

SYLLABUS AND READING ASSIGNMENTS
ADVANCED LEGAL WRITING: CONTRACT DRAFTING
Fall 2017 Law 3696-01

Thursdays 6:00 pm to 7:50 pm (Classes #1 and #2)

Thursdays 6:00 pm to 8:20 pm (Classes #3-11, Changed Due to Hurricane Irma)

Courtroom H, Charles A. Dana Building

Stetson University College of Law

Gulfport, Florida Campus

Adjunct Professor: James W. Martin, Esq.
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Available by appointment at 5:30pm before each class

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. This section will emphasize contract drafting.

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

Required Text: *Legal Drafting, Process, Techniques and Exercises*, 2nd edition 2007 by Haggard & Kuney or 3rd edition 2017 by Kuney & Looper, West Academic

Recommended Text: *A Manual of Style for Contract Drafting*, 3rd Edition 2013 by Adams, ABA Business Law Section

Required Tools: Computer to access Internet and create and edit documents in and out of class

Weekly Classes and Reading Assignments in Required Text:

1. Introductory Tips on Drafting the “Contract That Stays Out of Court”
2. Chapters 1 and 2 (philosophy of drafting and contract drafting)
3. Chapters 3, 4, 5 and 6 (legislative drafting, rules of interpretation, drafting ethics, and drafting overview)
4. Chapters 7 and 8 (getting started and drafting within the law)
5. Chapters 9 and 10 (determining substance and choosing concept)
6. Chapter 11 (organization)
7. Chapter 12 (avoiding ambiguities)
8. Chapter 13 (drafting style and usage)
9. Chapter 14 (definitions)
10. Chapters 15 and 16 (terms and typography and layout)
11. Chapter 17 (reviewing and revising drafted documents)

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 assigned material and drafting legal documents as assigned)

Grading Policy: There is no final exam. Grading is based on assignments, classroom attendance, and classroom participation. Grading is on a satisfactory/unsatisfactory scale (not the 4.0 scale).

Classroom Attendance Policy:

- A. **A student may miss only 2 of the 11 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. Failure to attend at least 80% of the total classroom hours will automatically exclude the student from receiving any credit hours for the course.
- D. Attendance is mandatory.
- E. Attendance will be taken at the beginning of each class.
- F. 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.
- G. 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 www.stetson.edu/law/accessibility/register-request.php . In keeping with College of Law policies regarding ADA Accommodations and ESL Testing Modifications, students with disabilities or foreign students may seek reasonable accommodations and/or ESL testing modifications for this course. Accommodations and/or modifications cannot be made unless written notice is provided from the ADA Coordinator to me. If you believe you fall into one or both of these categories, you must communicate with the ADA Coordinator as soon as possible by emailing ADA@law.stetson.edu, and follow the appropriate request procedures found on the Accessibility Resources pages of the College of Law website.