I encourage you to discuss all of your assignments with your colleagues in this section of Lawyering Process I. In particular, certain classes will be devoted to open discussion of the writing assignments. You are all likely to learn from each other and will benefit more from the course if you approach it in a collegial manner. Remember, however, that your final product on all of the assignments must be your own. Please note that if you ask me a specific question regarding the substance of Writing Assignment #3, the answer will be handled in class or by group email so that everyone hears the class discussion or my response and no student receives more information than any other student.

## **VIII. Plagiarism**

Plagiarism in *any* form is strictly prohibited. You may not plagiarize any other written work, including, but not limited to, another student's memorandum, a prior exemplar or sample memorandum, an internal legal memorandum, or any memorandum of points and authorities filed with any court. No person can review or revise your work—this includes classmates, family members, and every other person. Should an instance of plagiarism exist, the matter will be forwarded to the Dean for appropriate action. In addition, that work will receive no points.

## **WEEK 1**

Tuesday, August 22, 2017

Introduction to Class

**Reading:** Course Guidelines and Syllabus (posted on Westlaw's TWEN)  
Writing in a Legal Context: LP Course Reader ("Reader") pp. 1-6 (also posted on TWEN)  
Rule-Based and Analogical Reasoning Overview: Reader, pp. 29-30

Wednesday, August 23, 2017

**Today is a professional dress day!**

**Reading:** Course Guidelines and Syllabus (posted on Westlaw's TWEN)  
Hierarchical Court Systems and Stare Decisis: A Lawyer Writes ("LW"), pp. 15-31  
LW, pp. 34-35 ("Learning to Read for a Purpose") and pp. 43-56

Thursday, August 24, 2017

Brief together in class: *Slack v. Villari* dog bite case

**Reading:** Reader: How to Brief a Case, pp. 7-9 and 10-14  
Analysis Reading (posted on TWEN) pp. 61-67

**Exercises:** Analysis Exercises (posted on TWEN) pp. 66-67: 2-A (all parts) and 2-B (all parts); please bring a hard copy in any format to turn in after class

## **WEEK 2**

Tuesday, August 29, 2017

Case Analysis Continued

**Exercises:** Analysis Exercises (posted on TWEN) pp. 68-71: 2-C, 2-D, & 2-E; please bring a hard copy in any format to turn in after class

Wednesday, August 30, 2017

**Today is a professional dress day!**

Case Analysis Continued



**Reading:** Analysis Reading (posted on TWEN) pp. 72-78

**Exercises:** Analysis Exercises (posted on TWEN) pp. 72-78: 2-F (all parts) and 2-G (all parts); please bring a hard copy in any format to turn in after class

Thursday, August 31, 2017

Case Analysis (cont.)

**Exercises:** Analysis Exercises (posted on TWEN) pp. 75-78: 2-H (all parts); please bring a hard copy in any format to turn in after class

### **WEEK 3**

*Please pick up your first exam number  
from the glassed-in office at the top of the atrium stairs.*

Tuesday, September 5, 2017

**Reading:** *Eilers* case, Course Reader pp. 15-17

Analogical Argument Structure

(May start fact patterns)

**What's Due:** *Eilers* Case Brief (bring hard copy to class)

Wednesday, September 6, 2017

**Today is a professional dress day!**

*Eilers*: Case briefing (cont.)  
Applying holdings to new fact patterns

**Short Writing Exercise #1 (in class):** Using the Analogical Argument Structure, write a short analogy based on fact pattern given to you.

Thursday, September 7, 2017

*Eilers* (cont'd)

Introduction to Analogical Reasoning Paradigm  
Hierarchical Court Systems and Stare Decisis (review)

**Reading:** Reader, pp. 29-33 and 39-43 (additional information on case briefing, as

needed)  
LW, pp. 21-31 (please re-read)

Friday, September 8, 2017

**Read Materials for Writing Assignment #1 (Posted on TWEN)**

**WEEK 4**

*Bring Writing Assignment #1 Materials to Class for the Next Two Weeks*

Tuesday, September 12, 2017

Analogical Reasoning (cont'd)  
How to Derive a Sub-rule

**Reading:** LW, pp. 57-58 (through “Common Law as the Governing Rule”), pp. 60-66 (starting at “II. Inventory the Governing Rule’s Working Parts”), and pp. 89-91

Reader, pp. 34-38 and 44-49

Wednesday, September 13, 2017

**Today is a professional dress day!**

Analogical Reasoning  
Sub-rules (cont'd)

**Writing an application – In-class exercise.**

Thursday, September 14, 2017

Analogical Reasoning (cont'd)

**Reading:** LW, pp. 89-100  
Reader, pp. 66-71, on generating a sub-rule from a precedent case.

**What’s Due:** (1) Memo 1 precedent case brief. (Bring a copy of your precedent case brief to class).

Begin work on precedent case sub-rule. Bring sub-rule to class on Tuesday.

## **WEEK 5**

Tuesday, September 19, 2017

Work on precedent case sub-rule in class. Please bring one copy of your precedent case brief and sub-rule to class to use during instruction. Use the guidance and worksheet on Reader pp. 66-71 to generate a sub-rule from precedent case.

Wednesday, September 20, 2017

**Today is a professional dress day!**

Organizing and Writing Legal Memoranda

**Reading:** Reader, pp. 50-63

Sample Memorandum Template

Use Template (hand out in class) in conjunction with your reading of Predictive Writing Notes Part I)

Short Writing Exercise #2- Writing an Application (Use sub-rule from precedent case on new fact pattern)

Thursday, September 21, 2017

Organizing and Writing Legal Memoranda (cont'd)

Discussion Section: Writing a Rule Proof

**Reading:** LW, pp. 81-85, 87-88, 101-109, and 117-120

## **WEEK 6**

Tuesday, September 26, 2017

Organizing and Writing Legal Memoranda (cont'd)

**Due: Precedent case rule proof (in class)**

Argument Section of Discussion (Form and Structure)

**Read:** LW, pp. 135-147 (“Applying the Law: Analogical Reasoning” through “C. Explain Why the Comparison Matters”) and 167-172 (“Conclusions to One Legal Argument”).

Wednesday, September 27, 2017

**Today is a professional dress day!**

Argument Form and Structure (cont'd); Affirmative Arguments and Counter-Arguments

**Reading:** LW, pp. and 163-165 (“Applying the Law: Organizing Your Application of the Law”) 171-174; 177-180 (“Policy”)

Write an Analogical argument (in class)

Thursday, September 28, 2017

**Due In Class:** Affirmative Arguments and Counter-Arguments for Writing Assignment #1 (i.e., the arguments that can be made in favor of our client’s position and those in favor of the opposing party’s position). **Please bring a chart of these arguments to class.**

**Read:** LW, pp. 73-79 (“Outlining”)

**WEEK 7**

Tuesday, October 3, 2017

Discussion of statement of facts and other memo sections.

**Reading:** LW, pp. 233-241 (“Statement of Facts”)  
Reader, p. 64

**Due In Class:** Outline of Discussion Section only for Writing Assignment 1

Wednesday, October 4, 2017

**Today is a professional dress day!**

Proofreading and Editing

**Read:** Reader, pp.72-80

Thursday, October 5, 2017

Organization of Discussion Section

Friday, October 6, 2017

This weekend, put final touches on your memo and edit carefully.

## WEEK 8

Monday, October 9, 2017

**Due: Writing Assignment 1 on TWEN.** Please refer to assignment instructions for precise instructions.

Tuesday, October 10, 2017

**\*\* Writing Assignment #2 Assigned (Read Material This Weekend)**  
(Sub-rules)  
(Outline of memorandum)  
(AAs and CAs)  
(Memorandum due on Monday, November 6)

Case Synthesis – Synthesizing a Rule

**Reading:** LW, pp. 67-73 (“Organizing Your Legal Authority I. Charting the Cases”) and 92-93 (“Implicit Rules”)

Analysis Reading: Posted on TWEN, pp. 78-83

**Exercise:** Analysis Exercise 2-I (pp. 83-84, posted on TWEN)

Wednesday, October 11, 2017

Case Synthesis (cont’d)

**Reading:** Analysis Reading: Posted on TWEN, p. 83-84

**Exercise:** Analysis Exercise 2-J (pp. 83-84, posted on TWEN)

Thursday, October 12, 2017

Statement of Facts and Rest of Memo

## WEEK 9

*Midterm Week*

*Continue working on Writing Assignment #2*

Tuesday, October 17, 2017

Case Synthesis – Organizing and Writing Legal Memoranda Using Multiple Cases

**Reading:** Writing Assignment #2 Fact Documents and Cases

**Exercises:** Analysis Exercises 2-K & 2-L (pp. 85-86, posted on TWEN)

Wednesday, October 18, 2017

**Today is a professional dress day!**

Case Synthesis – Organizing and Writing Legal Memoranda Using Multiple Cases (cont'd)

**Reading:** Course Reader, pp. 102-107  
LW, pp. 199-208 and 212-215 (“The Discussion Section: Introducing and Connecting Legal Arguments”) and 147-149 (III. Using Analogical and Rule-Based Reasoning Together”)

Thursday, October 19, 2017

Case Synthesis – Organizing and Writing Legal Memoranda Using Multiple Cases (cont'd);  
Charting Cases

**Reading:** LW, pp. 113-117

**WEEK 10**

Tuesday, October 24, 2017

Organizing and Writing Legal Memoranda Using Multiple Cases Revisited  
Charting Cases (cont'd)  
Sub-rules

**What's Due (In Class):** Case chart with tentative sub-rules (please bring a copy of your chart/sub-rules to class to use during class instruction). Chart the cases for closely related, and awareness. Determine the sub-rules for present and awareness.

Wednesday, October 25, 2017

**Today is a professional dress day!**

Sub-rules (cont'd)

**Reading:** LW, pp. 91-100 (“Explaining the Law: Rules” through “III. Writing the Rules”)

Thursday, October 26, 2017

Organizing and Writing Legal Memoranda Using Multiple Cases Revisited  
Outline for Writing Assignment #2: Overall memorandum structure

**Reading:** LW, pp. 109-110 (“Determining Whether Case Illustration Is Necessary”)

**What's Due (In Class):** Outline for Writing Assignment #2. Use the outline in the Reader on p. 64 as a guide. Do not simply copy this guide but rather complete an outline drafted specifically for Writing Assignment #2.

Note: Your tentative affirmative arguments and counterargument for Writing Assignment #2 should be ready by today.

## **WEEK 11**

Tuesday, October 31, 2017

Organizing and Writing Legal Memoranda Using Multiple Cases Revisited

Writing Assignment 2 : Arguments and Case Selection

**Reading:** LW, pp. 121-128 (“Explaining the Law: Citing and Avoiding Plagiarism”)

**Skim:** Bluebook Rule B5, Rule 10, and T.6 Case Names

**What's Due:** Affirmative Arguments and Counterarguments for Writing Assignment #2

(in class). Please use the chart posted on TWEN to complete this assignment.

Wednesday, November 1, 2017

**Today is a professional dress day!**

Organizing and Writing Legal Memoranda Using Multiple Cases Revisited

**Reading:** LW, pp. 131-134 (“Apply the Law: Rule-Based Reasoning”)

LW, pp. 260-267 (“II. Polish Your Memorandum”)

Thursday, November 2, 2017

Organizing and Writing Legal Memoranda Final Review.

\*Send students to the board and ask them to write what is required for each section of the memo.

## **WEEK 12**

Monday, November 6, 2017

**What’s Due:** Writing Assignment #2 (See assignment instructions for additional details.)

Tuesday, November 7, 2017

**\*\* Writing Assignment #3 Assigned**



(Memorandum due on Monday, November 27th)

Organizing and Writing Legal Memoranda Using Multiple Cases Revisited

**Peer Editing Exercise (in class)**

**Re-read:** LW, pp. 247-260 and 267-268 (“Editing and Polishing”)

Wednesday, November 8, 2017

Organizing and Writing Legal Memoranda Using Multiple Cases Revisited

**Reading:** LW, pp. 260-267 (“II. Polish Your Memorandum”)

**Punctuation Exercise-** (Handout)

**Concise Writing Exercise** – (Handout)

*\*\*Please bring your Bluebook to class today*

Thursday, November 9, 2017

Overview of Writing Assignment #3

Organizing and Writing Legal Memoranda Using Multiple Cases Revisited

***This weekend: Continue to read materials for Writing Assignment #3, brief the cases, and begin thinking about arguments.***

### **WEEK 13**

Monday November 13, 2017

Writing Assignment 2 Meetings

Tuesday November 14, 2017

Writing Assignment 2 Meetings (no class)

Wednesday November 15, 2017

Writing Assignment 2 Meetings (no class)

Thursday November 16, 2017

Writing Assignment 2 Meetings (no class)

**WEEK 14**

Monday, November 20, 2017

Writing Assignment 2 Meetings

Tuesday, November 21, 2017

Legal Analysis Revisited

Wednesday, November 22, 2017

Legal Analysis Revisited

**\*\* Recommended Date of Completion for Draft of Writing Assignment#3**

Thursday, November 23, 2017

Happy Thanksgiving! No Class

**WEEK 15**

Monday, November 27, 2017

**WRITING ASSIGNMENT #3 DUE TODAY** Be sure to consult the assignment sheet for precise instructions on where, how, and when to submit your paper.

Tuesday, November 28, 2017

**Last class day: Preview of Spring Semester**

**SEE YOU NEXT SEMESTER!**