

## SYLLABUS

### Fall 2016 Law 3696-01 Advanced Legal Writing: Contract Drafting

Thursdays 6:00 pm to 7:55 pm

Library Room 141

Stetson University College of Law

Gulfport, Florida Campus

**Adjunct Professor:** James W. Martin, Esq.  
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**Office Hours:** Thursdays at 5:30 pm in classroom by appointment

**Goal:** To draft “the contract that stays out of court” by learning how to confidently and competently draft clear and unambiguous contracts

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

**Required Tools:** Computer to access Internet and create and edit documents during class

#### Weekly Classes and Reading Assignments:

1. Introductory Tips on Drafting the “Contract That Stays Out of Court”
2. Chapters 1 and 2 (pages 2-48 philosophy of drafting and contract drafting)
3. Chapters 3 and 4 (pages 49-88 legislative drafting and rules of interpretation)
4. Chapters 5 and 6 (pages 89-123 drafting ethics and drafting overview)
5. Chapters 7 and 8 (pages 124-151 getting started and drafting within the law)
6. Chapters 9 and 10 (pages 152-184 determining substance and choosing the right concept)
7. Chapter 11 (pages 185-195 organization)
8. Chapter 12 (pages 196-236 avoiding ambiguities)
9. Chapter 13 (pages 237-281 drafting style and usage)
10. Chapter 14 (pages 282-303 definitions)
11. Chapters 15 and 16 (pages 304-347 terms creating legal consequences and document typography and layout)
12. Chapter 17 (pages 348-371 reviewing and revising drafted documents)
13. Review of Contract Drafting

**Credit Hours:** 2 hours (85 hours of work over 13 weeks)

**Classroom Faculty Instruction:** (26 hours over 13 weeks)

**Out-of-Class Student Work:** (59 hours over 13 weeks)

5 hours per week reading the text and drafting, editing and analyzing contracts

**Grading Policy:**

- A. There is no final exam.
- B. Grading is based on writing assignments, editing assignments, classroom attendance, and classroom participation.
- C. Grading is on a satisfactory/unsatisfactory scale, not the 4.0 scale.

**Classroom Attendance Policy:**

- A. Failure to attend at least 80% of the total classroom hours will automatically exclude the student from receiving any credit hours for the course. This means that a student may miss only 2.5 of the 13 classes and still receive credit for the course.
- B. Failure to attend class #1 counts as an absence even if the student added the course later.
- C. Attendance is mandatory.
- D. Attendance will be taken at the beginning of each class.
- E. Each student is required to keep a record of his or her total absences for the semester. The professor is not obligated to keep a student informed of the student's absences.
- F. 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 classroom 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 classroom instruction.

**Accommodations:** Please read Accessibility Resources — Registering For and Requesting Accommodations at <http://www.stetson.edu/law/accessibility/register-request.php> .