

Intensive Advanced Legal Writing for International Students
Syllabus and Course Schedule

Professor Information

Mireille Butler
University of Washington School of Law
Email : butlm@uw.edu

Class Meetings

June 12-23, 2023
Monday – Friday, 2 p.m. – 5 p.m.

Course Materials

Course materials will be accessible via our xxx site [do we have an online site], including readings, class PowerPoints, and any supplementary materials.

Textbook

There is no required textbook for this course. All course materials will be provided in PDF format and posted on the xxx site.

Course Description

This course develops sophisticated legal writing skills to prepare international students to work alongside U.S. attorneys and serve U.S. clients. The tasks in the course are designed to replicate and train students in handling the real-life project assignments typically encountered in a U.S. practice. Students will gain exposure to a variety of legal writing projects, learn to use the U.S style of legal rhetoric in their writing and orally, and improve their legal analysis and writing skills including with respect to transactional drafting.

This course is divided into a series of tasks of varying type and complexity.

Learning Outcomes

Students in the course will be expected to achieve proficiency in the following Learning Outcomes: Legal analysis and reasoning, problem-solving, and written and oral communication in the U.S. legal context.

Specifically, by the end of this course, successful students will:

- Apply statutes and case authority to a client's facts to solve a legal problem;
- Competently perform factual analysis;
- Draft a contract or other transactional document;
- Write effective objective and persuasive legal analysis;
- Critically evaluate legal problems;
- Synthesize legal analysis into a final written product; and
- Edit and revise legal writing into a polished final product.

Assignments and Papers

The professor will provide individualized feedback on assignments. In addition to the graded objective memo assignment at the end of the fifth-class session, students will also complete shorter homework assignments, readings and in-class exercises to develop advanced writing skills. Additionally, students will complete in-class peer review of their assignments, which will help them to develop critical analysis skills as well as receive peer feedback on their writing. **The final exam will be a resubmission of the objective memorandum assignment.**

Grading/Evaluation

The course is worth **two units** and is graded on a **CR/NC basis**.

Course Policies

Ungraded Assignments

The ungraded assignments are essential to your learning in this course. You will improve your test taking strategies with practice. ***Failure to submit by the deadline any of the required, but ungraded assignments or homework (listed in the schedule below) might affect your ability to pass the class.***

Late Submissions

U.S. lawyers must comply with strict deadlines. As such, this course adheres to similar professionalism standards. However, I understand that the demands placed on students are great and try to be flexible to the extent that I can while still being fair to other students. Generally, I expect you to submit assignments by the deadline. If an unforeseen circumstance prohibits you from completing an assignment on time (such as serious illness or a true family emergency), please communicate with me about it. I will provide deadline extensions on a case-by-case basis under such circumstances. In general, being busy or having deadlines in other courses, internships, or school or work-related activities, is not grounds for a free extension. Please plan ahead. ***Unexcused late submissions might affect your ability to pass the class.***

PowerPoints

I will post PowerPoint slides on **xxx site** after each class in which they are used. I do not make them available before class because I sometimes include answers to questions or in-class exercises in the PowerPoint slides. I encourage you to review information from the PowerPoint slides when you are preparing your assignments.

Attendance and Class Participation

The structure of this writing course is cumulative: one day's learning provides a foundation for the following day's material. Therefore, daily attendance is vital. "Daily attendance" presumes your *timely* appearance at class sessions. If you are not present at the start of class, you may be marked absent for that session. While occasional lateness may be excused, regular tardiness will not be. If you need to miss a portion of or all of one class, please obtain prior permission from me. Prior permission requires explicit approval. A simple notification that you will absent does not constitute permission. ***If you miss more than one day of class, you may not receive credit for the course. If you are not present at the start of class, you may be***

marked absent for that session.

In determining whether a student has passed the class, the instructor will not only consider the student's daily attendance but will also assess the quality of a student's preparation and his or her participation in class discussion.

Accommodations

Student Services schedules all accommodations to final exams or papers for documented medical reasons (including disability) or for religious observance. Any student who seeks an accommodated or rescheduled paper for these reasons should contact ...

Honor Code

Submitting the work of another person—intentionally or not—may result in not passing the course. In the United States, the rules on attribution are quite important. In general, you may not incorporate into your assignments the works or ideas of another without appropriate attribution, and without quotation marks where necessary. Additionally, you may not submit an assignment that has been prepared by another person. It is your obligation to provide proper attribution to your source material—even accidental failure to do so can have serious consequences in your ability to pass this course.

Course Schedule

Classes	Topics	Assignments and Readings
Class 1 June 12	Introduction to the course: The American Legal System; How to Brief a Case.	Read: Syllabus, Tinker and Morse cases
Class 2 June 13	Objective memo organization and analysis; the discussion section	Read: Bussell case, Dog Bite Hypo, Mustafa and Sobin cases, Shattered Glass Hypo
Class 3 June 14	Objective memo organization and analysis; the various components	Assignment: Continue Drafting the Memo
Class 4 June 15	Punctuation and Grammar Workshop	Assignment: Continue Drafting the Memo

Class 5 June 16	Finalizing the Memo in Class and turning it in to the Professor	No required homework.
Class 6 June 19	Introduction to Legal Research	No required homework
Class 7 June 20	Introduction to Transactional Drafting	Read <i>Synthesis</i> CH13 (Contract Drafting)
Class 8 June 21	Introduction to Oral Persuasion, Advocacy, and Negotiation Skills	Read <i>Synthesis</i> CH 15 (Negotiating)
Class 9 June 22	The Basics of Persuasive Writing	No required homework
Class 10 June 23	Feedback on Week 5 Assignment; in-class rewrite and resubmission	No required homework

The professor reserves the right to make changes to the syllabus/schedule above.