

**LEGAL RESEARCH, ANALYSIS, AND COMMUNICATION I (LAW 607)
2021 FALL SYLLABUS and COURSE POLICIES**

FACULTY:	
Professor Angela Arey (Section A) Office #110 angela.arey@maine.edu (207) 780-4472 Office Hours: Posted hours on Brightspace or by appointment	Professor Sara Wolff (Section B) Office #112 sara.wolff@maine.edu (207) 228-8524 Office hours: Posted hours on Brightspace or by appointment
LRAC TEACHING ASSISTANTS (TA):	
Katie Elliott's Writing Group (Pink) Thursday, 10:30-11:30 a.m., Room 506 katherine.elliott@maine.edu (207) 807-3607	Nora Hanson's Writing Group (Green) Wednesday, 3:45-4:45, Room 506 eleanor.hanson@maine.edu (415) 690-5506
Jess Mizzi's Writing Group (Red) Wednesday, 10:45-11:45 a.m., Room 506 jessica.mizzi@maine.edu (212) 300-7140	Chris Knight's Writing Group (Light Blue) Tuesday, 9:00-10:00 a.m., Room 429 christopher.s.knight@maine.edu (207) 689-7149
Richard Qualey's Writing Group (Orange) Tuesday, 1:30-2:30 p.m., Room 506 richard.qualey@maine.edu (207) 331-6644	Blake McCartney's Writing Group (Navy) Tuesday, 9:00-10:00 a.m., Room 506 blake.mccartney@maine.edu (978) 460-5004
Camrin Rivera's Writing Group (Yellow) Thursday, 11:00-Noon, Room 118 camrin.rivera@maine.edu (207) 405-8409	Adam Mooney's Writing Group (Purple) Wednesday, 9:00-10:00 a.m., Room 429 adam.mooney@maine.edu (207) 212-1755
LIBRARIANS:	
Christine Dulac Director, Garbrecht Law Library Office #423 or Reference Desk christine.dulac@maine.edu (207) 780-4827	Maureen Quinlan Reference Law Librarian Office #403 maureen.quinlan@maine.edu (207) 780-4835

REQUIRED TEXTBOOKS AND COURSE MATERIALS:

- *The Bluebook: A Uniform System of Citation* (Columbia L. Rev. Ass'n et al. eds., 21st ed. 2020).
- Linda J. Barris, *Understanding and Mastering the Bluebook* (Carolina Academic Press, 4th ed.).
- Linda J. Barris, *Mastering the Bluebook Interactive Exercises*, purchase online subscription at www.masteringthebluebook.com. Discount Code MELW2021.
- Charles K. Leadbetter, Michael D. Seitzinger & Sara T.S. Wolff, *Uniform Maine Citations* (2021-2022 ed. 2021) (available on Brightspace by September 10; access instructions will be provided).
- *Impeccable Research: A Concise Guide to Mastering Legal Research Skills*.
- Ruth Ann McKinney, *Core Grammar for Lawyers*, 4th ed., purchase online subscription at www.coregrammarforlawyers.com. Discount Code MELW2021.
- One set of highlighters (pink, orange, yellow, green, and blue).

COURSE STRUCTURE:

This is a 3-credit course. Most weeks, you will meet three times each week: twice (Tuesday and Friday) with your professor, and once with your TA (LRAC TA Group). You will also conference with your professor and with your TA to discuss your written work several times during the semester.

Section A LRAC (Arey): Tuesday, 10:40 am, & Friday, 1:20 pm, Moot Court Room.
Section B LRAC (Wolff): Tuesday, 10:40 am, & Friday, 1:20 pm, 1L Room.

Please note: Your LRAC professor will refer to you in class by your first name. If you prefer to be called another name, please let your professor know before the start of the semester.

COURSE COMMUNICATION SYSTEM: BRIGHTSPACE AND EMAIL

You are responsible for checking the course Brightspace page regularly and your student e-mail every day. All materials, assignments, and readings that are not in your text books, *Core Grammar*, or *Mastering the Bluebook Interactive Exercises* will be available on Brightspace. Please set up notifications in Brightspace to alert you to new announcements.

COURSE GOALS:

The first-year legal research, analysis, and communication course, which spans two semesters, focuses on **developing**¹ the following skills:

- Legal research
- Legal analysis
- Problem solving
- Critical reading
- Reading and working with judicial opinions
- Reading and interpreting statutes
- Synthesis of information
- Organized and precise writing
- Objective writing
- Persuasive writing
- Oral communication
- Professionalism
- Citation
- Grammar
- Collaboration
- Self-assessment

¹ The first-year legal research, analysis, and communication course introduces and builds competency in these skills, but because mastery and proficiency require more practice than there is time for in the first year, students should continue to develop these skills in the upper level curriculum at the law school.

To meet these goals, you will practice the skills you are learning in a variety of ungraded assignments, such as short drafting assignments, in-class research exercises, and online citation and grammar exercises. For summative assessment of these goals, you will write two memos, with professor feedback provided on the first draft of each memo, and a final exam memo, and will take research and citation quizzes near the end of the semester.

GOALS	OBJECTIVES	FORMATIVE ASSESSMENTS	SUMMATIVE ASSESSMENTS
<p>Upon successful completion of this course, you will know / understand:</p>	<p>Upon successful completion of this course, you will competently be able to:</p>	<p>Opportunities you will be given to practice the skill prior to summative assessment of that skill:</p>	<p>How you will be assessed on these learning objectives:</p>
<p>The basics of reading and interpreting statutes.</p>	<ul style="list-style-type: none"> ● Carefully and critically read and interpret statutory language. 	<ul style="list-style-type: none"> ● You will work on interpreting an OUI statute in class. ● You will write ungraded memos in which you will analyze an issue relating to the interpretation of a statute or court rule. 	<ul style="list-style-type: none"> ● Memo 1 ● Memo 2 ● Final Exam
<p>How to read judicial opinions.</p>	<ul style="list-style-type: none"> ● Read and understand the parts of judicial opinions, i.e. identify the holding(s), rules of law, material facts, and rationale. ● Understand the different types of reasoning, i.e. analogical, policy, deductive. 	<ul style="list-style-type: none"> ● You will write a case brief. ● You will write explanations of the law found in judicial opinions in a variety of contexts. ● You will write explanations of relevant holdings, facts, and rationale of analogous cases in a variety of contexts. ● You will write ungraded memos in which you use case authority to explain the law and to provide examples of precedent cases. 	<ul style="list-style-type: none"> ● Memo 1 ● Memo 2 ● Final exam

<p>How to synthesize authorities.</p>	<ul style="list-style-type: none"> ● Synthesize a rule from multiple authorities. ● Synthesize an explanation of multiple analogous cases. 	<ul style="list-style-type: none"> ● You will write synthesized explanations of rules and analogous cases for a variety of contexts in ungraded assignments. 	<ul style="list-style-type: none"> ● Memo 1 ● Memo 2 ● Final exam
<p>How to convey your objective legal analysis in an organized written memo.</p>	<ul style="list-style-type: none"> ● Articulate the components of legal analysis (IRAAC and similar paradigms) and organize legal analysis around the components. ● Make effective choices for large-scale organization of a multi-issue problem. 	<ul style="list-style-type: none"> ● You will write an ungraded memo to assess your understanding of the IRAAC structure. ● You will write orienting sections and headings for multi-issue problems in a variety of contexts. ● You will practice writing your legal analysis using the IRAAC structure in two ungraded memos. 	<ul style="list-style-type: none"> ● Memo 1 ● Memo 2 ● Final exam
<p>How to effectively and accurately convey critical and relevant information in writing.</p>	<ul style="list-style-type: none"> ● Write precisely. ● Write concisely. ● Use these writing techniques: topic sentences, road maps, signposts, dovetailing, and transitions. ● Write accurate explanations of the law. ● Write explanations of analogous cases that focus on the most relevant information. ● Write organized and thorough application sections. ● Appropriately select facts to include in a legal analysis. 	<ul style="list-style-type: none"> ● You will practice writing individual sections of the IRAAC in a variety of contexts, with a focus on accuracy, relevancy, conciseness, and utilization of writing techniques. 	<ul style="list-style-type: none"> ● Memo 1 ● Memo 2 ● Final exam

<p>How to research state statutes and cases.</p>	<ul style="list-style-type: none"> ● Conduct efficient research in state statutes. ● Conduct efficient research in state cases. 	<ul style="list-style-type: none"> ● You will practice finding the relevant statutes or cases for a variety of issues in a variety of jurisdictions throughout the semester. 	<ul style="list-style-type: none"> ● Memo 2
<p>Legal citation of statutes and cases.</p>	<ul style="list-style-type: none"> ● Read legal citations for statutes and cases and use <i>The Bluebook</i> to properly cite to those authorities. 	<ul style="list-style-type: none"> ● You will complete practice exercises with your TA in your writing groups. ● You will complete citation exercises in <i>Mastering the Bluebook Interactive Exercises</i>. ● You will complete citation lessons contained within <i>Core Grammar for Lawyers</i>. 	<ul style="list-style-type: none"> ● Citation quiz
<p>Basic rules of grammar.</p>	<ul style="list-style-type: none"> ● Correctly use the basic rules of grammar in your writing. 	<ul style="list-style-type: none"> ● You will complete the lessons in <i>Core Grammar for Lawyers</i>. 	<ul style="list-style-type: none"> ● Minimum score of 88 in <i>Core Grammar</i>
<p>The importance of self-assessment in legal analysis and communication.</p>	<ul style="list-style-type: none"> ● Critique your own written analysis. ● Critique the written work of others. ● Proofread and edit your own and others' work. 	<ul style="list-style-type: none"> ● You will identify and color-code the required components of legal analysis in your own drafts. ● You will participate in in-class review and critique of good and bad samples of writing. ● You will have the opportunity to evaluate and revise your written work before submitting it for professor review. 	<ul style="list-style-type: none"> ● Final exam

ASSIGNMENTS & GRADING POLICY:

You will receive a letter grade for your work in LRAC I. That grade will reflect the grades you earn on the final drafts of your two major written assignments, the citation quiz, and the final exam. The grade also accounts for participation in in-class activities, successful completion of the ungraded grammar exercises, completion of and participation in quizzes and discussion boards on Brightspace, completion of ungraded writing exercises, and your effort in your writing class and writing group (including punctuality, participation, and attendance at writing classes and writing group meetings). Deficient participation in any of these areas will result in a one-third of a grade deduction from your final grade.

<u>Assignment:</u>	<u>% of Grade:</u>
Memo 1	15%
Memo 2	40%
Citation Quiz	15%
Final Exam (Memo 3)	30%
Core Grammar Test	Ungraded, but must obtain score of at least 88 on the post-test in order to get a grade for the course .

Participation See note above re: inadequate participation

Grade Penalty for Late Submissions of Any Draft of Graded Assignments

Several writing assignments have multiple drafts. Although the final draft is the only graded draft, all drafts, including outlines, must be submitted by the dates and times noted in this syllabus unless you request and obtain, for good cause, a written extension **in advance** from your professor. In an emergency situation, your professor may, at her discretion, grant a retroactive extension after the deadline has passed. Students will be penalized for the late submission of **any** draft as follows: Your professor will deduct one-third of a letter grade for *each* 24-hour period **any** draft is handed in after the time and date noted in this syllabus (or after the time and date of any granted extension), even if it is only one minute late.² Penalties for lateness of first or interim drafts, including outlines, will be applied to the grade on the final draft of that assignment. Drafts handed in late may be read and returned after those handed in on time.

Failure to turn in the final draft of any graded assignment will result in a failing grade for the course.

² For example, if a paper is due at 1:00 p.m. on Monday, but a student does not submit the paper until Wednesday at 1:30 p.m., that paper would receive three-thirds of a grade deduction as a penalty (the first one-third deducted after 1:00 p.m. on Monday; the second one-third deducted after 1:00 p.m. on Tuesday; and the third one-third deducted after 1:00 p.m. on Wednesday). Thus, if the paper earned a grade of “B,” the final grade after the late penalty would become “C.”

Grade Penalty for Unexcused Absences

The Law School Student Handbook requires your regular and punctual class attendance, and your class attendance and participation will be a factor in your grade for the course. An absence will be unexcused unless you obtained prior permission to miss class or the absence was unavoidable due to an emergency and you could not obtain prior permission to be absent. Two or more unexcused absences from class or writing group will result in a one-third grade deduction from your final grade in the class. If your absence(s) from class or your writing group meetings, whether excused or unexcused, violates the attendance policy outlined in the Student Handbook, you may, after notice from your professor, be required to withdraw from the course. If you are absent from class, you are responsible for obtaining class notes and handouts from your colleagues.

COURSE POLICIES:

Class Preparation

Class preparation is extremely important. The American Bar Association standards require that students spend a very significant amount of time in out-of-class academic activities, per credit that is awarded. Maine Law has adopted a policy, consistent with the ABA's policy, that students are required to complete at least 30 hours and 20 minutes of out-of-class work per credit per semester. Therefore, you should spend at least 2 hours and 20 minutes on academic work out of class per credit per week. Note that LRAC and other skills classes may require more than the minimum required because practicing writing and other skills may be more time-consuming than reading cases in preparation for your doctrinal classes.

LRAC Policy on Academic Integrity, Plagiarism, and Outside Help³

Although in preparation for writing, you may discuss and share ideas concerning the facts, authorities, and legal analysis with members of the Law School community (such as other students, your TA, and your writing professor), which can help you to think about your analysis, you must write the legal analysis on your own and may not submit the written work of any other person as your own except with proper attribution to legal authorities. Unless otherwise provided by your professor, you may not exchange drafts with other students or people outside the law school community for proofreading or editing. Although students may collaborate on projects throughout the semester, students may not submit the written work of other students as their own. Students will be provided with and sign an integrity agreement, which will outline the professors' expectations for collaborative work.

³ This policy is in addition to the Law School's Academic Integrity Policy (see below).

Technology Use

Turn off all devices except laptops (or equivalent for taking notes and other academic reasons) while in class. To accept emergency phone calls while in class, kindly speak to the professor prior to class to make appropriate arrangements. Common sense, professionalism, and class etiquette dictate that computers are not to be used for non-academic reasons during class. If the professor requests that you close your laptop, please comply immediately. Abuse of online activity will result in loss of laptop privileges for the duration of the entire class period. The professor reserves the right to ban computer use in class at her discretion.

ZOOM Etiquette

Your professor may teach a make-up class via ZOOM or may otherwise decide to conduct a specific class remotely for pedagogical reasons. When you are using ZOOM to access the class or your TA group meeting, please adhere to the following policies:

- Log into the ZOOM meeting before the scheduled class meeting time to ensure that your equipment is working properly.
- Turn on your video during the class. If this is not possible for you, please discuss with your professor as soon as possible.
- Mute your microphone when you are not speaking.
- Use the “Raise Hand” function to signal that you have a question / comment.
- Unless otherwise instructed by the professor, you may only use the Chat function to notify the professor of a technical issue, like audio or internet issues. Do not use the Chat function to send comments or “side conversations” to the professor or classmates.
- Do not use the “Private Chat” function to communicate with classmates during class.

These policies may be updated during the semester, in which case your professor will announce the modifications and post updated policies on Brightspace.

E-Mail Correspondence

Address questions or concerns about writing and other class matters through emails, and please take care to write student-professor emails professionally. If you have a question about substantive issues or about personal issues or concerns, please schedule an appointment with your professor or your TA rather than sending an email, so that we may discuss the matter. Please allow 24 hours for a response.

Neither your professor nor your TA will reply to questions about a writing assignment sent after 5:00 p.m. on the business day before any assignment is due. Please try to avoid emailing your professor over the weekend.

Work File

You must retain drafts and final versions of your assignments, including graded drafts with comments and, when applicable, grading rubrics, and you must be able to produce them upon request until the start of your 2L year.

Inclement Weather

For information on campus closings, please call the storm line at 207-780-4800 or sign up for USM text alerts. If the University of Southern Maine closes the campus, this applies to the Law School. In rare circumstances, the Law School closes before USM. In this situation, an email about closings will be sent to students through the email listserv.

If the Law Building is (1) closed for the day, (2) open late and our class is scheduled to start before the building opens, or (3) closed early and our class is scheduled to end after the building closes, then we may hold classes remotely. If this is the case, we will notify students and post a ZOOM link via Brightspace. If you are unable to attend class due to the inclement weather, you should notify your LRAC professor.

If class is canceled, we will notify students about scheduling a make-up class. In the event LRAC is cancelled, students are expected to continue with readings as originally scheduled. **Deadlines remain the same even if school is cancelled, unless your professor notifies you otherwise.** If you need an extension because of the inclement weather, contact your LRAC professor. Please check your email and Brightspace for any additional instructions from your professor. Note that the professors will communicate with you to confirm any changes to the syllabus or deadlines that result from unexpected closures, so please give them time to confer with each other to determine that plan when the school closes unexpectedly.

Class Recording Policy

As a general rule, the recording of all classes is prohibited without permission. If a student will be absent from class and wishes to record a missed class session, the student must first contact the course professor for permission. If permission is granted, the student must arrange for a classmate to facilitate the recording. (Students can find suggested mobile apps for self-directed audio recording in the MyLaw Portal). All class recordings are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the prior consent of the professor. If a professor denies a request to record a class, then a student must find an alternative method for making up the missed material. Recording classes without permission is a violation of the Student Conduct Code.

Students who are requesting the recording of classes pursuant to the Americans with Disabilities Act or in the case of exceptional circumstances, such as hospitalization, must contact the Associate Dean for Student Services.

SELECT MAINE LAW POLICIES:

Maine Law's Academic Integrity Policy

Per the student handbook, each student should know the standards of conduct and expectations of academic integrity. Violations of academic integrity include any actions that attempt to promote or enhance the academic standing of any student by dishonest means. Cheating on an examination, plagiarism, making statements known to be false or misleading, falsifying the results of one's research, improperly using library materials or computer files, or altering or forging academic records are examples of violations of this policy. Acts that violate academic integrity disrupt the educational process and are not acceptable. Evidence of a violation of the academic integrity policy will normally result in disciplinary action, including referral to the UMS Student Conduct Code process. A copy of the complete Academic Integrity Policy is available on the University of Maine System website or the MyLaw Portal.

Accommodation Policy

The Law School is committed to providing students with disabilities equal access to all programs and services. If you think you have a disability and would like to request accommodations, please contact the Disability Services Center (DSC), by phone at 207-780-4706 or by email at dsc-um.maine.edu. Timely notification is essential. If you have already received an accommodation letter from the DSC and would like to discuss your accommodations for this course, please contact Associate Dean Sherry Abbott Niang, who serves as the liaison to the DSC. If you would like to discuss your accommodations with your LRAC professor, please email her directly.

Health and Wellness Resources for Maine Law Students

Maintaining your physical and mental health is essential to learning the law and succeeding in law school. Law school is a setting where mental health or substance use struggles can be exacerbated. If you ever find yourself struggling, please do not hesitate to ask for help. Maine Law is committed to promoting wellness for all students. Please review the Health & Wellness Resources listed on the MyLaw Portal. The resources include confidential counseling services (207-780-4050) and the Maine Assistance Program for Lawyers and Law Students (207-266-5951). You can also contact the Maine Law Office of Student Affairs.

Students who have been incapacitated by illness, injury, the birth of a child, death in the family, or extraordinary care-giving responsibilities should contact the professor and/or Associate Dean Sherry Abbott Niang in advance of missing classes or any assignment deadlines. Stressful situations like these may lead to diminished academic performance or may reduce a student's ability to participate in daily

classroom activities. Law School services are available to assist students with handling these stressful events. In an emergency situation and in cases of unforeseen circumstances, students should contact the Associate Dean for Student Services as soon as possible. *For examination conflicts or emergency situations during the examination period, please see the Registrar and do not speak directly to the professor.*

Statement on Religious Observance for Maine Law Students

Maine Law respects the religious beliefs of all members of the community, affirms their rights to observe significant religious holy days, and will make reasonable accommodations, upon request, for such observances. If a student's religious observance is in conflict with the academic experience, the student should inform the course professor of any class or other functions that will be affected. It is the student's responsibility to make the necessary arrangements and follow the agreed upon accommodation.

Title IX Statement

The Law School is committed to making our campus a safe place for students. Because of this commitment and our federal obligations, faculty and other employees are considered mandated reporters when it comes to experiences of interpersonal violence (sexual assault, sexual harassment, dating or domestic violence, and stalking). Disclosures of interpersonal violence must be passed along to members of the University of Maine System's Title IX team who can help provide support and academic remedies for students who have been impacted. More information can be found online at <https://mainelaw.maine.edu/student-life/title-ix/>. You may contact USM's Deputy Title IX Coordinator, Sarah E. Holmes at usm.TitleIX@maine.edu or 207-780-5767 or the UMS Title IX Coordinator, Liz Lavoie at titleix@maine.edu or 207-581-5866. You can also reach out to Maine Law's Office of Student Affairs for support and referrals.

If students want to speak with someone confidentially, the following resources are available on and off campus: University Counseling Services (207-780-4050); 24 Hour Sexual Assault Hotline (1-800-871-7741); 24 Hour Domestic Violence Hotline (1-866-834-4357).

SCHEDULE AND CHANGES:

Following is a week-by-week schedule of what will be happening in the LRAC Class and what your assignments will be. Note that the assignment is listed in the week in which it is due. **A separate schedule is provided at the end for the topics and assignments of your Writing Group meetings with the TA.** The professor reserves the right to change the syllabus through the course of the semester in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning. The professor will notify students as soon as possible via Brightspace announcements and in class of any changes.

ORIENTATION: August 25-27

Class	Topics Covered	Assignment Due
August 25	<ul style="list-style-type: none">● Orientation: How to Prepare for Class<ul style="list-style-type: none">○ Reading and Briefing Cases● Background topics:<ul style="list-style-type: none">○ The United States Legal System○ Sources of Law and Legal Authority	<ul style="list-style-type: none">● Read materials in Orientation Packet
August 27	<ul style="list-style-type: none">● First LRAC class● Course Overview● Introduction to Legal Writing	<ul style="list-style-type: none">● Read Mary Barnard Ray, <i>Writing in a Legal Context</i>.● Read <i>Ten Tips for Transitioning to Legal Writing</i> (Georgetown U. L. Ctr.).● Read the Getting Started materials on Brightspace. Complete the syllabus quiz on Brightspace.

DUE NEXT WEEK:

- Prepare a case brief as assigned at Orientation, which will be one of the cases you are assigned to read for Torts. Email the brief to your T.A. by 9:00 a.m. on Monday, August 30 (and bring a copy for yourself to use during your Torts class on 8/30).
- Complete the online pre-test in *Core Grammar for Lawyers* by 9:00 a.m. on Monday, August 30. Be sure you have linked your account with your Professor's Class Code. See footnote on next page for instructions if needed.

WEEK 1: August 30-September 3

Date or Class	Goals	Assignment Due
Monday, August 30	<ul style="list-style-type: none"> • Reading and briefing cases • Core Grammar 	<ul style="list-style-type: none"> • By 9:00 a.m., email to your T.A. a copy of your case brief for one of your Torts cases (details for this assignment will be provided at Orientation). • By 9:00 a.m., complete the pre-test in <i>Core Grammar for Lawyers</i>.⁴
Tuesday, August 31 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none"> • Reading and interpreting statutes 	<ul style="list-style-type: none"> • Read Christine Coughlin, <i>Reading Statutes</i> (from <i>A Lawyer Writes</i>). • Read <i>A Guide to Reading, Interpreting and Applying Statutes</i> (Georgetown U. L. Ctr.). • Complete the statutory interpretation quiz on Brightspace. • Review the <i>State v. Billington Facts</i> and OUI statute and other relevant statutes.
Friday, September 3 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none"> • Reading and understanding cases 	<ul style="list-style-type: none"> • Review Orientation materials on how to read and brief a case. • Read and brief the three cases for the Billington problem. • Watch the video of your professor discussing the <i>Sullivan</i> case.

⁴ To complete the grammar pre-test, purchase *Core Grammar for Lawyers* if you have not already done so. Once you have purchased the program, add your class code to your account: **321-118-2404 for Professor Arey's** section or **321-118-7893 for Professor Wolff's** section. Once you start the test, your progress will automatically be saved as you go; thus, you can exit the test and pick up where you left off when you are able to start again. The pre-test is a closed book test and should take 90 minutes to 2 hours to complete. Detailed instructions for purchasing and using *Core Grammar* are located under the "Grammar" tab on Brightspace.

Note: these class codes are distinct from the class codes for *Mastering the Bluebook Interactive Exercises*. See page 25, footnote 5 of this syllabus for those class codes.

WEEK 2: September 7-10

Class	Goals	Assignment Due
Tuesday, September 7 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none">• Understand the components and composition of a written legal analysis	<ul style="list-style-type: none">• Read excerpt (title TBD) posted on Brightspace for today's class.• Read the two sample legal analyses for the OUI problem. Complete the Study Questions posted on Brightspace to help prepare for class discussion.
Friday, September 10 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none">• Assess understanding of components of legal analysis, reading cases, and interpreting statutes through an in-class memo	<ul style="list-style-type: none">• Review notes for LRAC classes so far• Complete an in-class memo assignment based upon materials provided in class. Submit the memo to your professor at the end of class.• After class, complete and submit the reflection and self-evaluation, available on Brightspace.

WEEK 3: September 13-17

Class	Goals	Assignment Due
<p>Tuesday, September 14</p> <p>Arey: Moot Court Room Wolff: 1L Room</p>	<ul style="list-style-type: none"> ● Identifying the Issue ● Writing the Issue ● Identifying Rules ● Writing the Rules Section 	<ul style="list-style-type: none"> ● Read excerpts (titles TBD) on Brightspace for today's class about writing issues and rules. ● Read Christine Coughlin, selected excerpts on sources of and finding the rules, from <i>A Lawyer Writes</i>. ● Complete questions and practice exercises on Brightspace. ● Study the sample rule explanations for the Billington problem. ● Read Christine Coughlin, excerpt on writing the rules from <i>A Lawyer Writes</i>.
<p>Friday, September 17</p> <p>Arey: Moot Court Room Wolff: 1L Room</p>	<ul style="list-style-type: none"> ● Rule Analysis / Analogical Reasoning / Analogous Cases / Topic Sentences 	<ul style="list-style-type: none"> ● Read excerpt (title TBD) posted on Brightspace for today's class about writing analogous case explanations. ● Read Edwin Scott Fruehwald, <i>Tip of the Week: Five Methods of Legal Reasoning</i>. ● Read Christine Coughlin, excerpt on explaining case illustrations (analogous cases) from <i>A Lawyer Writes</i>. ● Complete questions and practice exercises on Brightspace. ● Study the sample rule analysis / analogous case explanations. ● Read Christine Coughlin, excerpt on writing case illustrations (analogous cases), from <i>A Lawyer Writes</i>.

WEEK 4: September 20-24

Class	Goals	Assignment Due
Tuesday, September 21 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none"> ● Synthesis ● Explanatory Parentheticals 	<ul style="list-style-type: none"> ● Read excerpt (title TBD) posted on Brightspace for today's class about synthesis. ● Read <i>The Bluebook</i>, Rules B1.2 & B1.3, pp. 4-6; Rules 1.2-1.5, pp. 62-66.
Friday, September 24 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none"> ● Application and Conclusion Sections 	<ul style="list-style-type: none"> ● Read Christine Coughlin, excerpt on applying the law, from <i>A Lawyer Writes</i>. ● Complete questions and practice exercises on Brightspace. ● Study the sample application and conclusion sections, noting what makes them effective or not effective.

WEEK 5: September 27-October 1

Class	Goals	Assignment Due
Tuesday, September 28 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none"> ● Writing Workshop: Patrick Brewer problem 	<ul style="list-style-type: none"> ● Read Angie Arey & Nancy Wanderer, excerpt on quoting, citation, and plagiarism, from <i>Off and Running</i>. ● Review PowerPoint on Quoting, Citation, and Plagiarism. ● Review the assignment and the legal authorities for the Patrick Brewer problem on Brightspace. ● In-class: work on your draft.
Friday, October 1 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none"> ● Writing Workshop: Patrick Brewer problem 	<ul style="list-style-type: none"> ● Bring a complete draft of your legal analysis to class for guided self-critique and revision. ● Post-class: by 5:00 p.m., submit your draft of an IRAAC'd legal analysis for the Patrick Brewer problem.

WEEK 6: October 4-8

DUE: By 9:00 a.m. on Monday, October 4, complete *Core Grammar* exercises and post-test, with a score of 88.

Class	Goals	Assignment Due
Monday, October 4	<ul style="list-style-type: none"> • Grammar 	<ul style="list-style-type: none"> • By 9:00 a.m., complete <i>Core Grammar</i> exercises and post-test with minimum score of 88.
Tuesday, October 5 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none"> • Writing Workshop: Betty Day problem 	<ul style="list-style-type: none"> • Review the assignment and legal authorities for the Betty Day problem on Brightspace. • Draft the rules for your legal analysis for the Day problem. • In-class: work on your draft.
Friday, October 8 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none"> • Writing Workshop: Betty Day problem • Introduction to Memo 1 	<ul style="list-style-type: none"> • Bring a complete draft of your legal analysis to class for guided self-critique and revision. • Post-class: by 5:00 p.m., submit your draft of an IRAAC'd legal analysis for the Betty Day problem. • Read Memo 1 assignment. • Watch "Types of Legal Authority" video in Westlaw Knowledge Center / Foundations of Effective Legal Research. • Post-class: Sign up for a Memo 1 conference with your professor for the week of October 12-15.

WEEK 7: October 12-15 (Monday Holiday)

DUE: First draft of Memo 1 is due at 8:30 a.m. on Tuesday, October 12.

ONGOING: Individual Memo 1 conferences with professor.

Class	Goals	Assignment Due
Tuesday, October 12	<ul style="list-style-type: none"> ● Memo 1: Discussion of Substantive Law and Guided Self-Critique ● Asynchronous: Research Instruction: Module 1: Intro to Research; Module 2: Secondary Sources 	<ul style="list-style-type: none"> ● Submit your first draft of Memo 1 by 8:30 a.m. Color code the IRAAC. ● By Thursday, October 14, read <i>Impeccable Research</i>, Chapters 1 & 2; Chapter 8, pp. 137-148. ● By Thursday, October 14, complete assignments for Research Modules 1&2 on Brightspace.
Friday, October 15 Location: TBA	<ul style="list-style-type: none"> ● Lexis or Westlaw Training ● Asynchronous: Research Instruction: Module 3: Primary Sources 	<ul style="list-style-type: none"> ● Read <i>Impeccable Research</i>, Chapters 3&4; Chapter 8, pp. 155-161; Chapter 9, pp. 163-173, 179-182. ● Asynchronous assignments for Research Module 3 TBA on Brightspace.

WEEK 8: October 18-22

DUE: By 8:30 a.m. on Tuesday, October 19, submit your final draft of Memo 1. Replace your name with your “N” number.

Class	Goals	Assignment Due
<p>Tuesday, October 19</p> <p>Location: TBA</p>	<ul style="list-style-type: none"> • Lexis or Westlaw Training • Intro to Memo 2 assignment 	<ul style="list-style-type: none"> • Submit your final draft of Memo 1 by 8:30 a.m. <u>Replace your name with your “N” number.</u> • Read the assignment for Memo 2, and complete quiz for Memo 2 assignment. • Post-class: Make an initial research plan for Memo 2. • Post-class: Begin research for Memo 2 on Lexis or Westlaw.
<p>Friday, October 22</p> <p>Arey: Moot Court Room Wolff: 1L Room</p>	<ul style="list-style-type: none"> • Large-scale organization of a multi-issue analysis 	<ul style="list-style-type: none"> • Review the two sample memos, using the posted guidelines for studying the samples. • Ongoing: conduct research for Memo 2, read authorities to understand the substantive law, and select useful cases.

WEEK 9: October 25-29

DUE: By 10:30 a.m. on Tuesday, October 26, prepare a first draft of your outline of your legal analysis for Memo 2. By 9:00 a.m. on Wednesday, October 27, submit your revised outline for your TA to review.

Class	Goals	Assignment Due
<p>Tuesday, October 26</p> <p>Arey: Moot Court Room Wolff: 1L Room</p>	<ul style="list-style-type: none"> ● Memo 2: Substantive Law 	<ul style="list-style-type: none"> ● Conduct research for Memo 2, read authorities to understand the substantive law, and select useful cases. ● By 10:30 a.m., prepare a first draft of your outline of your <u>legal analysis</u> for Memo 2. Bring to class for discussion. ● Sign up for an outline conference with your TA. ● Post-class: Revise your outline based on the in-class discussion and submit by 9:00 a.m. on Wednesday, October 27 for review by your TA.
<p>Wednesday, October 27</p>	<ul style="list-style-type: none"> ● Outline due 	<ul style="list-style-type: none"> ● By 9:00 a.m., submit your revised outline for the legal analysis for Memo 2.
<p>Friday, October 29</p> <p>Arey: Moot Court Room Wolff: 1L Room</p>	<ul style="list-style-type: none"> ● Research and Writing Lockdown #1 for Memo 2 Draft ● Asynchronous: Other sections of office memo 	<ul style="list-style-type: none"> ● Review asynchronous presentation on the other sections of an office memo, and complete quiz on Brightspace. ● Dedicated class time to work on your research and / or draft for Memo 2.

WEEK 10: November 1-5

DUE: By 8:30 a.m. on Friday, November 5, submit a full first draft of Memo 2 to your professor.

Class	Goals	Assignment Due
Tuesday, November 2 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none">• Research and Writing Lockdown #2 for Memo 2	<ul style="list-style-type: none">• Dedicated class time to work on your research and / or draft for Memo 2.
Friday, November 5 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none">• Grammar and Citation	<ul style="list-style-type: none">• By 8:30 a.m., submit a full first draft of Memo 2. Color code the IRAACs.• Identify where you have the most issues with grammar or citation. Submit questions before class.

WEEK 11: November 8-12

Class	Goals	Assignment Due
Tuesday, November 9 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none">• Citation Feud: schedule TBA	
Friday, November 12 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none">• Citation Feud: schedule TBA	

WEEK 12: November 15-19

ONGOING: Optional conferences for Memo 2 with professor.

Class	Goals	Assignment Due
Tuesday, November 16 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none"> • Memo 2: Feedback 	<ul style="list-style-type: none"> • Review and self-evaluate your draft of Memo 2, using the guide on Brightspace. • Post-class: Sign up for an optional conference about your Memo 2 draft with your professor. • Post-class: Review professor's comments on your draft. <p>Post-class: Begin process of revising Memo 2 and / or conducting additional research.</p>
Friday, November 19 TBA	<ul style="list-style-type: none"> • TBA 	<ul style="list-style-type: none"> • TBA

WEEK 13: November 22-23 (Thanksgiving Week)

Class	Goals	Assignment Due
Tuesday, November 23 Both sections: Online quiz	<ul style="list-style-type: none"> • Assessment of Citation: Citation Quiz 	<ul style="list-style-type: none"> • Complete graded Citation Quiz.
Friday, November 26	<ul style="list-style-type: none"> • NO CLASS (Thanksgiving break) 	

WEEK 14: November 29-December 3

Due: By 8:30 a.m. on Wednesday, December 1, submit the final draft of Memo 2. Replace your name with your “P” number.

Class	Goals	Assignment Due
Tuesday, November 30	<ul style="list-style-type: none">• No Class (Monday schedule)	
Wednesday, December 1	<ul style="list-style-type: none">• Draft due	<ul style="list-style-type: none">• By 8:30 a.m., submit the final draft of Memo 2. Replace your name with your “P” number.
Friday, December 3 Arey: Moot Court Room Wolff: 1L Room	<ul style="list-style-type: none">• Review of Final Exam format• Evaluations	<ul style="list-style-type: none">• Review the sample final exam.

MAJOR DUE DATES FOR GRADED ASSIGNMENTS

Date	Time	Assignment
WEEK 6 Monday, October 4	9:00 a.m.	Complete all <i>Core Grammar</i> exercises and post-test with minimum score of 88
WEEK 7 Tuesday, October 12	8:30 a.m.	First draft of Memo 1 (Submit with name; color code the IRAAC)
WEEK 8 Tuesday, October 19	8:30 a.m.	Final Draft of Memo 1 (Submit with "N" number and professor's name)
WEEK 9 Wednesday, October 27 (Note: bring working draft to 10/26 class)	9:00 a.m.	Revised Outline for Memo 2 (Submit with name)
WEEK 10 Friday, November 5	8:30 a.m.	First Full Draft of Memo 2 (Submit with name)
WEEK 13 Tuesday, November 23	10:40 a.m.	Citation Quiz
WEEK 14 Wednesday, December 1	8:30 a.m.	Final Draft of Memo 2 (Submit with "P" number and professor's name)
EXAM PERIOD Date TBA	Time TBA	Final exam (Final exam number)

ASSIGNMENTS FOR TA WRITING GROUP MEETINGS

Note: There are no assigned pages in the *Mastering the Bluebook* book, but each week you are highly encouraged to read and study the pages in *Mastering the Bluebook* that relate to and correspond with the rules and pages that are assigned for the week in *The Bluebook*. This will help you to understand the citation rules in *The Bluebook* and to do the Mastering the Bluebook Interactive Exercises that are assigned for that week.

Week	The Bluebook—21st Edition Uniform Maine Citations (UMC)—2021-2022 Edition. Note: This edition of the UMC will be posted on Brightspace by September 10, 2021	Mastering the Bluebook Interactive Exercises ⁵
1 (8/30-9/3) Introduction to legal citation and how to read and use The Bluebook	Read and Study: Bluebook: <ul style="list-style-type: none"> ● Introduction to the Bluebook, pp. 1-2 ● Introduction to the “Blue Pages,” p. 3 (blue pages) ● Structure of Legal Citations, Citation Sentences and Clauses <ul style="list-style-type: none"> ○ Rule B1.1, pp. 3-4 (blue pages) ● Typeface for Court Documents <ul style="list-style-type: none"> ○ Rule B2, p. 6 (blue pages) ● the Table of Contents ● The Index ● The Inside of the front cover ● The inside of the back cover ● The “quick” index on the back of the Bluebook ● Familiarize yourself with the Tables in the blue pages at the back of the book, T1-T16, pp. 227-328 ● Read citation forms for Maine cases and statutes listed on p. 261 in Table 1 	None
2 (9/7-10) Rules of General Applicability	Read and Study: Bluebook: <ul style="list-style-type: none"> ● Subdivisions <ul style="list-style-type: none"> ○ Rule B3, p. 7 (blue pages) ○ Rule 3 (to 3.3), pp. 72-77 (white pages) 	Exercises: 35—Quotations 36—Capitalization 37—Numbers & Numerals

⁵ Add the class code for your section to your account in *Mastering the Bluebook Interactive Exercises*: 321-118-9890 for Professor Arey’s section or 321-118-2909 for Professor Wolff’s section. We can view your progress on the exercises, but you will not be graded on your performance. These exercises are for you to practice using *The Bluebook* and to prepare you for the Citation Quiz. You will be assigned certain exercises but may complete as many of the other exercises as you choose. If you want additional practice, there are also exercises available on LexisAdvance in the Interactive Citation Workshop.

<p>[cont'd from the previous page]</p>	<ul style="list-style-type: none"> ● Quotations <ul style="list-style-type: none"> ○ Rule B5, pp. 8-9 (blue pages) ○ Rule 5, pp. 83-87 (white pages) ● Abbreviations, Numerals, and Symbols <ul style="list-style-type: none"> ○ Rule B6, p. 9 (blue pages) ○ Rule 6, pp. 87-90 (white pages) ● Italicization for Style and in Unique Circumstances <ul style="list-style-type: none"> ○ Rule B7, p. 9 (blue pages) ○ Rule 7, pp. 90-91 (white pages) ● Capitalization <ul style="list-style-type: none"> ○ Rule B8, p. 9 (blue pages) ○ Rule 8, pp. 91-94 (white pages) ● Title of Judges <ul style="list-style-type: none"> ○ Rule B9, p. 9 (blue pages) ○ Rule 9, pp. 94-95 (white pages) 	
<p>3 (9/13-17)</p> <p>Statutes—Bluebook, full cites and short forms</p>	<p>Read and Study:</p> <p><u>Bluebook:</u></p> <ul style="list-style-type: none"> ● Statutes <ul style="list-style-type: none"> ○ Federal Statutes (Rule B12.1.1), pp.18-19 (blue pages) ○ State Statutes (Rule B12.1.2), p. 19 (blue pages) ○ Statutes (Rule 12 through 12.3.2), pp. 120-25 (white pages) ● Short Citation Forms <ul style="list-style-type: none"> ○ Rule B4, p. 8 (blue pages) ○ Rule 4.1, pp. 79-80 (white pages) ○ Rule B12.2, p. 21 (blue pages) ○ Rule 12.10, pp. 133-34 (white pages) 	<p>Exercises:</p> <p>14—State Statutes</p> <p>15—Federal Statutes</p>
<p>4 (9/20-24)</p> <p>Statutes—Statutes in Commercial Databases and Statutes in Uniform Maine Citations</p>	<p>Read and Study:</p> <p><u>Bluebook:</u></p> <ul style="list-style-type: none"> ● Statutes in Electronic Databases <ul style="list-style-type: none"> ○ Rule 12.5, p. 127 (white pages) ○ Review Table 1 <p><u>Uniform Maine Citations:</u></p> <ul style="list-style-type: none"> ○ The Preface and Introduction ○ Table of Contents ○ Part II(A) through (C). 	<p>Exercises:</p> <p>16—Subsections</p> <p>19—Subject Matter Codes</p> <p>20—Supplements</p> <p>21—Electronic Database Sources</p>

<p>5 (9/27-10/1)</p> <p>Cases— Bluebook, full cites and short forms</p>	<p>Read and Study:</p> <p><u>Bluebook:</u></p> <ul style="list-style-type: none"> ● Cases <ul style="list-style-type: none"> ○ Rule B10 (to 10.1.4), pp. 10-15 (blue pages) ○ Rule 10 (to 10.5 and 10.6.3 and 10.6.4), pp. 95-107, 109 (white pages) ● Short Form Citation for Cases <ul style="list-style-type: none"> ○ Rule B10.2, pp. 16-18 (blue pages) ○ Rule 10.9, pp. 116-18 (white pages) 	<p>Exercises:</p> <p>1—State Cases 2—Federal Cases 3—Multi-Party Cases 4—Multi-Reporter Cases 8—Pinpoints</p>
<p>6 (10/4-8)</p> <p>Cases— Bluebook Special Cite Forms and Cases in Uniform Maine Citations</p>	<p>Read and Study:</p> <p><u>Bluebook:</u></p> <ul style="list-style-type: none"> ● Special Citation Forms <ul style="list-style-type: none"> ○ Rule 10.8.1 to 10.8.2, pp. 112-14 (white pages) <p><u>Uniform Maine Citations:</u></p> <ul style="list-style-type: none"> ● Part III(A) through (C) 	<p>Exercises:</p> <p>5—Businesses as Parties 6—Special Rules for Cases Names 7—Geographical Terms 9—Unpublished Decisions 10—Parallel Citations 11—Public Domain Citations</p>
<p>7 (10/12-15)</p> <p>Introductory Signals; String Cites; Ordering Signals and Authorities</p>	<p>Read and Study:</p> <p><u>Bluebook:</u></p> <ul style="list-style-type: none"> ● Introductory Signals <ul style="list-style-type: none"> ○ Rule B1.2, pp. 4-5 (blue pages) ○ Structure and Use of Citations, Rule 1, p. 61 (white pages) ○ Introductory Signals (Rule 1.2), Order of Signals (Rule 1.3), Order of Authorities (Rule 1.4), pp. 62-65 (white pages) 	<p>Exercises:</p> <p>32—String Citations 33—Signals</p>
<p>8 (10/18-22)</p> <p>Explanatory Parentheticals / Parenthetical Information</p>	<p>Read and Study:</p> <p><u>Bluebook:</u></p> <ul style="list-style-type: none"> ● Explanatory Parentheticals <ul style="list-style-type: none"> ○ Rule B1.3, pp. 5-6 (blue pages) ○ Rule 1.5, pp. 65-66 (white pages) ● Explanatory Parenthetical Phrases for Statutes <ul style="list-style-type: none"> ○ Rule 12.8, p. 129 (white pages) 	<p>Exercises:</p> <p>34—Explanatory Parentheticals (10 questions)</p>
<p>9 (10/25-29)</p> <p>Procedural Rules, Restatements</p>	<p>Read and Study:</p> <p><u>Bluebook:</u></p> <ul style="list-style-type: none"> ● Procedural Rules/Rules of Evidence and Procedure <ul style="list-style-type: none"> ○ Rule B12.1.3, p. 20 ○ Rule 12.9.3, pp. 130-31 ● Restatements, etc. <ul style="list-style-type: none"> ○ B12.1.3, p. 20 	<p>Exercises:</p> <p>24—Procedural & Court Rules 27—Restatements</p>

[cont'd from the previous page]	<ul style="list-style-type: none"> o Rule 12.9.4, pp. 131-33 <p>Uniform Maine Citations:</p> <ul style="list-style-type: none"> • Part IV 	
<p>10 (11/1-5)</p> <p>Review Bluebook and UMC</p>	<ul style="list-style-type: none"> • Complete and/or review all exercises previously assigned • Review Bluebook and UMC material as assigned by your LRAC TA 	
<p>11 (11/8-12)</p> <p>Review</p>	<p>Citation Feud Week!</p> <ul style="list-style-type: none"> • Attend Citation Feud on the day and time assigned • Wear your TA team color to the Feud! • Continue to review citation in your TA class 	
<p>12 (11/15-19)</p> <p>Review</p>	<ul style="list-style-type: none"> • Take a practice Citation Quiz, available on Brightspace, and check your answers against the answer key before your TA class • Bring questions about your practice quiz to your TA Weekly Meeting • Last TA Weekly Meeting for the Semester! 	
<p>13 (11/22-23)</p>	<p>Citation Quiz Tuesday, Nov. 23</p> <p>No TA Weekly Meeting this Week</p>	
<p>14 (11/29-12/3)</p>	<p>No TA Weekly Meeting this Week</p>	