## UNIVERSITY OF BALTIMORE

### DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

**SCHOOL:** LAW ☑ MSB ☑ YGCLA ☑ | **Contact Name:** Cheryl Cudzilo | **Phone:** x4457

**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 Civil Procedure

**PROPOSED SEMESTER OF IMPLEMENTATION:** Fall ☑ Spring ☐ Year: 2008

### Box 1: TYPE OF ACTION
- ADD(NEW) ☑ DEACTIVATE ☐ MODIFY ☐ OTHER ☐

### Box 2: LEVEL OF ACTION
- Non-Credit ☐ Undergraduate ☑ Graduate ☑ OTHER ☑

### Box 3: ACTION ITEM

<table>
<thead>
<tr>
<th>1. Experimental Course 1</th>
<th>DOCUMENTS REQUIRED (see box 4 below)</th>
<th>IMPACT REVIEWS (see box 5 on back)</th>
<th>APPROVAL SEQUENCE (see box 5 on back)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Course Title</td>
<td>NO</td>
<td>a, c, e</td>
<td>ABCD</td>
</tr>
<tr>
<td>3. Course Credits</td>
<td>NO</td>
<td>a, c, d</td>
<td>ABCDE</td>
</tr>
<tr>
<td>4. Course Number</td>
<td>NO</td>
<td>a, b, d</td>
<td>ABCDE</td>
</tr>
<tr>
<td>5. Course Level</td>
<td>NO</td>
<td>a, c, d</td>
<td>ABCDE</td>
</tr>
<tr>
<td>6. Pre &amp; Co-Requisite</td>
<td>NO</td>
<td>a, b, c</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>7. Course Description</td>
<td>NO</td>
<td>a, c, d</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>8. New Course</td>
<td>NO</td>
<td>a, c, d</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>9. Deactivate a Course</td>
<td>NO</td>
<td>a, c, d</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>10. Program Requirements</td>
<td>NO</td>
<td>a, b, c, d</td>
<td>ABCDECF</td>
</tr>
<tr>
<td>11a. UG Specialization (24 credits or less)</td>
<td>NO</td>
<td>a, b, c, d, e</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>11b. Masters Specialization (12 credits or less)</td>
<td>NO</td>
<td>a, b, c, d, e</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>11c. Doctoral Specialization (18 credits or less)</td>
<td>NO</td>
<td>a, b, c, d, e</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>12. Closed Site Program</td>
<td>NOT</td>
<td>a, b, c, d</td>
<td>ABCDHIK</td>
</tr>
<tr>
<td>13. Program Suspension 9</td>
<td>NO,5</td>
<td>a, c, e</td>
<td>ABCDEGIK</td>
</tr>
<tr>
<td>14a. Certificate Program (ug/g) exclusively within existing degree program</td>
<td>NO</td>
<td>a, c, e</td>
<td>ABCDEGHIK</td>
</tr>
<tr>
<td>14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)</td>
<td>NO,6</td>
<td>a, c, e</td>
<td>ABCDEFGHIK</td>
</tr>
<tr>
<td>15. Off-Campus Delivery of Existing Program</td>
<td>NO, 4</td>
<td>a, b, c, d</td>
<td>ABCDHIJ</td>
</tr>
<tr>
<td>16a. UG Concentration (exceeds 24 credit hours)</td>
<td>NO, 5</td>
<td>a, b, c, d, e</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>16b. Masters Concentration (exceeds 12 credit hours)</td>
<td>NO</td>
<td>a, b, c, d, e</td>
<td>ABCDBFGHJL</td>
</tr>
<tr>
<td>16c. Doctoral Concentration (exceeds 18 credit hours)</td>
<td>NO</td>
<td>a, b, c, d, e</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>17. Program Title Change</td>
<td>NO, 5</td>
<td>a, b, c, d</td>
<td>ABCDBFGHJL</td>
</tr>
<tr>
<td>18. Program Termination</td>
<td>NO, 10</td>
<td>a, b, c, d</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>19. New Degree Program</td>
<td>NO, 3, 8</td>
<td>a, b, c, d</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>20. Other</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
</tr>
</tbody>
</table>

### Box 4: DOCUMENTATION (check boxes of documents included)

- N. This Cover Sheet
- O. Summary Proposal
- P. Course Definition Document
- Q. Full 5-page MHEC Proposal
- R. Financial Tables (MHEC)
- S. Contract

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1. Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
2. Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
3. 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.
4. 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)
5. One-page letter with description and rational (MHEC requirement)
6. 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)
7. Learning objectives, assessment strategies; fit with UB strategic plan
8. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
9. 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.
SCHOOL: LAW ☑ MSB ☐ YGCLA ☐

SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):

New Course: LLM Civil Procedure

10. Provide:
   a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution;
   b. proposed date after which no new students will be admitted into the program;
   c. accommodation of currently enrolled students in the realization of their degree objectives;
   d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
   e. reallocation of funds from the budget of the affected program; and
   f. 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

<table>
<thead>
<tr>
<th>SIGNATURES (see procedures for authorized signers)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td></td>
</tr>
<tr>
<td>- No impact</td>
<td></td>
</tr>
<tr>
<td>- Impact statement attached</td>
<td></td>
</tr>
<tr>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
</tr>
<tr>
<td>- No impact</td>
<td></td>
</tr>
<tr>
<td>- Impact statement attached</td>
<td></td>
</tr>
<tr>
<td>CIO or designee:</td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td></td>
</tr>
<tr>
<td>- No impact</td>
<td></td>
</tr>
<tr>
<td>- Impact statement attached</td>
<td></td>
</tr>
<tr>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
<td></td>
</tr>
<tr>
<td>- No impact</td>
<td></td>
</tr>
<tr>
<td>- Impact statement attached</td>
<td></td>
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<tr>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>e. Records</td>
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<tr>
<td>- No impact</td>
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<tr>
<td>- Impact statement attached</td>
<td></td>
</tr>
<tr>
<td>Registrar or designee:</td>
<td></td>
</tr>
</tbody>
</table>

Box 6: APPROVAL SEQUENCE

<table>
<thead>
<tr>
<th>APPROVAL SIGNATURES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department / Division</td>
<td>Chair: Michael S. Hayes</td>
</tr>
<tr>
<td>B. Final faculty review body within each School</td>
<td>Chair:</td>
</tr>
<tr>
<td>C. College Dean</td>
<td>Dean:</td>
</tr>
<tr>
<td>D. Provost and Senior Vice President for Academic Affairs</td>
<td>Provost: Mary L. Hira</td>
</tr>
<tr>
<td>E. Curriculum Review Committee (UFS subcommittee)</td>
<td>Chair:</td>
</tr>
<tr>
<td>F. University Faculty Senate (UFS option)</td>
<td>Chair:</td>
</tr>
<tr>
<td>G. University Council (see #11 above)</td>
<td>Chair:</td>
</tr>
<tr>
<td>H. President</td>
<td>President:</td>
</tr>
<tr>
<td>I. Board of Regents – notification only</td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents – approval</td>
<td></td>
</tr>
<tr>
<td>K. MHEC – notification only</td>
<td></td>
</tr>
<tr>
<td>L. MHEC – approval</td>
<td></td>
</tr>
<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the mission of the University is changed by the action</td>
</tr>
</tbody>
</table>
**SCHOOL:** LAW ✅ MSB ❌ YGCLA ✗  | **Contact Name:** Cheryl Cudzilo  | **Phone:** x4457  
**DEPARTMENT / DIVISION:** Law School  
**SHORT DESCRIPTION OF PROPOSAL** (state action item 1-23 and course name & number or program affected): 
New course addition: LLM Civil Procedure  

**PROPOSED SEMESTER OF IMPLEMENTATION:**  
- Fall ☑  
- Spring ☐  
- Year: 2008  

**O-1:** Briefly describe what is being requested:  
Addition of new course LLM Civil Procedure  

<table>
<thead>
<tr>
<th>OLD Title</th>
<th>Course # / HEGIS Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW Title</th>
<th>Course # / HEGIS Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLM Civil Procedure</td>
<td>LAWG 600</td>
<td>3</td>
</tr>
</tbody>
</table>

**O-2:** Set forth the rationale for the proposal:  
For those LLM students who intend to take the D.C. or New York bar examinations, this course provides essential skills and doctrinal knowledge required to complete successfully the Civil Procedure requirements of the bar. For those students who intend to practice law in the United States, this course provides the basic knowledge of the civil litigation process necessary to meet that goal. The University and Law School benefit by producing a cohort of LLM students capable of passing the bar and practicing law in the United States and/or bringing those skills to bear on the practice of law in their home countries.
Date Prepared: September 9, 2008

Prepared by: Professor Stephen Shapiro

Department: School of Law

Course Number(s), including HEGIS code(s): LAWG 600

Course Title: LLM Civil Procedure

Credit Hours: 3

Catalog Description (Paragraph should reflect general aims and nature of the course):
An Introduction to the process of Civil Litigation in the United States, with an emphasis on
litigation in the federal courts. Topics covered include subject-matter jurisdiction; personal
jurisdiction; venue; pleading; joinder of claims and parties; discovery; pre-trial motions; choice
of law; right to trial by jury; judge jury relations, appellate review; and res judicata.

Prerequisites: None

Faculty qualified to teach course: Law Faculty who teach the first year course Civil Procedure I
& II

Course Type (check appropriate)
Open Enrollment: x

Suggested approximate class size: 30

Content Outline:
See attached syllabus

Learning Goals:
- Establish an understanding of the court structure and the civil litigation process in the U.S.
- Become familiar with the Federal Rules of Civil Procedure and learn to read them and to
  apply them to factual situations
- Develop the skill of being able to analyze and solve legal problems by spotting legal issues,
  and applying legal rules and doctrines
14. Assessment Strategies:
   Exam: x
   Other: x

15. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.):
    Civil Procedure: Text and Problems (Shapiro/self published); Federal Rules of Civil Procedure
CIVIL PROCEDURE
Professor Stephen Shapiro
Fall 2008

SYLLABUS

Professor’s Contact Information

Office: Room 403.
Telephone: 410-837-4523.
e-mail: SSHAPIRO@ubalt.edu.
Office hours: To be announced

Course Materials


The first two assignments are posted on the UB web-site, along with this syllabus.

After that, all other materials will be posted on the Lexis-Nexis Blackboard web-site for this course. If you are registered for this course and have a Lexis-Nexis password, you should be able to access that site, once classes begin. If you cannot access the site by the end of the first week of classes, please contact my administrative assistant, Barb Coyle, in room 301, BCOYLE@ubalt.edu.

Attendance

Regular class attendance is required. By school rule, a maximum number of five absences will be allowed. Students unprepared to answer questions will be counted as absent.

Exams and Grading

There will be a final examination, a midterm examination, and several written exercises. Final grades will be based mainly on the final exam (65-70%) and to a lesser extent on the midterm (20-25%) and other written work (5-10%). You will be allowed to have your Federal Rules of Civil Procedure with you for the exams. They may contain reasonable annotation (i.e., underlining, a few words or phrases here or there in the margins) you may not write outlines, significant written material, or material not pertaining to the Rules in your Rules Books. Class participation will not count toward your grade, except that continued unpreparedness, poor attendance, or excessive lateness or failure to turn in written assignments may have an adverse effect.
Assignments

Except for the first assignment, each consists of (1) a list of rules and statutes covered in the assignment, (2) approximately 5-10 pages of text explaining the material, (3) a one or two-page set of problems, and (4) with some assignments, a case opinion. Unless I tell you otherwise, we will cover one assignment per class.

Class Preparation

For each class, first read the textual material. Make sure you look up any rules or statutes discussed in the text. If there is a case assigned with the material, read that also.

Next, answer the problems, in writing. Try to do so, if possible, without reference to the text, using only the rules and statutes.

In preparing the written answers to the problems, you may work with other LLM students, discussing the material and the correct answers. The written answer, however, should be your own work, not copied from someone else.

Bring your written answer to the problems to class and we will discuss them in class.

Although the LAW scholar and I will be happy to discuss and help you with the problems after the class, please try to complete them before class without our help.

You will not be graded on your answers to the problems, although I may from time-to-time ask you to turn them in so I can review them.

I strongly suggest that after class, you review your notes and the text and write out a new answer to the problems based on what you have learned in class. Again, if possible, write this answer without using your notes or the text.

(Course Coverage is on the next page)
Course Coverage

Assignment 1: Introduction and Terminology

Text
Problem (not in the materials, will be given out in class)

Assignment 2: Pleading in General and the Complaint

Text
Problem
Case: Conley v. Gibson

Assignment 3: The Answer

Text
Problem
Article about Conley v. Gibson (will be given out in class)

Assignment 3(a): Service and Time Limits

No text
Problem

Assignment 3(b): Service and Time Limits Continued

No text
Problem (will be given out in class)

Assignment 4: Pre-Answer Motions and Waiver of Defenses

Text
Problem

Assignment 5: Counterclaims

Text
Problem

Assignment 6: Amendments

Text
Problem


**Mid-term exam**

Will cover material up through Assignment 6  
Will be given in class 1-2 weeks after we finish Assignment 6  
I will announce the exact date later

**Assignment 7: The Discovery Process and Scope of Discovery**

Text  
Problem  
Case: O'brien v. International Brotherhood of Electrical Workers

**Assignment 8: Work Product**

Text  
Problem  
Case: Hickman v. Taylor

**Assignment 9: Use of Discovery in Court Proceedings**

Text  
Problem

**Assignment 10: Summary Judgment**

Text  
Problem  
Case: Celotex Corp. v. Catrett

**Assignment 11: Jury Trials**

Text  
Problem  
Case: Colgrove v. Battin

**Assignment 12: Motions Before and After Verdict**

Text  
Problem

**Assignment 13: Appeals**

Text  
Appeals
Assignment 14: Federal Subject Matter Jurisdiction

Text
Problem

Assignment 15: Federal Question Jurisdiction

Text
Problem
Case: Louisville and Nashville Railroad Co. v. Mottley

Assignment 16: Diversity Jurisdiction

Text
Problem
Cases: Lundquist v. Precision Valley Aviation and Tubbs v. Southwester Bell