

THURGOOD MARSHALL SCHOOL OF LAW

COURSE SYLLABUS
LAWYERING PROCESS-WRITING
(LP-W)
COURSE 900 -- SECTIONS 1 THROUGH 12
FALL 2017

*IMPORTANT! SEE PAGES 4-5 FOR SECTION TIMES, ROOMS AND
REGISTRATION CODES FOR CORE GRAMMAR FOR LAWYERS*

PROFESSOR MARY Q. KELLY

OFFICE—231 E

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231 E

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OFFICE HOURS:

Regular hours:

Mondays 2:30 pm – 4:00 pm

Tuesdays 1:30 pm – 4:00 pm

Wednesdays 2:00 pm – 4:00 pm

Other times by appointment.

NOTE FROM THE PROFESSOR:

Student appointments are welcome. Students whose class schedules do not allow time to meet during regular office hours should check with me after their respective LPW class to see if I can meet another time. My class schedule is posted outside my office door.

COURSE MATERIALS FOR 900 LAWYERING PROCESS-WRITING SECTIONS 1 THROUGH 12, FALL 2017 (PROFESSOR KELLY)

1. REGISTER FOR THE COURSE “LAWYERING PROCESS -WRITING” ON TWEN AND GET THE TEXT LISTED ON PAGE 6.

2. How to Register for Core Grammar for Lawyers: LP-W Sections 1-12 (Fall 2017)

Each student in **Lawyering Process-Writing** will register individually for *Core Grammar for Lawyers (CGL)*, an online program of grammar and punctuation instruction and review. The CGL course is designed for legal writers at all levels of competency. For those students who already have advanced grammar skills, the course will be a refresher; they 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 pass the course.

The 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.

The CGL online course includes a diagnostic pre-test, twenty-four lessons, and a post-test. The course, developed by a team of legal writing experts from the University of North Carolina Law School and is used by students at more than 100 law schools as well as by practicing attorneys. **Registration for TMSL students costs \$30.00 (The \$30 fee is a discounted fee for law students.)**

2.1. Instructions for registering (*please print these instructions so you can follow the steps carefully*):

STEP ONE: go to <http://www.coregrammar.com/getcgl>

2.2. STEP TWO: complete the form. Be sure to select--

“Texas” for your state

“Texas Southern University – T. Marshall School of Law” for your school.

2.3. STEP THREE: On the payment page, enter **TSULAW17 in the Access Code field.**

Entering the code gives you your discount. Your discounted price (\$30) will appear immediately.

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

2.5. STEP FIVE: Then enter your LP-W Section’s Class Code (see the next page) on the account creation screen in the “Class Code (optional)” field.

IMPORTANT: Do NOT use the code number for any section other than your section of LP-W. If you do not use the correct code, your name will not show as registered in CGL for the proper LP-W section.

CODES for LP-W Registration online for Core Grammar for Lawyers:

<u>CGL Code:</u>	<u>Day:</u>	<u>Hour:</u>	<u>Room:</u>
<u>Lawyering Process-Writing, Section 1</u>	<u>316-206-7130</u>	<u>Wednesday</u>	<u>12-12:50 211</u>
<u>Lawyering Process-Writing Section 2</u>	<u>316-206-7103</u>	<u>Tuesday</u>	<u>12-12:50 211</u>
<u>Lawyering Process-Writing Section 3</u>	<u>316-206-7230</u>	<u>Thursday</u>	<u>2-2:50 211</u>
<u>Lawyering Process-Writing Section 4</u>	<u>316-206-7245</u>	<u>Friday</u>	<u>1-1:50 211</u>
<u>Lawyering Process-Writing Section 5</u>	<u>316-206-7111</u>	<u>Monday</u>	<u>12-12:50 211</u>
<u>Lawyering Process-Writing Section 6</u>	<u>316-206-7874</u>	<u>Thursday</u>	<u>12-12:50 211</u>
<u>Lawyering Process-Writing Section 7</u>	<u>316-206-7266</u>	<u>Tuesday</u>	<u>11-11:50 211</u>
<u>Lawyering Process-Writing Section 8</u>	<u>316-206-7091</u>	<u>Thursday</u>	<u>11-11:50 211</u>
<u>Lawyering Process-Writing Section 9</u>	<u>316-206-7114</u>	<u>Monday</u>	<u>10-10:50 212</u>
<u>Lawyering Process-Writing Section 10</u>	<u>316-206-7332</u>	<u>Thursday</u>	<u>10-10:50 208</u>
<u>Lawyering Process-Writing Section 11</u>	<u>316-206-7754</u>	<u>Thursday</u>	<u>3-3:50 212</u>
<u>Lawyering Process-Writing Section 12</u>	<u>316-206-7813</u>	<u>Tuesday</u>	<u>2-2:50 211</u>

2.6. You will be able to start using CGL immediately.

2.7. STEP SIX: Begin by completing the Diagnostic Pretest. Satisfactory completion of one or more lessons will earn you “books” and exempt you from taking those lessons.

2.8. STEP SEVEN: Proceed to complete all the lessons. The student must complete CGL by 5 p.m. on Monday, November 27, 2017. No Exceptions. Final Grades in LP, which includes LP-W, are due November 30, 2017.

3. Required Text for LP-W.

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

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. It is a very useful reference tool for law students and practicing attorneys. I recommend you keep it and refer to it throughout law school and later in practice.)

4. DESCRIPTION AND OBJECTIVES OF LAWYERING PROCESS-WRITING

4.1. DESCRIPTION:

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. The course uses an online program, *Core Grammar for Lawyers*, comprised of 24 lessons and related practice exercises which the student must complete during the semester 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.

In addition, 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. Among the useful features of the text are the "Quick Tips" included at the end of each chapter. Class time will focus on review of rules and demonstration of good writing techniques. Students will be introduced to the importance of clear writing in memoranda, briefs, contracts, pleadings, legal correspondence, and statutes.

4.2. OBJECTIVES:

The 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 pleadings and persuasive briefs, their arguments and analysis to opposing counsel, and their advice and counsel to clients. They must be able to draft clear letters to clients and clear and legally enforceable documents for business and corporate dealings; property, probate, and trust matters; and other legal matters.

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

5. LP-W STUDENT LEARNING OUTCOMES

5.1. The learning outcomes of LP-W are the following:

The student will understand the importance of being able to communicate in writing competently, with correct spelling, punctuation, word choice, and phrasing. The student will be able to express 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.

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

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.

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.

6. 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.

7. LP-W GRADING – UP TO 100 POINTS

Each LP-W student may earn up to **100 total points** for the 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-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.

For the total of 100 LP-W grade points:

1. 50 points for LP-W are earned by completing the Core Grammar for Lawyers 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 November 27, 2017, will earn no points for the CGL component of the student's LP-W score.

2. Up to 50 additional LP-W points are earned from the student's scores on two in-class tests. The tests are based on the reading assignments in *Just Writing*.

Midterm test-----**20 points**

Final test---**30 points**

In addition, there will be a practice test during Week 5. The Practice Test will be reviewed in class and will not be scored as part of the student's grade.

ScanTron. The tests will be multiple choice and students will mark their answers on ScanTron cards. Please review the instructions for marking the ScanTron cards on page 10.

8. SCANTRON

Instructions on how to complete a ScanTron:

ParSCORE™ TEST FORM ← Do NOT write in this area.

NAME 1234 ← Enter Exam ID No. here.

SUBJECT Law – Section 1 ← Enter Exam Title, Course, and/or Section here.

DATE _____ HOUR/DAY _____

DIRECTIONS ← Use a No. 2 Pencil ONLY.

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

I.D. NUMBER
1 2 3 4 ← Write (left to right) four (4) digit exam ID number here.

← Also, fill-in four (4) digit exam ID number here.

TEST FORM ← Do NOT mark this box.

EXAM NUMBER ← Do NOT mark this box.

PLEASE NOTE:
 Any incomplete or not properly completed ScanTron may result in any of the below:

- Return for correction(s),
- Delay in receipt of grade, or
- Failing grade.

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 FORM NO. F-289-PAR-L 3407 PCB 499-33
 CUSTOMER SERVICE 1-800-SCANTRON www.scantronforms.com

9. ACCOMMODATIONS, ALLOTTED TIME, AND MAKE-UPS

9.1. 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.

9.2. Test times. The time allotted for each test is one class hour, or 50 minutes. Almost all students find they do not need the full class hour. Many can complete a test in about 30 minutes.

9.3. Make-ups. Any test missed at the regular time must be made up the same week.

9.4. 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 27, 2017.** **There will be no extensions or exceptions granted.**

10. 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 will be 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 27, 2017. 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 28, 2017, tardiness and absences will be strictly recorded. Except for emergencies, students will not exit the classroom during class time. Students who are not paying attention in class will be asked to leave.

Unless a student is exempted, regular class attendance is expected. One absence during the semester may be excused. Students are responsible for getting informed about what they missed when absent.

Professionalism.

Students will be respectful and courteous to their professor and fellow students.

No Electronic Devices

Students will not use cellphones, notepads, laptops or other electronic devices during class. That means **NO TEXTING OR EMAILING OR READING FOR ANOTHER CLASS.** A student who has a legitimate reason for communicating via text or responding to a cell phone call may quietly step out of the classroom for the duration of the call or texting.

11. CALENDAR OF ASSIGNMENTS FOR LP-W FOR FALL 2016

(CALENDAR IS SUBJECT TO CHANGE)

WEEK	CGL*	JW CHAPTER**
WEEK 1--- AUGUST 21--25	A1 & A2	1
WEEK 2---AUGUST 28-26	A3 & A4	2
WEEK 3---AUGUST 29-SEPTEMBER 1	B1 & B2	3
WEEK 4---SEPTEMBER 4***---8	B3 & B4	4
WEEK 5---SEPTEMBER 11-15	PRACTICE TEST ON JW 1-4	
WEEK 6---SEPTEMBER 18---22	C1 & C2	5
WEEK 7---SEPTEMBER 25---29	C3 & C4	6
WEEK 8---OCTOBER 2---6	D1 & D2	6
WEEK 9---OCTOBER 9---13	D3 & D4	7
WEEK 10--OCTOBER 16---20	E1 & E2	8
WEEK 11--OCTOBER 23-27	MID-TERM TEST ON JW 5-8	
WEEK 12--OCTOBER 30-NOVEMBER 3	E3 & E4	8
WEEK 13--NOVEMBER 6---10**	F1 & F2	9
WEEK 14---NOVEMBER 13-17	REVIEW	1--9
WEEK 15--NOVEMBER 20-28	FINAL TEST ON JW 1-9	
	(SCHEDULE TBA)	

* CORE GRAMMAR FOR LAWYERS (ONLINE) ** *JUST WRITING*

***MONDAY, SEPTEMBER 4, AND FRIDAY, NOVEMBER 10, ARE HOLIDAYS. CLASSES WILL NOT MEET ON THOSE DATES.

POLICIES AND PROCEDURES

Please refer to the Thurgood Marshall School of Law [Student Rules and Regulations Handbook](#).

READING ASSIGNMENTS

Reading assignments and Core Grammar for Lawyers online lessons are listed on the Course Calendar, page 13. The dates for the course tests are also posted on page 13.

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

