

CML4113: Legal Memos Made Easy

Summer -Fall Writing Course 2022 [Counts as an in-person course]

June 1 – August 22 continuing in person in the Fall term

Apply by April 29 @ 3 pm

Students can choose to apply this course to either the Fall 2022 or Winter 2023 term

The Legal Memos Made Easy Summer-Fall Course will give you the writing and legal analysis skills you need to stand out as an articling student, summer law firm student, or legal intern.

The course begins online in the Summer, and then becomes an in-person Fall Term course to count towards the 30 credit hours of required in-persons learning.

Summer Segment Online and At Your Own Pace - Fit the Course Work with Your Summer Work

Over the summer you'll gain legal analysis and writing skills as you write and polish a legal memo you can use as a writing sample. You work primarily at your own pace to fit the course work with your summer work schedule. Students report spending three-ten hours a week completing the course modules. The Professor supports your summer work with feedback, check-in meetings, an editing class, and an individual meeting before you submit your graded memo. And from time-to-time you'll meet with some experienced peers.

Fall Term In Person Saturday Writing Workshop and Skills Practice

In the Fall, you'll attend four, three-hour in person workshop-style classes and four, two-hour writing and editing skills practice sessions to expand and consolidate your summer learning. The classes meet on designated Saturdays from 12:30-3:30. Here is the Saturday schedule

- Email Memos (September 17)
- Persuasive Writing: Editing for Persuasion (September 24)
- Persuasive Writing: Demand Letters (October 1)
- Grammar Tune-up (October 15)
- Editing and Writing Skills Practice Sessions –multiple dates to be determined

Anxiety Free Grading

We've removed grade anxiety from this course. Students tell us the grading scheme freed them to learn from mistakes, experiment, and more easily apply what they learned to their graded work.

50%: Complete the pass-fail summer modules, assignments, and skills practice activities and attending the Fall term in-person classes. These are all formative, ungraded assignments intended to give you practice and feedback.

35% Legal memo

15% Final reflection assignment

The course builds on the legal analysis and writing skills you've worked on in other courses. This is neither a remedial course nor the advanced writing leader's course. The course is not a grammar refresher course. (For that we recommend reviewing Core Grammar for Lawyers). The course is also not substitute for the broader training you will get in CML4307 Write with Purpose.

Professors McRae and Zweibel designed the course which is taught by experienced Legal Writing Academy Professors. **Apply by email to Professor Zweibel (subject line: Application for Legal Memos Made Easy).**

What we're looking for. Motivated students who can work independently and are enthusiastic about using feedback and reflection to improve their legal writing. Students must have the discipline to work at their own pace and complete the assignments. Accepted students commit to submitting the final legal memo and reflection on August 31, 2022, and to attending the in-person Fall classes.

1. Cover Letter: A two-paragraph cover letter saying why you want to take this course and why you think you fit the criteria, in particular your ability to work independently.
2. References: In your cover letter, include the names and phone numbers one common law faculty member. **Do not include reference letters.**
3. Transcript: Informal transcripts are acceptable. First-year students please include interim grades.
4. Writing Sample: Five pages of legal writing (not a factum) that demonstrate your writing skills. This can be a cohesive portion of a longer piece. We are looking for writing potential, not perfect work.

Selections will be made by May 9, 2022.

This course is by application only and is NOT listed under the on-line registration website. Once selected, the Academic Office will register students.