

LEGAL DRAFTING

LAW 6807, 2 credits
Sections POLI and 4745
Fall 2025

Professor Kristen V. Hardy | k.hardy@law.ufl.edu

Office Location: HOL 375 (3rd Floor)

Office Hours (beginning Sept. 2):

Tuesdays and Thursdays, 11:30 a.m.-1:00 p.m. (virtual and in-person) (*in office - HOL 375*)

Tuesdays and Thursdays 2:15 p.m.-2:55 p.m. (virtual and in-person) (*in classroom - HOL 285C*)

*And by Appointment

Class Meeting Location:

Section POLI will meet on Tuesdays and Thursdays from 1:15 p.m. - 2:10 p.m. in HOL 285C.

Section 4745 will meet on Tuesdays and Thursdays from 3:00 p.m. - 3:55 p.m. in HOL 285C.

COURSE OVERVIEW, SYLLABUS & POLICIES

Welcome to *Legal Drafting*! This document provides an overview of the course and its learning objectives, university policies, and a topical outline that covers the first part of our course.

I.

Course Description and Learning Objectives

The primary objective and goal of this course is for you to learn how to review, draft, and analyze contracts.

By the end of this course, you should be able to:

1. Understand the business purpose of contract concepts.
2. Draft each part of a contract with clarity and without ambiguity.
3. Effectively work through the drafting process.
4. Understand, draft and comment on contracts and basic transactional documents commonly encountered in practice with the client's goals and objectives in mind.

ABA Standard 310 requires that students devote approximately 2 hours out of class reading and/or drafting an assignment for every 1 hour in class.

Course Texts

1. Stark and Llorente., DRAFTING CONTRACTS (3rd Edition), ISBN #978-1-5438-0390-7, Aspen Publishing.

2. Supplemental Material Posted to Canvas.

Course Website

You may access the course website at: <http://elearning.ufl.edu/>. All course business will be conducted through the website. I will post all reading assignments, supplemental readings, and course announcements there; and you can sign up for office hour appointment slots there.

Office Hours

I will hold office hours beginning the week of September 2, 2025. My office is located in Holland Hall 375.

I will hold office hours at the following times:

- **Tuesdays and Thursdays, 11:30 a.m.-1:00 p.m.** - virtual and in-person (*in office - HOL 375*)
- **Tuesdays and Thursdays 2:15 p.m.-2:55 p.m.** - virtual and in-person (*in classroom - HOL 285C*)

You can drop by or schedule¹ an appointment (recommended). You can also meet with me via Zoom during any of these times.

I will try to accommodate any student who needs to meet with me, even if it is outside of the listed hours. These meetings will most likely be conducted via Zoom. Please contact me, should the need arise, and we will find a time that works.

Also, if you are sick, or have been exposed to someone who is, I am happy to meet with you via Zoom.

Note: Office hours and other conferences will not be held within the 24 hours prior to graded-assignment due dates.

I reserve the right to amend this guidance as the semester progresses.

II.

Communication

My Communication With You. Changes in class meeting times or assignments may be necessary during the semester, and you will be notified of the changes as early as possible. Please make sure to check your e-mail and the course website daily for announcements.

Your Communication With Me. If you need to communicate with me via email, please add your class time to the subject line: **“Legal Drafting - [Class Time] Class,”** for instance:

¹ You can find the scheduling link on our course Canvas page.

Send

From: k.hardy@law.ufl.edu

🔒

To

Hardy, Kristen V

Cc

Bcc

Legal Drafting - 1p.m. Class

Draft saved at 12:41 PM

Kristen V. Hardy
Legal Skills Professor
University of Florida Levin College of Law
P.O. Box 117620, Gainesville, FL 32611-7633
(352) 273-0883 | k.hardy@law.ufl.edu
[Book an office hours appointment with Professor Hardy](#)

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Note: This communication may contain information that is legally exempt from disclosure. If you are not the intended recipient, please note that any dissemination, distribution or copying of this communication is strictly prohibited. Anyone who receives this message in error should notify the sender immediately by telephone, or by return email and delete the message from their computer. For the University of Florida Privacy Statement, see <http://privacy.ufl.edu/privacy-policies-and-procedures/onlineinternet-privacy-statement/>. Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to the University. Instead, contact the specific office or individual by phone or in writing.

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Attendance and Participation

Attendance in class is required by both the ABA and the law school. Attendance will be taken at each class meeting. This is a skills-based course, which means that your attendance is also essential to achieving the course objectives. Your active and consistent participation in the class discussions and exercises is expected and required.

Missing Class. Despite our best efforts, unplanned circumstances sometimes arise. Therefore, students are allowed three absences during the course of the semester. If you miss more than three classes, I may reduce your final grade. If you miss more than six classes, you will fail the course.

Any days missed to observe a religious holiday will not be counted against you for attendance purposes if you notify me of the absence in advance. You will be given a reasonable amount of time to make up any material covered in your absence.

Grade Breakdown

In this course, a student's grade will be based on the following:

10%	(Each counts for .5%) <ul style="list-style-type: none"> • 12 - Homework assignments • 3 - in-class quizzes • 3 - asynchronous Canvas modules (Class 10, Class 11, and Class 19) • 1 - for participation (Category 1): participation in small group assignments and other classroom activities, as well as general professional behavior • 1 - for participation (Category 2): attendance record (three or fewer absences) 	
15%	Project #1: Release: September 26	Due: October 3
25%	Project #2: Release: October 17	Due: October 25
50%	Project #3 (<i>final</i>): Release: November 10	Due: November 19
100%	TOTAL	

Like all required courses, this course adheres to the law school's grading scale **and curve**, which includes both a mean and mandatory grade distribution. More information can be found [here](#).

Evaluation and Feedback

This course requires the completion of drafting assignments (both inside and outside of class), as well as quizzes and longer-length projects, for which you will be given several days or weeks to complete.

For most assignments, including homework and in-class quizzes, I will incorporate generalized feedback into my class lectures. I will give individual feedback for projects 1 and 2. You may also discuss any of your assignments with me during office hours.

Project 3 is the final project in the course. Grades for this project/exam are due to the law school Registrar when course grades are due, after the conclusion of the semester. For that reason, I do not customarily return student feedback. However, any student who wishes to review my comments on their Project 3 submission can contact me to set up a meeting at the beginning of the semester following the semester in which the project is due.

Submission of Assignments

Assignment Submission. You must turn in all assignments by the given deadline. *Computer problems, including e-mail or Canvas problems, should be foreseen and are not grounds for an extension.* Plan your time accordingly.

Late Projects. For each of the first three days that a project is late, your grade will be lowered by one grade increment per day.

For example, let's say the top four grade increments on an assignment are 20/20, 18/20, 16/20, and 14/20. If your assignment is one day late, the highest grade that would be possible for you to receive is 18/20. If your assignment is two days late, the highest grade that would be possible for you to receive is 16/20. If your assignment is three days late, the highest grade that would be possible for you to receive is 14/20.

No project will be accepted after the third late day.

Late Homework Assignments and Canvas Module Activities. If a homework assignment or Canvas module activity is not submitted by the deadline, a student may submit their work up to 24 hours after the due date for half credit. These assignments will not be accepted after 24 hours unless a student has an accommodation on file or unless the student was absent due to religious observance.

Late Quizzes. Quizzes are administered and answers debriefed in class on the date they are scheduled. Late quizzes will not be administered or accepted unless a student has an accommodation on file or unless the student was absent due to religious observance.

Extensions. Deadline extensions will be granted only for serious matters beyond the student's control. If you find yourself in an emergency situation, contact me. Exceptions may be made for legitimate emergencies. If possible, request an extension before the relevant due date.

Professional Behavior

Respectful Class Community. We are all very privileged to find ourselves within the legal academy. As I hope you will quickly learn, I have a tremendous amount of respect for each of my students as people with their own lives, families, and opinions outside of the classroom. I will do my best to get to know each one of you. I hope that you will find my classroom to be a collegial and encouraging space. It is my expectation that each student will contribute to that community atmosphere by respecting their colleagues and professor.

Class Etiquette. Please do not arrive late to class or leave early absent extenuating circumstances. Please put your cell phones on vibrate during our class time. I reserve the right to lower your final grade if you engage in behavior that disrupts the learning environment. You are expected to come to class prepared and ready to fully participate in class activities and assignments. We will be using computers in class frequently, so do plan to have them available each class. However, if your computer use becomes a distraction, I will ask you to stow it.

Zoom Policy. On occasion, we may need to use Zoom to facilitate a class discussion. Cameras are required to remain ON during the entire session. Please dress appropriately—as you would during an in-person class—during Zoom sessions.

UF Levin College of Law Standard Syllabus Policies

Other information about UF Levin College of Law policies, including compliance with the UF Honor Code, Grading Policies, Accommodations for Students with Disabilities, Class Recordings, and Course Evaluations can be found [here](#).

Policies to Prevent the Spread of Illness

Faculty, staff, and students are all expected to follow the policies and requirements set forth by the University of Florida with respect to preventing the spread of illness. These policies are subject to change from time to time. Please refer to [university guidance](#) for the latest guidelines. Thank you, in advance, for your community mindedness and for your efforts to help keep our law school community healthy.

Please do not come to class if you are feeling sick in any way.

Student Support

Any student who has difficulty accessing sufficient food, lacks a safe place to live, or who is experiencing any other personal hardship, is encouraged to contact the Office of Student Affairs at the phone number or email address that appears below. If you are comfortable doing so, you may also notify me so that I can direct you to further resources.

Counseling and Psychological Services

Many students at University of Florida Levin College of Law face personal challenges or have psychological needs that may interfere with their academic progress, social development, or emotional health. The law school and Gainesville community offer a variety of confidential services to help you through difficult times, including individual and group counseling, crisis intervention, consultations, online chats, and mental health screenings.

You can reach the law school's mental health counselor, **Ritzy Ettinger** at email rettinger@ufl.edu or call **352-273-0620**.

You can also reach out to the following entities:

UF Counseling & Wellness Center/Gator-2-Gator
401 Peabody Hall
Gainesville, FL
Phone: 352-392-1575
Website: <https://counseling.ufl.edu/services/crisis/>

UF Crisis Hotline (24 hours/7 days/week)
Phone: 352-392-1575

Alachua County Crisis Center

Phone: 352-264-6789

Website: <https://www.alachuacounty.us/Depts/CSS/CrisisCenter/Pages/CrisisCenter.aspx>

University of Florida Levin College of Law

The Office of Student Affairs

Phone: 352-273-0620

Email: student.svc@law.ufl.edu

University of Florida * “U Matter, We Care”

Phone: 352-294-CARE (2273)

Email: umatter@ufl.edu

Website: <https://umatter.ufl.edu>

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III. Course Outline

	Class	Class Subject	Assigned Reading/Homework (Due Before Class)
Week 1	8.19 class 1	Overview of the Course and the Core Contract Concepts	<ul style="list-style-type: none"> • HW¹: Upload <i>Two Truths and a Lie</i> Video by Aug. 25² • HW²: Upload Six-Word Memoir by Aug. 25³ • Review Syllabus and Canvas Course
	8.21 class 2	Translating the Business Deal to Contract Concepts and Avoiding Legalese	<ul style="list-style-type: none"> • Read: Chapters 1, 2 and 22
Week 2	8.26 class 3	Building Block 1: Representations & Warranties	<ul style="list-style-type: none"> • Read: Chapters 3 and 8 • HW³: Review Canvas Module
	8.28 class 4	Building Block 2: Covenants	<ul style="list-style-type: none"> • Read: Chapters 4 and 9 • HW⁴: Review Canvas Module
Week 3	9.2 class 5	Building Block 3: Conditions	<ul style="list-style-type: none"> • Read: Chapters 6 and 11 • HW⁵: Review Canvas Module
	9.4 class 6	Building Blocks 4 and 5: Discretionary Authority and Declarations	<ul style="list-style-type: none"> • Read: Chapters 5 and 10 • HW⁶: Review Canvas Module
Week 4	9.9 class 7	In-person Quiz¹ during Class & Debrief	<ul style="list-style-type: none"> • No Reading
	9.11 class 8	The Parts of a Contract	<ul style="list-style-type: none"> • Read: Chapter 13 • HW⁷: Review Canvas Module
Week 5	9.16 class 9	Introductory Provisions	<ul style="list-style-type: none"> • Read: Chapter 14 • HW⁸: Review Canvas Module
	class 10	Asynchronous Class¹: Business Entities for the Contract Drafting Student	<ul style="list-style-type: none"> • Read: Supplemental Material Available on Canvas • Complete Canvas Module¹
	9.18 class 11	Asynchronous Class²: Definitions and Defined Terms	<ul style="list-style-type: none"> • Read: Chapter 15 • HW⁹: Review Canvas Module

² Due date was changed on August 13, 2025.

³ Due date was changed on August 13, 2025.

	Class	Class Subject	Assigned Reading/Homework (Due Before Class)
Week 6	9.23 class 12	Action Provisions	<ul style="list-style-type: none"> • Read: Chapter 16 • HW¹⁰: Review Canvas Module
	9.25 class 13	Organizing a Contract and its Provisions and The Drafting Process	<ul style="list-style-type: none"> • Read: Chapters 31 and 32
	9.26	Project #1 is Released Due: 10.3 at 11:59 p.m.	

*** I will circulate an updated course outline after Week 6.