CML4113: Legal Memos Made Easy

Summer Session 2021 (June 1 – August 20) Counts as a Fall 2021 course.
Apply by April 30 @ 3 pm
No more than twenty students will be accepted.

Imagine A Self-Paced Summer Legal Writing Course Designed to
Fit Your Summer Job Workload
Prepare You for Any Legal Job

Legal Memos Made Easy fits the bill and more. You’ll lighten your Fall or Winter term course load and get continuous feedback as you write a polished legal memo you can use as a writing sample.

Students will work at their own pace to write and edit a legal memo guided by digital resources and online interim assignments that take approximately five hours a week to complete. You’ll have continuous support by dedicated Legal Writing Academy Writing Leader teaching assistants. The Professor will lead you through an editing workshop and meet with you individually to give you feedback before you edit and submit your final memo.

The course builds on the legal analysis and writing skills you’ve worked on other courses. This is neither a remedial course nor the 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. You will further develop your skills in the context writing a polish legal memo.

The course emphasises applying feedback and reflection to continuously improve your work. Fifty-percent of the grade is based on successfully completing pass-fail modules, thirty-five percent is your final polished memo, and fifteen percent is a final writing reflection.

Students will not attend class except for:

- Week seven milestone check-in with the teaching assistant
- Week nine online editing workshop and
- Final memo draft review with the professor in week ten.

Professors Virginia McRae, Ellen Zweibel and Angela Long designed the course, which will be taught by Professor Long.

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 memo on August 20, 2021.

We will give preference to students who took the summer civil procedure course and missed out on the Legal Writing Academy memo assignment.

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.

Selections will be made by May 10, 2021.

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