

**Reasoning, Writing, and Advocacy I
Administrative Announcements,
Rules, Policies, and Syllabus
Fall 2009**

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Office Hours:

Friday 9:00 a.m. – 10:00 a.m. Also by appointment (call 324-9953)

Course Materials:

Linda H. Edwards, *Legal Writing and Analysis* (2d ed. Aspen Publishers 2007) (“Edwards”);

Ann Enquist & Laurel Currie Oates, *Just Writing: Grammar, Punctuation, and Style for the Legal Writer* (3d ed. Aspen Publishers 2009) (“Enquist & Oates”);

ALWD & Darby Dickerson, *ALWD Citation Manual* (3d ed. Aspen Publishers 2006) (“ALWD”)

Classroom Meetings:

Section 12 – Monday & Wednesday 9:50 a.m. – 10:45 a.m. in Room 321

Section 15 – Monday & Wednesday 10:55 a.m. – 11:50 a.m. in Room 321

Attendance:

Our academic rules and the American Bar Association standards require that faculty announce and enforce attendance policies. Please attend classes regularly and **be on time**. I will take attendance at the beginning of every class by circulating an attendance roster, which you will mark personally. You may NOT mark the roster for someone else, and someone else may NOT mark the roster for you. You are responsible for marking the roster before the end of class. If you do not do so, my records will indicate that you were absent that class. I maintain records of each student’s attendance. Some students maintain their own attendance records. If there is a conflict between a student’s attendance records and mine, my records control.

You may be absent **four classes** during the semester. Any absences beyond this number will result in your grade for the course being lowered. If you miss five or six classes, your grade will be lowered one level (B- to C+, for example); if you miss seven or eight classes, your grade will be lowered two levels (B- to C, for example); for absences of nine or ten classes, your grade will be lowered three levels, etc. If you anticipate having to miss more than four classes, please see me as soon as possible.

You are responsible for contacting me to get any handout materials I may have distributed during the class you missed. Please do not wait until the following class to get handouts from the previous class.

Course Requirements, Class Preparation and Participation:

To a large extent, the success of a class depends on the level of students' preparation. It goes without saying that the professor, also, must be prepared. I will be prepared for every class, and I ask that you, also, be prepared for every class.

You will write three office memoranda during the semester. Your final grade will be based upon your performance in class and the quality of your work on the memoranda.

Professional Conduct and Classroom Etiquette:

Please observe professional behavior at all times and please avoid causing class disruptions. Therefore, please

1. Do not come to class unprepared;
2. Do not come class late;
3. Do not leave the classroom, unless you experience an emergency;
4. Do not allow your cell phone, personal digital assistant, or other electronic device to make any noise during class;
5. Do not use your computer for inappropriate purposes during class, including, but not limited to playing games or music, browsing the internet, composing, sending or receiving email, instant messages, text messages or similar communications, using headphones, using the computer in any way that is distracting to your classmates, or using the computer for any purpose other than authorized class use.

The first violation of the electronic device or computer rules will result in a ban on the device for the next class the student attends. A second violation will result in a ban on the device for the next two classes the student attends. A third violation will result in a ban on the device for the remainder of the semester.

Assignments and Grading:

Your grade for the course is based on the number of points you earn out of a possible 1000. Fifty points are earned through your demonstration of professionalism. This includes but is not limited to ethical behavior, preparedness, respectfulness, diligence, thoroughness, courtesy, and punctuality.

Everyone begins the semester with fifty professionalism points. You will lose points for things such as incomplete, late, or sloppy work, tardiness, or lack of preparation. This is not an exclusive list.

The research and writing assignments are based on realistic legal problems. The first assignment is a memorandum of law analyzing issues using legal authorities I will supply you. This assignment is not graded in the traditional sense, but you will receive written feedback. You have the option of rewriting the memo.

The second and third assignments are graded memoranda. Again, I will supply the legal authorities you need to complete the assignments. The second memo is worth 450 points. You have the option of rewriting the memo. If you choose to do a rewrite, your final score will be the average of the points earned on the original memo and the rewrite. The third memo is worth 500 points and will be turned in the last day of class for the semester. There is no rewrite option for the third memo.

Grading Scale

90.00% – 100%	A
87.00% – 89.99%	B+
83.00% – 86.99%	B
80.00% – 82.99%	B-
77.00% – 79.99%	C+
73.00% – 76.99%	C
70.00% – 72.99%	C-
65.00% – 69.99%	D+
60.00% – 64.99%	D
00.00% – 59.99%	F

Procedure for Submitting Assignments and Policy on Deadlines:

All written assignments are due by 9:00 p.m. on the date due and are to be placed in the designated boxes outside my office. The assignments shall be in a sealed clasp envelope (at least 9" x 12") with your exam number written in the upper left hand corner of the front of the envelope.

If you do not submit your written assignments on the date they are due, your grade will be lowered twenty-five points per twenty-four-hour period or part thereof that your assignment is late. Emergency situations that would call for a waiver of this penalty do not include computer or printer malfunctions, crowds in the computer lab that may prevent you from printing your work on time, or traffic problems. The foregoing is not an exclusive list.

If you will be absent on the date the assignment is due, it is your responsibility either to submit it early or to arrange for a classmate or someone else to hand it in for you.

I will not accept any assignments that are more than seven days overdue.

Rules Concerning Collaboration in Assignments:

You may not circulate or exchange drafts or outlines of your written assignments or circulate or exchange copies of research sources (or outlines of those sources) with other students.

You may discuss your assignments with Professor Stewart and Library Personnel to obtain assistance related to research.

You may discuss your assignments with me.

You may discuss, consult with, or seek assistance from the RWA Mentor.

You may NOT discuss, consult with, or seek any assistance from anyone else. This prohibition extends to all other persons, including faculty members (other than Professor Stewart and Library Personnel), classmates other than designated research partners, other students, and mentors in the Academic Support Program.

I will read your work carefully and I will be able to detect similarities between papers that raise questions as to the propriety of the author's conduct in preparing the assignment.

Any violation of this rule on collaboration will be deemed a violation of the code of Student Academic Conduct, and I will refer the matter to the Honor Council. I will also impose a severe academic penalty (e.g. an "F" for the course) regardless of any sanction imposed by the Honor Council.

Being the subject of a referral to the Honor Council may result in severe penalties imposed by the Honor Council. Please consult the Honor Council materials you received during orientation.

Proper Use of Sources:

Please note that engaging in plagiarism violates the Code of Student Academic Conduct of this law school. In relevant part, the Code states that plagiarism is the action of taking passages, either word for word or in substance, from the writing of another and representing them as one's own. If in doubt, cite the source.

If you are uncertain about the application of any of these rules to a particular situation, please contact me.

Syllabus & Due Dates

- Class 1 – August 20, 2009: Register on TWEN site;
Edwards, Chapter 1, pages 3-12;
Enquist & Oates, Chapter 1, pages 7-16.
- Class 2 – August 24, 2009: Edwards, Chapter 2, pages 13-28;
Enquist & Oates, Chapter 1, pages 16-24.
- Class 3 – August 26, 2009: ALWD page 3 & Rule 43.2, pages 320, 321;
TWEN Documents on Plagiarism.
- Class 4 – August 31, 2009: Edwards, Chapter 5, pages 55-62;
Turn in Student Acknowledgments from TWEN Documents on Plagiarism.
- Class 5 – September 2, 2009: Edwards, Chapter 6, pages 65-75;
Edwards, Chapter 12, pages 127-129;
Edwards, Appendix A, pages 301-305;
ALWD Rule 12.1, 12.2, pages 64-76;
Materials for Memo 1 will be posted on TWEN.
- Class 6 – September 9, 2009: Edwards, Chapter 7, pages 77-86;
ALWD Rule 12.3, 12.4(a), 12.4(b), 12.5(a), 12.5(b).
- Class 7 – September 14, 2009: Edwards, Chapter 3, pages 36-43;
ALWD Rule 12.6(a), 12.6(b), 12.7(a), 12.7(b).
- Class 8 – September 16, 2009: Edwards, Chapter 8, pages 89-99;
Edwards, Chapter 9, pages 101-108.
- Class 9 – September 21, 2009: Edwards, Chapter 12, pages 129-133.
- Class 10 – September 23, 2009: Catch up and review.
- Class 11 – September 28, 2009: Catch up and review.
Memo 1 due by 9:00 p.m.
- Class 12 – September 30, 2009: Enquist & Oates, Chapter 3, pages 33-51.
- Class 13 – October 5, 2009: Enquist & Oates, pages 53-68.
- Class 14 – October 7, 2009: Edwards, Chapter 4, pages 45-53;
ALWD Rules 14.1, 14.2, 14.4.
- Class 15 – October 12, 2009: Edwards, Chapter 3, pages 36-43;

Memo 1 rewrite due by 9:00 p.m.

- Class 16 – October 14, 2009: Edwards, Chapter 10, pages 109-115;
Materials for Memo 2 will be posted on TWEN.
- Class 17 – October 19, 2009: Edwards, Chapter 12, pages 129-135.
- Class 18 – October 21, 2009: Edwards, Chapter 12, pages 136-140.
- Class 19 – October 26, 2009: ALWD Rules 11.2, 11.3, 11.4, 12.21, 14.6.
- Class 20 – October 28, 2009: Enquist & Oates, Chapter 5, pages 69-83.
- Class 21 – November 2, 2009: Edwards, Chapter 11, pages 117-123.
- Class 22 – November 4, 2009: Edwards, Chapter 20, pages 260-265;
ALWD Rules 47, 48, 49;
Memo 2 due by 9:00 p.m.
- Class 23 – November 9, 2009: ALWD Rules 12.11, 44, 45, 46.
Materials for Memo 3 will be posted on TWEN.
- Class 24 – November 11, 2009: Enquist & Oates, Chapter 6, pages 97-109.
- Class 25 – November 16, 2009: Catch up and review.
- Class 26 – November 18, 2009: Enquist & Oates, Chapter 6, pages 109-136.
Memo 2 rewrite due by 9:00 p.m.
- Class 27 – November 23, 2009: Edwards, Chapter 13, pages 143-155.
- Class 28 – November 30, 2009: Catch up and review.
Memo 3 due by 9:00 p.m.

Students with Disabilities: It is the policy of the University of Arkansas at Little Rock to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement, such as time-limited exams, inaccessible web content, or the use of non-captioned videos-please notify the Associate Dean for Academic Affairs ((501) 324-9438) as soon as possible. Students are also welcome to contact the Disability Resource Center, telephone (501) 569-3143 (v/tty). For more information, visit the DRC website at <http://ualr.edu/disability/>.