

SYLLABUS
WRITING FOR PRACTICE
Summer Session, 2019

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Overview: Writing for Practice, a one-credit weekend intensive course, will meet from **3:30 to 7:30 p.m. on Friday, June 21st and from 8:00 a.m.-4:00 pm on Saturday, June 22nd**. Attendance for the entire meeting time is mandatory. To receive one-credit, the ABA requires 42 hours of class time and preparation. Therefore, you are expected to spend approximately 24 hours on coursework outside of class – roughly divided between time spent before the class begins and time after.

Content: This course will introduce you to the several types of written documents that are prepared by lawyers on a daily basis including an office memo, letter to a client, contract and settlement letter. This style of writing can be challenging to new and inexperienced lawyers, as the success of these documents to accomplish their various purposes depends not only on the careful choice of words and format, but in choosing the appropriate tone, degree of formality and content in tailoring the document to the intended recipient.

You will also be asked to give a 3-4 minute speech on a subject of your own choosing – not necessarily having anything to do with law. We will be discussing the elements of a good brief speech and why this is important in Friday’s class. It would be helpful for you to think of a topic and what you want to say prior to class, but writing and practicing the talk will be your homework for Friday evening. I know that public speaking causes anxiety for many people – but don’t worry. We will be a friendly audience. I promise!

Competencies/Learning Outcomes: “Outcomes” are statements of what you should know, do, and value at the end of a “chunk” of learning. The learning activities in this course are designed to help you achieve the stated Outcomes. Hopefully, the Outcomes give you a sense of the “why” behind the activities. In turn, the assignments you submit provide evidence as to whether you have achieved an Outcome(s) and of areas for improvement or development.

Upon completion of this course, you should be able to:

1. Demonstrate writing techniques that create the appropriate tone and format for effective communication with diverse audiences.
2. Employ techniques for time-management, self-reflection, feedback, and collaboration necessary for professional practice.
3. Appreciate the importance of spotting potential ethical issues in connection with legal practice.
4. Understand the differences between writing for a listening audience and writing for a reading audience.
5. Give and receive constructive criticism.

Twen Site: You must register for the TWEN site established for this course. I will post assignments and other materials on TWEN and your completed assignments will also be posted on TWEN. All assignments - except your reflection - will be made accessible to all students in the class at the appropriate time after the assignment is due. You may use my email address for personal communications.

Grade: This course is pass/fail. Success will require attendance at all class times, the thoughtful completion of all assignments in a satisfactory manner, class participation and a final mandatory reflective memo. All assignments will be returned to you with my feedback.

Assignments: There will be a pre-class research and writing assignment that will be posted on TWEN and due before the start of class. Post-class assignments will include the polishing of an assignment started in-class and the reflective memo. The rest of the assignments will be done during class time. You must bring your laptop and be prepared to do research, draft and post on TWEN.