Welcome to Lawyering Skills I! Fall semester will be busy and challenging, but also very rewarding. In this Syllabus, you will find information about some of the key dates, readings, topics, and assignments for the course. Please review the document carefully; you are responsible for knowing its contents. I look forward to spending a great semester with you as I introduce you to the objectively analytical role of a lawyer.

**KEY DATES**

- **August 23:** Self-Reflection Assignment
- **September 25:** Partial Closed Office Memorandum
- **October 9 – 13:** Individual Conferences and Research Workshops
- **October 16:** Final Closed Office Memorandum
- **October 20:** Open Office Memorandum Research Assignment by 1:00 p.m. (Friday)
- **November 8:** Bluebook Exam (in class)
- **November 13 – 17:** Report to Partner
- **November 20:** Multistate Performance Exercise (in class)
- **November 22:** Open Office Memorandum by 5:00 p.m. (Wednesday)

**CITATION ASSIGNMENTS DUE DATES**

- **September 13:** Citation Assignment #1
- **September 18:** Citation Assignment #2
- **October 23:** Citation Assignment #3
- **October 30:** Citation Assignment #4
- **November 8:** Citation Assignment #5
DISCLAIMER: The terms of this syllabus are subject to modification and supplementation. Any changes to the syllabus will be announced in class and posted on the course’s TWEN page.

Class 1 – August 16

READINGS: Course Policy Memorandum and Syllabus; Coughlin: Chapter 2: Sources and Systems of Law (skim examples only); Chapter 3 (Parts I & III only: Learning to Read for a Purpose & Reading Judicial Opinions).

TOPICS: Course Overview; Sources and Systems of Law; Reading Judicial Opinions.

Class 2 – August 17

READINGS: 

TOPICS: Reading Judicial Opinions Continued; Briefing a Case.

Class 3 – August 21

READINGS: Coughlin: Chapter 1.I & 1.II.A; Chapter 4: Finding Your Argument; Chapter 6: One Legal Argument.

TOPICS: Introduction to Objective Analysis; Determining the Governing Rule; The Structure of One Legal Argument.

Class 4 – August 23

READINGS: Coughlin: Chapter 7: Explaining the Law; Chapter 9.I & 9.IV through Example 9-F.

TOPICS: Crafting Rules and Case Illustrations; Drafting Conclusions.

ASSIGNMENT DUE: Self-Reflection Assignment (Hard Copy in Class by 1:00 p.m.).

Class 5 – August 28

READINGS: Coughlin: Chapter 8: Applying the Law; Chapter 9.II & 9.III.

TOPICS: Applying the Law; Using a Conclusion to End a Legal Argument and to Introduce Your Application.

Class 6 – August 30

READINGS: Closed Office Memorandum File Materials (on TWEN under “Assignments” – Partial Closed Office Memorandum); Coughlin: Chapter 5: Organizing Your Legal Authorities.

TOPICS: Closed Office Memorandum Assignment; Organizing Your Legal Authorities.
Class 8 – September 6

**READINGS:** Coughlin: Chapter 12.I: The Roadmap Section; Review Notes on Reading Judicial Opinions & Briefing a Case (Classes 1 and 2).

**TOPICS:** The Closed Office Memorandum.

Class 9 – September 11

**READINGS:** Bluebook: pp. 1 – 2 (Introduction); 10 – 14 (B10.1 – B10.1.3); 104 (Rule 10.3.3); 285 (North Dakota); Barris: pp. 3 – 6; 10 – 12; 14 – 16; 29 – 50; 57 – 59.

**TOPICS:** The Closed Office Memorandum Continued; Introduction to Citation; Citing Cases.

Class 10 – September 13

**READINGS:** Bluebook: pp. 16 – 17 (B10.2); 8 – 9 (B5); Barris: pp. 50 – 55; 131 – 37.

**TOPICS:** The Closed Office Memorandum Continued; Using Short Form Citations; Quotations.

**ASSIGNMENT DUE:** Citation Assignment #1.

Class 11 – September 18

**READINGS:** Coughlin: Chapter 16: Editing and Polishing.

**TOPICS:** Editing and Polishing Your Work; Self-Critiquing the Discussion; Citation Review.

**NOTE:** In class, we will engage in a guided self-critique of your partial closed office memo. Bring a complete, hard-copy draft of your partial memo to class and four different colors of highlighters. The hard-copy draft is your ticket to class. You will not be permitted to remain in class without it, and being required to leave will count as an unexcused absence.

**ASSIGNMENT DUE:** Citation Assignment #2.

Class 12 – September 20

**READINGS:**

**TOPICS:** Editing and Polishing Your Work Continued; Final Q&A on the Partial Closed Office Memorandum.
Class 13 – September 25

READINGS: Coughlin: Chapter 14.

TOPICS: Drafting the Facts Section.

ASSIGNMENT DUE: Partial Closed Office Memorandum on TWEN.

Class 14 – September 27

READINGS: Coughlin: Chapter 13: Questions Presented and Brief Answer; Chapter 15: Conclusion to Memorandum.

TOPICS: Drafting the Question Presented, Brief Answer, and Conclusion Sections of a Memo.

Class 15 – October 2

READINGS: Mullins: Chapter 1: The Legal Research Process; Chapter 2: Research Techniques.

TOPICS: Introduction to Research.

Class 16 – October 4

READINGS: Mullins: Chapter 3: Receiving the Research Assignment and Gathering Facts; Chapter 4: Secondary Sources.


***Classes 17 & 18 – October 9 – October 13***

INDIVIDUAL CONFERENCES AND RESEARCH WORKSHOPS

NOTE: In lieu of regular class this week, we will have individual conferences and research workshops. More information about each is below.

INDIVIDUAL CONFERENCES: In lieu of regular class this week, you will have the opportunity to meet with me individually to discuss the written feedback you received on your partial closed memo and ask questions about the final closed memo. To ensure we have a productive and effective conference, please be sure to review my written feedback carefully before meeting with me and come to the conference prepared to ask specific questions about that feedback. I will also strongly encourage you to bring a complete draft of your final closed memo to the conference. Having a draft with you will be quite helpful as we discuss your questions about the final closed memo. Sign-up sheets will be posted on TWEN, under “Sign-up Sheets,” in advance of the individual conferences. Please note I will not hold regular office hours this week.
RESEARCH WORKSHOPS: In lieu of regular class, we will also have small group research workshops at various times during this week. The duration of the workshops will be approximately 90 minutes. The purpose of the workshops is to engage you in a hands-on research experience that would allow you to practice the research techniques and strategies you learned about from your reading and our class discussion. Sign-up sheets will be posted on TWEN, under “Sign-up Sheets,” at least one week in advance.

Class 19 – October 16

READINGS: Coughlin: Chapter 3.II: Reading Statutes; Chapter 11: Statutory Analysis; Bluebook: pp. 18 – 21 (B12.1.1 – B12.1.2; B12.2); Barris: Chapter 3 (Statutes).

TOPICS: Reading Statutes and Statutory Analysis; Citing to Statutes.

ASSIGNMENT DUE: Final Closed Office Memorandum on TWEN.

Class 20 – October 18

READINGS: Open Office Memorandum File (on TWEN under “Assignments,” Open Office Memorandum).

TOPICS: The Research Process; Open Office Memorandum Discussion; Begin Small Group Work on Open Office Memorandum Research Assignment.

***OCTOBER 20: OPEN MEMO RESEARCH ASSIGNMENT DUE ON TWEN BY 1:00 P.M.***

I will select the case(s) for Monday’s reading based on your research.
I will e-mail the class about the assigned reading by 1:00 p.m. on Saturday, October 21.

Class 21 – October 23

READINGS: Case(s) TBD.

TOPICS: Open Office Memorandum Discussion Continued.

ASSIGNMENT DUE: Citation Assignment #3.

Class 22 – October 25

READINGS: Case(s) TBD; Bluebook: pp. 4 – 6 (B1.2; B1.3), 9 – 10 (B8), and 17 (B11); Barris: pp. 79 – 80; 119 – 130.

TOPICS: Using Strings, Signals, and Explanatory Parentheticals; Capitalization; Citing to Constitutions; Open Office Memorandum Discussion Continued.
Class 23 – October 30

READINGS:

TOPICS: Open Office Memorandum Discussion Continued.

ASSIGNMENT DUE: Citation Assignment #4.

Class 24 – November 1

READINGS:

TOPICS: ND Supreme Court Visit; Open Office Memorandum Discussion Continued.

Class 25 – November 6

READINGS: Review Bluebook Rules on Cases, Statutes, Constitutions, Short Forms, Quotations, and Capitalization.

TOPICS: Citation Review; Practice Test for Bluebook Exam—Bring Bluebook to Class.

Class 26 – November 8

READINGS:

TOPICS: Bluebook Exam.

ASSIGNMENT DUE: Citation Assignment #5.

***CLASS 27 – NOVEMBER 13 – REPORT TO PARTNER***

NOTE: We will hold our Report to Partner meetings during the week of November 13. Detailed instructions about these meetings will be provided in class. For the actual meeting, please bring: (1) a list of all relevant authorities you have located for your open memo, cited in correct Bluebook format, and (2) a hard copy of your open memo draft. We will not have regular class on November 13, and I will not hold regular office hours during this week.

Class 28 – November 15

READINGS:

TOPICS: Introduction to the Multistate Performance Exercise; Final Q&A on Open Office Memorandum; Report to Partner Continued.
Class 29 – November 20

READINGS:

TOPICS: Multistate Performance Exercise.

***November 22: Open Office Memorandum Due on TWEN by 5:00 p.m.***