**Assignment calendar**

Complete the assignments below before the associated class meeting (unless noted otherwise). You are responsible for implementing any readings into your writing assignments, so please ask about anything you don’t understand. We will not cover all readings in detail during class, but there will be time for questions.

Please note that these plans are tentative; teaching and learning are dynamic enterprises that sometimes require change. (For this reason, I have incorporated flexibility into this calendar with “to be determined” topics and assignments.)

| **Week** | **Topic** | **Date** | **Reading to complete before class** | **Check-In Exercise to submit before 8 a.m.** | **Additional work due or tasks to complete before class** |
| --- | --- | --- | --- | --- | --- |
| 1 | Introductions, Reading Statutes & Cases | 8/26 | *A Lawyer Writes,* Chapters 1 2, 3; Memo Comparison exercise |  |  |
| 8/28 | *A Lawyer Writes* Chapters 4, 5 (parts I and II only) & 11 (parts I-III only); Memo 1 materials – read cover memo; skim statutes and cases; Syllabus |  | Complete Introductory Survey on D2L  Register for my iClicker course |
| 2 | Synthesizing Rules | 8/28 | None—Enjoy the Labor Day holiday! |  | Purchase Core Grammar for Lawyers subscription & complete pre-test before 9/11 (See CGL Handout posted on D2L) |
| 8/30 | *A Lawyer Writes* Chapters 6 & 7 (section 7.1 only); Memo 1 materials – statutes and cases | Exercise 1 |
| 3 | Synthesizing Rules (continued)  **No Class on Monday, 9/9** | 9/9 | *Citation Handbook* pp. 2-5 (Introduction to Citation & Citation Basics) and the related *Bluebook* rules | Exercise 2 |  |
| 9/11 | *A Lawyer Writes* Chapter 5 (parts III & IV); *Citation Handbook* pp. 5-9 (Full Citations – Case Names) and the related *Bluebook* rules | Exercise 3 | Core Grammar for Lawyers Pre-Test (See CGL Handout posted on D2L) |
| 4 | Explaining Rules | 9/16 | *A Lawyer Writes*, Chapter 7 (sections 7.2 & 7.3); *Citation Handbook* pp. 9-14 (Case Location) and the related *Bluebook* rules | Exercise 4 |  |
| 9/18 | *Citation Handbook* p. 15 (Court & Date) and the related *Bluebook* rules | Exercise 5 |  |
| 5 | Applying Rules | 9/23 | *A Lawyer Writes* Chapter 8; *Citation Handbook* pp. 16-17 (Short Forms) and the related *Bluebook* rules | Exercise 6 |  |
| 9/25 | *A Lawyer Writes* Chapter 9; *Citation Handbook* pp. 22-30 (Statutes) and the related *Bluebook* rules | Exercise 7 |  |
| 6 | Conferences 9/25-9/29 & Research  **No Class Monday 9/30** | 9/30-10/4 | Submission Requirements (Memo 1 Draft) |  | Meet individually with Professor Julien to discuss your draft. Submit your draft via D2L at or before 7 p.m. the day before your conference. |
| 10/2 | Law Librarian Professor Elana Olson will provide any readings or other assignments |  |  |
| 7 | Conferences 10/7-10/11 & Research  **No Class Monday 10/2** | 10/7-10/11 | Submission Requirements (Memo 1 Draft) |  | Meet individually with Professor Julien to discuss your draft. Submit your draft via D2L at or before 7 p.m. the day before your conference. |
| 10/8  (Tues.) |  |  | **Research Assignment 1 due at or before 7 p.m.** |
| 10/9 | Law Librarian Professor Elana Olson will provide any readings or other assignments |  |  |
| 8 | Revising and Editing Memo 1; **Memo 1 due** | 10/14 | TBD | Exercise 8 |  |
| 10/16 | *A Lawyer Writes,* Chapter 16 | Exercise 9 |  |
| 10/18  (Fri.) | Submission Requirements (Memo 1 Final Version) |  | **Memo 1 (Final Version) due via D2L at or before 7 p.m.** |
| 9 | Introduction to Memo 2, Outlining and Roadmapping | 10/21 | *A Lawyer Writes*  Chapter 12; All Memo 2 Materials |  |  |
| 10/23 | *Citation Handbook* pp. 31-34 (Signals & Parentheticals) and the related *Bluebook* rules | Exercise 10 |  |
| 10/25  (Fri.) |  |  | **Research Assignment 2 due at or before 7 p.m.** |
| 10 | Other components of the memo | 10/28 | *A Lawyer Writes* Chapters 13, 14, 15  *Citation Handbook* pp. 35-39 (Quotations) and the related *Bluebook* rules | Exercise 11 |  |
| 10/30 | *Citation Handbook* pp. 29-40 (Capitalization, Numbers, and Symbols) and the related *Bluebook* rules | Exercise 12 |  |
| 11 | Quiz & Quiz review | 11/4 | In-Class Quiz |  |  |
| 11/6 | TBD | Exercise 13 |  |
| 12 | Conferences & Research  **No Class Monday 11/11** | 11/12-11/15 | Submission Requirements (Memo 2 Draft) |  | Meet individually with Professor Julien to discuss your draft. Submit your draft via D2L at or before 7 p.m. the day before your conference. |
| 11/13 | Law Librarian Professor Elana Olson will provide any readings or other assignments |  |  |
| 13 | Conferences & Research  **No Class Monday 11/20** | 11/18-11/22 | Conferences/Research |  | Meet individually with Professor Julien to discuss your draft. Submit your draft via D2L at or before 7 p.m. the day before your conference. |
| 11/19  (Tues.) |  |  | **Research Assignment 3 due at or before 7 p.m.** |
| 11/20 | Law Librarian Professor Elana Olson will provide any readings or other assignments |  |  |
| 14 | Conference Re-Cap & Thanksgiving  **No Class Wednesday 11/27** | 11/25 | TBD |  | **Complete Core Grammar for Lawyers work at or before 7 p.m.** No work completed after the due date will count toward your CGL grade. See p. 7 of this Syllabus. |
| 11/27 | None – Enjoy the Thanksgiving holiday! |  |  |
| 15 | Editing the Memo; **Memo 2 due** | 12/3 | *A Lawyer Writes* Chapter 16 (review) |  |  |
| 12/4 | TBD |  |  |
| 12/5  (Thurs.) | Submission Requirements (Memo 2 Final Version) |  | **Memo 2 (Final Version) due via D2L at or before 7 p.m.** |