Course Guidelines

1. The required books include those already purchased for Introduction to Law & Lawyering Processes I. In addition, the course will use Antonin Scalia and Bryan A. Garner, *Making Your Case: The Art of Persuading Judges* (West 2008) and a Supplementary Materials packet available from Roo Prints in the Law Library. Additional materials are available on the course website at http://www1.law.umkc.edu/Academic/LWP/index.html.

2. Attendance at all classes and workshops is mandatory. The Introduction to Law course employs the following attendance policy: students who are absent for more than two (2) scheduled instructional sessions, including workshops and required individual meetings, will be assessed a grade penalty for each absence above two. If you exceed four (4) absences, you will not pass the course. If you should miss a class, it is your responsibility to notify your instructor and pick up any missed assignments.

3. Computers in Class: The use of your computer in class is a privilege intended to facilitate your work in this course. You are expected to limit yourself during class time to note taking and other work related to the class. Recent research has shown that multi-tasking significantly impairs long-term retention of information. Therefore, instant messaging, surfing the web, or using your computer for any purpose unrelated to the course during class time impairs your performance. It is not only unprofessional and distracting for those around you; those activities damage your performance and interfere with others’ learning. In addition, turn off your cell phones during class.

4. Format: All writing assignments must follow the format requirements and include the required cover sheet that includes a completed Declaration of Compliance. Both are available on the course website.

5. Deadlines for assignments are absolute.
   A. The Mini-Research Project will not be accepted after the deadline.
   B. Briefs and Brief Drafts submitted after the deadline will be lowered one-half (1/2) letter grade for each portion of a day that they are late according to the Late Penalty Schedule in your Course Supplement.
and on the course website. A Brief or Brief Draft submitted even
minutes after the deadline will be considered late. Major writing
assignments are to be submitted electronically to your writing
faculty’s TWEN course on Westlaw. Assignments must be on time.

C. Only the Legal Writing Director has the authority to waive any late
penalty. Neither your Legal Writing Faculty nor the Administration
Office has this authority. If you wish to have the program director
consider waiving the late penalty, you may file a written plea, signed
with your anonymous legal writing grading number (not your name),
setting out the reasons. Do not submit such pleas to your course
instructor; all excuses and late penalties are considered
administratively and not as part of the evaluation process. Never
contact your course instructor directly about the circumstances
surrounding why your paper is late.

6. The Honor Code and the Plagiarism Policy apply to all assignments in this
course. Students are expected to do their own work. Students may not
collaborate on the research or the writing of any assignment. Except for the
Mini-Research Project, students may discuss the issues of their assignment
with their teaching assistants, legal writing faculty, and other members of
the first-year class. You may not show your writing to anyone, including
members of your class. You should review the Plagiarism Policy in last
semester's supplement.

7. This is a two credit hour course. Final grades in the course will be assigned
using letter grades A-F. Your final grade in the course will be determined
as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Brief Draft</td>
<td>25%</td>
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<tr>
<td>Brief</td>
<td>60%</td>
</tr>
<tr>
<td>Mini-Research Project</td>
<td>15%</td>
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<tr>
<td>Workshop Exercises</td>
<td>Pass/Fail</td>
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You must satisfactorily complete each of the following or you will fail the course:

Brief Draft
Brief
Mini-Research Project
Oral Argument
All Workshop Exercises
All Assigned Interactive Citation Workstation Exercises
All Computer Assisted Legal Research Training