

SYLLABUS: LEGAL WRITING

Law 105.1

Spring 2019

Fridays: 12:45 (room #206)
14:10 (room #206)

Instructors:

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Course Description: This is one of the most important classes you will take in all of your legal studies, as it will teach you the analytical and writing skills that are fundamental to your future academic and professional success. The course is designed to give you the basic skills to understand, analyze, and write about the law. As part of this, you will learn how to write specific legal documents such as a complaint (исковое заявление) to a Kyrgyzstani court and a legal brief for a foreign law audience. By the time you complete this course, you should be able to recognize, understand, and draft your own legal documents relevant for domestic (Kyrgyzstan), foreign (American), and international cases.

Note that this is an *introductory course*. The skills you learn here will prepare you for your future legal careers, but mastery of legal and academic writing is a never-ending process. Students will be expected to apply the frameworks and knowledge from this course to the rest of their classes at AUCA.

Attendance Policy: In-class attendance is MANDATORY. Attendance will be taken at the beginning of each class, with 1 point deducted from your final grade for each unexcused absence. Students who are sick or who have another valid reason for missing class must email to instructors prior to the class that they will miss, stating the reason for their absence and seeking approval.

Students are expected to arrive on-time to class. Students who chronically arrive late to class may have points deducted from their final grades for inadequate attendance.

Assignments Policy: All assigned readings are MANDATORY and must be completed by the relevant date shown in the syllabus. The instructors reserve the right to give you surprise in-class quizzes that cover information from the readings. These quizzes will be part of your class participation grades.

Written assignments are due BY MIDNIGHT on the due date assigned. Assignments are meant to review previously covered topics, prepare you for the upcoming class, and provide a fair metric for evaluating your and your classmates' progress. As such, assignments submitted late will receive, at most, a D (if the quality of the work is exceedingly high) and otherwise an F (for work of average to below average quality). Students may seek permission to submit assignments late if they are sick or for other valid reasons. They must receive permission from relevant instructor at least one day prior to the due date of the assignment, stating the reason for the late submission and seeking approval.

Grading Policy: Grades will be based on the following:

Homework Assignments:	10% of final grade
Writing Assignment #1 (исковое заявление)	20% of final grade
Writing Assignment 2 (_____):	20% of final grade
Writing Assignment 3 (_____):	20% of final grade
Writing Assignment 4(_____):	20% of final grade
In-Class Attendance/Participation:	10% of final grade

Letter grades correspond to the quality level as described below:	Letter grades correspond to the following percentage grades:
A: Work is of exceedingly high quality, well above that of the average student	A 94% - 100%
	A - 89% - 93%
	B+ 84% - 88%
B: Work is of average quality	B 80% - 83%
	C+ 76% - 79%
C: Work is of below average quality	C 71% - 75%
	C - 67% - 70%
D: Work is far below average quality	D+ 63% - 66%
	D 59% - 62%
F: Work is either of exceedingly low quality or was not submitted	D - 55% - 58%
	F 54% and lower

As described in the sections on attendance and assignments, students will receive a 1-point deduction from their final course grades for each unexcused absence from class, additional possible deductions for chronic lateness to class and unauthorized using of cell phones. All assignments that were found to have been completed using plagiarism – including unauthorized teamwork – will receive a zero.

Plagiarism and Teamwork Policy: Plagiarism means “to steal and pass off (the ideas or words of another) as one’s own; to use (another’s production) without crediting the source; to commit literary theft; and to present as new and original an idea or product derived from an existing source,” according to the Merriam-Webster Online Dictionary. PLAGIARISM IS FORBIDDEN IN THIS CLASS. Any submissions or assignments found to contain plagiarized portions – no matter how small – will receive an F.

Unless explicitly authorized by the professor giving the assignment, all work is to be completed by each student individually without consulting or working with other students. Unauthorized teamwork will be

considered a form of plagiarism, with all participants in the unauthorized collaboration receiving zeros on the relevant assignment(s).

The use of cell phones (talking, texting, etc.) and / or any other electronic devices during class for any purpose not related to the furtherance of the class objectives is strictly prohibited.

Students violating this policy will be given one (1) warning. Each subsequent violation of this policy will result in one (1) point being taken off your final grade score.

This syllabus is subject to change.

The course syllabus is subject to change. Any changes to the syllabus will be announced in class and the updated version of the syllabus placed on E-Course. It is each student's responsibility to stay informed of any changes made.

Course Materials:

Кашанина Т.В, "Юридическая техника", учебник, Москва 2007 год. Изд-во ЮРлит.

Schedule of Classes

Note that the plan outlined below is tentative and may change in response to needs observed as the course continues.

Week 1 (Jan. 18): Introduction to the Course (Prof. Kovalchuk)

Reading assignment for class on Jan. 25: "Introduction to Legal Writing" and in the Unit 2 "Legal documents".

Homework assignment for class on Jan.25 : An autobiography of a student.

Week 2 (Jan. 25): Definition and types of legal documents. Structural, linguistic and formal requirements for legal documents. (Prof. Kovalchuk)

Reading assignment, due for class on Feb. 1: posted on e-course in the Unit 1 " Legal documents" (Application to a court: исковое заявление)

Homework assignment, due by midnight on Feb. 1: A written formal letter (an example will be given at the lecture).

Week 3 (Feb. 1): Form and types of applications to a court (исковое заявление). (Prof. Kovalchuk)

Reading assignment, due for class on Feb. 8: posted on e-course in the Unit 1 " Legal documents" (Overview of a civil case documents)

Homework assignment, due by midnight on Feb. 8: **application to a court (исковое заявление)** (See E-Course for Instructions and Due Date)

Week 4 (Feb. 8): Overview of civil case documents. Agreements and contracts.

Reading assignment, due for class on Feb.15:

Homework assignment, due by midnight on Feb.15:

Week 5 (Feb. 15):

Reading assignment, due for class on Feb. 22:

Homework assignment, due by midnight on Feb.2 2:

Week 6 (Feb. 22):

Reading assignment

Homework assignment, due by midnight on

Week 7 (Mar. 1):

Reading assignment

Homework assignment, due by midnight on Mar. 15:

Week 8 (Mar. 8): No class. International Women Day.

Week 9 (Mar. 15):

Homework assignment,

Week 10 (Mar. 22): NO CLASS – SPRING BREAK

Week 11 (Mar. 29): (Prof. Kasybekova) What is Legal Memorandum? Sources of law

Reading assignment, due for class on Apr. 6: Read the Hypothetical [that is to be posted on e-course] and identify applicable rules

Week 12 (Apr. 5): (Prof. Kasybekova) Discussion of the hypothetical and identifying the issues

Homework assignment, due for class on Apr.12: prepare the draft 1 of the Legal Memo

Week 13 (Apr. 12): (Prof. Kasybekova) Individual meetings re Drafts of the Legal Memorandums

The sign-up sheet for Individual meetings is to be uploaded on e-course

Week 14 (Apr. 19): (Prof. Kasybekova) Individual meetings re Drafts of the Legal Memorandums

Reading assignment, due for class on Apr. 27: see handout uploaded on e-course on Client Opinion Letter

Homework assignment, due by midnight on April 26: **Final draft of the Legal Memorandum** to be uploaded on e-course

Week 15 (Apr. 26): (Prof. Kaparova) What is Client Opinion Letter?

Homework assignment, Draft on Client Opinion letter, due by midnight on April 28.

Week 16 (May 3): Individual meetings

Final assignment on Client Opinion letter, due by midnight on May 3.