

Legal Rhetoric: Writing and Research

Most Frequently Asked Questions Asked by Students

1. Where do I get my blind grading number for Legal Rhetoric Assignments?

A: From the Registrar's Office (Suite 304; Mon.-Tues. 9 a.m. – 6 p.m., Wed.-Fri. 9 a.m. – 5 p.m.).

2. I know I have weak skills in writing fundamentals like grammar and structuring written work. Where can I get help?

A: Your instructor or Dean's Fellow is the best place to start. There will also be two grammar labs this semester (See the Course Outline, pp. 48-49; contact the Rhetoric Office for details of times and rooms), AND YOU SHOULD EXPLORE THE OFFERINGS OF THE LEGAL ANALYSIS STUDY GROUP (Office of Diversity Services, Suite 300) for programming that you'll find helpful. There's also the Academic Support Center on main campus (Mary Graydon Center). The Coordinating Dean's Fellows, Sandra Ko, Jarrett Perlow, and Michael Bernstien (see the Legal Rhetoric Course Outline for contact information) and Tina Karkera, the duty Dean's Fellow (Mon. – Thurs. 4:30 – 6 p.m. in the Legal Rhetoric Center) are also additional sources of help.

3. What about help improving my work in the course, or help preparing a writing sample?

A: Again, start with your instructor and Dean's Fellow. One of the full-time Rhetoric Faculty is available for drop-in help Monday - Thursday from (6-8 p.m.) in the Rhetoric Center (Suite 129), and the duty Dean's Fellow, Tina Karkera, is available there for drop-in help Monday-Thursday from (4:30 – 6 p.m.). The Program Director, Professor Pether, has drop-in hours each week on Tuesdays from 5 – 6 p.m. and on Wednesdays from 5:30 – 8:30 p.m. in Rm. 316. The Office of Career Services will also help with writing samples (Suite 515), and LASG with improving your legal writing skills.

4. How do I get an extension on a Legal Rhetoric Assignment?

A: This is covered on p.37 of the Course Outline. No extensions will be granted for any graded or ungraded assignment in this course or for other deadlines listed in the Checklist of Essential Dates except in the extremely limited circumstances outlined in this section. If you cannot submit an assignment by the due time, or meet a deadline set out in the Checklist of Essential Dates, **you must do two things to get the credit available for timely submission of the assignment.**

First, you must submit, in writing your reasons for failure to

- submit the assignment on time and the date and time when you will submit it, or

- meet other deadlines listed in the Checklist of Essential Dates.

Your submission must attach a letter from a third party such as a physician, health center, mechanic, etc., documenting the reason for lateness. The third party cannot be a relative. **It is your responsibility and no one else's to make sure you submit the request.**

You must submit the request to Associate Dean Jaffe before the deadline.

You may send it by fax or email, provided it is received by Associate Dean Jaffe on or before the deadline. Associate Dean Jaffe will decide if you should receive the extension. In exceptional circumstances, he may accept a document after the deadline and grant a waiver of the deadline.

Second, you must deliver a copy of your written request, with Associate Dean Jaffe's approval noted on it, to Michael Anderson in the Legal Rhetoric Center.

Grounds for granting an extension are limited to:

1. Illness or injury of the student or a family member or death of a family member, or other similarly serious personal problem.
2. For part-time students, demands of a job that could not have been anticipated.

Technical problems with producing the document and transportation delays are problems you need to anticipate and are not considered valid reasons for extensions or waivers. Waiting until 8:45 a.m. to turn in an assignment due at 9:00 a.m. ensures that if there is a problem, the assignment will be late. Remember, it's always best to ask for an extension as soon as you know you'll need it - that makes everything easier.

5. If I have a question about Rhetoric where should I direct it?

A: The Course Outline will give you most of the answers you need; your Rhetoric Instructor and Dean's Fellow can help with most questions, as can Michael Anderson and Darryle Brown in the Legal Rhetoric Office (Suite 129, 202-274-4074).

6. Who will help with concerns or problems I might have about my work in the course?

A: It's always best to start with your Instructor and Dean's Fellow. Michael Anderson in the Rhetoric Office can help. Each large section also has a member of the full-time faculty who is available to help - they are:

- Section 1, Professor Dillard (Rm. 128, 202-274-4284)
- Section 2, Professor Gallacher (Suite 129, 202-274-4073)
- Section 3, Professor Mullem (Suite 129, 202-274-4316)
- Section 4, Professor Pether (Rm. 316, 202-274-4302)

Section 5, Professor Modesitt (Suite 129, 202-274-4326)

All students may contact Professor Dillard or Professor Pether about any problems or concerns. You can also contact one of the Coordinating Dean's Fellows. The sooner you seek help from one of us the sooner you will get it.

8. If I'm having trouble with TWEN, Westlaw or Lexis Nexis who can help?

A: For TWEN and Westlaw you should use the “Customer Service” link on the Westlaw website or call their customer support number at 1-800-WESTLAW. You may also contact our Westlaw representative, John Lim, at john.lim@thomson.com or by phone at 202-842-7570. For Lexis Nexis you should use the “Customer Service Center” link on the Lexis Nexis website or call their customer support number at 1-800-45-LEXIS. You may also contact our Lexis Nexis representative, Heather Miller, at heather.miller@lexisnexis.com or by phone at (800) 253-4183 ext. 79159.

7. My first language isn't English; how can I get help to improve my written and oral communication skills?

A: Contact the Multicultural and International Student Organization (MISO) through Dean’s Fellow Christina Adams (christini_a@yahoo.com) or Professor Pether; there are workshops each week for international students and students from non-English speaking backgrounds.