

This syllabus is not a contract and it can be modified during the semester by written Notice.

A. Course Information

Semester Dates: August 21 – November 23, 2017

Course Name: Moot Court Class and Appellate Litigation Class

Class meeting times Days/Times *Tuesday and Thursday 11 am*

B. Required Textbook and Resources:

1. **(required) Legal Writing: Examples and Explanations (2011)**
 - a. Pollman et al
 - b. Wolters Kluwer Law & Business
 - c. ISBN 9780735597303
2. **(required) Plain English for Lawyers 5th Ed.**
 - a. Richard Wydick
 - b. Carolina Academic Press
 - c. ISBN 1694601518
3. **(required) The Uniform System of Citations (Bluebook) Most Recent Edition**
 - a. ISBN10: 600014329X
 - b. ISBN13: 9786000143299
 - c. Harvard Law Review 19th ed.200 (2010)
4. **(recommended) The Winning Brief: 100 Tips for Persuasive Briefing in Trial and Appellate Courts**
 - a. Oxford University Press
 - b. ISBN 10019517075X
 - c. ISBN 139780195170757
5. *Texas Rules of Form, most recent edition. University of Texas Law Review. (optional)*
6. Handouts and other materials will be supplied periodically as supplements to the required texts.

C. Professor: Marguerite L. Butler Office # 243
mbutler1003@comcast.net (713) 313-1010

D. Class Days/Time/Location: Tuesdays & Thursdays 3 p.m. room 208

Thurgood Marshall School of Law

This syllabus is not a contract and it can be modified during the semester by written Notice.

E. OFFICE HOURS

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	X	1-2	X	1-3	X
	X	4-5	X	After class	X

**If You Cannot See Me during Office Hours, Make an Appointment.
See Me after Class Or Use TWEN E-mail**

F. Course Description:

1. This is a second and third year legal writing course that continues to develop the legal writing skills that you learned in Lawyering Process I and II
2. You must now learn persuasive legal writing which requires the use of
 - a. legal writing,
 - b. case analysis,
 - c. problem solving,
 - d. statutory analysis
 - e. legal research and
 - f. oral argument

G. The moot court student is required to use these skills

- a. to write an open memorandum of law,
- b. to write an appellate brief and
- c. to present an argument in a mock appellate oral argument before the judges.

H. Grades:

- The written memo, brief and oral argument assignment grades are based on a 100 point scale.
- An assignment is considered late if it is turned in after the assigned due date and time.
- **ALL graded late assignments receive a 20% point deduction for each twenty-four hour period that the assignment is late. You will sign these assignments in with my secretary, Misty Bishop, at the appointed due date and time.**
- A 24 hour period for late assignments begins after the assigned due date and time AND for every 24 hour period thereafter for a maximum of 4 days. On day five you will receive a zero for the assignment.
- You will not be able to submit any assignment for my review if it is not submitted on the assigned due date and time.
- You must turn each assignment in on time.
- I will not accept late assignments

Thurgood Marshall School of Law

This syllabus is not a contract and it can be modified during the semester by written Notice.

- You cannot submit assignments for review if they are not submitted on the assigned due date and time.
- **I Will Not Accept nor evaluate an assignment if it is not submitted at the place or in the manner indicated in the assignment instructions.**
- **An assignment that is improperly submitted is late.**

Thurgood Marshall School of Law

This syllabus is not a contract and it can be modified during the semester by written Notice.

➤ YOUR FINAL LETTER GRADE IS BASED ON THE FOLLOWING Criteria:

I. Course Format: 2 Credit Hours

6 Components:

Percentage of Final Grade

1.	Memorandum	Max 110 points	25%
	b. MANDATORY review	10 pts	
	a. final submission	100 pts	
<hr/>			
2.	Brief	Max 230 points	40%
	a. Rough draft BRIEF	20 pts	
	b. rough draft review		
		MANDATORY	10 pts
	d. final BRIEF	100 pts	
	e. research notebook	100 pts	
<hr/>			
3.	Professionalism Day	Max 100 points	10%
	a. Professional Dress	60 pts	
	b. Essay	40 pts	
<hr/>			
5.	Final Oral Argument	Max 270 points	25%
	a. in-class activities	20 pts	
	b. final argument	100 pts	
	c. Moot Court Notebook	100 pts	
	d. Professional Dress	50 pts	
<hr/>			
	Grand Total		100%

7. Extra Credit/Penalty *points no more than 10 points.*

Extra credit points are added to the grand total. Penalty points are subtracted from assignment. See next page.

- It is possible** that I will assign **all, some or none** of the extra credit points;
- If class attendance points are assigned, they will be assigned based on the extra credit points allocation;
- At my discretion, two extra credit points may be given for exceptional class preparation and participation;**
- However when assigned;
 - the assignment will be available for **ALL** students and
 - MUST** be submitted or done on or before the due date.

Thurgood Marshall School of Law

This syllabus is not a contract and it can be modified during the semester by written Notice.

- e. **NO INDIVIDUAL OR LATE EXTRA CREDIT ASSIGNMENTS WILL BE ACCEPTED;***
- f. Examples of extra credit are attendance at seminars, exceptional class participation etc., etc., etc.;
- g. Each extra credit assignment is worth one or two points;
- h. **YOU CAN ALSO LOSE POINTS** e.g.: unprepared for class, late to class, excessive absences. *Max. 10 points;*
- i. If penalty points are assessed,
 - a. Two points are deducted for each incident. There is **no maximum** deduction.
 - b. *This rule does not apply to late papers, plagiarism and other egregious problems and errors such as these. It is possible to receive a zero on the assignment for these reasons.*

J. Class Policies & Procedures

1. **GENERALLY**

- a. All requests for special accommodations must be submitted to the Office of Student Affairs. I have no individual authority to grant accommodation requests.
- b. **MANDATORY MEETING WITH PROFESSOR** – Each student must schedule a minimum of one meeting with me, after the memorandum rough draft is returned and after I post the sign-up schedule on TWEN, to review your memorandum rough draft with me. You are otherwise strongly encouraged to meet with me during office hours or when you schedule an individual appointment, to review any matter of concern that you have about the class.
- c. The last official Day of Class for Appellate Litigation is **November 26, 2017.**
- d. You will not have a final examination during the examination period for this class.
- e. You must keep a research log of all of your class activities in and outside of class.

2. **CLASS ATTENDANCE**

- a. Class attendance is mandatory. You are entitled to 3 absences in this class. Refer to **The Student Rules of Matriculation** to confirm the law school's policy on absences and grade reductions for a two hour class.
- b. Attendance is taken daily.
- c. **In addition to other class activities, Class participation is also based on your DAILY completion of your EXIT TICKET.**

Thurgood Marshall School of Law

This syllabus is not a contract and it can be modified during the semester by written Notice.

- d. Come to class on time. Being late to class three times will result in one absence.*
- e. ALL OF THE ATTENDANCE POLICIES APPLY STARTING THE SECOND WEEK OF CLASS, WHICH IS September 5, 2017*

3. **Class Etiquette**

- a. This semester each student may use his/her laptop in class for in class Appellate Litigation class work. However, I will reverse this laptop use policy for all students if any one student uses their laptop in class for reasons other than in class Appellate Litigation work.**
- b. In order to foster a professional environment conducive to learning, students should remember to respect their fellow classmates and the professor at all times.
- c. Do not engage in individual or distracting conversations and other disruptive conduct during class.
- d. Do not prepare to leave class until I have dismissed the class or you have informed me before class that you must leave early.
- e. Turn your cellular devices **OFF** since the sounds that they make are disruptive in class. Do not leave class to answer a call except in the case of an emergency.
- f. Students must obtain prior approval from me to audio tape any class.

4. **Class Preparation**

- a. Students are required to prepare for all classes. Preparation and participation is required to attend class.
 - 1. I reserve the right to ask you to leave class if you are unprepared and**
 - 2. I will mark you absent for a class that you are asked to leave.**
- b. You must bring your required textbooks to each class.
- c. In-class and other assignments may be collected periodically.
- d. All Assignments, except for Box Scheme Outlines, that are assigned outside of class must be typed to receive credit.
- e. In-class assignments *may not* be announced in advance.
 - 1. Therefore, always bring a black ink-pen to class to complete IN-CLASS assignments.
 - 2. ***In class assignments, including the completion of exit tickets, will not be accepted if they are not written in black ink.***

5. **Examination Numbers**

- a. Since I must grade your draft and final assignments for your memoranda and brief anonymously, **DO NOT** write your name on any page of these assignments.

Thurgood Marshall School of Law

This syllabus is not a contract and it can be modified during the semester by written Notice.

- b. You must use an examination number to identify yourself on assignments submitted for a grade. EXAM NUMBERS must be obtained from the Dean's office or its designee.
- c. **RETAIN THE SAME EXAM NUMBER THROUGHOUT THE COURSE!** However, if for any reason you decide that you must change your exam number, make sure that it is a number issued from the Dean's Office.
- d. **I will impose a 2 or 5 point penalty on your final score for any assignment where the examination number used is one that the Dean's Office or its designee did not issue. (-2 for rough drafts and -5 for final documents)**
- e. The Final Grading Scale for Appellate Litigation follows the 2L grading curve.