

LEGAL DRAFTING

COURSE 6807 SECTION E

2 CREDITS

FALL 2018

ROOM 270 TUESDAY/ THURSDAY 8- 8:50

INSTRUCTOR: *Silvia Menendez*

*351 Holland Hall
menendezs@law.ufl.edu
352-273-0740*

OFFICE HOURS: *Tuesday and Thursday 10 am- noon; Wednesday 1-3*

If you have questions, you may stop by during office hours, request to meet at a different time or email me. From time to time, I will need to reschedule these hours. I will try to provide ample warning.

REQUIRED TEXT: Legal Drafting: Litigation Documents, Contracts, Legislation and Wills, Temple-Smith and Cupples

Legal Drafting Client Files- available through Target Copy

RECOMMENDED MATERIALS: Please keep a grammar and style manual available, as well as a legal dictionary. Helpful sources include:

Legal Writing in Plain English, Garner

English Grammar Handbook, Loberger and Shoup

Plain English for Lawyers, Wydick

The Redbook: A manual on Legal Style, Garner

Grammar, Punctuation & Style: A Quick Guide for Lawyers and Other Writers, Cupples and Temple-Smith

ON-LINE COMPONENT- There is a Canvas course associated with this class. I will post the syllabus and any class handouts there. Unless I tell you otherwise, you are required to submit all assignments there prior to the start of class.

COURSE DESCRIPTION: This required course must be taken in the second year and be completed with a passing grade. Principles and practice of drafting legal documents, including complaints and responses, contracts, and legislative and quasi-legislative documents.

PREREQUISITE KNOWLEDGE AND SKILLS: *Appellate Advocacy*

PURPOSE OF COURSE: *This course is intended to introduce you to drafting. Drafting is primarily the creation and expression of legal rules, rather than the explanation of rules that you learned in Legal Writing.*

COURSE GOALS AND/OR OBJECTIVES: *By the end of this course, students will:*

- *Understand and be able to draft a civil complaint based on the Florida Rules of Civil Procedure*
- *Understand the most common types of contract provisions*
- *Understand the best practices for drafting contracts*
- *Apply the best practices for drafting contracts*
- *Be able to evaluate and revise existing contracts based on the best practices*
- *Review and edit their own documents*

TEACHING PHILOSOPHY: There is no one perfect document. In this course, you will continually seek to improve your work by reviewing and revising your documents. You should learn from your mistakes, and seek to correct them. I will comment on all aspects of your document- the content, the organization, the articulation (grammar, style etc.). As the class progresses, my comments on your documents will become less specific and more general; I will ask you to apply principals correctly, rather than showing you how to apply them.

INSTRUCTIONAL METHODS: *This course is taught in several ways- lectures to introduce drafting principals; workshops to begin the application of rules to specific documents; and review sessions in which we discuss what students have written in order to find and resolve common problems.*

COURSE POLICIES:

ATTENDANCE POLICY: *You are expected to attend every class, and I will take attendance. Consistent with ABA guidance, any student who misses more than 4 classes (excused or unexcused) may be asked to withdraw from the class. If you have to miss a class, you should let me know beforehand.*

ASSIGNMENT POLICY: You will hand in at least one assignment each week, usually 2-3 pages double spaced. All assignments are handed in via canvas, and late submissions are noted and may affect your final grade. All but two of these assignments are ungraded, but will be commented on, either individually or with group feedback. Most of your assignments will be individual, but occasionally I will ask for group submissions.

Although you may begin working on some of your individual assignments in class, what you hand in should be your work alone. Please be sure to spend a sufficient amount of time on each assignment; it is anticipated that you will average at least 2 hours of out of class reading and preparation for each hour in class.

LAPTOP POLICY: Unless I ask you to work together on in-class drafting, laptops should not be used during class.

UF POLICIES:

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

****NETIQUETTE: COMMUNICATION COURTESY:** All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior] <http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

GETTING HELP:

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- Learning-support@ufl.edu

- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

GRADING POLICIES:

Assignment	Points
Final Draft of Multicount complaint	10
Final Draft of Second Complaint	10
Attendance/participation/timeliness/professionalism	5
Final Project	75

GRADING SCALE:

Letter Grade	Point Equivalent
A (Excellent)	4.0

A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C (Satisfactory)	2.0
C-	1.67
D+	1.33
D (Poor)	1.0
D-	0.67
E (Failure)	0.0

I will hand out a detailed assignment schedule, covering the first several weeks of class, on the first day of class. This schedule is subject to change. The schedule represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.