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# Intro. to Lawyering Skills (ILS) (Fall 2023)–Draft 8/4/23

University of Baltimore School of Law  
Prof. Anne-Marie Carstens ([acarstens@law.umaryland.edu](mailto:acarstens@law.umaryland.edu))  
Office 508 · Office Hours W 4:30-6

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Course: ILS/Civil Procedure I, LAW 612 (Section 339A)  
M 1:30-2:15pm (Room 408) & W 9:00-10:15am (TA session, Room 408)  
\*ILS will also meet on W 1:30-2:45 as specified in the Course Schedule, below  
Canvas page: <https://ubalt.instructure.com/courses/3104>

Administrative Assistant: Debbie Pinkham ([deborah.pinkham@ubalt.edu](mailto:deborah.pinkham@ubalt.edu))

Law Student TAs: Belle Youn ([jungah.youn@ubalt.edu](mailto:jungah.youn@ubalt.edu)) and Kaley Gouws ([kaley.gouws@ubalt.edu](mailto:kaley.gouws@ubalt.edu))

## Welcome to ILS/Civil Procedure II

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In these two combined courses, you will learn the first half of federal civil procedure and build the foundation for basic lawyering skills and professional values. This syllabus covers the materials, assignments, and assessments for ILSI—a separate syllabus covers the equivalent information for Civil Procedure.

## Course Description

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These combined courses integrate rigorous instruction in legal analysis, research, and writing with the substantive law of federal civil procedure to give beginning law students an opportunity to combine skills and doctrine—just as practicing lawyers do. It focuses on the process and procedures of a civil lawsuit, from filing a complaint through final appeal. Topics include pleadings, pre-trial motions, the discovery process, juries, judgments, relief, post-judgment motions, and appeals. Students will learn civil procedure through statutory interpretation, case analysis, rule synthesis, and legal research and writing projects. Legal analysis, research, and writing skills will be developed through coursework that includes critical case reading, analysis, and briefing; common law principles and processes; factual analogy and distinction; rule synthesis and application; objective / predictive writing; citation; and professional norms.

## Class meetings

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**Introduction to Lawyering Skills:** Mondays (and several Wednesdays) 1:30-2:45 for professor-led sessions, and Wednesdays 9-10:15 for TA-led sessions. Note that the ILS TA section is a required part of the ILS course; attendance and assignments are mandatory.

**Civil Procedure:** Mondays & Wednesdays from 3:00-4:15, in the time slot immediately following the coinciding ILS course. Law Scholar-led review sessions for Civil Procedure are highly recommended support for your success in ILS and Civil Procedure, but attendance in the Law Scholar sessions is optional and does not factor in either course grade.

Note the following dates:

- Monday, August 4 - NO CLASS (**Labor Day**)
- Wednesday, October 4 - Civil Procedure MIDTERM EXAM @ 1.30pm (ILS will not meet)
- Monday, October 9 - Extended ILS research session starting @ 1.30, no Civil Procedure
- Wednesday, November 22 - NO CLASS
- TBD - FINAL EXAM (3 hours)

## Course Materials

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**Required** Christine Coughlin et al., *A Lawyer Writes* (3d ed.) (“ALW”)  
\*The Bluebook: A Uniform System of Citation (21st ed.)  
\*Amy E. Sloan, *Researching the Law: Finding What You Need When You Need It*  
\*Dionne Anthon, *The Bluebook Uncovered* (“Bluebook Uncovered”)  
\*Core Grammar for Lawyers (online) (“CGL”)

\* Note that the Law Library will provide you with access to the Bluebook, *Researching the Law*, *BB Uncovered*, and *CGL*. The Law Library will also provide you with important codes for accessing the legal research databases. Please watch for email communications from the Law Library about these materials and if you have any questions, contact [lawlibref@ubalt.edu](mailto:lawlibref@ubalt.edu) for assistance.

## Teaching Assistants

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Belle Youn and Kaley Gouws 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 Belle and Kaley with the utmost level of professionalism, respect, and kindness throughout the course.

## Student Learning Outcomes


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When you successfully complete this course, you will have developed the following skills and knowledge: 1) The ability to self-regulate learning; 2) The ability to accurately identify and explain Civil Procedure rules; 3) The ability to correctly apply Civil Procedure rules to hypothetical legal issues by making effective analogies, by distinguishing, and by drawing on relevant policy; 4) The ability to read cases and other sources of law effectively; 5) The ability to communicate legal analysis effectively in written form; 6) The ability to identify the rule, holding, and determinative facts of cases; 7) The ability to identify the elements of a rule; 8) The ability to research and properly cite legal authorities; 9) The ability to demonstrate the weight and value of different authority in legal analysis; and 10) The ability to synthesize large quantities of complex material.

## Grading

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You will receive separate grades for Civil Procedure I and for ILS. Your grade in ILS will be based on a combination of assessments:

 <b>Final Grade Components—ILS</b>	
<b>Core Grammar for Lawyers</b> <i>Ungraded formative assessments—students receive full points for timely, good-faith completion according to Course Schedule</i>	5%
<b>TA sessions and Research &amp; Citation Modules</b> <i>TA sessions: graded with a standard score for timely attendance, as well as good-faith participation and completion of exercises; students may receive more/fewer points for exceptional/deficient performance, as applicable</i> <i>Research &amp; citation modules: 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.</i>	15%

<b>Assignment 1 (Closed Memo) DRAFT</b> <i>Graded for proficiency and mastery based on a grading rubric</i>	10%
<b>Assignment 1 (Closed Memo) REVISED</b> <i>Graded for proficiency and mastery based on a grading rubric</i>	20%
<b>Assignment 2 (Open Memo) FINAL</b> <i>Graded for proficiency and mastery based on a grading rubric</i>	50%
<b>Professionalism</b> <i>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.</i>	+ / -

## Course Expectations

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### *Preparing for Class*

The law school complies with Standard 310 issued by the ABA, which evaluates and accredits law schools. The rules governing course credit-hours provide that for each hour of classroom or other faculty instruction, students should devote twice that amount of time to out-of-class work, such as reading and synthesizing the assigned materials for understanding (before class), taking notes, synthesizing the materials prior to class, posting to a discussion board, revising and clarifying notes after class, and preparing for an exam. For a three-credit class such as Property, students therefore should expect to spend approximately 6 hours per week preparing for class and for the exam, outside of our scheduled class meetings. [See ABA Standard 310.](#)

### *Participation and Professionalism*

All students are expected to participate in class discussions to engage respectfully and collaboratively with peers and others, as noted above. Note that your classroom contributions should focus on quality, not quantity: while every class reflects variations in that some students volunteer more than others, your contributions should not crowd out or interfere with your peers' ability to contribute meaningfully to class discussions. Each student should have the opportunity and space to articulate diverse viewpoints that enrich the classroom discussion and experience for everyone.

## Class Cancellation

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If I 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.)

## Attendance Policy

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Please read all parts of this detailed Attendance Policy.

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 ABA accreditation standards mandate that a law school adopt, publish, and adhere to a policy for regular class attendance for all students. To comply, regular and punctual class attendance is a condition of receiving credit in all courses at the University of Baltimore's School of Law.

I therefore will take attendance at each class session. Each student is allowed a certain number of absences each semester. **I only record whether or not you are present in class and do not make determinations as to whether absences are excused or unexcused.** Under this attendance policy, there are no "excused" or "unexcused" absences. Absences for any reason are treated alike (with the exception of religious holidays or qualified disabilities) and work cannot be "made up" to make up for a missed class. Only the Associate Deans for Academic Affairs or the Dean of Students can determine that absences are excused, as set out below.

- If you are more than 15 minutes late, you may stay for class but may not sign in to be counted as present for that day.
- Representing that you are present when you are not present, whether you miss a class in whole or in part, constitutes an Honor Code violation and can have serious consequences. (See Academic Integrity section, below.)

#### Modality

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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

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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.

## Bases 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. With Qwickly the professor will have a choice to either take attendance manually OR to have you 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 this link: <https://ubalt.instructure.com/courses/3104>. 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 Learning Management System

Students should use the course CANVAS page located at <https://ubalt.instructure.com/courses/3104>. The Canvas page includes links to this syllabus, announcements, assignments, and other class materials. You are responsible for self-enrolling and checking the website regularly for course information.

## Zoom and Panopto

Some class sessions and/or office hours may be conducted by Zoom, if necessity arises. Advance notice and a Zoom link will be provided. In addition, students authorized to access recordings can locate those using the Panopto link on our Canvas course page.

## Class Recording Policy

This course will be recorded, and students may access recordings for legitimate purposes, including for absences due to religious observance.

## UB Law Recording Statement

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.

#### UB University Recording Statement

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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.

#### Academic Integrity

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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.

Students should not use AI tools, including but not limited to ChatGPT, GPT-4, or Google Bard, on any assignment or examination without express permission. Some federal courts have begun requiring litigants to disclose any use of AI tools on any submission. As a federal litigation simulation course, you should therefore follow the same restriction reflecting in the following order from a federal judge:

**ORDERED that any submission that contains text drafted with the assistance of a generative artificial intelligence program on the basis of natural language prompts, including but not limited to ChatGPT and Google Bard, must be accompanied by: (1) A disclosure notice that identifies the program used and the specific portions of text that have been so drafted.**

Unauthorized or undisclosed use of AI tools constitutes an Honor Code violation.

The School of Law Honor Code and information about the process is available at [https://law.ubalt.edu/academics/policiesandprocedures/honor\\_code/index.cfm](https://law.ubalt.edu/academics/policiesandprocedures/honor_code/index.cfm).

#### Course Evaluations

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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.

### **Title IX Sexual Misconduct and Nondiscrimination Policy**

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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**

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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](mailto:ebrady@ubalt.edu) or the University's Office of Disability and Access Services at [das@ubalt.edu](mailto: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).

### **General student issues/Mental Health**

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

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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](mailto:mbaffy@ubalt.edu) or 410-837-6370). Prof. Baffy's office is located on the 5th floor in Room AL 513.

# ILS – Course Schedule

**ALW** = *A Lawyer Writes: A Practical Guide to Legal Analysis*

**In-class exercises:** Unless otherwise noted, you do not need to review in-class exercises in advance; exercises in **bold** appear in Canvas

<b>Assignment 1—The Closed Memo</b> <i>Constructing a Legal Analysis and the CREAC Method</i>			
Day	Session Objectives	Reading/Assignment	Writing or Submission Due
<b>Before Week 1</b>		<ul style="list-style-type: none"> <li>Canvas: Submit “Student Information Sheet” form</li> <li>Online: Complete registrations from Law Library</li> <li>Canvas: Post on the Discussion board</li> <li>Canvas: <b>Complete Module 0: Getting Started with Research in ILS (at Research &amp; Citation Curriculum/Legal Research Modules)</b></li> </ul>	
<b>Week 1</b> 8/21	Introduction to ILS	<ul style="list-style-type: none"> <li>Syllabus: <b>Read</b> pages 1-6</li> <li>ALW: <b>Read</b> Chapter 1 (How Attorneys Communicate, 3-14)</li> <li>Canvas: <b>Read</b> <i>First Class - Intro to Lawyering</i> supplement (in Assignment 1 Module)</li> <li>Canvas: <b>Read</b> Assignment 1 Prompt &amp; pages 1-3 in Assignment 1 Case File (in Assignment 1 Module)</li> </ul>	
8/23 TA @ 9am	Citations and Reading a Case	<ul style="list-style-type: none"> <li>No assignment</li> </ul>	
8/23 @ 1:30	The Case Simulation Identifying and Understanding the Governing Rule	<ul style="list-style-type: none"> <li>ALW: <b>Read</b> Section 3.2 in Chapter 3 (Reading Judicial Opinions, pages 45-59) &amp; Chapter 4 (Finding Your Argument, 61-72)</li> <li>Read Cases 1-3 in the Assignment 1 Case File</li> </ul>	<p><b>Complete CGL Pre-test by FRIDAY 8/25 (at 10pm)</b></p> <p><b>Complete Module 1: Civics &amp; the Legal Research Process by FRIDAY 8/25 (at 10pm)</b></p>
<b>Week 2</b>			
8/28			
9/30			



<b>Week 3</b>	NO CLASS (Labor Day)		
9/4			
9/6			
9/6			
<b>Week 4</b>			
9/11			
9/13			
<b>Week 5</b>			
9/18			
9/20			
<b>Week 6</b>			
9/25			
9/27			
<b>Week 7</b>			Assignment 1 DRAFT due SUNDAY, 10/1 (by 10pm)
10/2			
10/4	CIVIL PROCEDURE MIDTERM WILL TAKE PLACE DURING ILS SCHEDULED SESSION @ 1:30; no morning TA SESSION		

<b>Assignment 2—The Open Memorandum</b>			
Day	Session Objectives	Reading/Assignment	Writing <u>Due</u>
<b>Week 8</b>			
10/09			
10/11			
<b>Week 9</b>			
10/16			

10/18			
<b>Week 10</b>			<b>Assignment 1 REVISED due SUNDAY, 10/22 (by 10pm)</b>
10/23			
10/25			
<b>Week 11</b>			
10/30			
11/1			
<b>Week 12</b>			
11/6			
11/8			
<b>* Fellow-Student Meetings: Optional Meeting with Legal Writing Fellows—see “Fellow Sign-Up Sheet”</b>			
<b>Week 13</b>			
11/13			
11/15			
<b>Week 14</b>			<b>Assignment 2 FINAL due Monday, 11/20 (by 10pm)</b>
11/20			
11/22	NO ILS CLASS		
<b>Week 15</b>	<b>NO ILS CLASS: CIVIL PROCEDURE WILL MEET FOR DOUBLE- SESSION @ 1:30-4:15</b>		
11/27			
<b>GOOD LUCK ON EXAMS!</b>			