

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input checked="" type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: Laurie Schnitzer	Phone: x4479
DEPARTMENT / DIVISION: Law School		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
New Course: LLM Legal Analysis, Research & Writing		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008		

Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)	DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
1. Experimental Course ¹	NOP	a, c, e	AC
2. Course Title	NO		ABCD
3. Course Credits	NO		ABCD
4. Course Number	NO		ABCD
5. Course Level	NO		ABCD
6. Pre & Co-Requisite	NO		ABCD
7. Course Description	NOP		ABCDEF
<input checked="" type="checkbox"/> 8. New Course	NOP		ABCDEF
9. Deactivate a Course	NO		ABCDEF
10. Program Requirements	NO	b, c, d, e	ABCDEF
11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
12. Closed Site Program	NOT	e	ABCDHIK
13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
18. Program Termination	NO, 10	d, e	ABCDEFHIK
19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
<input checked="" type="checkbox"/> N. This Cover Sheet		<input type="checkbox"/> Q. Full 5-page MHEC Proposal	<input type="checkbox"/> T. Other
<input checked="" type="checkbox"/> O. Summary Proposal		<input type="checkbox"/> R. Financial Tables (MHEC)	
<input checked="" type="checkbox"/> P. Course Definition Document		<input type="checkbox"/> S. Contract	

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

SCHOOL: LAW <input checked="" type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
New Course: LLM Legal Analysis, Research & Writing

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - proposed date after which no new students will be admitted into the program;
 - accommodation of currently enrolled students in the realization of their degree objectives;
 - treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - reallocation of funds from the budget of the affected program; and
 - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair:	
B. Final faculty review body within each School	Chair: <i>Michael A. Hayes</i>	9/10/08
C. College Dean	Dean: <i>Polly J. Chen</i>	9/10/08
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Mary C. Walker</i>	9/10/08
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Debra J. Yarn</i>	9/17/08
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input checked="" type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: Laurie Schnitzer	Phone: x4479
DEPARTMENT / DIVISION: Law School		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
New course addition: LLM Legal Analysis, Research & Writing		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008		

O-1: Briefly describe what is being requested:

Addition of new course: LLM Legal Analysis, Research & Writing

For new courses or changes in existing courses (needed by Registrar)		
OLD Title: n/a	Course # / HEGIS Code: n/a	Credits: n/a
NEW Title LLM Legal Analysis, Research & Writing	Course # / HEGIS Code: LAWG 605	Credits: 3

O-2: Set forth the rationale for the proposal: For those LL.M. students who intend to take the D.C. or New York bar examinations, this course provides the essential skills required to successfully complete the essay examination portion of the bar. Further, if those students intend to practice law in the United States, this course provides the essential skills required to fulfill the principal functions of a beginning lawyer: analysis, research and writing. The University and the Law School benefit by producing a cohort of LL.M. students capable of passing the bar and practicing law in the United States and bringing those skills to bear on the practice of law in their home countries.

Document P: Required Format for Course Definition Document

1. Date Prepared: September 9, 2008
2. Prepared by: Professor Eric B. Easton
3. Department: School of Law
4. Course Number(s), including HEGIS code(s): LAWG 605
5. Course Title: LLM Legal Analysis, Research & Writing
6. Credit Hours: 3
7. Catalog Description (Paragraph should reflect general aims and nature of the course):

LLMUS Legal Analysis, Research and Writing introduces the LL.M. students to the basic skills required for the practice of law through rigorous instruction in legal analysis, research, and writing. The course is taught by adjunct professors who are involved in the day-to-day practice of law as judges, lawyers, or legislators, under the supervision of one of the Legal Skills Program's co-directors. Students will learn the skills of statutory interpretation, case analysis and rule synthesis, print and online legal research, and production of written documents. These skills will be developed through course-work that includes critical case reading, analysis and briefing; common law principles and processes; factual analogy and distinction; rule synthesis and application; objective/predictive writing (office memo); case law and statutory research, print and electronic; citation form; and professional norms and ethics.

8. Prerequisites: None
9. Faculty qualified to teach course: Adjunct Faculty and Teaching Assistants
10. Course Type (check appropriate)
Open Enrollment: x
11. Suggested approximate class size: 8-10
12. Content Outline:

A. Legal Analysis: how to read and brief cases, how to synthesize and apply legal rules, how to analogize and distinguish cases on their facts, other common law principles and processes.

B. Legal Research: how to find the law and secondary authority necessary to resolve legal issues using print and electronic resources.

C. Legal Writing: how to communicate both research and analysis effectively through the vehicle of the office memorandum of law.

13. Learning Goals:

LL.M. students will learn the fundamental building blocks of the common law process: how to analyze legal problems, how to find the solutions to those problems in statute and precedent, and how to communicate those solutions effectively

14. Assessment Strategies:

Draft Documents/Complex instruments X

Short Assignments X

Other (explain) X minor analysis & research examinations

15. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.):

Richard K. Neumann, Jr., & Sheila Simon, *Legal Writing* (Aspen Publishers 2008).

Amy E. Sloan, *Basic Legal Research, Tools and Strategies* (3^d ed., Aspen Publishers 2006).

Amy E. Sloan & Steven D. Schwinn, *Basic Legal Research Workbook* (3^d ed., Aspen Publishers 2005) and updates to be provided by your teaching assistant.

ALWD & Darby Dickerson, *ALWD Citation Manual* (3^d ed., Aspen Publishers 2006).

Tracy L. McGaugh, Christine Hurt, Kay G. Holloway, *Interactive Citation Workbook for ALWD Citation Manual* (2008 ed., LexisNexis 2008).

LLMUS Legal Analysis, Research & Writing
LAWG 605, Section 319G, Fall 2008

Professor Eric B. Easton
Office: LC 200C, (410) 837-4874, eeaston@ubalt.edu

Writing Professor (WP) Hobbs Horak (A), Wednesdays, 6:15-7:30 p.m.
Writing Professor (WP) Brian Kim (B), Thursdays, 6:15-7:30 p.m.

Teaching Assistant (TA) Linda Stevens (1), Monday, 6:15-7:30 p.m.
Teaching Assistant (TA) Jennifer Solomon (2), Tuesday, 5-6:15 p.m.
Teaching Assistant (TA) Jamaal Thomas (3), Tuesday, 5-6:15 p.m.

(Each student will be assigned to Small Section A1, A2, B2, or B3)

Syllabus

Required Texts:

Legal Analysis Text, to be provided to each student.

Richard K. Neumann, Jr., & Sheila Simon, *Legal Writing* (Aspen Publishers 2001).

Amy E. Sloan, *Basic Legal Research, Tools and Strategies* (3^d ed., Aspen Publishers 2006).

Amy E. Sloan & Steven D. Schwinn, *Basic Legal Research Workbook* (3^d ed., Aspen Publishers 2005) and updates to be provided by your teaching assistant.

ALWD & Darby Dickerson, *ALWD Citation Manual* (3^d ed., Aspen Publishers 2006).

Tracy L. McGaugh, Christine Hurt, Kay G. Holloway, *Interactive Citation Workbook for ALWD Citation Manual* (2008 ed., LexisNexis 2008).

Richard C. Wydick, *Plain English for Lawyers* (4th ed. Carolina Academic Press 1998)

Recommended:

A legal dictionary, such as:

Black's Law Dictionary (Bryan A. Garner, ed., 3^d pocket ed., West 2001), or

Bryan A. Garner, *A Dictionary of Modern Legal Usage* (2d ed. Oxford 2001).

A guide to law school exams, such as:

Richard Michael Fischl & Jeremy Paul, *Getting to Maybe: How to Excel on Law School Exams* (Carolina Academic Press 1999), or

John C. Dernback, *Writing Essay Exams to Succeed (Not Just to Survive)* (2d ed. Aspen 2006), or

Charles C. Calleros, *How to Take Law School Exams: Preparation, Attitude, and Success* (Aspen 2007).

Class Schedule (Rooms TBA)

8/18-Week 1

M 1:30-2:45 p.m. Professor Easton: Introduction to Legal Analysis (all students)
M 6:15-7:30 p.m., TA Meeting #1 (A1)
Tu 5-6:15 p.m., TA Meeting #1 (A2 & B2)
Tu 5-6:15 p.m., TA Meeting #1 (B3)
W 1:30-2:45 p.m., Professor Easton: Introduction to Legal Analysis (all students)

8/25-Week 2

M 1:30-2:45 p.m. Professor Easton: Introduction to Legal Analysis (all students)
M 6:15-7:30 p.m., TA Meeting #2 (A1)
Tu 5-6:15 p.m., TA Meeting #2 (A2 & B2)
Tu 5-6:15 p.m., TA Meeting #2 (B3)
W 1:30-2:45 p.m., Professor Easton: Introduction to Legal Analysis (all students)

9/1-Week 3

M Labor Day-No Classes

Tu 4:45-6 p.m., Analysis Exam (all students)
W 6:15-7:30 p.m. WP Meeting #1(A) (Neumann & Simon, Chpt. 11-13)
Th 6:15-7:30 p.m. WP Meeting #1 (B)

9/8-Week 4

M & Tu TA Meeting #3 Introduction to Legal Research (Sloan, Chpt. 1 (review) & 2)
BLR Workbook Exercise 1-1 Due
W & Th WP Meeting #2 (Neumann & Simon, Chpt. 15-17)

9/15-Week 5

M & Tu TA Meeting #4 Secondary Sources (Sloan, Chpt. 3)
IC Workstation Exercise Set 1 (Exercises 1-5, Questions 1-5) Due
W & Th WP Meeting #3 (Neumann & Simon, Chpts. 18-19)

9/22-Week 6

M & Tu TA Meeting #5 Case Law Research (Sloan, Chpt. 4)
Memo 1 Due; Rewrite Assigned; Personal Conference Signup
No WP Meeting This Week

9/29-Week 7 (Personal Conferences)

M & Tu TA Meeting #6 Updating the Law (Sloan, Chpt. 5)

BLR Workbook Exercises 3-1 & 3-3 Due

No WP Meeting This Week

10/6-Week 8

M & Tu TA Meeting #7 Statutory Research (Sloan, Chpt. 6)

BLR Workbook Exercises 4-1 & 4-3 Due

W & Th WP Meeting #4 (Neumann & Simon, Chpt.23; Sloan, Chpt. 10-11)

10/13-Week 9

M & Tu **Computer-Assisted Legal Research (Rooms TBA)**

ICW Exercise Set 2 (Exercises 10, 12-14, Questions 1-5) Due

W & Th WP Meeting #5 (reading to be assigned by WP)

10/20-Week 10

M & Tu TA Meeting #8 Research Strategy (Sloan, Chpt. 11)

Memo 1 Rewrite Due; Memo 2 Assigned; Personal Conference Signup

No WP Meeting This Week

10/27-Week 11 (Personal Conferences)

M & Tu TA Meeting #9 Maryland Statutes, Administrative Rules

BLR Workbook Exercises 1-2, 3-2, 4-2, 5-2 Due

Discuss & Assign: ICW Exercises 15B, 16, Questions 6-10, for practice

No WP Meeting This Week

11/3-Week 12

M & Tu TA Meeting #10 Research Exam Preparation

BLR Workbook Exercises 6-1, 6-2, 7-1, 7-2 Due

W & Th WP Meeting #6

11/10-Week 13

Tu **Research Exam** (all students)

ICW Exercise Set 3 (Exercises 6-8,15-16, Questions 1-5) Due

W & Th WP Meeting #7

11/17-Week 14

No TA Meeting This Week

W & Th WP Meeting #8 (last class meeting)

11/24-Makeup Week

M Memo 2 Due in Legal Skills Office by 9 a.m.