

The University of Baltimore Law School
INTRODUCTION TO LAWYERING SKILLS
LAW 610-319B

Instructors:

Professor Jennifer K. Mitchell

Office: 1108

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Office Hours: By Appointment (in person or virtual)

ILS Teaching Assistants: Myka Graves (myka.graves@ubalt.edu) and Anna Murphy (anna.murphy@ubalt.edu)

Administrative Assistant: Tiffany Ralph (tralph@ubalt.edu) 410-837-4561. You should contact Ms. Ralph if you have problems using Qwickly for attendance or if you have an emergency and need to contact Prof. Mitchell.

Class Meeting Times & Locations

Wednesday and Friday, 9:00—11:45am in ____ and

Thursday, 8:30—9:45am, in ____

Course Policies

I. *Overview and Objectives*

In Introduction to Lawyering Skills, students develop analytical, writing, and legal research skills that will provide an essential foundation for future coursework and legal practice. This course integrates instruction in legal analysis, research, and writing with the substantive law of torts. Topics and skills include reading and analyzing legal cases and statutes; understanding common law principles and processes; identifying and applying legal rules; developing factual analogies and distinctions; objective (or “predictive”) legal writing, in the form of office memoranda and other written professional communication; researching case law, statutes, and secondary sources; legal citation; and professional norms and ethics.

Learning Outcomes and Objectives

- Identify and explain legal rules;
- Learn to differentiate among legally significant, contextual, and irrelevant facts and identify factual gaps or discrepancies;
- Conduct original legal research to identify authority applicable to client questions and communicate the results of that research to clients and supervisors;
- Become citation literate and understand how and why to attribute source material;

- Build trust and credibility as an advocate by effectively editing and polishing documents before submission and meeting interim and final deadlines;
- Learn how to solicit and incorporate feedback through an iterative revision process and peer editing exercises;
- Engage in frequent reflection and self-assessment to become more aware of their personal strengths, areas for improvement, and values, and to begin integrating their personal values with the values of the legal profession.

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 per week for each credit earned in a class, 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. [See ABA Standard 310.](#)

II. Required Textbooks and Course Materials

- Christine Coughlin, et al., *A Lawyer Writes* (3rd ed. 2018) ISBN 9781531008765
- *The Bluebook: A Uniform System of Citation* (21st ed. 2020) ISBN 9780578666150
- Amy E. Sloan, *Researching the Law: Finding What You Need When You Need It* (4th ed. 2020) ISBN **979-8886144208**
- Dionne Anthon, *The Bluebook Uncovered* (2nd ed. 2020) (keyed to the 21st edition of *The Bluebook*)

→ You will receive an email from the UB Law Library that provides instructions for accessing *Researching the Law*, *The Bluebook Uncovered*, Core Grammar for Lawyers, and other important digital resources.

Note: additional supplemental readings may be assigned throughout the semester.

III. School of Law and Class Policies

Academic Integrity: Students are obligated to refrain from conduct that they know or 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/. All work product must conform to the School of Law Honor Code.

Unless otherwise directed, all written work product must be your own. **In the absence of clear instruction from Prof. Mitchell or your TAs, you are not permitted to share written work product prior to a deadline with anyone other than your professor, your TAs, or – in connection with a writing conference – a member of the University Writing Center.**

Artificial Intelligence (AI) Use Policy: AI-generated submissions are not permitted and will be treated as plagiarism. Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course. Faculty reserve the right to use Artificial Intelligence (AI) detection software to find instances of AI-generated writing in student submissions. Students who use AI software to compose assignments will face disciplinary action up to and including revocation of credit for the assignment, and other sanctions as described for plagiarism in the university's academic honesty policy.

Attendance: Class attendance is mandatory. Class attendance is a critical component of the learning process and reflects professional responsibility. Research demonstrates that students who regularly attend class are more likely to succeed. Additionally, the American Bar Association accreditation standards mandate that a law school adopt, publish, and adhere to a policy for regular class attendance for all students. In alignment with this policy, regular and punctual class attendance is a condition of receiving credit in all courses at the University of Baltimore's School of Law.

Modality

For a student to be considered present, their attendance must be consistent with the modality of the specific class meeting. For example, if a class meeting is in-person, a student must attend in-person to be considered present. If a class meeting is virtual, a student must attend virtually to be considered present.

Student Attendance Requirements

As detailed in the chart below, the number of absences a student may accrue is determined by the total number of times a course is scheduled to meet throughout the semester.

Number of scheduled meetings	Number of absences
Fall and spring semesters, 2 or more meetings per week	4
Fall and spring semesters, 1 meeting per week	2
Summer semester	2

A student whose accrued absences exceed the limits above will be withdrawn from the course with a grade of FA (failure due to excessive absence) unless the Associate Dean for Academic Affairs extends the limit, up to the following maximums: (1) in the fall and spring semesters, up to 4 additional absences for a course scheduled to meet 2 or more times per week; (2) in the fall and spring semesters, up to 2 additional absences for a course scheduled to meet once per week; (3) in the summer semester, up to 1 additional absence. A student whose accrued absences exceed the extended limit will be withdrawn from the course with a grade of FA.

A student who anticipates accruing excessive absences may be eligible for a Leave of Absence and should contact the Dean of Students to discuss available options.

Basis for Extensions

The Associate Dean for Academic Affairs can extend the number of absences a student may accrue based on a student's religious observance or extraordinary individual circumstances.

Extraordinary individual circumstances include, but are not limited to, the following: bereavement (as defined in the [University of Baltimore Student Bereavement Policy](#)), significant physical or mental health incidents, and attendance at activities required for academic credit, such as clinic court appearances and moot court competitions.

Minor illnesses, doctor's appointments, traffic, practice rounds for student competitions, personal events, and professional events (including those sponsored by the law school) are examples of circumstances that do not qualify as extraordinary individual circumstances.

A student must provide documentation for extraordinary individual circumstances upon request and must provide advance notice to the Faculty Member whenever possible.

Attendance Tracking Procedures

To keep attendance, this class will use attendance software called **Qwickly**. Qwickly is hosted in Canvas, UB's official learning management system and requires students to check-in using a pin number generated at the start of class. To check-in for class using a pin number, you must log into the Canvas site for the course via myUB or at <https://ubalt.instructure.com/courses/3129>. Click "Qwickly Attendance (Law)" on the left side of the navigation bar and enter the pin. Qwickly will automatically email you if you are marked absent for the day. If you believe this email was sent in error, please contact the professor and their administrative assistant immediately.

Course Website: The course webpage on Canvas and will serve as the online portal for relevant course material, including updated versions of the Syllabus, course assignments, and links to supplemental videos. This is also where you will submit most of your completed course assignments. I will use the Canvas email function to communicate important course information. You are responsible for self-enrolling and checking the website regularly for course information at <https://ubalt.instructure.com/courses/3129>. Note that there is one Canvas page for Torts and one Canvas page for ILS.

Professionalism: Because unprofessional and uncivil behavior inhibits learning, I expect your conduct in class to conform to basic norms of professionalism. This includes arriving to class on time and prepared to participate; not leaving class early; and **avoiding computer use that is unrelated to the course. There is no cell phone use (including texting) during class; cell phones should not be on your desk or accessible to you during class.** While I encourage you to voice reasoned disagreement with each other and/or with me, it is essential that you do so with courtesy and respect. **Your law scholar and teaching assistants are available to further assist you with this course and should be treated with the same respect as you treat the professor.**

Zoom and Panopto: Under ABA Guidelines, up to 1/3 of your course may be conducted via distance learning (e.g., through recorded lectures located on Panopto, over Zoom, etc.). Although I do not anticipate pre-recording lectures, if this occurs, I will provide you with recording information and make appropriate changes in the syllabus.

Class Recording Policy: My classes will not be recorded. However, I follow existing law school policies regarding reasonable accommodations due to qualifying disabilities (which may

include allowing a student to record the class for instructional purposes only). Any class recordings, audio or video, are for the sole use of that specific class instruction and study and may not be used or reproduced by students for any other purpose. Similarly, students may not capture video, audio, images or chat text from a class without permission from the instructor for use specific to that class instruction and study, and such images may not be used or reproduced by students for any other purpose. Violating these directions is an honor code violation. In addition, all class 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. Students may be required to turn on their cameras and participate in graded class activities. 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.

Class Cancellation: If the instructor must cancel a class, notices will be sent to students via UB email. (To comply with ABA 310, classes that are canceled must be made up.)

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.

Disability Policy: The law school works hard to ensure compliance with the Americans with Disabilities Act (ADA). For detailed information on reasonable accommodations, please [see the student handbook](#). 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 Erin Brady, the Law School's Director of Student Support, at ebrady@ubalt.edu or the University's Office of Disability and Access Services at das@ubalt.edu. *Note that classroom accommodation requests should be submitted 2 weeks before the start of the semester (by August 7, 2023). Exam accommodation requests should be submitted no later than 2 weeks after the start of the semester (by September 5, 2023).*

Title IX Sexual Misconduct and Nondiscrimination Policy: 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>.

General student issues/Mental Health:

For general student issues, students should contact Dean Paul Manrique (pmanrique@ubalt.edu; 410-837-5283). For mental health concerns, students can contact Dean Manrique or Stephen Mogar, the University's Clinical Case Manager (smogar@ubalt.edu ; 410-837-6388). Dean

Manrique’s office is located in the AL 7th floor Dean's Suite and he welcomes students to walk in. Both Dean Manrique and Mr. Mogar are also able to schedule phone and zoom appointments.

Academic Support:

For questions about academic challenges including preparing for and participating in your classes, reviewing and outlining for exams, and studying for and taking exams, students can contact Prof. Marta Baffy (mbaffy@ubalt.edu; 410-837-6370.). Prof. Baffy’s office is located on the 5th floor in Room AL 513.

IV. Grade Components and Assignment Submissions

Grades: You will receive two grades for ILS/Torts—a four-unit grade for Torts and a three-unit grade for Introduction to Lawyering Skills. The distribution of grades will conform to the Law School’s standard first-year grading curve: Between 15% and 25% will receive an A or A-; between 7% and 14% will receive a C- or lower; and the average grade will be between a B- and B.

Course Elements: With the exception of the Open Research Office Memo, which is worth 70% of the grade, all course elements are ungraded, but timely and thorough completion is required to complete the course and will be part of your Professionalism assessment. You are required to complete assigned ILS Research and Citation Modules and Core Grammar for Lawyers Online Exercises, which are worth 10% of your grade. In addition, the Professionalism assessment, which is worth 20% of your grade, encompasses a range of **technical elements** including attendance, punctuality, ability to meet deadlines, and submission of complete and thorough assignments (graded and ungraded), as well as **skills related to professional identity formation**, including engagement, collegiality, self-direction, and the depth and thoughtfulness of contributions to class discussion.

Assignments submitted after the due date time will be considered late. For example the ORM is due on or before 10:00 pm. Documents submitted after 10:00:00 pm will be considered late.

Assignment / Exercise	Deadline
Closed Research Office Memo (CRM)	Week 6: Sunday Oct 1
Research Modules Research Intensive Week	Various Deadlines Week 7
Client Meeting	Week 9 Class 3, Fri Oct 20
Student Conferences	Week 12
Open Research Office Memo* (ORM) (worth 70%)	Week 13: Sun Nov 19 at 10pm

**The ORM is blind-graded, meaning it is assessed without names or personal information on papers.*

1. Closed Research Memo (CRM)

The CRM is your first writing assignment and is ungraded. To complete your assignment and assist your client, you will receive a variety of fact documents to help you identify the factual circumstances giving rise to the client's legal issue. You will also be given several pre-selected cases for you to identify and analyze the law applicable to the client's legal question. No outside research will be required to complete this assignment. Over several weeks you will work to identify the client's concerns and goals, the legal issue(s) at play, and the legally significant facts. You will apply the law to the facts to predict the outcome of your client's legal issue so you may advise your client about next steps. Feedback on components of the CRM will come in a variety of forms (class-wide feedback, peer feedback, individual feedback).

2. ILS Research and Citation Modules: You will complete a series of online instructional videos, relating to legal research and citation. The Modules are administered by the UB Law Library and can be accessed through the course's Canvas site. The assignments will be scored on a C/NC basis. Here is the schedule for completion of the Research and Citation Modules:

Module 1 (Getting Started with Research in ILS): Module 1 should be completed before class on **Thurs Aug 24 (W1C2)**. *Total time required: Approximately 45 minutes.*

Module 2 Parts 1 and 3 only (Civics and the Legal Research Process): Completed **before class on Thurs, Aug 31 (W2C2)**. There is no assignment for Module 2 but there is a quiz. *Total time required: Approximately 60 minutes.*

Module 2 Part 2 only (Civics and the Legal Research Process): Research Intensive Week 7 ALL Module Assignments due by **Friday Oct 6 at 10:00pm**. *Total time required: Approximately 30 minutes.*

Module 3 (Cases): Research Intensive Week 7 ALL Module Assignments due by **Friday Oct 6 at 10:00pm**. *Total time required: Approximately 4 hours.*

Module 5 (Secondary Sources): Submit Module 5 Assignment by **Thurs Oct 12 at 10:00 p.m. (W8C2)** *Total time required: Approximately 3 hours*

Module 4 (Statutes): Submit Module 4 Assignment by **Thurs Oct 26 at 10:00 p.m. (W10C2)** *Total time required: Approximately 2 hours.*

3. Research Intensive Week 7

After you submit the CRM, you will spend a week focused on learning the skills required to conduct effective legal research. During this Research-Intensive Week, you will complete Research Modules 2 Part 2 and 3 to prepare you to begin research for the next writing assignment—the Open Research Memo (ORM). You will also complete refresher training from Westlaw and Lexis.

4. Client Meeting

After you submit the CRM, you will meet with your client to discuss your findings, present your legal analysis, uncover your client's concerns and goals—legal and nonlegal—, and identify potential new legal issues that the client may be facing. You will send your supervisor an email summarizing the client meeting and your planned next steps in representing your client.

5. Individual Student Conferences

Students will attend one required individual conference with their professor. At that conference, the student and professor will discuss student writing assignments. Students will submit ORM drafts and be asked to identify concrete goals for these conferences and will be expected to generate agendas for the conferences that reflect those goals.

6. Open Research Memo (ORM)

You will produce a series of documents associated with your client's second legal issue, which you will need to identify, research, and analyze. The written result of that research and analysis will become the ORM, the capstone assignment for the semester. The ORM builds upon all the skills learned throughout the semester. First, you will be acclimated to the facts (developed live and in documents) and will submit a research summary or outline. You will conduct your own research to identify the cases and other legal sources needed to analyze your client's legal issue. You will have an individual conference with your professor on a draft of your analysis. Finally, you will produce a formal memo to your client, worth 70% of your grade. In addition to your legal analysis, the ORM will include your recommendations for potential non-litigation paths to resolve your client's concerns and achieve their goals.

Extensions. If you have a documentable emergency or illness, you may be granted an extension not to exceed 72 hours. For ungraded assignments, you can email requests directly to me, and your TAs along with all documentation. For a **blind-graded assignment (ORM)**, you must make requests to the Dean of Students Office (DOS) only, to preserve anonymity. If DOS approves, you must notify your TA as soon as possible.

Late Penalties. Timely submission of all assignments factors into the Professionalism component of students' grade, and failure to complete an assignment may result in a student receiving No Credit for the course. For graded assignments, absent an approved extension, failure to submit prior to the deadline will result in a 10% reduction in score for each 24-hour period or portion thereof that it is late. **This penalty reduces the final assignment score by 10% of the total points available, not 10% of the points earned.** E.g., for an assignment worth 65 points, 6.5 points are deducted for every 24-hour period or portion thereof that it is late. **Extensions will not be granted for technical difficulties or incorrect/corrupted file uploads (even when the original submission is timely), and late penalties will apply.** Late penalties will also apply to an assignment for which an extension was granted but which was submitted after the extension period expired.

Format. Please follow all submissions instructions provided in class. In addition, unless otherwise specified, use the following format for your submissions:

- File Type: Microsoft Word Document (not .pdf)
- Margins: 1-inch margins on all sides
- Font: Times New Roman 12
- Spacing: Double-spaced, except point headings, block quotes, and footnotes. Avoid windows and orphans.
- Page Numbering: Bottom center (no number on first page)
- Justification: Left Margin

Syllabus

The syllabus and other course materials will be posted on the course Canvas webpage. Please consult the posted syllabus regularly, as I expect to update the readings and other assignments throughout the term.

Week	Topics and Skills	Notes
1 Week of August 21	Introductions and the Basics <ul style="list-style-type: none"> • Lawyers as problem solvers • Identifying and using legal rules; types of legal authorities/hierarchy • Citation 	Assignment Due for Class 1 --Read Coughlin Chap 1 --Read Fall 2023 Syllabus and Course Policies Assignment Due for Class 2 --Read Coughlin Chap 2 --Complete Research Module 1 --Complete Pre-test in Core Grammar Assignment Due for Class 3 -Coughlin Chap 3 Sec 3.2 (only) and Chap 4 --Watch Video How to Read a Case: And Understand What it Means --Read CRM fact documents --Read and brief Closed Research Memo (CRM) case <i>Ball v. Walmart Inc.</i>
2 Week of August 28	Rule Identification and Synthesis <ul style="list-style-type: none"> • Identifying legally significant facts • Synthesizing rules from multiple sources • Explaining how to use cases in practice • Introduction to Rule Explanation 	Assignment Due for Class 1 --Read Coughlin Chap 7 Section 7.1 only --Read CRM cases <i>Coblyn v. Kennedy</i> and <i>Foley v. Polaroid Corp.</i> --Identify rules from assigned cases Assignment Due for Class 2 (asynchronous) --Attend Westlaw/Lexis Training Session --Research Module 2 Parts 1 and 3: Submit Module 2 Quizzes by Thurs, Aug 30 at 10:00 p.m. <i>Total time required: Approximately 1 hour</i> --Read Anthon, Ch. 1 and 16 --Read Sloan Ch. 2 Assignment Due for Class 3 --Read CRM cases <i>Proulx v. Pinkerton Nat. Detective Agency</i> and M.G.L. 213 Sec 94B --Identify rules from assigned cases --Read Coughlin Chap 7 Sec 2 (only)
3 Week of September 4	Legal Writing Structure <ul style="list-style-type: none"> • CREAC organization • Rule explanation • Citations in depth 	Assignment Due for Class 1: --Review Anthon, Ch. 3 (Short Cites) and Ch. 9 (Parallel Citations) --Complete Bluebooking Exercises on Short Cites and Parallel Citations.

		<p>Assignment Due for Class 2: See Torts Syllabus, this is a make-up class for Torts Class 1 (Sept 5)</p> <p>Assignment Due for Class 3: --Read Coughlin Chap 12</p>
<p>4</p> <p>Week of September 11</p>	<p>Applying Law to Facts</p> <ul style="list-style-type: none"> • Rule Application, making your argument • Connecting the rule explanation and application in your writing • Counter analysis • Rule application organization 	<p>Assignment Due for Class 1: --Read Coughlin Chap 8 Sec 8.1 and 8.2 only --Draft Rule with Rule Explanation to TA via email by 8am.</p> <p>Assignment for Class 2 --Core Grammar Ex. A (Sentence Structure) 1-4 --Core Grammar Ex. D (Verbs and Agreement) 1-4</p> <p>Assignment Due for Class 3: --Read Coughlin Chap 8 Sec 8.3 and 8.4 only and Chap 9</p>
<p>5</p> <p>Week of Sept 18</p>	<p>The Writing Process</p> <ul style="list-style-type: none"> • Conclusion in focus • Using Public Policy 	<p>Assignment for Class 1 --Read Coughlin Chap 9 and Chap 15</p> <p>Assignment Due for Class 2: --Core Grammar Ex. B (Quotations) 1-4 --Core Grammar Ex. C (Organizing Complex Ideas) 1-4</p> <p>Assignment for Class 3: --Read Coughlin Chap 10</p>
<p>6</p> <p>Week of Sept 25</p>	<p>Finalizing the Closed Memo</p> <ul style="list-style-type: none"> • Editing process • Conclusion in focus • CRM Peer Review and Edit 	<p>Assignment for Class 1 --Coughlin Chap 16</p> <p>Class 2: No class. Optional Conference with TAs</p> <p>Assignment for Class 3: --Draft CRM for peer review due via email to TA by 3pm on Thurs Sept 28 --Review Peer Review instructions and be prepared to discuss partner's draft during exercise in class.</p>
Closed Office Memo Due Sunday, Oct 1 at 10:00pm		
<p>7</p> <p>Week of October 2</p>	<p>Research Intensive ILS Classes will NOT Meet</p> <p>***Class 2 Meeting time will be Torts Midterm***</p>	<p>Assignments for the Week DUE by Friday, Oct 6 at 10:00 p.m. --PIF Evaluation for CRM --Asynchronous Westlaw and Lexis trainings refresher. Submit quiz --Research Module 2 Part 2: <i>Approximately 30 min</i> -- Read Sloan Ch. 1 and 3 and 4 --Research Module 3 (Cases): <i>Approximately 4 hours.</i> --Read Sloan Ch. 9 and 10 --Read Anthon Chap 2, 3, and 9</p>

<p>8</p> <p>Week of October 9</p>	<p>Client and Supervisor Communications</p> <ul style="list-style-type: none"> Professional Emailing Working with supervisors: emails, receiving feedback, and more Recognizing biases Preparing for a Client Meeting Live client interviewing and communications with clients 	<p>Assignment for Class 1 --Read Coughlin Chap 18</p> <p>Class 2 --Watch TED Talk "How to Outsmart Your Own Unconscious Bias"</p> <p>Assignment for Class 3 -- Case teams meet and prepare for client meeting.</p>
<p>9</p> <p>Week of October 16</p>	<p>Developing the Facts and Researching the Law; Managing Multiple Projects</p> <ul style="list-style-type: none"> Introduction to the ORM: researching and fact development Identify and discuss new legal issue and how to develop research plan to answer client's question 	<p>Assignment for Class 1 --Review all ORM fact documents --Email to supervisor regarding client interview and next steps. Email to TA by 8am Class 1 --PIF Evaluation for Client Interview. Email to TA By 8am Class 1 -- Read Sloan, Chap 5</p> <p>Assignment for Class 2 (asynchronous): Complete Module 5 (Secondary Sources): Submit Module 5 Assignment by Thurs, Oct 12 at 10:00 p.m. <i>Total time required: Approximately 3 hours</i> -Read Sloan Chap 6, 7, and 8 -Read Anthon Chap 7 and 11</p> <p>Assignment Due for Class 3 --TBD</p>
<p>10</p> <p>Week of October 23</p>	<p>Revising the CREAC Paradigm</p> <ul style="list-style-type: none"> Common CRM Errors Statement of Facts ORM Structure 	<p>Assignment for Class 1 --CRM research summary to include at least 5 cases due via email to TA by 8am</p> <p>Assignment for Class 2 (asynchronous) Module 4 (Statutes): Submit Module 4 Assignment by Thurs Oct 26 at 10:00 p.m. <i>Total time required: Approximately 2 hours.</i> --Read Sloan Ch 11 --Read Anthon Ch. 4 and 5</p> <p>Assignment for Class 3 --Read Coughlin Chap 13 and 14</p>
<p>11</p> <p>Week of October 30</p>	<p>ORM Analysis Con't, Citations</p> <ul style="list-style-type: none"> Parentheticals Fact document citation Citation Review 	<p>Assignment for Class 1 --Read The Dreaded Parenthetical article</p> <p>Assignment for Class 2 --TBD</p> <p>Assignment for Class 3 --ORM Outline in CREAC form due to TA by 8am.</p>
<p>12</p> <p>Week of November 6</p>	<p>CONFERENCES</p>	<p>Class 1: No class. Professor Conferences --must provide via email agenda to prof 24 hours prior to conference with ORM draft</p>

		<p>Class 2: TA Panel on Summer Internships</p> <p>Class 3: No class. Professor Conferences --must provide via email agenda to prof 24 hours prior to conference with ORM draft</p>
<p>13 Week of November 13</p>	<p>Conference Completion, Receiving Feedback, Final Class Wrap-Up</p> <ul style="list-style-type: none"> • Understanding and utilizing written feedback • Peer review • Course Evaluations • Self-Evaluation • Final CRM Issues 	<p>Assignment for Class 1: --Draft ORM for peer review due via email to TA by 8am on Monday Nov 13. --Review Peer Review instructions and be prepared to discuss partner's draft during exercise in class.</p> <p>Class 2: No class. Optional Conference with TAs</p> <p>Assignment for Class 3: --PIF on ORM Feedback/drafting due via email to TA by 8am on Friday November 17</p>
<p align="center">Open Research Memo DUE by Sunday, November 19 at 10pm</p>		