

Legal Writing	English 392 Sec. 1801
Michael Winett	W 6:30pm – 9:10pm TWS 0232
Office hours: TWS 1208	Email: <a href="mailto:mwinett@umd.edu">mwinett@umd.edu</a>
MW 3:30 - 4:45 pm TU 5:45 – 6:15 pm	Canvas: <a href="http://www.myelms.umd.edu">www.myelms.umd.edu</a>

Date	Class Description
W. 25 January	<p>Course Introduction: The Principles of Professional Writing.</p> <p>Assignment 1: Rewriting a paper from a previous course. Introduction:</p> <ol style="list-style-type: none"> <li>1. a rhetorical analysis</li> <li>2. the mechanics of style</li> </ol> <p>Readings due- Assignment 1 materials on Canvas:</p> <p>Assignment 1 Assignment Sheet A Basic Outline of a Rhetorical Analysis Professional Style Guide Assignment 1: Student Sample</p>
W.01 Feb	<p>Assignment 1: A draft of the following parts of assignment 1 are due in class for peer review</p> <ol style="list-style-type: none"> <li>1. Purposes</li> <li>2. Standards</li> <li>3. Content</li> <li>4. Arrangement</li> <li>5. Delivery</li> </ol>

	<p>(All drafts are digital. No hard copies needed.)</p> <p>Writing skills discussed- Professional peer review Readability Statistics</p>
W. 08 Feb	<p>Assignment 1 electronic draft due in class for second peer review.</p> <p>Writing skills discussed: Professional peer review Readability Statistics</p>
W. 15 Feb	<p><b>Assignment 1 final due by 5:00 pm by email.</b></p> <p>Assignment 2: Law School Application Essay discussed.</p> <p>Writing skills discussed: Ethos Facts vs. Opinions and Conclusions</p>
W. 22 Feb	<p>Assignment 2: Electronic drafts due in class for peer review. (Please note: drafts should not be emailed to me.) Readings due- Assignment 2 materials on Canvas</p>
W. 01 March	<p><b>Assignment 2: The final is due by email by 5:00 pm.</b></p> <p>Readings for class- Materials on Assignment 3, the Planning Memo.</p> <p>Assignment 4: Case Briefs discussed.</p>

W. 08 March	<p><b>Final of the planning memo due by email by 5:00pm</b></p> <p><u>For Class, Read the First Two Cases in the Case Brief Materials.</u>          (You will get a surprise pop quiz on them)          Readings due-          Assignment 4, case brief materials on Canvas</p>
W. 15 March	Assignment 4: Electronic drafts of cases on intent and assault due in class.
W. 22 March	No Class. Spring Break
W. 29 March	<p>Assignment 4: Electronic drafts of false imprisonment cases due in class.</p> <p>Discussion of Assignment 5, a persuasive presentation for a non-academic audience.</p>
W. 05 April	<p><b>The final version of the case briefs is due today by 5:00 pm</b></p> <p>Readings due-          Materials on Assignment 6, The Major Project</p> <p>More discussion of assignment 5, a persuasive presentation for a non-academic audience.</p> <p>Individual Conferences</p>
W.12 April	Filmed three minute Practice Presentations.

W. 19 April	Assignment 6: Major Project electronic drafts, including the rhetorical analysis, due in class for peer review.
W.26 April	<b>Professional Presentations and draft of assignment 6.</b>  Course evaluations
W. 03 May	<b>Professional Presentations</b>
W. 11 May	Last day of the course.  <b>Assignment 6 final due by 5:00 pm</b>  <b>Professional Presentations.</b>

## Course Goals and Course Policies

### Course Goals

In this course, students can expect to learn how to do the following-

- Analyze a variety of professional rhetorical situations and produce appropriate texts in response.
- Understand the stages required to produce competent, professional writing through planning, drafting, revising, and editing.
- Identify and implement the appropriate research methods for each writing task.
- Practice the ethical use of sources and the conventions of citation appropriate to each genre.
- Write for the intended readers of a text, and design or adapt texts to audiences who may differ in their familiarity with the subject matter.
- Demonstrate competence in Standard Written English, including grammar, sentence and paragraph structure, coherence, and document design (including the use of the visual) and be able to use this knowledge to revise texts.
- Produce cogent arguments that identify arguable issues, reflect the degree of available evidence, and take account of counter arguments.

Students can also expect to complete a professional writing document that can be used as a professional writing sample.

### Course policies

1. Professional participation.

Your professional participation grade counts for 12.5 per cent of your course grade.

Points for professional participation are earned for such things as-

Attendance

Professionally peer reviewing your colleagues' work

Emailing me using the correct subject line and file name format

Participating actively in class activities in a professional manner.

Points are lost from the professional participation grade for such things as--

Arriving late for class

Texting during class

Not muting your phone

Emailing me without using the correct subject line, file name format, and etiquette  
Leaving after the break

Credit for professional participation must be earned. Class attendance alone will not guarantee a passing grade for professional participation.

## 2. How to send me emails.

Always use regular email.

Never send me messages through Canvas.

Use an email address that looks professional; i.e., one that you would use if you were applying for a job. For example- mwinett@umd.edu.

Nicknames are not acceptable.

In order to keep my correspondence organized, I require students to use specific email subject lines. They are listed in a separate document on Canvas.

The use of correct subject lines is part of the professional participation grade.

Please only email me about questions that need a “yes” or “no” type answer. Ask substantive questions during class or during my office hours, especially questions about the rhetorical analysis and assignments. These questions usually require a conversation, so they can be handled more efficiently in person.

Due to the large number of assignments I get, I cannot send an email confirming that an assignment was received. Therefore, please keep all your assignments in the “sent mail” folder of your email reader. If any questions arise about email delivery, you will be able to forward the email to me.

## 3. Attendance—70% minimum requirement

Our course is a studio course, where classroom interaction is an integral part of the learning experience. Therefore, attendance is required.

A student must attend at least 70% of the classes in order to pass the course.

In addition, attendance is one part of the “Professional Participation” portion of your grade. Below are the attendance policies for unexcused absences, excused absences, and tardiness.

*Unexcused Absences.* Everyone is allowed one unexcused absence for any reason without losing points for non-attendance.

Each additional unexcused absence will cause a loss of 30 points from your professional participation grade.

Please remember that if a major scheduled grading event (a peer review, a class presentation, a class discussion) is scheduled for that class period, you will not be able to earn professional participation points for that class. You just will not be penalized for non-attendance.

*Excused Absences.* The University excuses absences that are the result of the following causes-

1. Your own illness
2. The illness of an immediate family member
3. Your participation in university activities at the request of University authorities
4. Your own religious observance
5. A compelling circumstance beyond your control

Documentation is required for all excused absences. If you have an anticipated excused absence, you must let me know *in writing* by the end of the schedule adjustment period or at least two weeks in advance.

*Absence for one class due to your own illness.* You must send me the form posted on Canvas within one week after missing class. The form allows you to state the date of your illness. It provides an acknowledgment that the information provided is true. Please note that providing false information about an absence is a violation of the University Honor Code.

*Absence from more than one class because of the same illness.* You must provide written documentation of the illness from the health care provider who made the diagnosis. The provider must verify the dates of treatment and indicate the timeframe during which you were unable to do class work.

Important: The note should not mention any diagnostic information.

*Absences from more than one class due to different illnesses (Non-consecutive medically necessitated absences from more than a single class).* Please follow the same procedure described two paragraphs above under “*Absence for one class due to your own illness.*”

*Tardiness.* If you arrive after the role has been called, you are late. Your grade for professional participation will be reduced for that class. If you leave after the break, your grade for professional participation will also be reduced for that class.

*Your Responsibilities if You are Absent.*

Regardless of your reason for missing class, you are still required to email your assignment on time.

If you are absent, you will need your classmates to help you learn what you missed.

Please get the phone number or email address of a classmate before the end of the first class session. If you miss a class, ask your classmate to review the class with you in detail. After you review notes and materials with your classmate, please visit me during my office hours. I will be glad to answer in person, not by email, any additional questions about subjects that we covered in your absence.

4. Incompletes.

An Incomplete will not be given except for highly unusual circumstances, such as physician certified long term illness or tragic personal events that occur after the date by which the course can be dropped with a “W.”

5. Assignment format.

Format all the documents in the course in the following way-

Left justified margins (like the margins on this page.)

Times New Roman 12 point font

Single spacing

Document saved at 100% zoom

Include your name, date, assignment number, and page number on all your assignments, including drafts.

Never use the “Track changes” function of Microsoft Word when you prepare any document that you plan to send me. It conflicts with my own use of “Track changes” when I review your assignments.

6. Assignment delivery.

Email your final assignments to me.

The assignment should be attached to your email, with the subject line and file name as noted in the canvas document about email formats and on the assignment sheets.

Email etiquette, as discussed during the first week of class, should also be used in all emails to me, including assignments and peer evaluation forms.

Do not email me assignment drafts.

7. Grading.

Your course grade will be based on the following scale, which totals 100%:

1. Assignment 1: RA and Rewrite	= 15.0%
2. Assignment 2: Application Essay	= 12.5%
3. Assignment 3: Planning Memo	= 05.0%
4. Assignment 4: Case Briefs	= 12.5%
5. Assignment 5: Presentation	= 12.5%
6. Assignment 6: Major Document	= 30.0%

7. Professional Participation = 12.5%

Papers, including drafts, submitted late will be marked down one letter grade per day.

One error of grammar, spelling, or punctuation will be allowed per assignment. Every additional error will result in a one point deduction.

If an assignment lacks quotation marks around a direct quote, including words taken from student samples or web sources, the assignment will receive a maximum grade of 60 because it fails to meet the minimal documentation standard for professional documents. However, this grade may be lowered if plagiarism is involved.

Also, proper attribution must be used if assignment samples are paraphrased.

8. Plagiarism.

The University of Maryland has strict policies against plagiarism. Penalties include an "FX" in Professional Writing as well as possible dismissal from the University.

The University requires that you include the following pledge on the title page of all assignments that you turn in:

I pledge on my honor that I have not given or received any unauthorized assistance on this assignment.

You can read about the University Honor Pledge online at:

[www.umd.edu/honorpledge](http://www.umd.edu/honorpledge).

9. Course evaluations.

Course evaluations designed by the Professional Writing Program will be distributed as noted on the syllabus. In addition, the University of Maryland has its own evaluations. The following text about them appears on the University of Maryland website.

“Your participation in the evaluation of courses through CourseEvalUM is a responsibility you hold as a student member of our academic community. Your feedback is confidential and important to the improvement of teaching and learning at the University as well as to the tenure and promotion process.”

Please go directly to the website ([www.courseevalum.umd.edu](http://www.courseevalum.umd.edu)) to complete your evaluations. “By completing all of your evaluations each semester, you will have the privilege of accessing online, at Testudo, the evaluation reports for the thousands of courses for which 70% or more students submitted their evaluations.”

**10. Disabilities.**

Please let me know by the end of your first week in class if you need academic accommodations for a documented disability.