



## LW6335: Legal Communication, Analysis, and Professionalism (LCAP) I Fall 2023

Section  
Professor

### Contact Information:

Email:  
Office:  
Student hours:

Calendly:  
Zoom ID:

### Class Details:

TA:  
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Welcome to LCAP! Please read this syllabus carefully, as it contains essential information you will need this semester. I may revise this syllabus during the semester based on class progress. I will notify you of syllabus revisions. Treat this syllabus like a court's scheduling order.<sup>1</sup>

We will use the following books and materials in this class. Please ensure you have the correct editions.

- CASSANDRA L. HILL ET AL., *THE LEGAL MEMO: 50 EXERCISES FOR MASTERY* (2021) – **Bring this book to class each day;**
- *THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION* (Columbia L. Rev. Ass'n et al. eds., 21st ed. 2020) – **Bring this book to class each day;**
- *TEXAS MANUAL ON USAGE AND Style* (Tex L. Rev. Ass'n ed. 15th ed. 2020);
- DEBORAH E. BOUCHOUX, *CITE-CHECKER: YOUR GUIDE TO USING THE BLUEBOOK* (5th ed. 2021);
- AMY E. SLOAN, *RESEARCHING THE LAW: FINDING WHAT YOU NEED WHEN YOU NEED IT* (4th ed. 2023).<sup>2</sup>

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<sup>1</sup> A scheduling order is an order issued by a judge before trial, laying out the deadlines for different stages of the matter.

<sup>2</sup> Make sure you have the correct edition of this book and access to the Casebook Connect code so you can utilize the online features. We will be doing assignments online from this book. I will post the class link on Canvas.

## RECOMMENDED:

- BRYAN GARNER, LEGAL WRITING IN PLAIN ENGLISH (University of Chicago Press, 2d ed. 2013).
- I also highly recommend adding [Grammarly](#) as an extension to your Microsoft Word application. Grammarly offers a free version of the product. If you like Grammarly, you can purchase Grammarly Premium, but that choice is yours.
- We will rely on Word docs for submitting most assignments. The full Office 365 Suite is available as a free download on Gateway. I highly recommend downloading and using Word for the documents you create in LCAP. The LCAP professors have all observed formatting and conversion errors on some .doc and .docx documents created in Google Docs and Pages.

## I. Class Policies

**Student Hours:** Mon/Wed 1:00-3:00, or by appointment scheduled through the Calendly link above. On Calendly, you'll notice that these student hours are available for appointments and walk-ins. To honor your time, I recommend that you schedule an appointment in advance, so you don't needlessly wait for me to finish with other students who have scheduled meetings.

Please visit with me whenever you have difficulties, questions, or concerns. Student meetings will happen in person unless public health changes require us to move to virtual meetings or you and I agree to meet via Zoom when you schedule your appointment. My open student hours and the link to my Zoom meeting room are above.

**Assignments:** If your name is not on the body of your submitted document, you will not receive credit for the assignment. To maximize your score on each assignment, please ensure it adheres to the writing protocols posted on Canvas and the instructions on the corresponding tasking memo. If you have questions, please refer to each of those documents, the assignment's instructions on Canvas, and this syllabus before consulting your TA or me.

**Course Overview.** The goal of Legal Communication, Analysis, and Professionalism (LCAP) I is to teach you to think, act, and write as a lawyer. The heart of LCAP I is a guided skills program that begins with the foundations of legal practice—ethics and professionalism. You will learn best practices to:

1. achieve success in the legal profession,
2. conduct yourself and communicate in a professional manner,
3. perform comprehensive research,
4. discern relevant facts,
5. spot relevant issues,
6. analyze the law, and
7. apply that analysis in legal communication.

As part of this learning process, you will perform legal research and incorporate various types of sources to write objective legal documents analyzing legal problems.

**Course Objectives.**

1. Learn to think, act, and communicate as a lawyer.
2. Demonstrate the ability to identify legal issues in fact patterns and devise an effective research strategy for locating and updating legal sources.
3. Demonstrate reading comprehension and the ability to analyze and resolve complex legal issues using critical thinking based on advanced analytical concepts.
4. Learn to communicate legal analysis orally and in writing.
5. Identify and explain federal and state legal structures and their hierarchy.
6. Identify and explain the types of legal authority.
7. Learn to use citation manuals and forms when citing legal authority.
8. Develop appropriate professional practices to succeed in law school and law practice.

**Grades:** I retain the discretion to add or deduct points related to participation, preparedness, quizzes, extra credit, and activities not otherwise indicated on this syllabus. All grades posted to Canvas are final. I will not change any posted grade unless I made a mathematical error in calculating the posted grade. The mandatory curve outlined in the Student Handbook applies to this course. That means the numerical grade you receive on a given assignment and the total points you earn in the course are not indicative of your final grade in the course. You must pass this course to graduate. Anonymous grading does not apply to this course.

Most of your LCAP I grade will flow from your work on project tasks. Project One will prepare you for the final Project Two task, which is the highest point value assignment in the course. The remaining portion of your grade will come from other assignments you will complete during the semester. Your final course grade will flow from the following course components:

<b>Course Component</b>	<b>Due Date</b>	<b>Point Value</b>
<b>Introduction to LCAP</b>		<b>3 total points</b>
Professionalism draft and revision	Draft: Aug. 15 Revision: Aug. 18	3
<b>Project One</b>		<b>20 total points</b>
1.1 – Research Assignment	Sept. 15	2
1.2 – Email Memo	Sept. 22	3
1.2 – Self-Assessment	Sept. 29	2

1.3 – Client Interview <sup>3</sup>	Sept. 25-27	8
1.4 – City Council Letter	Oct. 6	3
1.4 – Peer Review	Oct. 13	2
<b>Project Two</b>		<b>49 total points</b>
2.1 – Research Assignment	Oct. 13	2
2.2 – Memo Outline	Oct. 20	2
2.3 – Memo Draft	Oct. 27	3
2.3 – Self-Assessment	Nov. 3	2
2.4 – Final Memo	Nov. 21	40
<b>Other Assignments</b>		<b>44 total points</b>
Professionalism	N/A	5
Citation Exercises	Various	5
Writing Mini-Assignments	Various	5
LCAP Labs (3)	Various	5
Lexis/Westlaw Training	Lexis: Aug. 25 Westlaw: Aug. 29	4
Individual Meetings	First: Week of Aug. 28 Second: Oct. 10-Nov. 10	3
OCS Activity	Draft: Sept. 30 Approved: Oct. 31 Apply to Mock Interview: Nov. 13	2
Final Quiz	In class Nov. 14	15
<b>Total Points</b>		<b>116 total points</b>

## Other Assignments

### Professionalism

A portion of your final grade will flow from general professionalism and professional participation in class. Professionalism has many facets, but it is ultimately rooted in your recognition that you have entered a profession that holds itself to the highest ethical and professional standards. The course definition of professionalism follows:

Conduct whereby lawyers, in the ethical service of others, take personal responsibility to:

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<sup>3</sup> The Client Interviews may occur any time over the course of these three days. Your meeting may take place during LCAP class time, but there is every possibility it will not. We'll discuss details in class, and details will be posted on Canvas as they get finalized.

1. ensure they are competent in their understanding of the law;
2. pay close attention to detail in their work product and use of language;
3. simultaneously handle multiple tasks when necessary on time to meet obligations;
4. dress and groom in a manner consistent with their workplace culture;
5. treat others with respect, even in disagreement;
6. put the interests of clients before their own; and
7. protect the rule of law.

To obtain all available points for this course component, you should adopt and maintain the following practices:

1. actively read and prepare for each class session;
2. arrive to every class on time and ready to participate;
3. treat classmates, your TA(s), and me with respect and courtesy;
4. restrict the use of electronic devices to taking notes and referring to documents discussed in class;
5. refrain from social conversation with neighboring students;
6. strive to improve your research, writing, and analysis skills throughout the semester; and
7. thoughtfully engage in discussion when called upon in the class.

I will assume you arrive at law school with a sense of professionalism. Based on this assumption, you will begin the semester with all available points for professionalism. I will deduct points for each instance of unprofessional conduct or interaction. Point deduction lies within my discretion and can include, but is not limited to, things like chronic tardiness, missing or repeated rescheduling of scheduled meetings, texting or other non-class related use of electronics, or unprofessional behavior in or out of the classroom (e.g., improper tone or informality in email or other out-of-class communications).

### **Final Quiz**

At the end of the semester, you will take a Final Quiz for LCAP I to evaluate the skills you have acquired for use in legal research and legal writing. We will discuss the quiz in class toward the end of the semester.

### **Required Activities**

Points for Required Activities are awarded based on completion. If you satisfactorily complete the assignment by the assigned due date, you will receive all the allotted points for that assignment. *No points will be awarded for partial completion.* For example, if you complete only 75% of the Lexis training, you will not receive any points for that assignment. *No points will be awarded to Required Activities completed after the assigned due date.*

### Lexis & Westlaw Training

Lexis and Westlaw training will occur outside of class time. Additional information will be forthcoming.

### Two Individual Meetings

I will meet with each of you at least twice during the semester. The purpose of these meetings is to review your work in this course, as well as to get to know you individually and discuss your experiences in school. Missing a scheduling deadline, being late for or rescheduling the meeting multiple times may result in losing professionalism points. You are not limited to two meetings, of course, and I hope to meet with each of you several times throughout the semester, both formally and informally.

MEETING	DATE
First Required Meeting	Week of Aug. 28
Second Required Meeting	Between Oct. 10-Nov.10

### LCAP Labs

Students will attend three (3) labs over the semester. One or more may be mandatory; you may select others from a list. Space in each lab will be limited to the number of seats available. Therefore, you will need to RSVP for the labs you elect to attend. I encourage you to RSVP for all the labs you intend to attend early in the semester. Arriving late or continually rescheduling your labs may result in losing points for this activity. You are not limited to three labs, and I hope you will attend each one you find interesting or useful.

To receive credit for this activity, you must RSVP for three labs, arrive on time, stay for the duration of the lab, and submit any lab activity or assignment immediately after the lab in the appropriate Canvas drop box.

### Office of Career Strategy Activity

As part of LCAP I, you must submit a legal resume using an OCS resume template and then resubmit the resume incorporating feedback **until your resume is approved**. A clean, error-free resume is the cornerstone of a job application. It can also be necessary for other aspects of your law school career, including mock interviews, networking, scholarship applications, and writing competitions. You will upload your resume to your CORE account (NOT Canvas). Find detailed resume guidance and the templates in the Resume folder in the CORE Resource Library.

Next semester, you will participate in a mock interview with a legal professional, such as a practicing lawyer, sitting judge, or legal recruiter. As part of the preparation for that program, you will apply for your mock interview in CORE during LCAP I.

The deadlines for complying with these requirements are:

REQUIRED ACTIVITY	DEADLINE
Submit First Draft of Resume	Sept. 30
Receive Final Resume Approval*	Oct. 31
Apply for 1L Mock Interview	Sign up between Nov. 13-17

\*Note that the approval process typically takes 3-5 resume submissions unless you incorporate all the OCS feedback from your first draft. Plan your time accordingly.

**Late Work:** Just as a lawyer must research issues and file documents with courts within specified deadlines, you must submit your assignments on time. All assignments will be due by the date and time specified in this syllabus or as posted to the digital course. Unless otherwise specified, you will submit assignments through the appropriate drop box on Canvas.

A late penalty of 25% per day off the maximum points allotted for the assignment applies to late submissions. Thus, if you submit an assignment within the first 24 hours following the deadline, the highest possible score you can receive is 75% of the total points for that assignment; if you submit an assignment between 24 and 48 hours late, the highest possible score you can receive is 50% of the total points for that assignment. I will not accept or provide feedback on an assignment over 48 hours late. Note, this policy does not apply to the final memo.

The only exceptions to this policy require that you request and receive permission from me in writing in advance of the assignment due date, state grounds showing good cause to extend time, state the proposed due date and time you request, *and receive written permission from me to turn the assignment in at the specified later time. No extension of time will be granted for the final memo (Project 2.4).*

A special late-work policy applies to the final memo. If you submit the final memo late, you will incur a ten percent (10%) penalty for each day late, up to three (3) days. I cannot accept a final memo submitted more than 72 hours late.

**Canvas:** Our course materials and assignments will appear on Canvas, and you will submit completed assignments on Canvas only unless otherwise specified. I will not accept assignments by email unless otherwise specified.

Canvas will automatically timestamp your submission when the upload or task is complete. The timestamp on Canvas will control. Thus, the assignment is late if you begin to upload your submission or save your work close to the deadline and Canvas timestamps it as complete after the deadline. You are responsible for filing on time and ensuring you have submitted the complete and correct document.

Technical difficulties (e.g., Canvas glitches or loss of internet connection) are not an excuse for delayed submission. *See Brinkman v. Nasseff Mech. Contractors Inc.*, 251 F.Supp. 3d 1266 (D. Minn. 2017) (denying an extension to attorneys who experienced technical difficulties when attempting to file a federal sex-discrimination lawsuit at the last minute and missed the

deadline). Allow yourself sufficient time before the deadline to complete your filing and verify its accuracy.

**Code of Conduct:** The Student Code of Conduct in the [J.D. Student Handbook](#) applies to this course. Read and comply with the Code of Conduct. I expect you to do your own work and live up to the spirit and the rule of all codes of professionalism, honor, and ethics. If you have any doubt as to whether the Honor Code prohibits a particular behavior, please check with me or the Dean of Law Student Affairs.

Generally, Honor Code violations include submitting AI-generated work; copying work available online; sharing any of your written work with another student; failing to report others sharing their work; or sharing any exam materials, including unanswered copies. This is not an exhaustive list and is intended to lay out some examples of prohibited conduct. Failure to adhere to the Code of Conduct as it applies to this class may include but is not limited to an automatic failing grade in the course, suspension from all classes, and character and fitness notifications to the Texas Board of Law Examiners.

The Code of Conduct requires you to report any Honor Code violations, including any potential violations you observe, to Assistant Dean Leffall or me. Even if you inadvertently violate the Honor Code, you must report the violation. Failure to report may result in an Honor Code violation for any student who was aware of the underlying violation, regardless of whether the student participated.

**What you can do:** You may talk to other students about writing assignments. You may discuss the issues, research, and analysis, such as legal authorities or legal writing resources. You may consult the teaching assistant(s) for our class and me, preferably in that order, for questions about research projects. I may permit you to work in groups on other projects and assignments. While each student is expected to submit their own work, discussing the assignment and working toward a solution with your partner or group would not violate the Honor Code for assignments in which you are explicitly placed in groups.

**What you cannot do:** Do not share materials for writing or consult others on the written work product you submit for this course. You may not collaborate with classmates, other law students, or non-law students in the writing process. For individual assignments, you may not read another student's written work or permit another student to read your written work, including but not limited to charts, outlines, drafts, or any other written work product. You may not copy another's work and submit it as your own. Your submissions must be entirely the product of your own work. You may not solicit or receive assistance on written assignments (whether a draft or a final product) from anyone but me or my designate, if any. While you may discuss and share ideas with other students about assignments, you may not divide up assignments with other students.



You may not post or disseminate any assignments, exercises, or other course materials, including but not limited to, answers, class slides, class recordings, rubrics, outlines, or checklists with anyone outside your course section. This final obligation extends beyond your time in this course.

**Class recordings:** Recordings, when made available, are for teaching and learning purposes. No recordings of the class or its participants may be posted on the Internet or otherwise published or shared. You do not have permission to record class or class activities. Students may not make video, audio, or photographic recordings or screenshots of class, class activities, or teaching assistant sessions absent official accommodation through the Office of Student Accessibility Services. A violation of this policy will result in a referral to the Dean of Law Student Affairs.

## II. Law School Policies

**Diversity, Equity, and Inclusion Statement:** St. Mary's University embodies the Marianist spirit of educating the heart and mind. The University draws on the example of Blessed William Joseph Chaminade, founder of the Society of Mary, to create an environment that lets students thrive and where diversity, equity, and inclusion are essential. The intersectionality of our diverse experiences and characteristics is valued in all spaces within our community, beginning in this course. Thus, I am committed to building an inclusive learning environment that values the individual experiences of every student in this course and allows each to learn, engage in dialogue, question, and contribute to their fullest potential.

**Attendance:** The attendance policy stated in the [J.D. Student Handbook](#) is in effect for this class. All school policies related to attendance apply. The American Bar Association requires each student to attend a certain number of class hours; therefore, if you miss 25% or more of class, you will not receive credit for this course, regardless of the reasons for missing class or any excused absences. If you cannot attend class, please email me ahead of time.

1. Be on time for class. Under Section III. F of the Student Handbook, I may treat tardy attendance as an absence. Let me know ahead of time if you anticipate being late.
2. Try not to miss class. Pursuant to Section III. F of the Student Handbook, your final grade may be lowered by one grade level for three (3) absences (e.g., from B to B-), and may be reduced an additional grade level if the total number reaches five (5) absences (e.g., from B to C+). The grade reduction policy is coextensive with the ABA policy above.

## III. Other Policies

**University Policies.** St. Mary's University is committed to providing a safe, equitable, and fair environment where students can pursue academic excellence. Policies and procedures have been developed to foster and sustain such an environment. Students need to be aware of these policies and procedures, which you can find in [Gateway](#) or the law school [J.D. Student Handbook](#), or on the University Policies webpage and include but are not limited to:

- Nondiscrimination
- Sexual and Other Forms of Harassment
- Students with Disability
- Human Subjects Research
- Course Incompletes
- Course Attendance
- Academic Honesty

**Disability/Accommodations Statement.** In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendment Act, Student Accessibility Services is the designated office responsible for coordinating all accommodations and services for students with disabilities at St. Mary's University. St. Mary's University supports equal access of qualifying individuals with documented disabilities to all educational opportunities, programs, services and activities. If you have a documented disability, or a condition which may impact your performance and want to request disability-related accommodations, you must first register with the Office of Student Accessibility Services, located in the Student Counseling Center (in the Center for Life Directions Building) in Room 139. Please stop by the Student Accessibility Services Office, call 210-431-5080, or email [stmudsts@stmarytx.edu](mailto:stmudsts@stmarytx.edu) to set up an appointment to meet with the Student Accessibility Services staff. Pursuant to Title IX of the Education Amendments of 1972, students in need of academic adjustments due to pregnancy or pregnancy-related conditions may contact the Office of Student Accessibility Services for additional information ([accessibility@stmarytx.edu](mailto:accessibility@stmarytx.edu), 210-436-3135 or 210-431-5080).

**ABA Standard 310:** ABA standard 310 governing a program of legal education provides the following expectation of a credit hour:

A "credit hour" is an amount of work that reasonably approximates: not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks or the equivalent amount of work over a different amount of time.

For a three-hour course, you are expected to attend 150 minutes of class each week (a classroom hour is defined as 50 minutes) and spend at least six hours outside of class devoted to class preparation. Assignments, quizzes, discussion posts, and other activities may count toward the 150 minutes of class.

## Course Calendar

Please note that this syllabus may change based on the pace and progress of the class. Any changes to the syllabus will be posted to Canvas as far in advance of the affected date as possible. Additionally, the Course Calendar that follows provides just a high-level overview. You should expect additional class preparation assignments and other activities besides those listed here. Some activities may be held outside of regular class time and will be announced in advance. Check Canvas regularly for updates and course materials.

Date	Class #	Before Class	Class Topics	Assignments
Aug. 7-9	<b>Orientation</b>			
Aug. 10-14	0	Syllabus  All materials in the “Start Here” module on Canvas	<b>Introduction to LCAP: Navigating the Course</b>	Complete all readings and tasks in the “Start Here” module on Canvas  Take the syllabus quiz  Professionalism Writing Assignment
Tue., Aug. 15	<b>Homework Due:</b> Professionalism Writing Assignment (Due by 8 am Aug. 15)			
Tue., Aug. 15	1	50 Exercises: skim ch. 1; read ch. 2 (only do exercises when assigned)  See Canvas for additional assigned reading materials	<b>Introduction to LCAP: Welcome to the Firm</b>  <b>Come prepared to discuss:</b> <ul style="list-style-type: none"> <li>• Course overview</li> <li>• What professionalism means</li> <li>• What makes a lawyer a professional</li> <li>• Forming a professional identity</li> <li>• Your Professionalism Writing Assignment</li> </ul>	Professionalism Writing Assignment Revision
Thur., Aug. 17	2	Sloan chs. 1, 2	<b>Fundamentals I</b>  <b>Come prepared to discuss:</b> <ul style="list-style-type: none"> <li>• Basic legal concepts</li> <li>• Types of legal authority</li> <li>• Legal structures and hierarchy</li> </ul>	

Date	Class #	Before Class	Class Topics	Assignments
Tue., Aug. 22	<b>Homework Due:</b> Professionalism Writing Assignment Revision Due by 8:00 am			
Tue., Aug. 22	3	Sloan chs. 11, 12	<p style="text-align: center;"><b>Fundamentals II</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• How to find sections of statutory codes</li> <li>• How to determine if a code section is still good law</li> <li>• Statutory analysis</li> </ul>	Lexis research training certificates
Thur., Aug. 24	4	Sloan ch. 9  Cite-Checker preface & ch. 1	<p style="text-align: center;"><b>Fundamentals III</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Canons of construction</li> <li>• The parts of the published opinion, what's law and what's not, and how they all can be useful to lawyers</li> <li>• The structure and theory of the Federal and Regional Reporter systems</li> <li>• "Hierarchy" and "weight" of federal judicial authorities</li> <li>• Legal citation</li> </ul>	Cite-Checker ch.2 Schedule first required meeting (to occur next week).
Fri., Aug. 25	<b>Homework Due*:</b> Study Schedule Lexis online research training certificate Cite-Checker ch. 2  * Note: all assignments are due by 5:00 pm unless otherwise specified			
Tue., Aug. 29	5	Sloan ch. 10	<p style="text-align: center;"><b>Fundamentals IV</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• How to find cases that interpret statutory provisions</li> <li>• How to determine if a case is still authoritative or "good" law</li> </ul>	Cite-Checker ch. 3

Date	Class #	Before Class	Class Topics	Assignments
			<ul style="list-style-type: none"> <li>• Process for legal problem solving: applying law to facts</li> </ul>	
Thur., Aug. 31	6	Sloan chs. 3-5  50 Exercises chs. 3, 5	<p style="text-align: center;"><b>Fundamentals V</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• The pre-writing and writing process</li> <li>• The form and process of preparing a legal memorandum</li> <li>• How to organize an objective memorandum based on the outline and structure of the law</li> <li>• What an “inverted pyramid” is, and how to make one</li> </ul>	
Fri., Sept. 1	<p><b>Homework Due:</b> Cite-Checker ch. 3</p>			
Tue., Sept. 5	7	Read Proj. 1.1 – Research Tasking Memo  Sloan chs. 6, 7	<p style="text-align: center;"><b>Project One: Research I</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Begin Proj. 1.1 Research Assignment</li> <li>• Using primary and secondary authority in legal research</li> <li>• Using secondary sources and other research tools to find primary sources of law and answers to legal problems</li> <li>• Review how to determine if a case is still good law</li> </ul>	Cite-Checker ch. 4
Thur., Sept. 7	8	Sloan chs.. 8, 13	<p style="text-align: center;"><b>Research II</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Continue Proj. 1.1</li> </ul>	

Date	Class #	Before Class	Class Topics	Assignments
Fri., Sept. 8	<b>Homework Due:</b> Cite-Checker ch. 4			
Tue., Sept. 12	9	Proj. 1.2 –Tasking Memo  50 Exercises ch. 7	<p style="text-align: center;"><b>Email Memo</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Finish research assignment</li> <li>• The pre-writing and writing processes</li> <li>• Components of an email memo</li> </ul>	Cite-Checker ch. 5
Thur., Sept. 14	10		<p style="text-align: center;"><b>Outline to Draft</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Memo structure</li> <li>• Organizing your outline to create a memo</li> </ul>	
Fri., Sept. 15	<b>Homework Due:</b> Proj. 1.1 – Research Assignment Cite-Checker ch. 5			
Tue., Sept. 19	11	Proj. 1.3-1.4 – City Council Letter Tasking Memo  Additional reading assignments posted on Canvas	<p style="text-align: center;"><b>Client Communications</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• The structure and purpose of an interview</li> <li>• How to prepare for the interview</li> <li>• How an outline may help us determine what to ask the client and how to take notes during the interview</li> </ul>	Cite-Checker Ch. 6
Thur., Sept. 21	12	Proj. 1.3-1.4 – City Council Letter Tasking Memo  Additional reading assignments posted on Canvas	<p style="text-align: center;"><b>Client Communications II</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Communicating with and on behalf of clients</li> <li>• Structure of a legal letter</li> </ul>	

Date	Class #	Before Class	Class Topics	Assignments
Fri., Sept. 22	<b>Homework Due:</b> Proj. 1.2 – Email Memo Cite-Checker ch. 6			
Tue., Sept. 26	13		Interview Week – No Class Tuesday	Proj. 1.3 – Client Interview Reflection – <b>Due before class on Thursday</b>  Cite-Checker Ch. 8
Thur., Sept. 28	14		<b>Client Communications III</b>  <b>Come prepared to discuss:</b> <ul style="list-style-type: none"> <li>• Interview Debrief</li> <li>• What did we learn? Where all the relevant facts belong on an outline</li> <li>• Finalizing the City Council Letter</li> </ul>	
Fri., Sept. 29	<b>Homework Due:</b> Proj. 1.2 – Email Memo Self-Assessment Cite-Checker Ch. 8			
Tue., Oct. 3	15	Proj. 2.1 – Research Assignment Tasking Memo	<b>Project Two Research</b>  <b>Come to class prepared to discuss:</b> <ul style="list-style-type: none"> <li>• Begin Proj. 2.1</li> </ul>	Schedule second required meeting (between Oct. 10-Nov. 10)  Cite-Checker Ch. 9
Thur., Oct. 5	16		<b>Research II</b>  <b>Come to class prepared to discuss:</b> <ul style="list-style-type: none"> <li>• Continue Proj. 2.1</li> </ul>	
Fri., Oct. 6	<b>Homework Due:</b> Proj. 1.4 –City Council Letter Cite-Checker Ch. 9			
Tue., Oct. 10	<b>Fake Monday</b> <b>Tuesday classes do not meet</b>			

Date	Class #	Before Class	Class Topics	Assignments
Thur., Oct. 12	17	Proj. 2.2 – Outline Tasking Memo  Read Cite- Checker ch. 10 (no exercise homework)  Review 50 Exercises ch. 5	<p align="center"><b>Final Memo Organizing Your Research</b></p> <ul style="list-style-type: none"> <li>• The question posed for the Final Memo</li> <li>• Predicting the structure of the Final Memorandum</li> <li>• The process for synthesizing law in cases where the law is contradictory or not sufficiently developed</li> </ul>	Proj. 2.2 –Memo Outline
Fri. Oct. 13	<b>Homework Due:</b> Proj. 1.4 Peer Review Proj. 2.1 – Research Assignment			
Tue., Oct. 17		Proj. 2.3 – Final Memo Draft Tasking Memo	<p align="center"><b>Final Memo: Drafting the Final Memorandum</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Analogical reasoning</li> <li>• Methods for conveying your ideas clearly in an objective memo</li> <li>• Best strategies for editing your legal writing</li> <li>• Citations and signals as support for your analysis</li> </ul>	
Thur., Oct. 19	18	50 Exercises: Review Ch. 3; Read Chs 4, 6	<p align="center"><b>Final Memo: Drafting the Final Memorandum II</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• The question posed for the Final Memo</li> <li>• Methods for conveying your ideas clearly in an objective memo</li> <li>• Best strategies for editing your legal writing</li> </ul>	
Fri., Oct. 20	<b>Homework Due:</b> Proj. 2.2 – Memo Outline			



Date	Class #	Before Class	Class Topics	Assignments
Tue., Oct. 24	19	Proj. 2.4 Tasking Memo	<p style="text-align: center;"><b>Final Memo: Drafting the Final Memorandum III</b></p> <ul style="list-style-type: none"> <li>• The question posed for the Final Memo</li> <li>• Methods for conveying your ideas clearly in an objective memo</li> <li>• Best strategies for editing your legal writing</li> </ul>	
Thur., Oct. 26	20		<p style="text-align: center;"><b>Final Memo: Drafting the Final Memorandum III</b></p> <ul style="list-style-type: none"> <li>• The question posed for the Final Memo</li> <li>• Methods for conveying your ideas clearly in an objective memo</li> <li>• Best strategies for editing your legal writing</li> </ul>	
Fri., Oct. 27	<p><b>Homework Due:</b> Proj. 2.3 – Final Memo Draft</p>			
Tue., Oct. 31	21		<p style="text-align: center;"><b>Final Memo: Drafting the Memorandum IV</b></p> <p><b>Come prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• The question posed for the Final Memo</li> <li>• Methods for conveying your ideas clearly in an objective memo</li> <li>• Best strategies for editing your legal writing</li> </ul>	

Date	Class #	Before Class	Class Topics	Assignments
Thur., Nov. 2	22		<p><b>Final Memo: Drafting the Memorandum V</b></p> <p><b>Come to class prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Best strategies for editing your legal writing</li> <li>• The question posed for the Final Memo</li> <li>• Methods for conveying your ideas clearly in an objective memo</li> </ul>	
Fri., Nov. 3	<p><b>Homework Due:</b> Proj. 2.3 – Self-Assessment</p>			
Tue., Nov. 7	23		<p><b>Final Memo: Drafting the Memorandum VI</b></p> <p><b>Come to class prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Editing legal writing</li> </ul>	
Thur., Nov. 9	24		<p><b>Final Memo: Drafting the Memorandum VII And Final Quiz Review</b></p> <p><b>Come to class prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Finalizing your objective memo</li> <li>• Quiz review</li> </ul>	
Fri., Nov. 10	<p><b>Homework Due:</b> Goal for Final Memo: have content of final memo substantially complete</p>			
Tue., Nov. 14	25	<p><b>FINAL QUIZ (in class)</b></p>		
Thur., Nov. 16	26		<p><b>Final Memo: Drafting the Memorandum VIII</b></p> <p><b>Come to class prepared to discuss:</b></p> <ul style="list-style-type: none"> <li>• Finalizing your objective memo</li> </ul>	

Date	Class #	Before Class	Class Topics	Assignments
Fri., Nov. 17	<p style="text-align: center;"><b>Homework Due:</b> Goal for Final Memo: engage in rounds of editing discussed in class with 24 hours between rounds</p>			
Tue., Nov. 21	27		<p style="text-align: center;"><b>Last day of LCAP I class</b></p> <p style="text-align: center;"><b>DUE by 11:59 pm:</b> <b>Proj. 2.4 – Final Memo</b></p>	Memo question cut-off at end of class



**LW6336: Legal Communication, Analysis, and Professionalism (LCAP II)  
Spring 2024**

Sections  
Professor  
Office: Raba

**Contact Information:**

Email:  
Zoom ID:  
Calendly:  
Student hours:

**Class Details:**

**A1:** Tue/Thu  
TA:  
Email:  
Phone:

**B1:** Tue/Thu  
TA:  
Email:  
Phone:

Welcome to LCAP II! Please read this syllabus carefully, as you are responsible for adhering to its content this semester. I may revise this syllabus during the semester based on class progress. I will notify you of syllabus revisions. Treat this syllabus like a court's scheduling order.<sup>1</sup>

We will use the following books and materials in this class. Please ensure you have the correct editions.

- JOAN MALMUD ROCKLIN, ROBERT B. ROCKLIN, CHRISTINE COUGHLIN, & SANDY PATRICK, *AN ADVOCATE PERSUADES* (Carolina Academic Press, 2d ed. 2022);
- THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION (Columbia L. Rev. Ass'n et al. eds., 21st ed. 2020) – **Bring this book to class each day;**

**Commented [SE1]:** Indicate your textbook here - this is the one I'm using

<sup>1</sup> A scheduling order is an order issued by a judge before trial, laying out the deadlines for different stages of the matter.

- TEXAS MANUAL ON USAGE AND STYLE (Tex. L. Rev. Ass'n ed. 15th ed. 2020);<sup>2</sup> and
- TEXAS RULES OF FORM: THE GREENBOOK (Tex. L. Rev. Ass'n ed. 15th ed. 2022).

#### RECOMMENDED:

- BRYAN GARNER, LEGAL WRITING IN PLAIN ENGLISH (University of Chicago Press, 2d ed. 2013).
- I also highly recommend adding [Grammarly](#) as an extension to your Microsoft Word. Grammarly offers a free version of the product. If you like Grammarly, you can purchase Grammarly Premium, but that choice is yours.
- We will rely on Word documents to submit most assignments. The complete Office 365 Suite is available as a free download on Gateway. I highly recommend downloading and using Word for the documents you create in LCAP. The LCAP professors have all observed formatting and conversion errors on some .doc and .docx documents created in Google Docs and Pages. **Unless otherwise instructed, do not submit assignments in PDF.**

#### I. Class Policies

**Student Hours:** Mon/Wed 1:00-3:00, or by appointment scheduled through the Calendly link above. On Calendly, you'll notice that these office hours are available for appointments and walk-ins. To honor your time, I highly recommend that you schedule an appointment in advance so you don't needlessly wait for me to finish with other students who have scheduled a meeting.

Please visit with me whenever you have difficulties, questions, or concerns. Student meetings will happen in person unless public health changes require us to move to virtual meetings, or you and I agree to meet via Zoom when you schedule your appointment. My open student hours and the link to my Zoom meeting room are above.

**Assignments:** If your name is not on the body of your submitted document, you will not receive credit for the assignment.

**Course Overview:** The goal of LCAP II is to continue to teach you to act, think, and communicate as a lawyer. In this course, you will continue learning best practices to succeed in the legal profession, how to conduct yourself and communicate in a professional manner, how to perform comprehensive research using primary and secondary sources, how to discern relevant facts from irrelevant facts, how to spot relevant issues, how to analyze the law, and how to apply your analysis as a legal writer. In this endeavor, you will conduct research using a variety of sources and will draft legal documents analyzing legal problems, including a trial court motion. You will work on developing oral communication skills in professional and dynamic settings, including participating in the 1L Moot Court Competition.

#### Course Objectives

<sup>2</sup> If you previously purchased electronic access to the MoUS and lost access, log back in using the user name and password you used when purchasing the book.

Commented [FN2]: I will add this to my instructions.

Commented [SE3R2]: Good one!

Commented [SE4]: Customize

1. Practice the skills of thinking, acting, and communicating as a lawyer.
2. Demonstrate the ability to identify legal issues in fact patterns and devise an effective research strategy for locating and updating legal sources.
3. Demonstrate reading comprehension and the ability to analyze and resolve complex legal issues using critical thinking based on advanced analytical concepts.
4. Learn to communicate legal analysis orally and in writing.
5. Illustrate the ability to use citation manuals and forms when citing legal authority.
6. Participate in a mock supervising attorney meeting to develop the ability to professionally interact with the “law firm supervisor” to present research findings.
7. Analyze all sides of complex legal issues by drafting a trial court motion with an emphasis on comprehensive analysis, structure, and relevant citation forms.
8. Employ vigorous oral advocacy skills in a courtroom setting.

**Grades:** I retain the discretion to add or deduct points related to participation, preparedness, quizzes, extra credit, and activities not otherwise indicated on this syllabus. The mandatory curve outlined in the Student Handbook applies to this course. You must pass this course to graduate. Anonymous grading does not apply to this course.

Most of your LCAP II grade will flow from your work on project tasks. The Project Three preliminary assignments are designed to build toward the final Motion to Dismiss, which will constitute the bulk of your final grade. Your final course grade will flow from the following course components:

Course Component	Date	Point Value
<b>Project 3 – Motion to Dismiss</b>		<b>93 points</b>
3.1 – Skeleton and Independent Research	Jan. 19	3
3.2 – Frustration of Purpose Argument Draft	Jan. 26	4
3.2 – Frustration of Purpose Self-Assessment	Feb. 2	3
3.3 – Diversion of Resources Argument Draft	Feb. 9	4
3.3 – Diversion of Resources Self-Assessment	Feb. 16	3
3.4 – Professional Email	Feb. 9	3
3.4 – Supervising Attorney Meeting	Feb. 12-14 <sup>3</sup>	10
3.5 – Full Motion Draft	Feb. 23	3
3.6 – Final Motion to Dismiss for Lack of SMJ	Mar. 8	60

<sup>3</sup> The Supervising Attorney Meetings may occur any time over the course of these three days. Your meeting may take place during LCAP class time, but there is every possibility it will not. We’ll discuss details in class and they’ll be posted on Canvas as details get finalized.

Moot Court <sup>4</sup>	Mar. 18-29	
<b>Other Assignments</b>		<b>14 points</b>
Professionalism		5
Individual Meeting		2
LCAP Labs (3)		5
OCS Activity	Jan. 27	2
<b>Total Points</b>		<b>107 points</b>

### Other Assignments

#### Professionalism

A portion of your final grade will flow from general professionalism and professional participation in class. Professionalism has many facets, but it is ultimately rooted in your recognition that you have entered a profession that holds itself to the highest ethical and professional standards. The course definition of professionalism follows:

Conduct whereby lawyers, in the ethical service of others, take personal responsibility to:

1. ensure they are competent in their understanding of the law;
2. pay close attention to detail in their work product and use of language;
3. simultaneously handle multiple tasks when necessary in a timely manner so as to meet obligations;
4. dress and groom in a manner consistent with their workplace culture;
5. treat others with respect, even in disagreement;
6. put the interests of clients before their own; and
7. protect the rule of law.

To obtain all available points for this course component, you should adopt and maintain the following practices:

1. actively read and prepare for each class session;
2. arrive to every class on time and ready to participate;
3. treat classmates and me with respect and courtesy;
4. restrict the use of electronic devices to taking notes and referring to documents discussed in class;
5. refrain from social conversation with neighboring students;

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<sup>4</sup> Moot Court is an ungraded, good-faith effort assignment. Every student must participate in the preliminary rounds to graduate from law school. Interested teams may opt in for the competitive rounds that occur after preliminary rounds are complete. The preliminary and opt-in rounds will occur via Zoom during the evenings of these two weeks.

6. strive to improve your research, writing, and analysis skills throughout the semester; and
7. thoughtfully engage in discussion if called upon in the class.

I will assume you arrive at law school with a sense of professionalism. Based on this assumption, you will begin the semester with the total number of points available for professionalism. I will deduct points for each instance of unprofessional conduct or interaction. Point deduction lies within my discretion and can include, but is not limited to, things like chronic tardiness, missing or repeated rescheduling of scheduled meetings, texting or other non-class related use of electronics, or unprofessional behavior in or out of the classroom (e.g., improper tone or informality in email communications).

### **Required Activities**

Points for Required Activities are awarded based on completion. If you satisfactorily complete the assignment by the assigned due date, you will receive all the allotted points for that assignment. *No points will be awarded for partial completion.* For example, if you complete only a portion of the OCS activity for the semester, you will not receive any points for that assignment. *No points will be awarded to Required Activities completed after the assigned due date.*

### One Individual Meeting

I will meet with each of you at least once during the official exam review period during the semester. We will discuss your performance on the LCAP I final memo project and set concrete goals for you to work on in LCAP II. Before we meet, please take a few minutes to write down three writing goals you would like to accomplish this semester.

Being late for or rescheduling the meeting multiple times may result in losing professionalism points. You are not limited to a single meeting, of course, and I hope to meet with every student several times throughout the semester, both formally and informally. Information and scheduling instructions for the required meeting will be posted to Canvas.

### LCAP Labs

Students will attend three (3) labs over the semester. One or more may be mandatory; you may select others from a list. Space in each lab will be limited to the number of seats available. Therefore, you must RSVP for the labs you elect to attend. I encourage you to RSVP for all the labs you intend to attend early in the semester. Arriving late or continually rescheduling your labs may result in losing points for this activity. You are not limited to three labs, and I hope you will attend each one you find interesting or valuable.

To receive credit for this activity, you must RSVP for three labs, arrive on time, stay for the duration of the lab, and submit any lab activity or assignment immediately after the lab in the appropriate Canvas drop box.

**Commented [E55]:** Notice the changes in this section.



## Office of Career Strategy Activity

As part of LCAP II, all 1L students must participate in the 1L Mock Interview Program between **Jan. 22 and Feb. 2, 2024**, and submit a self-reflection 48 hours after their mock interview. You must complete the three tasks described in more detail below to receive full credit for this activity.

### **1. Schedule Mock Interview Timeslot**

Beginning Jan. 8, 2024, at 8 a.m., through Jan. 10, 2024, at 5 p.m., students who timely “applied” for the 1L Mock Interview Program during the first semester should select their interview timeslot in the “OCI and Job Listings” tab in CORE. Once there, click on “Applied” to choose your interview timeslot.

Students who did not “apply” for a mock interview in November can still earn credit for the Spring OCS Activity but will interview with an OCS career advisor instead of a volunteer attorney. The same timeline for scheduling applies. From **Jan. 8 through Jan. 10, 2024**, these students must schedule a mock interview with an OCS advisor in the “Appointments” tab in CORE and select “Mock Interview” in the Preferred Appointment Type drop-down menu to reserve the spot. The mock interviews will occur during the 1L Mock Interview Program between Jan. 22 and Feb. 2, 2024. Before the interview, OCS staff will provide students with the mock job posting that will serve as the basis for the mock interview.

### **2. Participate in 1L Mock Interview Between Jan. 22 and Feb. 2, 2024**

Regardless of how a student “applied,” all students must complete their mock interview between Jan. 22 and Feb. 2, 2024.

### **3. Submit Self-Reflection 48 Hours After Mock Interview**

Within 48 hours after your mock interview, email OCS your answers to the following questions using complete sentences: (1) Describe at least one thing you did well during your mock interview, (2) Describe at least one thing you will do differently in your next interview, and (3) Describe at least one thing you will do differently *to prepare* for your next interview. Please send your grammatically correct answers in the body of your email to OCS at [lawcareerstrategy@stmarytx.edu](mailto:lawcareerstrategy@stmarytx.edu) with the subject line “1L Mock Interview Self-Reflection.” The following three requirements must be met by the posted deadlines to earn credit for the OCS Activity.

<b>REQUIRED ACTIVITY</b>	<b>DEADLINE</b>
Schedule Mock Interview Timeslot	Jan. 8 - Jan. 10, 2024
Participate in Mock Interview	Jan. 22 - Feb. 2, 2024
Submit Self-Reflection	Within 48 Hours After Mock Interview

Further details on the mock interviews, including helpful handouts and updated FAQs, can be found in the 1L Mock Interview Program folder in the Resource Library in CORE. Students should direct their questions about the 1L Mock Interview Program to [lawcareerstrategy@stmarytx.edu](mailto:lawcareerstrategy@stmarytx.edu).

**Late Work:** Just as a lawyer must research issues and file documents with courts within specified deadlines, you must submit your assignments on time. All assignments will be due by the date and time specified in this syllabus or as posted to Canvas. Unless otherwise specified, you will submit assignments through the appropriate drop box on Canvas.

A late penalty of 25% per day off the maximum points allotted for the assignment applies to any late submission. Thus, if you submit an assignment within the first 24 hours following the deadline, the highest possible score you can receive is 75% of the total points for that assignment; if you submit an assignment between 24 and 48 hours late, the highest possible score you can receive is 50% of the total points for that assignment. I will not accept or provide feedback on an assignment over 48 hours late. Note that this policy does not apply to the final motion.

The only exceptions to this policy require that you request and receive permission from me in writing in advance of the assignment due date, state grounds showing good cause to extend time, state the proposed due date and time you request, *and receive written permission from me to turn the assignment in at the specified later time*. **No extension of time will be accepted for the final motion.**

A special late-work policy applies to the final motion. If you submit the motion late, you will incur a ten percent (10%) penalty for each day late, up to three (3) days. A motion submitted more than 72 hours late will not be accepted.

**Canvas:** Our course materials and assignments will appear on Canvas, and you will submit completed assignments on Canvas only unless otherwise specified. I will not accept assignments by email unless otherwise specified.

Canvas will automatically timestamp your submission when the upload or task is complete. The timestamp on Canvas will control. Thus, the assignment is late if you begin to upload your submission or save your work close to the deadline and Canvas timestamps it as complete after the deadline. You are responsible for filing on time and ensuring you have submitted the complete and correct document.

Technical difficulties (e.g., Canvas glitches or loss of internet connection) are not an excuse for delayed submission. *See Brinkman v. Nasseff Mech. Contractors Inc.*, 251 F.Supp.3d 1266 (D. Minn. 2017) (denying an extension to attorneys who experienced technical difficulties when attempting to file a federal sex discrimination lawsuit at the last minute and missed the deadline). Allow yourself sufficient time before the deadline to complete your filing and verify its accuracy.

**Code of Conduct:** The Student Code of Conduct, contained in the [J.D. Student Handbook](#), applies to this course. Read and comply with the Code of Conduct. I expect that you will do your own work and live up to the spirit and the rule of all codes of professionalism, honor, and ethics. If you have any doubt as to whether the Honor Code prohibits a particular behavior, please check with me or the Dean of Law Student Affairs. Generally, copying work available online, sharing any of your written work, failing to report others sharing their work, or sharing any exam materials, including unanswered copies, are all Honor Code violations. Consequences for failure to adhere to the Code of Conduct as it applies to this class may include but are not limited to automatic failure of the course, suspension from all classes, and character and fitness notifications to the Texas Board of Law Examiners.

The Code of Conduct requires that you report any Honor Code violations, including any potential violations you observe, to me or Assistant Dean Leffall. Even if you inadvertently violate the Honor Code, you must report the violation. Failure to report may result in an Honor Code violation for any student who did not participate in, but was aware of, the underlying violation.

**What you can do:** Regarding writing and oral argument assignment topics, you may discuss issues and analysis with others. Once the due date for submitting the Final Motion has passed, you may share your written work with any classmate as long as you both have submitted your Final Motion.

**What you cannot do:** Do not consult others on the written work product you submit for this course. You may not collaborate with classmates, other law students, or non-law students in the writing process. For individual assignments, you may not read another student's written work or permit another student to read your written work, including but not limited to charts, outlines, and drafts. You may not copy another's work and submit it as your own. Your submissions must be entirely the product of your own work. You may not seek assistance on written assignments (whether a draft or a final product) from anyone but me or my designate, if any. While you may discuss and share ideas with other students about writing assignments, you may not divide assignments with other students.

## II. Law School Policies

**Diversity, Equity, and Inclusion Statement:** St. Mary's University embodies the Marianist spirit of educating the heart and mind. The University draws on the example of Blessed William Joseph Chaminade, founder of the Society of Mary, to create an environment that lets students thrive and where diversity, equity, and inclusion are essential. The intersectionality of our diverse experiences and characteristics is valued in all spaces within our community, beginning in this course.

Thus, I am committed to building an inclusive learning environment that values the individual experiences of every student in this course and allows each to learn, engage in dialogue, question, and contribute to their fullest potential. My classroom and office are Safe Zones. A Safe Zone means my space respects all aspects of people, including race, ethnicity,

gender expression, sexual orientation, socioeconomic background, age, religion, body shape, size, and ability. Everyone's rights are respected.

**Attendance:** The attendance policy stated in the [J.D. Student Handbook](#) is in effect for this class. All school policies related to attendance apply. The American Bar Association requires each student to attend a certain number of class hours; therefore, if you miss 25% or more of class, you will not receive credit for this course, regardless of the reasons for missing class or any excused absences. If you cannot attend class, please email me ahead of time.

1. Be on time for class. Under Section III. F of the Student Handbook, I may treat tardy attendance as an absence. Let me know ahead of time if you anticipate being late.
2. Try not to miss class. Under Section III. F of the Student Handbook, your final grade may be lowered by one grade level for two (2) absences (e.g., from B to B-), and may be reduced an additional grade level if the total number reaches five (5) absences (e.g., from B to C+). The grade reduction policy is coextensive with the ABA policy above.

### III. Other Policies

**University Policies.** St. Mary's University is committed to providing a safe, equitable, and fair environment where students can pursue academic excellence. Policies and procedures have been developed to foster and sustain such an environment. Students need to be aware of these policies and procedures, which can be found in [Gateway](#) or in the law school [Student Handbook](#), or on the University Policies webpage and include but are not limited to:

- Nondiscrimination
- Sexual and Other Forms of Harassment
- Students with Disability
- Human Subjects Research
- Course Incompletes
- Course Attendance
- Academic Honesty

**Disability/Accommodations Statement:** Under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendment Act, Student Accessibility Services is the designated office responsible for coordinating all accommodations and services for students with disabilities at St. Mary's University. St. Mary's University supports equal access to all educational opportunities, programs, services, and activities for qualifying individuals with documented disabilities. If you have a documented disability, or a condition that may impact your performance and want to request disability-related accommodations, you must first register with the Office of Student Accessibility Services, located in the Student Counseling Center (in the Center for Life Directions Building) in room 139. Please stop by the Student Accessibility Services Office, call 210-431-5080, or email [stmudsts@stmarytx.edu](mailto:stmudsts@stmarytx.edu) to schedule an appointment to meet with the Student Accessibility Services staff.

**ABA Standard 310:** ABA standard 310 governing a program of legal education provides the following expectation of a credit hour:

A “credit hour” is an amount of work that reasonably approximates: not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks or the equivalent amount of work over a different amount of time.

This means that for a three-hour course, you are expected to attend 150 minutes of class each week (a classroom hour is defined as 50 minutes) and spend at least six hours outside of class devoted to class preparation. Assignments, quizzes, discussion posts, and other activities may count toward the 150 minutes of class.

## Course Calendar

Please note that the syllabus may change based on the class's progress. Additionally, the Course Calendar that follows provides just a high-level overview. The details about weekly assignments will be found on Canvas. Check Canvas regularly for updates and course materials.

Class	Date	Before Class	Class Topics	Assignments	
<b>Project 3: Motion to Dismiss for Lack of Subject Matter Jurisdiction</b>					
1	Tues., Jan. 9	Read: <ul style="list-style-type: none"> <li>• Course syllabus</li> <li>• Complaint (Note: The complaint will come up in every class - read it, review it, and revisit it often so that you can recall it at a moment's notice as you would have to in court)</li> <li>• Rocklin: ch. 8; Appendix A §§ I, II</li> <li>• Project 3 Overview Memo</li> <li>• Proj. 3.1 Tasking Memo</li> </ul> Review:	<b>Intro to Motions</b>  Intro to LCAP II: What to expect  <b>Introduction to motions:</b> <ul style="list-style-type: none"> <li>• Overview of motion and supporting memorandum of law-writing process</li> <li>• Order of drafting</li> <li>• Local court rules</li> <li>• Intro persuasive writing: converting the Fall memo to a persuasive motion</li> </ul>	Begin working on motion skeleton and doing independent research	
2	Thurs., Jan. 11	Read Rocklin chs. 1, 2	<b>Intro to Motions II</b> <ul style="list-style-type: none"> <li>• Select client</li> <li>• Continue discussing persuasive writing in context of <i>Nevermore Health Services v. The City of Nevermore</i></li> <li>• Review overarching legal framework</li> </ul>		
	Fri., Jan. 12	No homework today  Continue independent research			
3	Tues., Jan. 16	Read Rocklin ch. 3  Proj. 3.2 Tasking Memo	<b>Frustration of Purpose Draft</b> <ul style="list-style-type: none"> <li>• Developing persuasive arguments</li> </ul>		

**Commented [SE6]:** This is a good place to begin discussing the circuit court split regarding requiring one or both prongs

Class	Date	Before Class	Class Topics	Assignments
			<ul style="list-style-type: none"> <li>Writing the frustration of purpose argument</li> </ul>	
4	Thurs., Jan. 18	Read Rocklin ch. 4	<b>Frustration of Purpose Draft II</b> <ul style="list-style-type: none"> <li>Writing the frustration of purpose argument</li> </ul>	
	Fri., Jan. 19	Homework due by 5:00 p.m.:		
		Project 3.1: Motion Skeleton & Independent Research		
5	Tues., Jan. 23	Read Rocklin ch. 5	<b>Frustration of Purpose Draft III</b> <ul style="list-style-type: none"> <li>Developing a theme</li> <li>Writing the frustration of purpose argument</li> </ul>	
6	Thurs., Jan. 25	Proj. 3.3 Tasking Memo Proj. 3.4 Tasking Memo	<b>Diversion of Resources Draft</b> <ul style="list-style-type: none"> <li>Writing the diversion of resources argument</li> </ul>	Select partner for Supervising Attorney Meeting
	Fri., Jan. 26	Homework due by 5:00 p.m.:		
		Project 3.2: Frustration of Purpose Draft		
7	Tues., Jan. 30		<b>Diversion of Resources Draft II</b> <ul style="list-style-type: none"> <li>Writing the diversion of resources argument</li> </ul>	
8	Thurs., Feb. 1		<b>Diversion of Resources Draft III</b> <ul style="list-style-type: none"> <li>Writing the diversion of resources argument</li> </ul>	
	Fri., Feb. 2	Homework due by 5:00 p.m.:		
		Project 3.2: Frustration of Purpose Self-Assessment		
9	Tues., Feb. 6	Read Rocklin ch. 6	<b>Diversion of Resources Draft IV</b>	

Class	Date	Before Class	Class Topics	Assignments
			<ul style="list-style-type: none"> <li>Refining your arguments</li> </ul>	
10	Thurs., Feb. 8		<b>Supervising Attorney Meetings</b> <ul style="list-style-type: none"> <li>Crafting professional emails</li> <li>Presenting to your supervising attorney</li> </ul>	Send email requesting meeting with your supervising attorney  Prepare for Supervising Attorney meeting with your partner
	Fri., Feb. 9	Homework due by 5:00 p.m.: Project 3.3: Diversion of Resources Draft  Project 3.4: Professional Email		
11	Tues., Feb. 13	<b>No class today – Supervising Attorney Meetings this week</b>		
12	Thurs., Feb. 15	Read Rocklin ch. 8 (§§ I-III; IV A, B)  Proj. 3.5 Tasking Memo	<b>Full Motion Draft</b> <ul style="list-style-type: none"> <li>Debrief Supervising Attorney Meetings</li> <li>Other parts of the motion</li> </ul>	Full motion draft  <b>Supervising Attorney self-assessment due by 11:59 p.m. on Wed., Feb. 14</b>
	Fri., Feb. 16	Homework due by 11:59 p.m.: Project 3.3: Diversion of Resources Self-Assessment		
13	Tues., Feb. 20	Read Rocklin ch. 10	<b>Full Motion Draft II</b> <ul style="list-style-type: none"> <li>Telling your client’s story</li> </ul>	
14	Thurs., Feb. 22		<b>Full Motion Draft III</b> <ul style="list-style-type: none"> <li>Finalizing the final motion</li> </ul>	
	Fri., Feb. 23	Homework due by 5:00 p.m.: Project 3.5: Full Draft		
15	Tues., Feb. 27	Proj. 3.6 Tasking Memo	<b>Final Motion</b>	

**Commented [SE7]:** Two considerations:  
 1. Which side to tell attorneys they work for  
 2. Whether the meeting will address one or both prongs



Class	Date	Before Class	Class Topics	Assignments
			<ul style="list-style-type: none"> <li>Finalizing the final motion</li> </ul>	
16	Thurs., Feb. 29	Read Rocklin ch. 7	<b>Final Motion II</b> <ul style="list-style-type: none"> <li>Editing the final motion</li> </ul>	
	Fri., Mar. 1	No homework today! <b>Goal: have motion fully written by today</b>		
17	Tues., Mar. 5	Read Rocklin ch. 11	<b>Oral Arguments</b> <ul style="list-style-type: none"> <li>Preparing for Moot Court</li> </ul>	
18	Thurs., Mar. 7		<b>Writing Workshop</b>	
<b>Final Motion Due by 11:59 p.m. Fri., Mar. 8</b>				
Spring Break Mar. 11-15				
<b>Moot Court</b>				
	Mar. 18-22	No Class – Moot Court		
Preliminary rounds				
	Mar. 26-29	Moot Court Break Rounds – <b>LCAP will meet this week</b>		
<b>Professionalism &amp; Career Mapping</b>				
19	Tues., Mar. 26	Bring <i>Greenbook</i> to class	Texas court structures and Texas citations	
	Thurs., Mar. 28	<b>Fake Friday–No LCAP</b>		
20	Tues., Apr. 2		Preparing for the NextGen Bar Exam  Student organizations	
21	Thurs., Apr. 4		Life after law school – Agency	
22	Tues., Apr. 9		Life after law school	

**Commented [SE8]:** The last few classes have a lot of leeway

<b>Class</b>	<b>Date</b>	<b>Before Class</b>	<b>Class Topics</b>	<b>Assignments</b>
23	Thurs., Apr. 11		FINAL CLASS MEETING	