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**University of Baltimore School of Law**  
**Fall 2021**

**Introduction to Lawyering Skills (“ILS”)**  
**Law 612A – Section 419E**

***Course Times:***  
**Mondays & Wednesdays – 6:15 p.m.-7:30 p.m.**

**Location:** Check the Law School class schedule for the room assignment

**Office Hours:** To be announced / By appointment (TBD)

### **ILS - Course Syllabus and Overview**

*Catalog/Course Description for ILS/Civ. Pro. I:* Integrates rigorous instruction in legal analysis, research, and writing with the substantive law of civil procedure to give beginning law students an opportunity to combine skills and doctrine the way lawyers must in the practice of law. The course is taught by full-time, tenured and tenure-track professors in sections with one-on-one conferences. This course focuses on the process and procedures of a civil lawsuit, from the filing of the complaint through the final appeal. The course will provide an introduction to the structure and operation of the state and federal court systems in the United States, and will concentrate on cases brought in the federal courts, conducted pursuant to the Federal Rules of Civil Procedure. Topics include pleadings, pre-trial motions, the discovery process, trial by jury, judgments and relief, motions after judgment, and appeals. Students will learn the law of civil procedure through statutory interpretation, case analysis and rule synthesis, print and online legal research, and legal writing projects. Legal analysis, research, and writing skills will be developed through course-work that includes critical case reading, analysis and briefing; common law principles and processes; factual analogy and distinction; rule synthesis and application; objective/predictive writing (office memo); case law and statutory research, print and electronic; citation form; and professional norms and ethics. ILS is the first of two first-year legal research and writing classes. It integrates the fundamental lawyering skills of researching and writing about the law with the substantive doctrinal class of Civil Procedure I. All writing assignments will be based on the substantive law of civil

procedure. As such, this course uses principles of civil procedure to teach legal analysis, reasoning and writing. The process of learning legal writing, in turn, will deepen your understanding of the Federal Rules of Civil Procedure.

*Student Learning Outcomes:* By the end of this course, you will be able to: (1) properly cite legal authority; (2) thoroughly research the law using online legal research platforms; (3) clearly articulate legal issues in written form; (4) summarize facts in written form relevant to a legal issue in a clear, organized and coherent manner; and (5) effectively organize written legal analysis in accordance with IRAC structure (issue, rule, application, conclusion).

**Adjunct Professor, Legal Writing:**

Paul J. Cucuzzella  
[paul.cucuzzella@maryland.gov](mailto:paul.cucuzzella@maryland.gov)

**Teaching Assistants:**

Joe Danahy  
[joseph.danahy@ubalt.edu](mailto:joseph.danahy@ubalt.edu)

Sandra Jessee  
[sandra.jessee@ubalt.edu](mailto:sandra.jessee@ubalt.edu)

**Days/Time:** Mondays, 6:15-7:30 p.m. – Legal Writing, Prof. Cucuzzella  
Wednesdays, 6:15-7:30 p.m. – TA Sessions

Note: Prof. Bessler may join—or assist in leading—some of these sessions.

**TA Sections:** TA section assignments will be announced prior to the start of the semester or on the first day of class. The members of the class will be divided into two TA sections, one to be taught by Joe Danahy and the other to be taught by Sandra Jessee (both former students of Professor Bessler). Rooms will be provided for the TA sections before the first class session meets or on the first day of class.

**Course Materials**

The required and optional texts are set forth below. Reading assignments from the required texts will be handed out periodically during the semester. Instructors may also periodically assign other readings. These will either be posted online (on TWEN) or e-mailed or will be distributed in the form of handouts.

## Required Texts:

1. The Bluebook: A Uniform System of Citation (21st ed. 2020) (“*The Bluebook*”) - <https://www.legalbluebook.com> (available digitally or in print edition). You will need to purchase either the digital or print edition of *The Bluebook*.
2. Dionne E. Anthon, The Bluebook Uncovered (2020) (“Anthon”) (to be available online, with this book keyed to the new (21st) edition of *The Bluebook* – you will be provided information on how to access *The Bluebook Uncovered*).
3. Amy E. Sloan, Researching the Law: Finding What You Need When You Need It (3d ed. 2020) (“Sloan”) (a digital copy, which the law school will be providing, will be available online; you will be provided information on how to access *Researching the Law*).
4. Amy E. Sloan & Steven D. Schwinn, Basic Legal Research Workbook (Wolters Kluwer, 5th ed. 2016) (“BLRs”); and
5. Richard K. Neumann, Jr., J. Lyn Entrikin & Sheila Simon, Legal Writing (Wolters Kluwer, 3d ed. 2015) (“Neumann”).
6. Core Grammar for Lawyers - [CoreGrammarforLawyers.com](http://CoreGrammarforLawyers.com). *Note:* The University of Baltimore will provide the codes at orientation in order to access this online resource. The University of Baltimore has purchased an institutional license for this resource. The teaching assistants will also be able to answer any questions you have about it at your first class with them.

## Optional Texts:

- Richard C. Wydick, Plain English for Lawyers (Carolina Academic Press: 4th ed. 2015) (or any other edition);
- Bryan A. Garner, Legal Writing in Plain English (University of Chicago Press, 2nd ed. 2013) (or any other edition);
- William Strunk, Jr. & E.B. White, The Elements of Style (Allyn and Bacon, 4th ed. ed. 2000) (or any other edition).

## ASSIGNMENTS & EVALUATION

**Reading Assignments:** Required reading assignments will be distributed over the course of the semester. It is expected that students will have read the assigned pages and be prepared for class. Videos or video clips may also be distributed for viewing from time to time.

## Quick Notes:

1. Assignments in the Basic Legal Research Workbook (“BLR”) will be assigned in their entirety **or** by problem set when appropriate. The TAs will provide this information when necessary.
2. Assignments from Core Grammar for Lawyers (“CGL”) will be accessible through a code distributed to students at orientation.

Additional note: Information and assignments regarding the Civil Procedure I portion of the course are contained in a separate syllabus. The required materials for the ILS portion of this course are contained in this syllabus.

**Deadlines:** Assignments must be turned in at the announced times and places. Failure to complete or turn in an assignment on time or in the manner specified will have negative consequences for your grade.

**Mandatory Legal Research Modules:** All first-year law students must complete five legal research modules that will include material relating to online legal research and which will be prepared and distributed by the law school. Module 1 deals with civics and the legal research process. Whereas Module 2 is an introduction to secondary sources, Module 3 is an introduction to case law. Module 4 pertains to statutes, and Module 5 deals with federal legal research *Completion of a module includes a good faith effort on all material in the module’s Course Materials folder, associated chapter quizzes, and the module assessment by 11:59 p.m. EST on the due date.*

*In our ILS class, the legal research modules will be done in this order (so mark your calendars with these important dates now):*

Module 1 (Civics & The Legal Research Process): *Start by August 30, 2021, and due by September 12, 2021*

Module 2 (Secondary Sources): *Start by September 27, 2021, and due by October 6, 2021*

Module 3 (Case Law): *Start by October 6, 2021, and due by October 17, 2021*

Module 4 (Statutes): *Start by October 25, 2021, and due by November 3, 2021*

Module 5 (Federal Legal Research): *Start by November 3, 2021, and due by November 21, 2021*

**Mandatory LEXIS/WESTLAW training:** The library is also conducting mandatory LEXIS/WESTLAW training for 1L students (both day and evening students). That training has been scheduled by the library for these times:

Tuesday, August 31, 1:30 p.m. – 2:45 p.m.

Tuesday, August 31, 7:45 p.m. – 9:00 p.m.

Thursday, September 2, 1:30 p.m. – 2:45p.m.

Thursday, September 2, 7:45 p.m. – 9:00 p.m.

Mark your calendar now for the LEXIS/WESTLAW training session, and contact C.J. Pipins II for any additional questions you may have. All three training sessions are the same, so you only have to attend one of them. Here is C.J.'s contact information:

Charles A. Pipins II

(Thank you for addressing me by my preferred name, which is C.J.)

Associate Director for Public Services

University of Baltimore Law Library

1401 N. Charles St., Room 830

Baltimore, MD 21201

410.837.4373

[cpipins@ubalt.edu](mailto:cpipins@ubalt.edu)

Pronouns: He/Him/His

## ASSIGNMENT SUBMISSION & ACCEPTANCE POLICIES

**Memo Assignments:** All written assignments must be submitted in the manner and times as indicated by the professor or your TA. **Assignments submitted by e-mail will be considered submitted as of the date/time the student's e-mail is received in the instructor's in-box.** Weather closings will not affect assignment deadlines. Assignments submitted on or before a deadline will be eligible for full credit. Assignments submitted late will be accepted up to 24 hours after the deadline, but late submissions will be penalized 25% if submitted within 12 hours of the deadline and 50% if submitted between 12 hours and 24 hours of the deadline. **Submissions will not be accepted more than 24 hours after the deadline and will receive no credit.** These penalties will be waived only if, in the judgment of the instructor, a late submission is caused by unforeseeable circumstances beyond the student's control. It is your professional obligation to advise the instructor and your TA of any unforeseeable circumstances that will prevent you from timely filing a written assignment.

**Collaboration policy:** No collaboration is permitted on citation exercises submitted for credit.

**Late work:** Citation exercises will not be accepted for credit if they are submitted late. Late exercises will be reviewed to provide feedback on your work, but you will not receive credit for the assignment unless you have arranged with Professor Bessler *in*

*advance* for an extension of the due date. TAs are **not authorized** to grant extensions or accept late work.

**Grading:** The citation assignments will be graded by the TAs.

## GRADING AND OTHER COURSE POLICIES

### Evaluation/Grades:

Law 612 is a 6-credit course, but the Civil Procedure I and ILS components are graded separately. You will receive a grade in ILS (3 credits) and a grade in Civil Procedure I (3 credits) if you are enrolled in both portions of the course. For ILS, the final grade will be based on the following:

1. Closed Memo Assignment (25% of total):

Draft Closed Memo Issue Statement and Statement of Facts due 9/27 in class (1%)  
Closed Memo Draft due 10/3 by 11:59 p.m., via e-mail (4%)  
Final Closed Memo due 10/17 by 11:59 p.m., via e-mail (20%)

2. Open Memo Assignment (50% of total):

Open Memo Sources with Explanations due 11/1 in class (1%)  
Open Memo Issue Statement due 11/8 in class (1%)  
Open Memo Draft due 11/19 by 11:59 p.m., via e-mail (8%)  
Final Open Memo due 12/5 by 11:59 p.m., via e-mail (40%)

3. Performance in the TA Section and on any citation and legal research exercises (25% of total), which will include the completion of the five assigned mandatory library legal research modules.

Grading rubric sheets for the closed and open memo assignments will be posted on TWEN in advance of the due dates. **Unless the Professor(s) or TAs indicate otherwise, you must work on your assignments independently.** Collaboration with other students, lawyers, parents, friends or anyone else is a violation of the School of Law Honor Code, which applies to this class.

*Reading and homework assignments will be due on the date assigned in the syllabus or, if applicable, as modified by Professor Bessler, Professor Cucuzzella or the TAs. If a due date changes, advance notice will be provided so that students can balance their schedules accordingly.*

The ILS course, like the Civil Procedure I course, is subject to the law school's mandatory grading range for first-year courses. Under the mandatory grading range, each faculty member teaching a section of any first-year course shall have an average grade for

the section taught by that faculty member (i.e., the arithmetic average of all of the grades assigned to students in the section) that is no lower than 2.67 and is no higher than 3.00. The law school's mandatory grading range is more fully described on the law school's website.

### **Course Expectations:**

American Bar Association Standards for Law Schools establish guidelines for the amount of work students should expect to complete for each credit earned. Students should expect approximately one hour of classroom instruction and two hours of out-of-class work for each credit earned, or an equivalent amount of work for other academic activities, such as simulations, externships, clinical supervision, co-curricular activities, and other academic work leading to the award of credit hours. You are expected to complete all reading assignments before class, to watch any assigned lectures or videos, and to participate consistently in class discussion to demonstrate that you have read and reflected on the issues raised in the assignment.

Note: During the semester, the class will be divided into TA sections and, as directed by Professor Bessler, Professor Cucuzzella, or the TAs, into small "law firms" for purposes of doing assigned group work (to be completed collaboratively). Group projects may include drafting complaints, answers, or other legal documents. These group projects will also give you a chance to get to know one another better. Some of you may also find it useful to form study groups.

### **Attendance:**

Regular class attendance is required. Class attendance is a primary obligation of each student and you are expected to attend each class and to be on time. Satisfactory attendance is a condition of continued enrollment in the course, and the ability to get credit for the course is conditioned on satisfactory attendance. Per American Bar Association ("ABA") and law school policies you may have no more than five absences. A student who exceeds the maximum allowed absences (generally 20% of class sessions) as illustrated below may be compelled to withdraw from the course, or may be barred from receiving credit. (Note: Absences should be very rare. Your success in the class will depend upon your regular attendance at class sessions, so it is expected that you will attend the classes unless there is some exceptional reason for an absence. If for some reason you cannot attend a particular class, please e-mail me in advance of class.)

A student who exceeds the maximum allowable absences may be compelled to withdraw from the course and will not receive credit for the course. A student who is forced to withdraw or who is barred from receiving credit may receive a grade of "FA" (failure due to excessive absence) in the course. A student who misses class or who is present, but unprepared for class, may be treated as absent. The law school's attendance policy can be found online. This policy is consistent with American Bar Association Standards for Law Schools.

Regular Semester Hours		
Credit Hours	Meetings Per Week	
	1	2
2	2 absences	5 absences
3	2 absences	5 absences
4	--	5 absences

*Note:* If any class session is held via Zoom over the course of the semester, please note that Zoom automatically records attendance (including duration). However, for this to work, you must use your ubalt e-mail and make sure your Zoom account is configured with your real name. Faculty are required to record Zoom classes for the purposes of accommodating a disability, for students who cannot attend or so students who wish to review may have access to the full class content. All recordings are for the sole use of the class and may not be reproduced by students for any other purpose. Faculty cannot reproduce students' voices or images from the class for any other purpose without additional student consent. All such recordings are protected by a UB login process based on where they are posted. Students may mute their microphone or turn off their camera if they do not consent to be recorded, but this may mean they need to find additional ways to participate in the class discussion. In addition, students who turn off their camera and do not remain present for the class session may be subject to the Honor Code for misrepresenting attendance.

**Course Website:** This course has a TWEN page that links to this syllabus and class assignments. Announcements, reading assignments, and other class materials will be made or distributed through the TWEN page. You are responsible for self-enrolling in the TWEN page and for checking it regularly for course information. The Civil Procedure I portion of the course has [a separate TWEN page](#). Make sure to sign up for the ILS TWEN page (as well as the Civil Procedure I TWEN page if you are enrolled in that course, too).

**Laptops:** For the course, laptops may be used for note-taking and other course-related work. During class time, however, surfing of the Internet for a non-course-related purpose is prohibited. Accessing the Internet for a non-course-related purpose is not conducive to classroom learning, and it would also be extremely distracting—and thus unfair—to your classmates. Please be respectful, professional and engaged whenever class is in session and you are using your computer. *Note:* There is some social science research indicating that students who take notes by hand fared better on tests than those who typed notes on a laptop. Whether you use a laptop for note-taking is up to you, but whatever you decide to do, you should remember that the purpose of note-taking is to gain an understanding of the material and not simply to indiscriminately transcribe what is said in class. We will, from time to time, be doing legal research and pleading assignments, so you will need your laptop for those assignments.

**Professionalism:** Learning cannot effectively take place in an environment that is unprofessional or that is not civil in nature. To that end, I expect that you will observe basic professional courtesies such as arriving on time for classes, respecting different viewpoints, silencing your cell phone, avoiding unnecessary distractions (e.g., surfing the

Internet for a non-class-related purpose), coming to class prepared to participate, and otherwise observing norms of professional behavior.

**Disability Policy:** If you are a student with a documented disability who requires an accommodation for academic programs, exams, or access to the University's facilities, please contact the Office of Academic Affairs at [ublawacadaff@ubalt.edu](mailto:ublawacadaff@ubalt.edu) or (410) 837-4468.

**Mental health/general student issues:** Dean Paul Manrique ([pmanrique@ubalt.edu](mailto:pmanrique@ubalt.edu); 410-837-5283) or Ms. Keri Hickey, Director of Student Support ([khickey@ubalt.edu](mailto:khickey@ubalt.edu); 410-837-4414). Both are located in the 7th floor Dean's Suite and welcome students to walk in (in person!) and are also able to schedule phone and zoom appointments.

**Academic Support:** Prof. Marta Baffy ([mbaffy@ubalt.edu](mailto:mbaffy@ubalt.edu); 410-837-6370.). Prof. Baffy is located on the 5th floor in Room 513.

**Writing Center:** Information about the UB Law Writing Center may be found here: [http://law.ubalt.edu/academics/academic-support/legal\\_writing\\_center/index.cfm](http://law.ubalt.edu/academics/academic-support/legal_writing_center/index.cfm). Claudia Diamond, Assistant Dean – Academic and Writing Support, will send an announcement to faculty and students when the Writing Center is open for business.

**Class Cancellation:** If the instructor must cancel a class, notices will be sent to students via e-mail. If there is inclement weather, students should visit the University of Baltimore website or call the University's Snow Closing Line at (410) 837-4201. If the University is open, students should presume that classes are running on the normal schedule. Students will receive notification if any classes to be conducted by Zoom need to be rescheduled.

**Class Participation:** Class participation is expected and demonstrates that you have read and reflected on the issues raised in the reading assignments. You are expected to complete all reading assignments and to consistently participate in class discussion in order to demonstrate that you have read and thoughtfully reflected on the issues raised in the assignment. Grades may be raised or lowered up to a full letter grade (e.g., A to B or C to B) based on the overall quality of a student's class participation.

**Course Evaluations:** It is a requirement of this course that students complete a course evaluation. The evaluation will be available later in the semester and is entirely anonymous. Faculty members will not have access to the feedback provided on course evaluations until after all grades are submitted.

**TWEN:** I will use Westlaw's TWEN website to communicate with the class. (Go to [lawschool.westlaw.com](http://lawschool.westlaw.com) and link to TWEN.) You are responsible for checking it regularly. There will be separate TWEN pages for the Civil Procedure I and the ILS components of the course, so be sure to sign up for both TWEN pages if you are enrolled in both courses.

**Office Hours:** I will announce regular office hours at the beginning of the semester. You are also welcome to contact me via e-mail ([jbessler@ubalt.edu](mailto:jbessler@ubalt.edu)) or telephone (cell: 612-386-4495). I also have an open-door policy, so please feel free to stop by my office, which is on the 11<sup>th</sup> floor of the law school.

**Academic Integrity:** Students are obligated to refrain from acts that they know or, under the circumstances, have reason to know will impair the academic integrity of the University and/or School of Law. Violations of academic integrity include, but are not limited to: cheating, plagiarism, misuse of materials, inappropriate communication about exams, use of unauthorized materials and technology, misrepresentation of any academic matter, including attendance, and impeding the Honor Code process. The School of Law Honor Code and information about the process is available at [http://law.ubalt.edu/academics/policiesandprocedures/honor\\_code/](http://law.ubalt.edu/academics/policiesandprocedures/honor_code/).

**Title IX Sexual Misconduct and Nondiscrimination Policy:** The University of Baltimore's Sexual Misconduct and Nondiscrimination policy is compliant with federal laws prohibiting discrimination. Title IX requires that faculty, student employees and staff members report to the university any known, learned or rumored incidents of sex discrimination, including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation and/or related experiences or incidents. Policies and procedures related to Title IX and UB's nondiscrimination policies can be found at: <http://www.ubalt.edu/titleix>.

**Helpful Civil Procedure Research Sources:** Wright & Miller, Federal Practice and Procedure; Moore's Federal Practice. These are two popular civil procedure treatises used by practicing lawyers.

## ILS SCHEDULE & READING ASSIGNMENTS

### **Monday, Aug. 23, 2021, 6:15 p.m.-7:30 p.m.:**

Topics: Introductions; Closed Memorandum Overview

Reading Assignment: Review Closed Memo Assignment (to be posted on the ILS TWEN page prior to the first day of class)

### **Wednesday, Aug. 25, 2021, 6:15 p.m.-7:30 p.m. (TA Sessions):**

Topics: Course Overview; Introduction to Law School and Legal Systems, Authority & Hierarchy

Reading Assignment:

- ILS Syllabus
- Neumann, pp. 1-24
- Sloan, Ch. 1(A)-(C), pp. 1-7; Ch. 2(A)-(B), pp. 9-16; Ch. 9(A), pp. 79-84

**Monday, Aug. 30, 2021, 6:15 p.m.-7:30 p.m.:**

Topics: Identifying Rules in Cases; Legal Analysis

Reading Assignment: **Neumann**, pp. 25–32; Closed Memo Cases and Closed Memo Assignment (think about which legal standards control in these cases)

**Wednesday, Sept. 1, 2021, 6:15 p.m.-7:30 p.m. (TA Sessions):**

Topics: Introduction to Legal Research; Briefing Cases

Reading Assignment: “Case Briefing” document (posted on the TWEN page under “Course Materials”); **Sloan**, Ch. 2(C), pp. 18, Ch. 4, pp. 27-33 & Ch. 5(A)-(B), pp. 35-38; **Anthon**, ch. 1

Assignment Due: After class, sign-up for “Core Grammar for Lawyers” (CGL) using the codes provided during orientation.

**Monday, Sept. 6, 2021, 6:15 p.m.-7:30 p.m.:**

**NO CLASS – Labor Day**

**Wednesday, Sept. 8, 2021, 6:15 p.m.-7:30 p.m. (TA Session):**

Topic: Introduction to Citations (Cases/Statutes)

Reading Assignment:

- **Neumann**, pp. 1-5 (“Writing and Professional Work”), 9-22 (legal rules) & 27-36 (reading judicial opinions) & 199-216 (“Citing Authority”);
- **Sloan**, Ch. 7, pp. 59-62, Ch. 8(A), pp. 65-67 & Ch. 9A, pp. 79-84 (re-read)
- **Anthon**, ch. 2 (full citations) & ch. 3 (short citations)
- *The Bluebook* – Rule 1, B1

Assignments Due:

- Come to class with Anthon and Sloan texts
- **Confirm** that you can access both **Westlaw** and **Lexis** – you should have the information you need to access Westlaw and Lexis (as well as Bloomberg Law) now
- **CGL** Pretest
- **CGL** Exercises A (Sentence Structure) 1-2

**Sunday, Sept 12, 2021, 11:59 p.m.**

Assignments Due: Library Module 1

**Monday, Sept. 13, 2021, 6:15 p.m.-7:30 p.m.**

Topics: Predictive Writing; Organizing Your Legal Analysis; Basic Memorandum Structure, Outlining, and Formatting

Reading Assignment: **Neumann**, pp. 123–28, 133–40

**Wednesday, Sept. 15, 2021, 6:15 p.m.-7:30 p.m. (TA Session):**

Topic: Case Citations

Reading Assignment:

- **Sloan**, Ch. 6, pp. 47-57, Ch. 9(B)-(C), pp. 84-87, and Part III, pp. 127-36 (“Research Flowcharts”); *The Bluebook*, Rule 10, B10; **Antho**n, ch. 13 (string citations) & ch. 15 (pinpoint information)

Assignments Due:

- **BLRs** 1-1 & 1-2
- **CGL Exercises A** (Sentence Structure) 3-4

**Monday, Sept. 20, 2021, 6:15 p.m.-7:30 p.m.**

Topics: Writing the Memorandum, Part 1 – Issue Statement (Question Presented) and Statement of Facts

Reading Assignment: Review **Neumann**, pp. 123–28, 133–40

**NOTE: Draft Closed Memo Issue Statement and Statement of Facts due Sept. 27 in class.**

**Wednesday, Sept. 22, 2021, 6:15 p.m.-7:30 p.m.:**

Topics: Case Law (Lower vs. Appellate); Digests; Primary and Secondary Sources

Reading Assignment:

- **Sloan**, Ch. 8, pp. 65-78 & Ch. 9(D), pp. 87-92
- **Neumann**, pp. 123-28
- *The Bluebook*, Rule 15, Rule 16, B15, B16
- **Antho**n, ch. 5 (primary authority) & ch. 7 (secondary authority)

Assignments Due:

- **BLR** 9-1
- **CGL Exercises B** (Quotations) 1-2

**Monday, Sept. 27, 2020, 6:15 p.m.-7:30 p.m.:**

Topics: Writing the Memorandum, Part 2 – Discussion Section; Analogizing and Distinguishing Cases

Reading Assignment: **Neumann**, pp. 89–96, 123–28

Assignment Due: Draft Closed Memo Issue Statement and Statement of Facts

**NOTE: Draft Closed Memo due Sunday, Oct. 3, 2021 by 11:59 p.m., via e-mail**

**Wednesday, Sept. 29, 2021, 6:15 p.m.-7:30 p.m. (TA Session):**

Topic: Statutory Research

Reading Assignment:

- **Sloan**, Ch. 11, pp. 105-13 & Ch. 12(B), pp. 122-26
- **Neumann**, pp. 23-26, 61-75
- *The Bluebook*, B12
- **Anthon**, ch. 4 (statutes)

Assignments Due:

- **BLRs** 3-2 & 3-3
- **CGL Exercises B (Quotations)** 3-4

**Monday, Oct. 4, 2021, 6:15 p.m.-7:30 p.m.:**

**NO ILS CLASS. Note: The Civil Procedure I class will meet as scheduled.**

**Wednesday, Oct. 6, 2021, 6:15 p.m.-7:30 p.m. (TA Session):**

Topics: Case Citations/Research with Citators; LEXIS training (Elizabeth Ferrick - her training will start at approximately 6:15 p.m.)

Reading Assignment:

- **Sloan**, Ch. 3, pp. 21-26, Ch. 10, pp. 93-104 & Ch. 2(B)-(C), pp. 12-18 (re-read)
- **UMB**, pp. 29-63
- **Anthon**, ch. 8 (“Cases: Prior & Subsequent History”)

Assignments Due:

- **CGL Exercises D (Verbs and Agreement)** 1-2
- **Library Module 2**

**Monday, Oct. 11, 2021, 6:15 p.m.-7:30 p.m.:**

Topics: Closed Memo Review/Question and Answer session

Reading Assignment: None

**Week of Oct. 11-Oct. 15, 2021: Personal Conferences with either Prof. Cucuzzella or Prof. Bessler to discuss Draft Closed Memo, times and locations TBD.**

**NOTE: Final Closed Memo due Sunday, Oct. 17, 2021 by 11:59 p.m., via e-mail.**

**Sunday Oct. 17, 2021**

- Assignment Due:
  - Library Module 3

**Wednesday, Oct. 13, 2021, 6:15 p.m.-7:30 p.m.:**

Topics: Signals, Parentheticals & Quotations

Reading Assignments:

- Rule 1 & Rule B2-4 of *The Bluebook*
- **Anthon**, ch. 10 (parentheticals), ch. 12 (quotations), ch. 14 (introductory signals) & ch. 16 (capitalization)

Assignments Due:

- **BLRs** 4-2 & 4-3
- **CGL Exercises D** (Verbs and Agreement) 3-4

**Monday, Oct. 18, 2021, 6:15 p.m.-7:30 p.m.:**

Topics: Open Memo Overview; Introduction to Research—Primary vs. Secondary Sources; Researching Primary Sources—Statutes, Rules and Cases; Finding Cases through Prior & Subsequent History

Reading Assignment: **Neumann**, pp. 33–46, 89–96, 227–42; Open Memo posted on TWEN

**Wednesday, Oct. 20, 2021, 6:15 p.m.-7:30 p.m.:**

Topic: Legislative History

Reading Assignment: **Sloan**, Ch. 12(A), pp. 115-22 & Ch. 12(B), pp. 122-26 (re-read); *The Bluebook*, Rule 13, B13

Assignments Due:

- **BLRs** 5-1 & 6-2

**Monday, Oct. 25, 2021, 6:15 p.m.-7:30 p.m.:**

Topics: Focusing your Legal Research; Analogizing and Distinguishing Authority

Reading Assignment: Review **Neumann**, pp. 25–32, 89–96

**NOTE: Open Memo Sources (with short cites) and Explanations due Nov. 1, 2021 in class**

**Wednesday, Oct. 27, 2021, 6:15 p.m.-7:30 p.m.:**

Topic: Electronic Research

Reading Assignment: **Sloan**, Ch. 5(C), pp. 38-45 & Part IIIA (“General Research Flowchart”)

Assignments Due:

- **BLRs** 6-3 & 7-3
- **CGL Exercises C** (Organizing Complex Ideas) 1-2

**Monday, Nov. 1, 2021, 6:15 p.m.-7:30 p.m.:**

Topics: Open Memo Issue Statement; Statement of Facts

Reading Assignment: None

**NOTE: Open Memo Issue Statement due Nov. 8 in class**

**Wednesday, Nov. 3, 2021, 6:15 p.m.-7:30 p.m.:**

Topic: Review/Question & Answer session

Assignments Due:

- **CGL Exercises C** (Organizing Complex Ideas) 3-4
- **Library Module 4**

**Monday, Nov. 8, 2021, 6:15 p.m.-7:30 p.m.:**

Topic: Open Memo Discussion Section

Reading Assignment: None

**Wednesday, Nov. 10, 2021, 6:15 p.m.-7:30 p.m.:**

Topic: Work on in-class pleading exercise (part of Civil Procedure I course/assignment)

**Monday, Nov. 15, 2021, 6:15 p.m.-7:30 p.m.:**

Topic: Open Memo Review/Question and Answer Session

Reading Assignment: None

**NOTE: Open Memo Draft due Friday, November 19, 2021 by 11:59 p.m., via e-mail.**

**Sunday, Nov 21, 2021, 11:59 p.m.**

Assignments Due: Library Module 5

**Monday, Nov. 22, 2021, 6:15 p.m.-7:30 p.m.:**

Topic: Work on in-class pleading exercise (part of Civil Procedure I course/assignment)

**Wednesday, Nov. 24, 2021, 6:15 p.m.-7:30 p.m.:**

Topic: Work on in-class pleading exercise (part of Civil Procedure I course/assignment)

**Week of Nov. 29-Dec. 3, 2021: Personal Conferences** with either Prof. Cucuzzella or Prof. Bessler to discuss Draft Open Memo, times and locations TBD.

**NOTE: Final Open Memo due Sunday, December 5, 2021 by 11:59 p.m., via e-mail.**