

**SYLLABUS FOR ADVANCED LEGAL WRITING: CONTRACT DRAFTING**  
**Fall 2015 LAW 3696-01**

Student Center SC201, Stetson University College of Law, Gulfport, Florida  
Thursdays 6:15 pm to 8:05 pm

**Adjunct Professor:** James W. Martin, Esq., St. Petersburg, Florida  
**Email:** jwmartin@law.stetson.edu  
**Website:** www.jamesmartinpa.com  
**Office hours:** Before class or by appointment

**Course Catalog Description:**

This course surveys documents of legal practice and the skills needed to write them. Students will engage in problem-solving via legal analysis and writing, receive hands-on drafting experiences, and gain greater sophistication and power as legal writers.

**Goal:**

To confidently and competently draft typical contracts found in the practice of law.

**Required Text (please obtain before class #1):**

Haggard & Kuney, *Legal Drafting: Process, Techniques and Exercises*, 2nd Edition, 2007, Thomson West

**Classes and Reading Assignments:**

1. Some Ideas and Examples
2. Chapters 1 and 2 (philosophy; contracts)
3. Chapters 3 and 4 (legislation; interpretation)
4. Chapters 5 and 6 (ethics; drafting overview)
5. Chapters 7 and 8 (getting started; law)
6. Chapters 9 and 10 (substance; concept)
7. Chapter 11 (organization)
8. Chapter 12 (ambiguities)
9. Chapter 13 (style and usage)
10. Chapter 14 (definitions)
11. Chapters 15 and 16 (legal consequences and typography)
12. Chapter 17 (reviewing and revising documents)
13. Looking Back and Looking Forward

**Grading Policy:**

Grading is based on writing assignments, editing assignments, class attendance, and class participation. There is no final exam. Grading is on a pass/fail scale, not the 4.0 scale.

**Attendance Policy:**

Attendance is mandatory. Attendance will be taken at the beginning of each class. A student arriving after 6:15 pm must inform the professor upon arrival so that he can mark the student partially present instead of completely absent. Failure to attend at least 80% (21 hours) of the total class hours (26 hours) will automatically exclude the student from receiving any credit hours for the course. **Failure to attend class #1 counts as an absence even if the student added the course after class #1.** In addition, failure to attend and prepare for class will be considered in determining the student's pass/fail grade in the course. Each student is required to keep a record of his or her total absences for each class. The professor is not obligated to keep a student informed of the student's absences. A student who meets one or more of the following criteria should contact the Associate Dean for Academics (not the class professor) as soon as possible to discuss attendance: (a) has the flu or flu-like symptoms; (b) has a contagious or serious illness other than the flu; (c) is caring for another person suffering from the flu or contagious disease; or (d) presents extraordinary circumstances that might require missing a large number of class hours.

**Accommodations:** In keeping with College of Law policy, international students and students with disabilities may be entitled to certain accommodations in this course. If you believe you fall into this category, you must communicate with the Registrar's Office if you are an International student or the ADA Coordinator if you have a disability, as soon as possible. Accommodations for assignments cannot be made unless written notice is provided from the Registrar or ADA Coordinator to me. International students can contact the Registrar at registrar@law.stetson.edu. Students with disabilities can contact the ADA Coordinator at ada@law.stetson.edu or access information and forms at www.stetson.edu/law/accessibility .