Introduction to Law & Lawyering Processes II  
Spring 2011

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. 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. Students may not discuss the issues with anyone else. 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>
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<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