

INTRODUCTION TO LAWYERING SKILLS COURSE INFORMATION AND SYLLABUS

Professor: Zina Makar
Email: zmakar@ubalt.edu
Office: AL 1113
Class Times: Tu/Thu 10:30-11:45 am, AL 608
TA Sessions: Wed 10:30-11:45am, AL 403

Canvas Page: <https://ubalt.instructure.com/courses/2933>

Office Hours: Tuesdays 12p – 1p (by appointment)

My office is located in AL 1113. I do group office hours so students are welcome to come by my office to either talk, ask questions, or simply listen. I am also happy to meet outside of office hours with small study groups or individuals about class, internships, etc. Please email me to set up an appointment for an in-person or remote meeting.

Teaching Assistants: Sharon Kimemia (Sharon.Kimemia@ubalt.edu) and Natalie Murphy (Natalie.Murphy@ubalt.edu)

Course Librarian: Professor Charlie Amiot (she/her) (CAmiot@ubalt.edu)

Admin. Assistant: Tiffany Ralph (TRalph@ubalt.edu)

Welcome to Criminal Law/ILS!

This syllabus covers the materials, assignments, and assessments for the ILS course as well as your ILS TA *and* Crim law scholar sessions—a separate syllabus covers the equivalent information for Criminal Law. Note that the Criminal Law syllabus does *not* include the scheduled ILS TA/Crim Law scholar sessions. Please take the time to read both syllabi carefully!

Course Description

These combined courses integrate rigorous instruction in legal analysis, research, and writing with the substantive law of criminal law to give beginning law students an opportunity to combine skills and doctrine—just as practicing lawyers do. Legal analysis, research, and writing skills will be developed through coursework that includes critical case reading, analysis, and briefing; statutory interpretation; factual analogy and distinction; rule synthesis and application; objective/predictive writing; citation; and professional norms.

Course Objectives and Learning Outcomes

1. Read and analyze cases by identifying the rule, holding, and determinative facts;
2. Identify the elements of a rule and apply rules to facts;
3. Research and properly cite legal authorities, such as cases, statutes and secondary sources;
4. Write predictive memoranda on legal issues, taking into account the weight and value of different authorities; and
5. Build legal writing and grammar skills.

Course Materials

These texts are required for ILS. You must have assigned materials at the ready during class.

- CHRISTINE NERO COUGHLIN ET AL., *A LAWYER WRITES: A PRACTICAL GUIDE TO LEGAL ANALYSIS* (3d ed.), ISBN: #9781531008765
- *THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION* (21st ed.), ISBN: #9780578666150
- *AMY E. SLOAN, *RESEARCHING THE LAW: FINDING WHAT YOU NEED WHEN YOU NEED IT* (2d ed. 2017) (“RTL”), ISBN: # 9781454886495
- *DIONNE E. ANTHON, *THE BLUEBOOK UNCOVERED: A PRACTICAL GUIDE TO MASTERING LEGAL CITATION* (2d ed. 2020), <http://dionneanthon.com/bbu/bbu21.html>
- *CORE GRAMMAR FOR LAWYERS (4th ed.) (“CGL”), <https://coregrammarforlawyers.com/>
(Class Code: 323-116-4536)

*A copy of *Researching the Law*, online access to *The Bluebook Uncovered*, and a code for *Core Grammar for Lawyers* will be provided to you—you **do not** need to purchase these materials separately. Please email lawlibref@ubalt.edu if you have any issues accessing these materials.

Supplemental Aids

None of these texts are required or will be directly referenced in the course, but if you are looking for additional learning materials and resources, they are of high quality:

- STEPHEN V. ARMSTRONG & TIMOTHY P. TERRELL, *THINKING LIKE A WRITER*
- TERRI LECLERQ, *GUIDE TO LEGAL WRITING STYLE*
- TERRILL POLLMAN, JUDITH STINSON, ELIZABETH STINSON, *LEGAL WRITING: EXAMPLES AND EXPLANATIONS*
- Please note that the Writing Center can also help you with many of the basics:
http://law.ubalt.edu/academics/academic-support/legal_writing_center/

Teaching Assistants

Sharon Kimemia and Natalie Murphy are the Teaching Assistants for this course. They will be responsible for teaching some of our class sessions; those class sessions are a mandatory component of the course. I sincerely request that you treat Sharon and Natalie with the utmost level of professionalism, respect, and kindness throughout the course.

Grades

You will receive one grade for ILS and one grade for Criminal Law. The ILS grade will be composed of: (1) memorandum assignments (70%); (2) research and citation modules (25%); (3) core grammar exercises (5%); and (4) professionalism (adjustments). **Collaboration with other students—as well as consulting family, friends, or anyone other than myself, Sharon, and Natalie—is not permitted on any of these assignments, unless otherwise stated explicitly.**

- Memorandum Assignments (70%)
 - Please note: all memoranda must be submitted via Canvas by their respective deadlines.
 - Draft closed memorandum (10%) – October 1 by 11:59 pm
 - Final closed memorandum (20%) – October 22 by 11:59 pm

- Final open memorandum (40%) – December 3 by 11:59 pm
- Research and Citation Modules (25%)
 - Please note: these modules are created and scored by the law librarians. For purposes of your ILS course grade, a raw score of 75% or above corresponds to full credit, a raw score between 40% and 75% corresponds to half credit, and a raw score below 40% corresponds to no credit.
 - Modules 0 & 1 – August 20 by 11:59 pm
 - Module 2 – September 3 by 11:59 pm
 - Module 3 – October 8 by 11:59 pm
 - Module 4 – October 29 by 11:59 pm
 - Module 5 – November 12 by 11:59 pm
- Core Grammar Exercises (5%)
 - Please note: these exercises are graded for good-faith completion. That is, you must **either test out of or pass each lesson** by their respective deadlines in order to receive full credit. You are welcome to complete them earlier than the due dates to get ahead.
 - CGL Pretest – August 20 by 11:59 pm
 - Exercises A, 1-2 (Sentence Structure) – August 27 by 11:59 pm
 - Exercises A, 3-4 (Sentence Structure) – September 3 by 11:59 pm
 - Exercises B, 1-2 (Quotations) – September 10 by 11:59 pm
 - Exercises B, 3-4 (Quotations) – September 17 by 11:59 pm
 - Exercises D, 1-2 (Verbs and Agreement) – September 24 by 11:59 pm
 - Exercises D, 3-4 (Verbs and Agreement) – October 8 by 11:59 pm
 - Exercises C, 1-2 (Organizing Complex Ideas) – October 15 by 11:59 pm
 - Exercises C, 3-4 (Organizing Complex Ideas) – October 29 by 11:59 pm
- Professionalism (adjustments)
 - The caliber of your professionalism may help or hurt your grade by up to one step (e.g., B+ to A-, or B- to C+). Professionalism includes, among other things, treating your fellow students—and all members of our community—with kindness and respect. Professionalism also includes attendance and participation. To fully participate in class, you must have read the materials and made a good-faith effort on any relevant work that was assigned.

CLASS EXPECTATIONS

Course Expectations: The American Bar Association’s standards for law schools establish guidelines for the amount of work students should expect to complete per credit earned. Students should expect approximately one hour of classroom instruction and two hours of out-of-class work per week per 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. Please note that ILS and Criminal Law are three credits each.

Attendance: Regular class attendance is mandatory. A student who exceeds four absences may be compelled to withdraw from the course or may be barred from sitting for the final exam. Students who are forced to withdraw for exceeding the allowed absences may receive a grade of FA (failure due to excessive absence). This policy is consistent with American Bar Association Standards for Law Schools. Note that under this policy, there are no “excused” or “unexcused” absences (with the exception for religious holidays). Classes will be recorded and available for students who need to make-up a class. Please follow-up with the professor should you need to make-up a class.

Note: Attendance will be taken using a daily QR Code. I reserve the right to count as “absent” a student who appears late repeatedly or without a valid explanation.

Class Recording Policy: Please bear in mind, however, that the equipment is imperfect—and a recording is a poor substitute for attendance even under the best of circumstances. 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. 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.

Class Preparation: This class relies on everyone arriving fully prepared to participate in the day’s discussion and exercises. Readings must be completed before the class session to ensure the richest possible discussion. Even if you are not fully prepared, you will still be expected to contribute your analysis to the issues presented relying on legal theories, professional and personal experiences, and policies to justify your opinions.

Please Be Advised: I cold-call on students for a couple of reasons. First, the key to good lawyering is to be thoroughly prepared. I find that cold-calling most effectively motivates the largest number of students to prepare adequately for class. Second, talking in class is good practice for what you’ll have to do in actual practice, whether before a judge, mediator, with a partner or client, or simply when brainstorming a problem with your colleagues. Third, a lot of studies have found that relying on volunteers alone tends to privilege certain voices and I am always mindful of maintaining a diversity of perspectives and experiences in our classroom. There may, of course, be entirely unforeseen events that prevent you from participating in a given class. In such a circumstance, you should notify me via e-mail **before** class starts.

Professionalism: Learning cannot effectively take place in an environment that is unprofessional or uncivil. To that end, I expect that you will observe basic professional courtesies such as arriving on time and turning off your cell phone. **Given our subject matter, it is my hope that we can have lively class debates where all students feel comfortable participating and expressing their opinions.** What’s more, the people you attend class with are not simply your classmates. They are your colleagues. Colleagues who you will come to know over the course of the next several years and who you may work with beyond the walls of this classroom. Respect for your colleagues is vital to fostering a healthy learning environment. That said, at all times, remain mindful of the diversity of

perspectives and experiences in our classroom and be respectful as you articulate your arguments. We need not agree on everything, but we do need to disagree professionally.

Note: Please contact me if something related to our class debates or discussions makes you feel uncomfortable or otherwise interferes with your ability to learn. I will make every effort to address any issues raised.

COURSE ASSIGNMENTS FOR ILS

The class assignments listed below are subject to change as the course progresses, in order to maximize student learning. I will notify you in advance of any such changes, however, via Canvas, email, or in class.

For this version of the syllabus (v1.0) you only have the first two weeks. You will have an updated version of the syllabus by August 22. Please make sure you have the latest version (see footer).

Week 0: Before Our First Class

- Please complete the following tasks by **Sunday, August 20** at 11:59 pm:
 - Submit the “Student Information Sheet” assignment on our Canvas page, as a PDF file.
 - Finish all components of “Module 0: Getting Started with Research in ILS” and “Module 1: Civics & The Legal Research Process” on our Canvas page.
 - After you have registered for Core Grammar for Lawyers (“CGL”), take the Pretest. You may need this “course code” for registration: **323-116-4536**. Make sure to set aside about 90 minutes to take the Pretest. It gives you the chance to **test out** of some parts of CGL; it tailors the rest of the software to your individual skill level. So don’t rush through it, as you will have more work to do later on as a result. At the same time, do not feel pressure to ace the Pretest—it is only graded for completion, and may include material you have not yet learned. Just do your personal best!

Week 1

Tuesday, August 22: Introduction, How Attorneys Communicate, Sources and Systems of Law

- *A Lawyer Writes*: xix-xx (Introduction), 3-31 (Chapters 1 & 2)

Wednesday, August 23: ILS TA and Crim Law Scholar Joint Session

- Sarah (Crim) and Natalie (ILS) will introduce themselves, review the first few weeks of the syllabus, lay out a semester timeline, and provide general advice for 1L year.

Thursday, August 24: Identifying Rules

- *A Lawyer Writes*: 61-72 (Chapter 4)

Reminders for Week 1 are on the following page

REMINDERS:

- (1) Complete CGL Exercises A, 1-2 (Sentence Structure) by **Sunday, August 27 at 11:59 pm.**

Week 2

Tuesday, August 29 & Thursday, August, 31: Library Module 2

- This module takes the place of our Tuesday and Thursday sessions for the week. It's composed of multiple readings and assignments; pace yourself accordingly over the course of the week. Complete all components by **Sunday, September 3 at 11:59 pm.**

Wednesday, August 30: *ILS TA Session and Crim Law Scholar*

- Natalie will offer supplemental discussion on the content of Module 2: Case Law, including a brief introduction to Bluebooking and how to read and break apart rules. She will also provide further guidance on how to brief cases for Memo Check-In #1.

REMINDERS:

- (1) Complete CGL Exercises A, 3-4 (Sentence Structure) by **Sunday, September 3 at 11:59 pm.**
- (2) Complete all components of Module 2 by **Sunday, September 3 at 11:59 pm.**
- (3) Attend one of the joint Lexis and Westlaw training sessions. Sessions will be held Tuesday, August 29 at either 12p or 5p, as well as Thursday, August 31 at either 5p or 7:45pm. They will help you learn some of the basics for these platforms, which will be useful in completing the various research modules—and, later in the semester, your Open Memo.
- (4) Our next class session kicks off the Closed Memo Assignment—be sure to give yourself enough time to read through the assignment.

Week 3

Tuesday, September 5: Closed Memo Assignment Introduction

- Read through the Closed Memo Assignment.
- Complete In-Class Research Exercise
- Consider each of the questions listed in the Instructions.

Wednesday, September 6: *Crim Law School Session*

- Sarah cover the prior two weeks of Criminal Law and provide further guidance on how to brief cases in order to reinforce the legal analysis skills that you are beginning to develop.

Thursday, September 7: One Legal Argument, Explaining the Law (Rules)

- *A Lawyer Writes*: 93-112 (Chapters 6 & 7.1)
- Complete Memo Check-In #1.

REMINDERS:

- (1) Complete CGL Exercises B, 1-2 (Quotations) by **Sunday, September 10 at 11:59 pm.**
- (2) You should complete briefs for the remaining Closed Memo cases by the end of the weekend. They do not need to be turned in, but this will keep you on track.
- (3) Complete Memo Check-In #1 (Case Briefing) before class on **Thursday, September 7.**

Week 4

Tuesday, September 12: Explaining the Law (Case Illustrations, Citing and Avoiding Plagiarism)

- *A Lawyer Writes*: 5-9 (Chapter 1 review), 113-39 (Chapters 7.2 & 7.3)

Wednesday, September 13: ILS TA Session

- Natalie will offer supplemental discussion on how to outline and structure your memos, utilize case illustrations, and research the law. She will also briefly review the Closed Memo cases.

Thursday, September 14: Applying the Law: Rule-based and Analogical Reasoning

- *A Lawyer Writes*: 141-61 (Chapters 8.1 & 8.2)

REMINDERS:

- (1) Complete CGL Exercises B, 3-4 (Quotations) by **Sunday, September 17 at 11:59 pm.**
- (2) Complete Memo Check-In #2 (Outlining the Discussion) by **Sunday, September 17 at 11:59 pm.**

Week 5

Tuesday, September 19: Applying the Law: Counter-Analyses, Conclusions to One Legal Argument; Organizing Your Application of the Law

- *A Lawyer Writes*: 163-84 (Chapters 8.3, 8.4, & 9)

Wednesday, September 20: Crim Law Scholar Session

- *ILS NOTE*: Sharon and Natalie will be available to offer one-on-one meetings to review your Closed Memo outline. Please sign up in advance via Canvas, and send the TA your outline at least 24 hours before your scheduled meeting time. Meetings can be held anytime during this week either in-person or via Zoom.

Thursday, September 21: Question Presented, Brief Answer, Facts, and Conclusion

- *A Lawyer Writes*: 229-58 (Chapters 13, 14, & 15)

REMINDERS:

- (1) Complete CGL Exercises D, 1-2 (Verbs and Agreement) by **Sunday, September 24 at 11:59 pm.**
- (2) Complete Memo Check-In #3 (Expanding the Outline) by **Sunday, September 24 at 11:59 pm.**

Week 6

Wednesday, September 27: *Crim Law Scholar Midterm Review Session*

Tuesday, September 26 & Thursday, September 28: Midterm Break

- Please make use of this extra time to complete your Closed Memo draft, study, and take your midterm exams.

REMINDERS:

- (1) Your Closed Memo draft is due on **Sunday, October 1 by 11:59 pm.**
Be sure to follow the Instructions for properly submitting, especially regarding blind ID.

Week 7

Tuesday, October 3: Librarian Session on Module 3: Statutes

- Our course librarian, Prof. Charlie Amoit, will lead a session on research and sources of law to recap some of the module content so far.

Wednesday, October 4: *Flex Session: Crim Law Scholar and ILS TA Joint Check-In*

Thursday, October 5: Module 3: Statutes

- This module takes the place of our Thursday session for the week. It's composed of multiple readings and assignments; pace yourself accordingly over the course of the week. Complete all components by **Sunday, October 8 at 11:59 pm.**

REMINDERS:

- (1) Complete CGL Exercises D, 3-4 (Verbs and Agreement) by **Sunday, October 8 at 11:59 pm.**
- (2) Sign up for your Closed Memo draft conference on Canvas by **Sunday, October 8 at 11:59 pm.**
- (3) Complete all components of Module 3 by **Sunday, October 8 at 11:59 pm.**

Week 8

Monday, October 9 to Thursday, October 12: Closed Memo Draft Conferences

- Be sure to arrive promptly for your assigned time, with your draft on hand.

Wednesday, October 11: Crim Law Scholar Session

REMINDERS:

- (1) Complete CGL Exercises C, 1-2 (Organizing Complex Ideas) by **Sunday, October 15 at 11:59 pm.**

Week 9

Tuesday, October 17: Editing and Polishing

- *A Lawyer Writes*: 259-83 (Chapter 16).
- Work on revising and editing your memo. What did you change in revising your memo? Why? How will you revise and edit your memo over the next few days? Be prepared to discuss in class.

Wednesday, October 18: TA Session

- Natalie will offer supplemental discussion on Bluebooking, and review Module 3.

Thursday, October 19: LCDO Workshop

- [Tentative] Dina Billian, Assistant Dean for Career Development, will lead a workshop on professionalism and career skills.

REMINDERS:

- (1) Your revised Closed Memo is due on **Sunday, October 22 by 11:59 pm.** Once again, please ensure that you are following the Instructions on properly submitting.
- (2) Our next class session kicks off the Open Memo Assignment—be sure to give yourself enough time to read through the assignment before class on Tuesday, October 24.

Week 10

Tuesday, October 24: Open Memo Discussion & Library Module 4: Secondary Sources

- We will have an in-depth discussion of the Open Memo assignment, instructions, and expectations.
- Library Module 4 is assigned this week, but it is relatively short compared to the others. Accordingly, we will still have our Tuesday and Thursday ILS sessions—but they will require less homework to keep things balanced. As always, note that Module 4 is composed of multiple readings and assignments; pace yourself accordingly over the course of the week. Complete all components by **Sunday, October 29 at 11:59pm.**

Wednesday, October 25: Crim Law Scholar Session

- ILS Note: After reading through the Open Memo assignment, if you have any questions you are welcome to check-in with Sharon and Natalie!

Thursday, October 26: Research Workshop with Prof. Charlie Amiot

- Try some initial Open Memo research using Lexis/Westlaw before class—and come with questions, ready to engage.

REMINDERS:

- (1) Complete CGL Exercises C, 3-4 (Organizing Complex Ideas) by **Sunday, October 29 at 11:59 pm.** Congratulations—this is the last of CGL!
- (2) Complete all components of Module 4 by **Sunday, October 29 at 11:59 pm.**

Week 11

Tuesday, October 31 (Happy Halloween!): Research Workshop

- In-class research exercise to help strength your legal research skills and reinforce skills learned from the prior weeks.

Wednesday, November 1: *Crim Law Scholar Session*

Thursday, November 2: No ILS Class

- This module takes the place of our Thursday session for the week. It's composed of multiple readings and assignments; pace yourself accordingly over the course of the next two weeks. Complete all components by **Sunday, November 12 at 11:59 pm.**

REMINDERS:

- (1) Complete Memo Check-In #4 (Preliminary Research) by **Sunday, November 5 at 11:59 pm.**

Week 12

Tuesday, November 7: General Research Workshop

- Based on the Preliminary Research check-in assignment, we'll have a group discussion and final workshop on the Open Memo research.

Wednesday, November 8: *Crim Law Scholar*

- No ILS TA Session (Individual Meetings). Sharon and Natalie will offer one-on-one meetings to review your Open Memo outline. Please sign up in advance via Canvas, and send the TA your outline at least 24 hours before your scheduled meeting time. Meetings can be held anytime during this week either in-person or via Zoom.

Thursday, November 9: Open Memo: Question Presented, Brief Answer, Facts, and Discussion

- If needed, review *A Lawyer Writes*: 229-53 (Chapters 13 & 14).
- The Discussion Section: Introducing and Connecting Legal Arguments; Policy
- *A Lawyer Writes*: 211-27 (Chapter 12), 185-92 (Chapter 10)

REMINDERS:

- (1) Complete all components of Module 5 by **Sunday, November 12 at 11:59pm**. Congratulations—this is the last of the library modules!
- (2) Sign up for your Open Memo conference on Canvas by **Sunday, November 12 at 11:59pm**.
- (3) Complete Memo Check-In #5 (Drafting) by **Sunday, November 12 at 11:59pm**.

Week 13

Monday, November 13 to Thursday, November 16: Open Memo Conferences

- Be sure to arrive promptly for your assigned time, with your Memo Check-In #5 on hand.

Wednesday, November 15: ILS TA Session

- Natalie will offer supplemental discussion on Module 4 and 5, and answer any final questions on the Open Memo.

REMINDERS:

None – you're almost there ☺!

Week 14

Tuesday, November 21st & Thursday, November 23rd: No ILS Class—enjoy Thanksgiving!

Week 15

Thursday, November 30th: Law School Makeup Days (as needed)

REMINDERS:

- (1) Your Open Memo is due on **Sunday, December 3 by 11:59 pm.** Once again, please ensure that you are following the Instructions on properly submitting.

My sincere and heartfelt congratulations—this is the last assignment for ILS 😊!

Additional UB Law Policies

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 the School of Law. Violations of academic integrity include, but are not limited to: cheating; plagiarism; misuse of library materials; use of another's book or study materials without consent; unapproved multiple submissions; material misrepresentation of one's academic history or standing; misrepresentation of any academic matter; intentionally giving another student false or inaccurate information about class requirements; inappropriate discussion of exams; and misrepresenting or falsifying class attendance reports. The School of Law Honor Code is available at https://law.ubalt.edu/academics/policiesandprocedures/honor_code/index.cfm.

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 grades are submitted.

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>.

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 (i.e., by August 8th, 2022). Exam accommodation requests should be submitted no later than 2 weeks after the start of the semester (i.e., by September 6th, 2022).

Student Issues and 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.