ADVANCED LEGAL WRITING SYLLABUS

Professor Natalie Mack
Summer 2012, Term A
TWR (except as noted on page 4), 9:00–11:20 a.m.
Room 300

Office: Room 446
Phone: (303) 492-1181
E-mail: natalie.mack@colorado.edu
Office Hours: Tuesday through Thursday 11:30-12:00, and by appointment

COURSE CONTENT AND GOALS

*Advanced Legal Writing* is an intensive writing lab that builds on the skills you acquired in your first-year legal writing courses, using shorter and more varied assignments from transactional, litigation, and legislative practice. In a supportive, collaborative classroom environment, you will learn about drafting statutes, contracts, complaints, answers, motions and notices of motions, orders, interrogatories, general correspondence, and opinion letters. You will also re-examine, and take to a higher level, aspects of the types of writing you did in your first-year writing courses. For example, you will work on objective issue statements and persuasive questions presented, objective and persuasive fact statements, and the large-scale organization of the discussion sections of research memos and the argument sections of briefs. Throughout the course, you will refine your knowledge of writing mechanics and improve your ability to write clearly, precisely, forcefully, and persuasively.

REQUIRED BOOKS


Please bring *Beyond the Basics* and *The Redbook* to every class. You will use *The Bluebook* for out-of-class writing assignments only, so if you do not already own a copy, you may prefer to use the copy on course reserve in the library rather than purchase the book.
PROFESSIONALISM

Thorough preparation, timely arrival, regular attendance, active participation, a supportive attitude toward your classmates, and timely completion of all assignments are expected.

THE WEST EDUCATION NETWORK (TWEN)

Please sign up for this course immediately on TWEN, at www.lawschool.westlaw.com. You will be notified by e-mail as new course materials are posted on TWEN, so provide the e-mail address at which you wish to receive information about the course. You will also use TWEN to submit electronic versions of writing assignments and to sign up for conferences.

WRITING ASSIGNMENTS

Out-of-Class Assignments

You will draft seven documents outside of class: (1) a revised statute, (2) a contract, (3) a complaint, (4) a writing-process exercise, (5) a rewrite of the statute or the contract, (6) a brief, and (7) an opinion letter. Each assignment must be submitted both electronically (through the assignment drop box on TWEN) and on paper. For certain assignments, I will give you a detailed critique of your writing to help you improve your performance on later assignments both in this course and in the workplace.

In-Class Exercises

We will spend a significant portion of each class period on writing exercises. Some exercises are designed to teach you new skills, while others are intended to increase your mastery of skills you already possess. We usually will begin each class with an exercise based on the assigned reading for that class. We then will discuss the exercise and the reading, often exchanging papers for constructive comments or viewing and discussing sample papers as a class. When time permits, you will have an opportunity to rewrite your initial exercise in class before submitting it for a grade. Although you will strive for excellence with your out-of-class assignments, your goal with the in-class exercises is to achieve the best quality you can in a limited amount of time.

CONFERENCES

I will meet with you individually at least twice during the course. These conferences are an opportunity for us to review your work and address any concerns you have regarding your writing skills or the course. Please review your critiqued assignments before we meet, and come to the conference with specific questions you would like to discuss. I also am available for consultation during my regular office hours and by appointment.
GRADING AND ATTENDANCE

Your grade for the course will be based on the following factors:

1. Quality of out-of-class writing assignments (60%), including substance, organization, style and mechanics, and compliance with deadlines and instructions;
2. Quality of in-class exercises (20%), including how well they apply the reading; and
3. Quality of class participation (20%), based on attendance, timeliness, and caliber of contribution to class discussions.

Especially because of the collaborative nature of the classroom exercises, your participation in class is important to your learning and that of your classmates, so attendance is not optional. Unexcused or excessive absences lower the class participation score, and I enforce the Law School’s attendance rule, which requires a grade of F if a student misses more than 20% of the scheduled classes. Thus, missing three or more classes would result in a failing grade. Please notify me as soon as possible if you need to miss a class for any reason. Reasonable accommodation will be made for religious observances if you provide me with at least two weeks’ notice. You must earn a passing grade on all assignments to receive credit for the course.

HONOR CODE

The Honor Code applies in this course. You may not collaborate on any out-of-class assignments in this course except as expressly authorized by me. Please consult with me if you have any questions about the Honor Code and its application.

DISABILITIES

If you qualify for accommodations because of a disability, please provide me with a letter from Disability Services in a timely manner so that your needs may be addressed. Disability Services determines accommodations based on documented disabilities. You may reach Disability Services at 303-492-8671, Willard 322, and www.colorado.edu/disabilityservices.

DISCRIMINATION AND HARASSMENT

The University of Colorado at Boulder Policy on Discrimination and Harassment (www.colorado.edu/policies/discrimination.html), the University of Colorado Policy on Sexual Harassment, and the University of Colorado Policy on Amorous Relationships apply to all students, staff, and faculty. If you believe you have been the subject of discrimination or harassment based upon race, color, national origin, sex, age, disability, religion, sexual orientation, or veteran status, contact the Office of Discrimination and Harassment (ODH) at 303-492-2127 or the Office of Judicial Affairs at 303-492-5550. Information about the ODH and the campus resources available to assist individuals regarding discrimination or harassment can be obtained at www.colorado.edu/odh.
This schedule is subject to change. Changes or additional assignments will be announced in class or sent by e-mail to all students. Please check your e-mail daily. **You are responsible for all information provided in class, sent by e-mail, or posted on the class TWEN site.** Unless otherwise noted, all out-of-class writing assignments are due at the start of class.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READING</th>
<th>WRITING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, June 5</td>
<td>Introduction to the Course</td>
<td>Syllabus; Beyond the Basics (“Beyond”), Ch. 1</td>
<td>Grammar and punctuation evaluation</td>
</tr>
<tr>
<td>Wednesday, June 6</td>
<td>Statutes, Regulations, and Other Rules. Writing Right: Grammar and Self-Editing</td>
<td>Beyond, Ch. 3; Redbook (“RB”) 143-81, 319-22; handout on legal writing style</td>
<td>Exercises: revise statute; draft ordinance; grammar worksheet</td>
</tr>
<tr>
<td>Thursday, June 7</td>
<td>Contracts</td>
<td>Beyond, Ch. 5; RB 453-70</td>
<td>Statute due. Exercise: compare contract provisions and rewrite</td>
</tr>
<tr>
<td>Tuesday, June 12</td>
<td>No class; first conference on writing skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, June 13</td>
<td>Pleadings</td>
<td>Beyond, Ch. 11; RB 383-90</td>
<td>Contract due. Exercises: draft complaint; draft answer</td>
</tr>
<tr>
<td>Thursday, June 14</td>
<td>Writing Right: Punctuation. Notices of Motion, Motions, and Orders</td>
<td>RB 1-52; review punctuation handout; Beyond, Ch. 12; RB 391-402</td>
<td>Exercises: punctuation worksheet; draft notice of motion, motion, and order</td>
</tr>
<tr>
<td>Monday, June 18</td>
<td>Issue Statements and Questions Presented</td>
<td>Beyond, Ch. 6; RB 344, 347, 414</td>
<td>Complaint due. Exercises: draft objective issue statement; draft persuasive question presented</td>
</tr>
<tr>
<td>Tuesday, June 19</td>
<td>Writing Right: Usage and Style; The Writing Process. Memo Discussion Sections</td>
<td>Beyond, Ch. 2; RB 183-318 (read all text; skim examples); Beyond, Ch. 9; RB 344-52</td>
<td>Ch. 2 Exercise 1 due. Exercises: process and style; identify large-scale organization</td>
</tr>
<tr>
<td>Wednesday, June 20</td>
<td>Argument Sections of Briefs; Objective Statements of Facts</td>
<td>Beyond, Ch. 10; RB 408-33; Beyond, Ch. 7; review RB 344, 347</td>
<td>Exercises: critique and rewrite argument sections; write statement of facts</td>
</tr>
<tr>
<td>Wednesday, June 27</td>
<td>Persuasive Statements of Facts; second conference on writing skills</td>
<td>Beyond, Ch. 8; review RB 415-16</td>
<td>Rewrite due. Exercise: identify and evaluate persuasive techniques</td>
</tr>
<tr>
<td>Thursday, June 28</td>
<td>General Correspondence</td>
<td>Beyond, Ch. 14</td>
<td>Brief due. Exercise: achieve the proper tone</td>
</tr>
<tr>
<td>Friday, June 29</td>
<td>Opinion Letters</td>
<td>Beyond, Ch. 15; RB 353-65</td>
<td></td>
</tr>
<tr>
<td>Monday, July 2</td>
<td>Interrogatories</td>
<td>Beyond, Ch. 13</td>
<td>Exercise: draft and revise interrogatories</td>
</tr>
<tr>
<td>Tuesday, July 3</td>
<td>Last day of class; review of course; course evaluations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, July 5</td>
<td>No class (reading day for final exams; no exam in this course)</td>
<td></td>
<td>Opinion letter due at 5:00 p.m. on July 6.</td>
</tr>
</tbody>
</table>