Affordable Materials Grants, Round 18:

Continuous Improvement Grants

(Fall 2020 – Fall 2021)

Proposal Form and Narrative

# Notes

* The proposal form and narrative .docx file is for offline drafting and for our review processes. Submitters must use the online Google Form for proposal submission, including uploading this document.
* The only way to submit the official proposal is through the Google Form. The link to the online application is on the [Round 18 RFP Page](https://www.affordablelearninggeorgia.org/about/rfp_r18).
* The italic text provided below is meant for clarifications and can be deleted.

# Applicant and Team Information

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| --- | --- |
| Requested information | Answer |
| Institution | University of Georgia School of Law |
| Applicant name | Jean Mangan |
| Applicant email | [Jmangan@uga.edu](mailto:Jmangan@uga.edu) |
| Applicant position/title | Instructor |
| Submitter name | Jean Mangan |
| Submitter email | [Jmangan@uga.edu](mailto:Jmangan@uga.edu) |
| Submitter position/title | Instructor |

Please provide the first/last names and email addresses of all team members within the proposed project. Include the applicant (Project Lead) in this list. Do not include prefixes or suffixes such as Ms., Dr., Ph.D., etc.

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| --- | --- | --- |
| Team member | Name | Email address |
| Team member 1 | Jean Mangan | [jmangan@uga.edu](mailto:jmangan@uga.edu) |
| Team member 2 | Student Fellow to hire if grant received | XXXXXXX |

# Project Information

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| Requested information | Answer |
| Type of Project | *Replacement of current OER in courses with new/better OER* |
| Requested Amount of Funding  *$10,000 maximum total award per grant* | $4,075.00 |
| Course Titles and Course Numbers | JURI4071; JURI4081 |
| Final Semester of Project | Fall 2021 |
| Currently Existing Resource(s) to be Revised/Ancillaries Created  *Please provide a title and web address (URL) to each of the currently existing resources that you are revising, creating new ancillary materials for, or replacing. If replacing, please include a title and web address (URL) to the new OER as well.* | Mangan, Jean; Lyndale, Chase; and Gravel, Gabrielle, "Legal Writing Manual" (2020). *Books*. 157.  https://digitalcommons.law.uga.edu/books/157 |

# Project Goals

I have already written a resource for my students and I would like to revise and expand that resource. I have written 18 chapters concerning legal writing topics and licensed the material under a CC BY-SA 4.0 license.

The chapters in the manual are:

1. Briefing Cases
2. Case Synthesis
3. Citation Introduction
4. Legal Reader
5. Legal Writing Paradigms
6. Local Rules and Standing Orders
7. Metacognition and Study Skills
8. Parts of a Brief
9. Parts of a Memorandum
10. Peer Review
11. Persuasive Writing
12. Predictive Writing
13. Prewriting
14. Reading Cases
15. Rule Synthesis
16. Sources of Law and Court Systems
17. Time Management
18. Transitions and Signposting

I plan to add, expand, and revise chapters to incorporate student feedback from using these materials in the 2020-21 academic year with my current classes. I will write a new chapter on Types of Legal Reasoning. I will also expand several chapters. I will provide more examples in Citation Introduction. For Rule Synthesis and Case Synthesis chapters, I will create an example hypothetical to demonstrate those skills. That example will include creating 3-5 cases, cases charts, and sample paragraphs to show both rule synthesis and case synthesis.

Additionally, I will expand or rework chapters as needed based on student feedback. I have generated a series of anonymous surveys for each chapter to encourage honest and thoughtful feedback from students as they use the chapters in the course. I also will expand where I see holes in the materials as we use them in class this year.

Finally, I will improve page layout of materials, including inserting clear page numbers, creating a table of contents, reformatting charts for greater legibility, and adding graphics to illustrate concepts.

# Action Plan

* **Content Work by Mangan (120 hours)**
  + Expand Citation Introduction Chapter (10 hours)
  + Expand Rule Synthesis Chapter (10 hours)
  + Write Types of Legal Reasoning Chapter (20 hours)
  + Expand chapters as recommended by student feedback (variable; plan 20 hours)
  + Create example hypothetical and materials to use to work through in Rule Synthesis and Case Synthesis Chapters (30 hours)
  + Incorporate Student Fellow feedback (30 hours)
* **Review Work by Student Fellow (60 hours)**
* **Formatting Work by Mangan and Student Fellow (95 hours)**
  + Pagination (5 hours)
  + Table of Contents (5 hours)
  + Charts Formatting (20 hours)
  + Graphic Creation and Insertion (30 hours)
  + Revision and Editing for Whole Product Cohesion (35 hours)
* **Distribution Facilitation (4.5 hours)**
  + Merge files into one PDF document (1 hour)
  + Optical Character Recognition preparation (.5 hours)
  + Digital Commons faculty book record creation (2 hours)
  + Library Catalog MARC/RDA record creation (1 hour)

# Timeline

* October 30, 2020: Mangan attends Kickoff Meeting
* November 1-22, 2020: Mangan expands Citation Introduction Chapter
* November 9-13, 2020: Mangan attends Open Education Conference 2020
* November 23, 2020 -January 11, 2021: Mangan expands Rule Synthesis Chapter, writes Types of Legal Reasoning Chapter
* January-June 2021: Student Fellow reviews first edition chapters, expansions, and additions for clarity and student usefulness. Provides verbal and written feedback to Mangan for Mangan to incorporate into the second edition. Assists in chart improvement and in graphics design.
* February-April 2021: Mangan incorporates expansion of chapters recommended by student feedback through a series of Qualtrics surveys given from August 2020-February 2021.
* May-June 2021: Create hypothetical, including three cases, case charts, and sample paragraphs, to use in both Rule Synthesis and Case Synthesis chapters.
* July 2021: Format materials for distribution facilitation and upload to Digital Commons
* August 2021: Provide materials to incoming first-year law students enrolled in Mangan’s section of JURI4071

# Budget

*Please enter your project’s budget below. Include personnel and projected expenses, keeping in mind that this grant funds the estimated time in your Action Plan. The maximum amounts for the award are as follows:*

**$4,075.00 Total**

$2,000.00 for Jean Mangan Summer 2021 salary

$2,000.00 for Student Fellow stipend to pay for contributions to creation and updating of OER

$75.00 Registration fee for Open Education Conference 2020

# Creative Commons Terms

*I understand that any new materials or revisions created with Affordable Learning Georgia funding will, by default, be made available to the public under a Creative Commons Attribution License (CC-BY), with exceptions for modifications of pre-existing resources with a more restrictive license.*

# Accessibility Terms

*I understand that any new materials or revisions created with Affordable Learning Georgia funding must be developed in compliance with the specific accessibility standards defined in the* [*Request for Proposals*](https://www.affordablelearninggeorgia.org/about/rfp_r18)*.*

# Letter of Support

*The Department Chair from the corresponding project, or the Department Chair’s direct report such as the Dean or Provost, must provide a signed Letter of Support for the project. This letter should acknowledge the following:*

* *The department will provide support for fund disbursement in correspondence with the Grants/Business Office.*
* *The department approves of the work on the proposal by the applicant(s).*
* *The department acknowledges the sustainability of these affordable resources after the grant work is complete.*

*Please provide the name and title of the department chair (or other administrator) who provided you with the Letter of Support.*

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| **Randy Beck, Associate Dean of Academic and Student Affairs** |

# Grants or Business Office Letter of Acknowledgment

*Institutional Grants/Business Offices will be responsible for fund disbursement, often in correspondence with the Department Chair, including expense and travel reimbursement. Applicants will need to provide a short Letter of Acknowledgment stating that the Grants/Business Office knows about the applicant’s intent to apply for an Affordable Materials Grant. Either the Department Chair or the Project Lead can work with the Grants/Business Office to get this signed letter.*

*In the case of multi-institutional affiliations, all participants’ institutions must provide a letter of acknowledgment.*

*Please provide the name and title of the grants or business office representative who provided you with the Letter of Acknowledgment.*

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| **Roberta Cooper, Grants Specialist, Sponsored Projects Administration, Pre-Award** |