

UPPER LEVEL WRITING PACKET

Attached are the following:

1. Guidelines for the Upper Level Writing Requirement (ULWR)
2. Honor Code Pledge
 - a. Complete form and attach it to the front page of your final paper
3. Upper Level Writing Requirement Registration Form
 - a. Complete the form with the faculty member's approval.
 - b. Return completed form to the Registrar's office.

The Faculty strongly believes that students should have at least one small group educational experience during their tenure at the Law School in which students may research a legal topic in depth, share what they have learned with other students and a member of the faculty who has expertise in that area, and write a rigorous work on the subject. Hence, students should fulfill the Upper Level Writing Requirement (“the Requirement”) through taking a seminar. Students who are unable to take a seminar may fulfill the Requirement through a note or comment, an appellate brief, or a directed research project.

GUIDELINES FOR THE ULWR PAPER

Every student must individually author a rigorous written work which final product must be in the following format:

Requirements:

1. 7,500 word length, inclusive of footnotes and exclusive of appendices; except as indicated below.
2. Line spacing of 2.0 (double-spaced)
3. Margins of one inch
4. Page numbering at bottom center
5. Footnotes in standard Bluebook form
6. A Times New Roman 12 point font
7. Written in a legal context
8. Certify compliance with requirements by completing, signing and submitting *Honor Code Pledge* (available in ULWR packet on line or in hard copy outside the Registrar's Office.)

A student may fulfill the Requirement by any of the following means:

1. **A Seminar paper:** written for a graded course taught by a full-time faculty member. The faculty member teaching the seminar must approve the paper as fulfilling the Requirement. Whether to satisfy the Requirement or not, all students should take at least one seminar. Not all seminar papers need be submitted to fulfill the Requirement.
2. **A Note or Comment:** A note or comment written for any ABA-approved law school's Law Review or Journal may subsequently be submitted to a member of the full-time faculty as a draft for expansion to satisfy the Requirement. The faculty member will supervise the student's changes to the comment or note so that it meets all criteria of the Requirement. There is no additional academic credit beyond what may be earned by using Law Review for a note or comment to meet the Upper Level Writing Requirement. Law Review credit is earned only as a member of Barry's Law Review.
3. **A Directed Research Paper:** A paper written for a graded directed research project (e.g. a two-credit directed research project requires 7,500 words) under the supervision of a full-time faculty member. The supervising professor must approve the paper as fulfilling the Requirement. Students must be in good academic standing to be eligible for directed research. Please note that except for professors teaching seminar courses, who need not supervise directed research projects in that semester, professors may supervise no more than three (3) such directed research projects per semester.
4. **A Seminar Paper written for a seminar taught by an adjunct faculty member:** The student who wishes to use such a paper to satisfy the Requirement must submit the paper to the *Associate Dean for Academic Affairs* who will assign it to a member of the full-time faculty as a draft for expansion to satisfy the Requirement. The faculty member will supervise the student's

changes to the paper so that it meets all criteria of the Requirement. The grade for the paper and the seminar course will be determined exclusively by the adjunct faculty member teaching the seminar course and will not be affected by the full-time faculty member's determination that the paper does or does not satisfy the Requirement.

5. **A Sole Authored Brief:** Written for an approved course taught by a *full-time faculty member* or an *approved Legal Research and Writing adjunct*. The professor teaching the course must approve the brief as fulfilling the Requirement.

Requirement for the Sole Authored Brief:

- a) 7,500 word length, inclusive of the following sections **ONLY**: Statement of Jurisdiction, Argument, and Conclusion and exclusive of all other sections of the brief and appendices.
- b) Satisfying all other specifications required by the Professor.

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- Full-time students may complete the Requirement during their third, fourth or fifth semesters (or the credit hour equivalent thereof for part-time students). At the latest, the Requirement must be completed by the end of the student's fifth semester (or the credit hour equivalent thereof for part-time students on the last date of classes of the semester).
 - It is the student's responsibility to confirm a submission date with the faculty member that allows adequate time for grading. **The final paper, grade, and certificate of completion** must be submitted to the Registrar's Office by the **Professor** on or before the deadline indicated below. Failure to meet the deadline will preclude the student's intended graduation term.

****There will be no extension on the deadlines.****

| Final Draft due to Professor* (varies) | Professor's certification due to Registrar (DEADLINE) | Graduation |
|---|--|---------------|
| Determine your supervising professor's deadline. He/she will need time to certify your ULWR by the March/June/October certification due date. | March 15 th of your graduation term | Spring |
| | June 15 th of your graduation term | Summer |
| | October 15 th of your graduation term | Fall |

UPPER LEVEL WRITING REQUIREMENT

HONOR CODE PLEDGE

Plagiarism, as defined by the Barry University School of Law Honor Code, is the unauthorized appropriation or insufficient acknowledgment of the ideas or written work of another.

I certify this is my original work. I have attributed all source materials to the appropriate authorities, and I have satisfied the formatting requirements. Including a word count of _____

DATE

STUDENT'S SIGNATURE

BARRY ID: _____

PRINT NAME

Please attach this Honor Code Pledge to the front of your completed research paper.

UPPER LEVEL WRITING REQUIREMENT REGISTRATION FORM

Student (print name): _____

Barry ID# _____ Semester (circle and complete): Fall/Summer/Spring 20____

Supervising Faculty Member (print name): _____

As a requirement of graduation, each student must fulfill the Upper Level Writing Requirement. The Upper Level Writing Requirement can be completed in any semester **after** completion of the first year curriculum. At the latest, the completed work is due in the student's fifth semester (semester prior to graduation) on the **last date of classes of the semester**.

The Faculty strongly believes that students should have at least one small group educational experience during their tenure at the Law School in which students may research a legal topic in depth, share what they have learned with other students and a member of the faculty who has expertise in that area, and write a rigorous work on the subject. Hence, students should fulfill the Upper Level Writing Requirement ("the Requirement") through taking a seminar. Students who are unable to take a seminar may fulfill the Requirement through a note or comment, an appellate brief, or a directed research project.

When the paper is completed, the student will turn in the Honor Code pledge form along with the final paper to the supervising faculty. The supervising faculty must certify that the paper meets the Upper Level Writing Requirements. Once certified the faculty member will then submit grade, the paper, and the certification form to the Registrar's Office.

Select one: ☐ Seminar Paper ☐ Directed Research (**course code: 6002**)
☐ Note or Comment ☐ Seminar written for an adjunct faculty ☐ A Sole Authored Brief

Course Name/Topic of Project (circle one): _____

I certify I have read and understood the Upper Level Writing Requirements/Guidelines and deadlines. I hereby elect to satisfy the Upper Level Writing Requirement by the following method selected above. The professor has signed this form below to indicate approval of this topic and willingness to serve as supervising faculty. Any changes in the term must be approved by the Associate Dean of Academic Affairs.

Date

Student Signature

Date

Supervising Faculty Signature

Turn in form during add/drop or registration period only for Directed Research, otherwise faculty member will keep form until paper has been completed.

UPPER LEVEL WRITING REQUIREMENT CERTIFICATION OF SATISFACTION

To: Amelia Rios - Interim Registrar

From:

Re:

Student Name

Directed Research is a graded project (A-F). A seminar paper, whether graded for the course or not, should receive a grade of “P” (pass) if it meets the Upper Level Writing Requirement.

I hereby verify that this student has met the requirements of the Upper Level Writing Requirement with a grade of P and/or _____.
Letter Grade

Seminar or Course requiring a Research Paper

Name of Seminar/Course

☐ Directed Research

☐ Law Review Article

Signature: _____

Date: _____