

WRC: WRITING FOR YOUR AUDIENCE ▪ COURSE 7397 ▪ SECTION 27110

COURSE INFORMATION SHEET ▪ FALL 2026 ▪ F2F

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Course Description

To succeed in practice, lawyers must be able to communicate with different audiences, including their clients, colleagues, opposing counsel, adjudicators, and the community. In this upper-level writing course, students will learn how to tailor the content, organization, and style of their legal writing to meet the unique needs, goals, and constraints of their audience. By completing several short writing assignments for different audiences, students will strengthen and refine their legal communication skills in preparation for practice.

Learning Outcomes

The learning outcomes for this semester include the ability to do the following:

- Prepare a variety of legal documents with real-world application
- Identify the unique needs, goals, and constraints of different legal audiences
- Tailor a legal document's content, organization, and style to meet the audience's unique needs, goals, and constraints
- Engage in advanced self-editing to ensure the legal document is written clearly and concisely without any typographical or formatting errors
- Translate written communication into effective oral communication

Canvas Learning Management System

Canvas is the online Learning Management System that you will use to access WRC course content, upload WRC assignments, and interact online with me and your classmates. You will need to join the Canvas site for this WRC and check it frequently.

Course Materials

The required course materials are listed below.

- [*Writing for the Legal Audience* \(2d ed. 2014\)](#), written by Wayne Schiess. You may purchase or rent the print or eBook version of this text.
- [*The Bluebook: A Uniform System of Citation* \(22nd ed. 2025\)](#), published by the Harvard Law Review Association ("Bluebook"). You may purchase the print version of this text or a personal subscription to the Bluebook Online.
- [*The Bluebook Uncovered: A Practical Guide to Mastering Legal Citation* \(22nd ed. of *The Bluebook*\)](#), by Dionne E. Anthon ("Bluebook Uncovered"). This free eBook is available online by clicking [here](#).
- You should have access to the online legal research providers Lexis and Westlaw. If you do not, please let me know.

- You should have access to the legal technology assessment (LTA) platform Procertas. If you do not, please let me know.

The recommended course materials are listed below.

- [*Manual on Usage & Style* \(16th ed. 2024\)](#) published by the Texas Law Review.
- The free writing assistant Grammarly, available at <https://www.grammarly.com/>

Throughout the semester, I may supplement the readings assigned in the texts. The supplemental readings will be posted on Canvas. The supplemental readings will be identified by their class handout number (e.g., “Class 1B Handout”).

Attendance

The mode of instruction for this course is face-to-face (F2F): it is scheduled to meet on Tuesdays and Thursdays from 10:30 a.m. to 12:00 p.m. in Room 260 of the John M. O’Quinn Law Building.

Please note that class sessions may be added or adjusted throughout the semester. Any additions or adjustments will be reflected in the syllabus and/or announced via email.

Attendance is mandatory. Attendance will be taken during each class session. I reserve the right to count you as absent if you arrive more than ten minutes late or leave more than ten minutes early. If you cannot attend a class session in person, it is your responsibility to contact me in advance of the class session to join remotely by Zoom. Please note that remote attendance through Zoom is counted as an absence, unless prior arrangements for an accommodation are made through the Office of Student Affairs. In accordance with the Law Center’s attendance policy, you may miss no more than five class sessions during the semester. On your sixth absence, I will refer you to the Assistant Dean for Student Affairs to discuss your continued enrollment in the course.

If you observe religious or cultural holidays that will conflict with class sessions, please let me know so we can discuss alternative arrangements.

Class Sessions

Class sessions will emphasize collaborative and interactive learning through exercises and discussions. Accordingly, I expect that you will need to use an electronic device during class to access class materials, to complete class activities, and to take notes.

However, you should refrain from the impermissible use of electronic devices during class. Impermissible use includes, but is not limited to, completing assignments for other courses; engaging in electronic communication that is unrelated to class activities; visiting websites unrelated to class activities; playing games, listening to music, or watching videos that are unrelated to class activities. The impermissible use of an electronic device repeatedly during class sessions may affect your final grade in this course.

Class sessions may be recorded this semester by the Legal Information Technology (LIT) department. Your contributions during class sessions may be included in the recording, and your continued registration in this course indicates your acquiescence to any such recording.

You may not record all or part of a class session, livestream all or part of a class session, or make/distribute screen captures without my prior express authorization. If I authorize a class session to be recorded, you may use the recording for your personal studying and notetaking only. You may not share the recording with any other person or on any other platform without my prior express authorization. Failure to comply with requirements regarding recordings may result in disciplinary action.

Office Hours

If you have any questions about the course, please ask me. I will have office hours on Tuesdays and Thursdays from 4:00 p.m. to 5:00 p.m. in person and on Wednesdays from 2:30 p.m. to 3:30 p.m. on Zoom. I will email you the Zoom link in advance of the first week of classes.

If I change my regularly scheduled office hours, I will notify you by email.

Legal Writing Center

You may obtain free individual tutoring through the Legal Writing Center (“Center”), which is located on the fourth floor of the Law Center Library in Room 413B. Several outstanding law students, known as Legal Writing Fellows (“Fellows”), staff the Center. They are able to help you with legal writing, research, and citation issues as well as style and usage questions. However, the Fellows are prohibited from assisting you with any graded assignment before you submit it.

You may email c_law_legal_writing_center@central.uh.edu using your UH email address to schedule an appointment with a Fellow. Drop-ins during weekly office hours are also welcome. At any point during the semester, I may require or recommend that you meet with a Fellow.

Class Preparedness, Participation, and Professionalism

As future attorneys, I expect you to uphold the professional standards of a lawyer-in-training throughout the semester. Accordingly, before attending a class session, I expect you to complete any assigned readings and exercises so that you are prepared to participate in class.

I reserve the right to lower your final course grade by one-third of a letter grade (e.g., from a B+ to a B) if you habitually fail to prepare for class, to participate actively in class, to complete practice exercises, or to show respect for me and your classmates. I also reserve the right to lower your final course grade by one-third of a letter grade (e.g., from a B+ to a B) if you impermissibly use an electronic device repeatedly during class sessions.

Ungraded Practice Exercises [Formative Assessments]

Throughout the semester, you may be asked to complete ungraded practice exercises. Because these practice exercises will help you hone the lawyering skills you need to succeed in school and practice, I expect you to make a good faith effort when completing them. Any work that in my discretion does not reflect a good faith effort will have to be redone or rewritten to an acceptable standard within a prescribed time. The habitual failure to make a good faith effort on practice exercises and submit them in a timely manner may affect your final grade.

Graded Assignments [Summative Assessments]

Your performance and competence in this course will be graded. Your final grade this semester will be based on the following, subject to any adjustments identified in this course information sheet:

- **Assignment #1: Writing to a Colleague (20%)**
- **Assignment #2: Writing to Opposing Counsel (20%)**
- **Assignment #3: Writing to an Adjudicator (20%)**
- **Assignment #4: Writing and Presenting to a Client (25%)**
- **Assignment #5: Writing to the Community (15%)**

Knowing how to budget and manage time is an essential lawyering skill, so I expect all graded assignments to be submitted on time. If a graded assignment is more than fifteen minutes late, I may deduct 10% of the total points for the first hour (or part of the hour) that the graded assignment is late. After the first hour, I may deduct an additional 10% of the total points for every hour that the graded assignment is late.

I will consider extensions for *true emergencies* only. Be advised: computer problems and routine illnesses do not constitute true emergencies.

Formatting Requirements

All practice exercises and graded assignments must conform to these specifications:

- Use Times New Roman, 12-point type, on white letter-size (8 ½" x 11") paper.
- Double space each page.
- Use one-inch margins on all sides.
- Place page numbers in the bottom center of each page.
- Print on one side of each page only [if a hard copy is requested].
- Staple your paper in top left corner [if a hard copy is requested].
- Adhere to all other requirements stated in the instruction sheet.

Mandatory Course Curve

J.D. students in this course are subject to a mandatory curve in the range of 3.20 to 3.40.

Honor Code

The Law Center's [Honor Code](#) applies to all aspects of this course. You are responsible for knowing all Honor Code provisions and complying with the Honor Code. Unless you have my prior express authorization, it is an Honor Code violation to review ungraded exercises and graded assignments distributed to, or written by, any UHLC students from prior years.

Questions regarding how the Honor Code's provisions apply to specific activities or situations may be directed to me or the Faculty Advisors for the Honor Board. Your continuing enrollment in this course is deemed to be a pledge by you under the Honor Code to comply with the Honor Code in relation to this course and to comply with the instructions in the course information sheet and syllabus.

Generative Artificial Intelligence (AI) Tools

Generative AI tools trained on large language models generate human-like text in response to user prompts. Examples of current Generative AI tools include Claude, ChatGPT, and Gemini. Unlike a spelling and grammar checker or a plagiarism checker, Generative AI tools don't limit their analysis to existing content only. And, unlike traditional search engines, Generative AI tools don't fetch data from the internet only. Rather, Generative AI tools generate new, original content based on user prompts. The generated content may not always be unbiased and factually accurate (N.B., inaccuracies are termed "hallucinations"). Moreover, a Generative AI tool may collect and save data that is shared by a user in a prompt, even if the data is private or sensitive.

Limited use of generative AI tools that do not require a paid subscription will be allowed in this course. The nature and extent of those limitations will be announced in an updated syllabus and shared in advance of the first class session.

Zoom Etiquette and Expectations

Access to a webcam is required for students participating in this course. In order to make online meetings as engaging and effective as possible, you should plan to participate fully with audio and video. If you are unable to participate with both audio and video, please let me know in advance.

Additional expectations for Zoom etiquette include the following:

- Access the Zoom link at least a few minutes before the scheduled time. If you run into difficulties, email me at wwheard@central.uh.edu.
- If your Zoom username isn't your full name or chosen name, please rename yourself accordingly.
- When you join Zoom, turn on your video camera. If I notice that you are turning your video camera off for an extended amount of time, I may contact you to see if everything is okay.
- Most importantly, I will exhibit flexibility, patience, and kindness as issues arise. I hope that you will do the same.

Cougarnet Email and Resources for Online Learning

Please check and use your Cougarnet email for course-related communication. Faculty use the Cougarnet email to respond to course-related inquiries in accordance with FERPA (The Family Educational Rights and Privacy Act). To access your Cougarnet email, [login](#) to your Microsoft 365 account with your Cougarnet credentials. For instructions on how to connect to your Cougarnet email on a mobile device, visit the University Information Technology (UIT) website.

The UH System is committed to student success and provides information to optimize the online learning experience through our [Power-On](#) website. Please visit this Power-On website for a comprehensive set of resources, tools, and tips including obtaining access to the internet, AccessUH and Canvas; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance, contact UHOnline@uh.edu.

Reasonable Academic Adjustments and Auxiliary Aids

The Law Center and the UH System are committed to providing an academic environment and educational programs that are accessible to its students.

Any student with a disability who is experiencing barriers to learning, assessment, or participation is encouraged to contact the Justin Dart, Jr. Student Accessibility Center (Dart Center) to learn more about academic accommodations and support that may be available to them. Students seeking academic accommodations will need to register with the Dart Center as soon as possible to ensure timely implementation of approved accommodations. Please contact the Dart Center by visiting its website at <https://uh.edu/accessibility/>, by calling (713) 743-5400, or by emailing JDCenter@central.uh.edu.

If you anticipate or experience barriers based on a disability (including any chronic or temporary medical or mental health condition), you should also contact Ms. Samantha Ary, Program Director in the Office of Student Affairs, to discuss your options for support services. Ms. Ary can be reached at sary@central.uh.edu or 713-743-7466. Requests that involve graded assignments must be directed to Ms. Ary, and they should be made as soon as possible to allow adequate time to document and process the request.

Mental Health and Wellness Resources

The UH System has a number of resources to support students' mental health and overall wellness, including [CoogsCARE](#), the UH Go App, and the [A.D. Bruce Religion Center](#) for spiritual support and programming.

UH Counseling and Psychological Services (CAPS) offers 24/7 mental health support for all students, addressing various concerns like stress, law school adjustment, and sadness. CAPS provides individual and couples counseling, group therapy, workshops, and connections to other

support services on and off-campus. For assistance, visit www.uh.edu/caps, call 713-743-5454, or visit a [Let's Talk](#) location in-person or virtually. Let's Talk are daily, informal confidential consultations with CAPS therapists where no appointment or paperwork is needed.

The [Student Health Center](#) offers a [Psychiatry Clinic](#) for enrolled UH students. You may call 713-743-5149 during clinic hours, Monday through Friday from 8:00 a.m. to 4:30 p.m. to schedule an appointment.

If you or someone you know is struggling or in crisis, immediate help is available. CAPS crisis support is available 24/7 by calling 713-743-5454, and the National Suicide and Crisis Lifeline is available by call or text at 988 or by chat www.988lifeline.org.

The Texas Lawyers' Assistance Program (TLAP) also supports law students who are dealing with stress, anxiety, depression, substance abuse, and other mental health problems. You can reach TLAP at any time by calling 800-343-8527. TLAP's website includes a page with links to sources about mental health that are of interest to law students: <https://www.tlaphelps.org/law-students>.

Respect When Addressing Students

I want to address each of you in a manner that corresponds to and respects your name and identity. Please feel free to reach out to me at any time if you have concerns about how I address you, including the pronunciation of your name. You may call me "Professor Heard" or "Prof. Heard."

Anti-Discrimination and Title IX/Sexual Misconduct Policies

The Law Center and the UH System are committed to maintaining and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from discrimination and sexual misconduct. If you experience an incident of discrimination or sexual misconduct, a confidential reporting process is available to you. For more information, please refer to the [Anti-Discrimination Policy SAM 01.D.07](#) and [Sexual Misconduct Policy SAM 01.D.08](#).

Under the UH System Sexual Misconduct Policy, as your instructor, I am a "responsible employee" for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which I become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

Security Escorts and Cougar Ride

The [UH Police Department](#) (UHPD) continually works with the UH community to make the campus a safe place to learn, work, and live. The security escort service is designed for the

community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety, please call 713-743-3333. Arrangements may be made for special needs.

Parking and Transportation Services also offers a late-night, on-demand shuttle service called Cougar Ride that provides rides to and from all on-campus shuttle stops, as well as the MD Anderson Library, Cougar Village/Moody Towers and the UH Technology Bridge. Rides can be requested through the UH Go App. Days and hours of operation can be found at <https://uh.edu/af-university-services/parking/cougar-ride/>.

Course Information Sheet and Syllabus Updates

I may need to update the course information sheet and syllabus during the semester. Notice of such updates will be announced as quickly as possible through CougarNet email and/or Canvas. I appreciate your understanding and flexibility should the need for an update arise.

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CLASS PERIODS	CLASS TOPICS	CLASS READINGS	EXERCISES DUE IN CLASS
Class 1A August 25	Introduction to WRC Course and the Audience Matrix	Ch. 1 • Audience	Audience Matrix Ex.
Class 1B August 27	Legal Analysis and Writing Review	TBD	Review Ex. 1
Class 2A September 1	Legal Research and Citation Review	TBD	Review Ex. 2
Class 2B September 3	Genre and Audience Discovery #1: Writing to a Colleague	Ch. 3 • Writing to the Supervisor	TBD
Class 3A September 8	Genre and Audience Discovery #1: Writing to a Colleague	TBD	TBD
Class 3B September 10	Genre and Audience Discovery #1: Writing to a Colleague	Ch. 4 • Writing to the Email Recipient	TBD
Class 4A September 15	Genre and Audience Discovery #1: Writing to a Colleague	TBD	Graded Assignment #1 Draft Writing to a Colleague
Class 4B September 17	Writing Style, Mechanics, and Editing Review	TBD	Review Ex. 3
September 21	Submit Graded Assignment #1 on Canvas by 9:00 a.m. on Monday, September 21.		
Class 5A September 22	Genre and Audience Discovery #2: Writing to Opposing Counsel	Ch. 6 • Writing to Opposing Counsel	TBD
Class 5B September 24	Genre and Audience Discovery #2: Writing to Opposing Counsel	TBD	TBD
Class 6A September 29	Genre and Audience Discovery #2: Writing to Opposing Counsel	TBD	TBD
Class 6B October 1	Genre and Audience Discovery #2: Writing to Opposing Counsel	TBD	Graded Assignment #2 Draft Writing to Opposing Counsel

October 5	Submit Graded Assignment #2 on Canvas by 9:00 a.m. on Monday, October 5.		
Class 7A October 6	Genre and Audience Discovery #3: Writing to an Adjudicator	Ch. 7 • Writing to the Mediator Ch. 8 • Writing to the Trial Judge Ch. 9 • Writing to the Appellate Judge	TBD
Class 7B October 8	Genre and Audience Discovery #3: Writing to an Adjudicator	TBD	TBD
Class 8A October 13	Genre and Audience Discovery #3: Writing to an Adjudicator	TBD	TBD
Class 8B October 15	Genre and Audience Discovery #3: Writing to an Adjudicator	TBD	Graded Assignment #3 Draft Writing to an Adjudicator
October 19	Submit Graded Assignment #3 on Canvas by 9:00 a.m. on Monday, October 19.		
Class 9A October 20	Genre and Audience Discovery #4: Writing to the Client	Ch. 5 • Writing to the Client	TBD
Class 9B October 22	Genre and Audience Discovery #4: Writing to the Client	TBD	TBD
Class 10A October 27	Genre and Audience Discovery #4: Writing to the Client	TBD	Graded Assignment #4 Draft Writing to the Client
Class 10B October 29	Genre and Audience Discovery #4: Presenting to the Client	TBD	Procertas PowerPoint Module PowerPoint Presentation Outline
Class 11A November 3	Client Presentations	None	None
Class 11B November 5	Client Presentations	None	None
November 9	Submit Graded Assignment #4 on Canvas by 9:00 a.m. on Monday, November 9.		
Class 12A November 10	Genre and Audience Discovery #5: Writing to the Community	Ch. 12 • Writing for the Citizen	TBD
Class 12B November 12	Genre and Audience Discovery #5: Writing to the Community	TBD	TBD

Class 13A November 17	Genre and Audience Discovery #5: Writing to the Community	TBD	Professional Development Activity Certification
Class 13B November 19	Genre and Audience Discovery #5: Writing to the Community	TBD	Graded Assignment #5 Draft Writing to the Community
November 23	Submit Graded Assignment #5 on Canvas by 9:00 a.m. on Monday, November 23.		

*** The syllabus may be modified as needed to achieve course objectives. ***