

LAWYERING SKILLS AND STRATEGIES SYLLABUS – Spring 2023
Professor Hilary Stirman Reed

Professor Reed’s Contact Information

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Class Home Page

You can access the Class Home Page at <http://lawschool.westlaw.com>.
Enter your Westlaw password and click on the TWEN link.

Please use your official University of Houston email when you register for TWEN. You are responsible for *regularly* checking the e-mail account you register with TWEN and the Class Home Page for postings and announcements.

Course Delivery

This is a Face-to-Face class. Students are expected to attend class in-person and comply with Law Center attendance policies.

Required Texts and Readings and Materials

The Bluebook: A Uniform System of Citation (Columbia Law Review Ass’n et al. eds., 21st. ed. 2020) (the “Bluebook”).

Ross Guberman, Point Made (2d ed. 2014).

The Greenbook, Texas Rules of Form (15th ed. 2022).

Course Rules and Regulations and Reed Local Rules

Handouts, web links, and other material posted on TWEN

Recommended Texts

Texas Law Review Manual on Usage & Style (14th ed. 2020).

Tracy McGaugh Norton, The Interactive Citation Workbook (2021).

Course Description

This semester you will continue to refine the legal analysis, research, and communication skills you learned last semester. You will also learn oral and written advocacy skills, how to communicate with clients, Texas citation form, legal drafting, and scholarly writing.

Student Learning Outcomes

After taking Lawyering Skills and Strategies, a student will be able to:

1	Understand the sources, hierarchy, and precedential value of laws
2	distinguish different types of legal rules, to dissect legal rules into their basic components, and to synthesize a unified rule of law from disparate sources
3	identify issues applicable to the client's case
4	execute on-line legal research and selection of authority to address issues in the client's case
5	Understand and apply case precedent to the client's case
6	Understand and apply enacted law to the client's case
7	translate legal research and analysis into an objective writing that is organized effectively, conveys all relevant and required substance clearly and concisely, and omits extraneous matters
8	translate legal research and analysis into a persuasive writing that is organized effectively; conveys all relevant and required substance clearly, concisely, and strategically; and omits extraneous matters
9	Understand the considerations underlying contract negotiation and drafting to address the client's needs effectively
10	Show proficiency in <i>Bluebook</i> citation for cases and statutes, and proficiency in <i>Greenbook</i> citation for cases
11	Show proficiency in using correct grammar and punctuation regardless of the document or communication drafted

Graded Assessments

The following assessments will be graded:

1. **Motion First Argument Section** (10%)

2. **Quiz** (15%)

This will be a timed, multiple choice citation quiz covering the Greenbook and the Bluebook.

3. **Motion for Summary Judgment** (50%)

4. **Contract** (15%)

5. **Professionalism** (10%)

As future attorneys, I expect you to demonstrate professionalism in this class. This means coming to class and to meetings with me on time and prepared, participating in class discussions, avoiding using Facebook, Twitter, iChat, and similar programs in class when we are using laptops, making a good faith effort on ungraded assignments, and showing respect for me and other students during class and in any email or other communications. In addition, an important part of your professionalism grade will be timely completion of and *making a good faith effort on* any exercises I ask you to do. Unexcused failure in any regard will result in a loss of professionalism points.

Ungraded Assignments

Throughout the semester, you will receive several research and writing assignments that will not be formally graded. You must make a good faith effort on these assignments and complete them on time. If you fail to do either of these things, you may receive a lower professionalism score, a grade penalty, or receive an incomplete for the class. Ungraded assignments include:

- Writing exercises
- Research exercises
- Performance Test
- Citation exercises- Interactive Citation Workbook (ICW)- These exercises are available at www.lexisnexis.com/icw. Attempt the exercises online.

Turnitin Anti-Plagiarism Software

This course uses the plagiarism detection service Turnitin (<http://www.turnitin.com>). Turnitin is an online plagiarism detection service that conducts textual similarity reviews of submitted papers. When papers are submitted to Turnitin, the service will retain a copy of the submitted work for the sole purpose of detecting plagiarism in future submitted work. The use of Turnitin is subject to the Terms of Use agreement posted on the Turnitin.com website.

Please Note

1. Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to the demands of a professional program, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let’s Talk” program, a drop-in consultation service at convenient locations and hours around campus. http://www.uh.edu/caps/outreach/lets_talk.html
2. The use of a computer or any other communication device in class for activities or purposes unrelated to the course causes a significant distraction for other students and severely disrupts the ability of students to participate fully in class. Therefore, improper use of a computer during class (including, but not limited to, composing, sending, or reading emails; instant messaging; searching or browsing the Internet; playing games; and/or viewing movies) may, at the discretion of Professor Reed, result in dismissal from the class session and/or a reduction in your final grade.
3. The syllabus is subject to change upon notice in class and/or via TWEN postings and emails.
4. If specific Writing Assignment Instructions conflict with Reed Local Rules, the Writing Assignment Instructions control.
5. **Policy regarding timely submission of assignments and back up of documents:** As an attorney, you will be expected to maintain back-up copies of your files to protect against loss, theft, or file corruption. Similarly, as a student, you are expected to implement an appropriate data management plan to protect your files from loss, theft, or corruption. Many free services exist that will back up your files to remote servers and maintain prior versions of your files to prevent data loss. Examples include Dropbox (<http://www.dropbox.com>), GoogleDrive (<https://drive.google.com>), and SkyDrive (<https://skydrive.live.com>). You are expected to turn your assignments in on time in this class, and you will be subject to a late penalty for not doing so. It is not a valid excuse for untimely submission of an assignment that your files were lost, stolen, or corrupted. If you have used

these back-up services, the burden will be on you to prove why your assignment cannot be submitted on time. Such proof may include a requirement that you produce the change/history logs from your data protection service.

6. **Recording of Class** Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that that you need to record class-related activities, please contact the Center for Students with DisABILITIES. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.
7. **Attendance Policy** You may not miss more than 4 LSS classes over the semester, and I will be taking attendance every period. As I teach two sections of this class, you may request permission to attend the other section if you have a conflict with your assigned section.
8. **Honor Code Statement** Students may be asked to sign an honor code statement as part of their submission of any graded work including but not limited to projects, quizzes, and exams: "I understand and agree to abide by the provisions in the Law Center Honor Code. I understand that academic honesty is taken very seriously and, in the cases of violations, penalties may include suspension or expulsion from the University of Houston."
9. **Syllabus Changes**
Notice of such changes will be announced as quickly as possible through email.