

**Introduction to Lawyering Skills**  
**ILS SYLLABUS - Law 612/Section 319A**  
**Fall 2020**

**Instructors**

Professor William Hubbard, [whubbard@ubalt.edu](mailto:whubbard@ubalt.edu)  
Teaching Assistants (ILS): Sabrina Marquez, [sabrina.marquez@ubalt.edu](mailto:sabrina.marquez@ubalt.edu); Sina Jahanshahi, [sina.jahanshahi@ubalt.edu](mailto:sina.jahanshahi@ubalt.edu)  
Law Scholar (Civil Procedure): Ellen Pruitt, [ellen.pruitt@ubalt.edu](mailto:ellen.pruitt@ubalt.edu)

**Class times and Office Hours**

Civil Procedure: Monday and Wednesday, 1:30 pm - 2:45 pm  
ILS: Monday and Wednesday, 3 pm to 4:15 pm  
Additional Classes: Thursdays, 10:30 am - 11:45 am<sup>1</sup>  
Class Zoom Link: <https://ubalt.zoom.us/j/99858069617>

Office Hours: Thursday 1:00 to 3:00 pm.<sup>2</sup>  
Office Hours Zoom Link: <https://ubalt.zoom.us/j/285586048>

**Modality**

This class will be taught 100% online.

**Disclaimer**

This syllabus focuses only on the particular materials and assignments for the ILS portion of the Civil Procedure I/ILS course. Make sure to read it carefully. Please see the Civil Procedure I Syllabus for general course and law school policies, including attendance, academic integrity, computer use, etc. All of those policies apply here too.

**Required Course Materials**

These materials are required and must be brought to class.

- CHRISTINE COUGHLIN, JOAN MALMUD ROCKLIN, AND SANDY PATRICK, A LAWYER WRITES: A PRACTICAL GUIDE TO LEGAL ANALYSIS (3rd ed.)
- THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION (21st ed.)<sup>3</sup>

We will also be using additional books and online tools for ILS that will be provided to you by the Law Library at orientation. Do not purchase these independently. The law library will also provide you access to Lexis, Bloomberg, Westlaw, and CALI. Email [lawlibref@ubalt.edu](mailto:lawlibref@ubalt.edu) if you have any issues accessing these online sources.

- AMY E. SLOAN, RESEARCHING THE LAW: FINDING WHAT YOU NEED WHEN YOU NEED IT (3d. ed.)

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<sup>1</sup> We will use this slot for Civil Procedure in some weeks and for ILS classes in others. Later in the term, we may not use this slot for some weeks. However, do not schedule anything in this slot for any weeks, as our schedule may change.

<sup>2</sup> The time and day for office hours may shift once I learn about your other class conflicts.

<sup>3</sup> Students from previous classes recommend buying the Bluebook rather than renting it.

- DIONNE E. ANTHON, *THE BLUEBOOK UNCOVERED: A PRACTICAL GUIDE TO MASTERING LEGAL CITATION* (2d ed.)<sup>4</sup>

### **Required Online Services**

- You will receive an email from the library with a code for registering for Core Grammar for Lawyers, at [coregrammarforlawyers.com](http://coregrammarforlawyers.com).
- As with the Civil Procedure part of this course, we will also use our course TWEN Site. You will use it to turn in assignments, sign up for conferences, etc., and I will email you through the TWEN site. Please be sure to sign up.

### **Getting Help**

- (1) The Writing Center can help you. UB Law has a writing center that you can consult if you're having trouble with the basics, though I'm not sure how the coronavirus lockdown will affect the Writing Center. The website is: [http://law.ubalt.edu/academics/academic-support/legal\\_writing\\_center/](http://law.ubalt.edu/academics/academic-support/legal_writing_center/).
- (2) You **cannot** get help from your parents, friends, paralegals, or anyone else. No collaboration is allowed on your assignments for this course unless Professor Hubbard says so explicitly. In case of doubt, ask Professor Hubbard.
- (3) You **can** talk to me during office hours or by appointment.
- (4) You can talk to your teaching assistants, Sabrina and Sina. They are here to help you. That said, they will not edit your memos.

### **Grades**

Your grades in ILS will be determined on the basis of your performance on (1) the three Memorandum Assignments, (2) the research and citation modules, (3) the exercises in Core Grammar for Lawyers, and (4) Professionalism.

#### (1) Memorandum Assignments (65%)

All Memoranda must be turned in by the deadlines specified. Late papers will not be accepted unless you have a documented emergency.

- Initial version of the Closed Memorandum (10%): **Sunday, October 4, at 11 pm, submit .pdf via TWEN.**
  - The Closed Memo this year will focus on a motion to dismiss a claim involving an allegation of police misconduct.
- Revised Closed Memorandum (20%): **Sunday, October 25, at 11 pm, submit .pdf via TWEN.**
- Final Open Memorandum (35%): **Wednesday, December 2, at 11 pm, post as .pdf via TWEN.**
  - The Open Memo this year will involve an attempt to oppose a summary judgment motion using a witness declaration.
- You will also be asked to turn in other assignments periodically and encouraged to bring copies of them to class, such as drafts of specific parts of your closed and open memoranda. These will count as part of your professionalism grade. They are essential to your success, so do them carefully.

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<sup>4</sup> You will be given information about downloading this text during orientation. You do not need to buy it.

(2) Research and Citation Modules (30%)

- Civics Module – To be completed **before** our first class on Monday, August 24, 2020
- Module 1 – To be completed the week of August 31, 2020
- Module 2 – To be completed the week of October 5, 2020
- Module 3 – To be completed the week of October 26, 2020
- Module 4 – To be completed the week of November 2, 2020

(3) Core Grammar for Lawyers Exercises (5%)

You will not be graded on these exercises, but you must **either test out of every lesson or pass** each lesson by the deadlines specified below. You are welcome to complete them earlier than the due dates.

- Core Grammar for Lawyers (“CGL”) Pretest: **Sunday, August 23 at 11:00 pm**
- CGL, Exercises A (Sentence Structure) 1-2: **Sunday, August 30, at 11 pm**
- CGL, Exercises A (Sentence Structure) 3-4: **Sunday, September 6 at 11 pm**
- CGL, Exercises B (Quotations) 1-2: **Sunday, September 13, at 11 pm**
- CGL, Exercises B (Quotations) 3-4: **Sunday, September 20, at 11 pm**
- CGL, Exercises D (Verbs and Agreement) 1-2: **Sunday, September 27, at 11 pm**
- CGL, Exercises D (Verbs and Agreement) 3-4: **Sunday, October 11, at 11 pm**
- CGL, Exercises C (Organizing Complex Ideas) 1-2: **Sunday, October 18, at 11 pm**
- CGL, Exercises C (Organizing Complex Ideas) 3-4): **Sunday, November 1, at 11 pm**

(4) Professionalism. Your professionalism grade may help or hurt your grade by up to one step (e.g., B+ to A-, or B- to C+). See the Civ Pro syllabus for what this means (i.e., on time and prepared for class). It applies equally to sessions run by any of the instructors: Professor Hubbard, Sabrina Marquez, and Sina Jahanshahi.

## COURSE ASSIGNMENTS FOR ILS

The list of topics and assignments are subject to change. The material listed for each class should be completed before class. Text in the boxes indicates assignments to complete over the weekend.

Week 0: August 17 to August 23

**(What?! Homework before class even starts? Yep. Because Law School.)**

- Complete the “Civics Module” on the Library’s TWEN page. This should take you about 70 minutes.
- Register for Core Grammar for Lawyers (“CGL”) and complete the Pretest by **Sunday, August 23 at 11:00 pm**. Make sure to set aside about 90 minutes to do this. You will not be graded on this Pretest. The Pretest gives you the chance to test out of some parts of CGL; it tailors the software to each of your skill levels. I do not expect you to do well on this Pretest, as it includes material you may not have learned. **If you rush through the pretest you will have more work to do, so take your time.**

Week 1: August 24 to August 30

**Monday, August 24:** Introduction, How Attorneys Communicate, Sources and Systems of Law

- *A Lawyer Writes*, xix-xx (Introduction), 3-14 (Chapter 1), 15-31 (Chapter 2)
- Chapter 1 explains what an Office Memorandum is. This semester, you will be learning how to write an office memorandum and the many steps it takes to do so successfully.
- Chapter 2 introduces the sources and systems of law. Where do the various sources of law come from? What is their weight? Does one supersede another? How can you tell?

**Wednesday, August 26:** Identifying Rules

- *A Lawyer Writes*, 61-71 (Chapter 4)
- How do you read and break apart a rule?

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| <p>(1) Complete CGL, Exercises A (Sentence Structure) 1-2: <b>Sunday, August 30, at 11 pm.</b></p> <p>(2) Enroll in the TWEN site and complete the “Student Information Sheet” assignment. Turn in <b><u>as a .pdf</u></b> via TWEN.</p> |
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