

LEGAL DRAFTING FALL 2025

UNIVERSITY OF FLORIDA LEVIN COLLEGE OF LAW FALL SEMESTER SYLLABUS LAW 6807, CLASS 23888, SECTION E, 2 CREDIT HOURS

PROFESSOR: Nicholas J. Christopolis, JD, MBA
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CLASS MEETING TIME: Monday and Wednesday, 1:15 p.m.-2:40 p.m.
CLASS LOCATION: MLAC 213

OFFICE HOURS:

Monday and Wednesday 11a.m. to noon. In addition, I make myself readily available according to your schedule. If you want office hours, simply email me three available time blocks and we will find a mutually agreeable time either in person or by Zoom. I look forward to meeting my students and getting to know you better so please do not be shy – this is not a profession for the timid!

REQUIRED READING MATERIALS:

1. Stark and Llorente, *Drafting Contracts* (3d ed.), ISBN #978-1-5438-0390-7, Aspen Publishing.
2. Supplemental materials and case file materials posted on our class Canvas page.

COURSE WEBSITE: The Canvas page is the central hub for this class. You are responsible for reviewing the page for course updates and accessing course content.

COURSE DESCRIPTION AND OBJECTIVES:

This course is designed to introduce students to the skill of contract drafting, and focus on three areas in particular: Conceptualization, Organization and Articulation. In this class, you will learn plain contract language drafting and apply widely accepted contract drafting concepts and provisions to meet the client's business needs. You will also learn and apply drafting techniques that limit the risk of conflict between the parties, by reducing ambiguity and creating a common understanding of the transaction. 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.

WORKLOAD

This course complies with ABA Standard 310. ABA Standard 310 requires that students devote 120 minutes to out-of-class preparation for every "classroom hour" of in-class instruction. We will spend approximately 2 hours in class each week, requiring at least 4 hours of preparation outside of class including reading the assigned materials, completing writing assignments, and any other projects.

PROFESSIONALISM

This course presents a valuable opportunity to practice professionalism and to begin to create and explore your own professional identity. Throughout the semester, you are expected to behave as a practicing lawyer and treat your colleagues as such.

Punctuality is part of professionalism. I will promptly begin class at the designated start time. Please be on time to class and do not leave early absent extenuating circumstances. If you have to leave during class time, please close the door quietly so as to not disturb your colleagues. As a law student and future lawyer, you are expected to conduct yourself with professionalism in the classroom and in all course-related activities. This includes common courtesy in the classroom as well as in all email messages, threaded discussions, and chats. Please silence cell phones and computer notifications and minimize any other class disruptions.

In addition to completing any written assignment, you will need to revise and edit your documents numerous times before submitting them, just as you would in the practice of law. In all course activities, students are expected to participate in good faith. If you have questions about professionalism, do not hesitate to ask me directly during class or during a visit to my office.

As a future lawyer, it is important that you are able to engage in rigorous discourse and critical evaluation while also demonstrating civility and respect for others. I encourage you to speak thoughtfully, listen carefully, and commit to examining your own values and assumptions. All students have the right to be treated with respect by their instructors and classmates.

COMPLIANCE WITH UF HONOR CODE

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Law Honor Code located here: [Law School Honor System – Regulation and Policy Hub](#). The UF Law Honor Code also prohibits use of artificial intelligence, including, but not limited to, ChatGPT and Harvey, to assist in completing quizzes, exams, papers, or other assessments unless expressly authorized by the professor to do so.

ARTIFICIAL INTELLIGENCE AND TECHNOLOGY

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Law Honor Code located [here](#), which explains in detail what conduct constitutes plagiarism and the consequences for it. Ignorance of the rules is not a defense. The UF Law Honor Code also prohibits use of artificial intelligence, unless I expressly authorize you to use it.

Regarding “Generative AI,” you may use generative AI only when I have expressly allowed you to do so in written assignment instructions or other written communication and you must follow the given instructions, precisely. At present, I consider generative AI to mean any technology tool that is a large language model that can be prompted to generate or synthesize text. Examples are Lexis+AI, CoPilot, ChatGPT (all versions), Claude, Gemini, CoCounsel, Spellbook, and Grammarly Go. You may use tools with “Extractive AI” on all assignments. At present, I consider extractive AI to include Grammarly (spelling and grammar only, without generative AI), Word's Editor, "traditional" Lexis or Westlaw, and Google (or similar online natural language research tools). If you have a question about whether a particular tool is allowed, it is your responsibility to discuss it with me. I reserve the right to make changes to this policy, and, if I do, I will do so in writing.

When permitted to use any AI (extractive or generative), you must verify all content and citations. You are wholly responsible for doing so. You are also wholly responsible for the style, tone, and format of the document and for following any additional AI-use instructions I have provided to you for that assignment.

You must bring a laptop or tablet to every class so that you can access handouts on Canvas, participate in in-class exercises, and work on assignments. Please silence and put away cellphones, smartwatches, and similar devices before class begins. If you are using electronics to do anything not directly related to this class, I will penalize you. I may revisit or revise this policy as needed.

CLASS ATTENDANCE POLICY:

Attendance in class is required by both the ABA and the Law School. Attendance will be taken at the start of each class. Students are responsible for ensuring that they are not recorded as absent if they come in late. A student who fails to meet the attendance requirement may be dropped from the course. The law school's policy on attendance can be found here: [UF Law Student Handbook and Academic Policies - Levin College of Law](#)

Students are only allowed **three unexcused** absences during the semester, which can be taken at your discretion for any class sessions. **For unexcused absences I do not need nor want to know your reason. Any other absences must be excused in advance as noted below.**

For excused absences, please treat absences from class as you would treat absences from your job. **If you need to request an excused absence, you must file a Motion for Excused Absence** (there will be a Canvas dropbox) as soon as the need for an excused absence arises, explaining the reason(s) for the absence, and to request your absence to be excused. **This serves as notice that a request for an excused absence not in motion form (except for emergencies discussed below) is summarily denied and will NOT be responded to.** When possible, please make these requests

at least a week in advance. However, recognizing that emergencies can and will happen, please see statement below regarding excused absences for emergencies.

Excused absences for emergencies: if you are unexpectedly ill or have other exceptional circumstances that prevent you from being in class, you must contact me prior to the start of class to request an excused absence. In the case of a true emergency that prevents you from contacting me prior to class, you must still contact me as soon as possible thereafter to request an excused absence.

POLICIES TO PREVENT THE SPREAD OF SICKNESS

If you are sick, out of respect for your colleagues, please do not come to class. If you will miss class due to illness, you must contact me by email prior to the start of class to request an excused absence. Or, in the case of a true emergency that prevents you from contacting me prior to class, you must contact me as soon as possible thereafter to request an excused absence.

OBSERVANCE OF RELIGIOUS HOLIDAYS

UF Law respects students' observance of religious holidays. The University policy can be found here: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#religiousholidaystext>

- Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith.
- Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.
- Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

BUSINESS ATTIRE REQUIRED FOR CERTAIN CLASSES

While you may dress casually for regular class sessions, please note that business attire is required for any performance based aspect of the class.

RECORDING LECTURES

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session. Publication without permission of the instructor is prohibited. To "publish" means to

share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor and Student Conduct Code.

STUDENT COURSE EVALUATIONS

“Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluer.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.”

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities who experience learning barriers and who would like to request academic accommodations should connect with the Disability Resource Center (DRC). Click [here](#) to get started with the DRC. If you are approved for accommodations, you must present your letter to the Associate Dean for Academic Administration, Brian Mitchell. If you prefer to use your accommodations only on the final project, you may provide the letter only to Dean Mitchell. If, however, you would like me to grant any accommodations during the term, you must email your letter to me and arrange to meet with me to discuss your accommodations and to sign any remaining forms. Accommodations are not retroactive and obtaining your letter may take time; therefore, if you would like to learn more about accommodations or are interested in applying for them, please follow this procedure *as early as possible* in the semester. Please understand that I cannot grant accommodations that are not approved through this process. The law school’s policy on exam delays and accommodations can be found [here](#).

FORMATTING REQUIREMENTS FOR WRITTEN ASSIGNMENTS

When you are in practice, all court filings will be required to be formatted according to the applicable rules of the court. As a result, for this class all assignments are to be submitted electronically via the course Canvas website, **in Word format**. In addition to any formatting requirements specific to an assignment, documents should conform to the following: (1) the text should be double-spaced, except for the headings (which should be single-spaced); (2) all writing assignments this term should be written in **14-point Times New Roman font, double-spaced, with full justification so that the document has smooth edges of text**; (3) each page should be numbered (bottom, center), except for the first page; and, (4) all citations should comply with the rules of *The Bluebook*. You may use either underlining or italics for case names, but please be consistent throughout your motions and responses in opposition that you will draft in this class.

GRADING, EVALUATION, AND FEEDBACK

For most in-class assignments, including homework, I will provide the class with generalized feedback. For graded assignments, I will give individual feedback. 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 at <https://www.law.ufl.edu/uf-law-student-handbook-and-academic-policies>. In this course, a student's grade will be based on the following:

- 45% 3 Graded assignments; graded on a 15-point scale; *most* grades will be a 12.
- 5% Successful completion of class exercises, class participation, tardiness, and attendance. Participation grades are based on class attendance and preparation, in-class class participation, timely and successful completion of all assignments (graded and ungraded), active participation in small group discussions, use of office hours, preparation for any out-of-class meetings, and your professionalism, generally.
- 50% Final project (tentative due date is Tuesday November 18, 2025)

INFORMATION ON UF LAW GRADING POLICIES:

The Levin College of Law's mean and mandatory distributions are posted on the College's website and this class adheres to that posted grading policy. The following chart describes the specific letter grade/grade point equivalent in place:

Letter Grade	Point Equivalent	Letter Grade	Point Equivalent
A (Excellent)	4.0	C (Satisfactory)	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0	D (Poor)	1.0
B-	2.67	D-	0.67
C+	2.33	E (Failure)	0.0

The law school grading policy is available [here](#).

TENTATIVE COURSE SCHEDULE OF TOPICS AND ASSIGNMENTS

Disclaimer: *The course schedule below is only tentative.* You must check Canvas regularly for your assignments and deadlines. Our pace will depend in part on the level of interest and the level of difficulty of each section and is subject to change. Such changes, communicated clearly, are not unusual and should be expected. All readings are from the textbook, the Federal Rules of Civil Procedure ("FRCP"), Federal Rules of Evidence ("FRE"), and any materials I post on Canvas unless otherwise indicated.

COURSE SCHEDULE

<u>DATE</u>	<u>TOPIC</u>	<u>READING FOR THE WEEK</u>	<u>DRAFTING ASSIGNMENT</u>
WEEK 1 Mon. 8/18/25	- Translating the Business Deal into Contract Concepts	- Syllabus - Chapters 1-7, pgs. 3-52 - Ch. 8, pgs. 61-65 - Ch. 9, pgs. 87-90 - Handouts (Canvas)	In-class Exercises
Wed. 8/20/25			
WEEK 2 Mon. 8/25/25	- Drafting the Preamble, Recitals, Words of Agreement - Legalese - Contract Analysis	- Ch. 13 - Ch. 14 - Ch. 22 - Ch. 23.IV; 23.III.A; 32.VI.B; 33.IV.B - Checklist pg. 516	In-class Exercises
Wed. 8/27/25			
WEEK 3 Mon. 9/1/25	NO CLASS LABOR DAY	- Ch. 3, 4 - Class handouts (Canvas)	
Wed. 9/3/25	- Drafting the Action Sections - Memoranda to Clients and Supervisors	- Ch. 15 - Ch. 16	In-class Exercises
WEEK 4 Mon. 9/8/25	- Adding Value to the Deal	- Ch. 30	In-class Exercises
Wed. 9/10/25			
WEEK 5 Mon. 9/15/25	- Representations and Warranties - Covenants and Rights - Discretionary Authority and Declarations - Conditions	- Ch. 8 - Ch. 9 - Ch. 10 - Ch. 11 - Ch. 12	- First Graded Assignment Released
Wed. 9/17/25			

WEEK 6 Mon. 9/22/25	- Drafting the Endgame Provisions - Drafting the Signature Blocks	- Ch. 17 - Ch. 19	- In-class Exercises
Wed. 9/24/25			
WEEK 7 Mon. 9/29/25	- Drafting Clearly and without Ambiguity	- Ch. 23 - Ch. 28 - Ch. 24 - Ch. 25	- In-class Exercises
Wed. 10/1/25			
WEEK 8 Mon. 10/6/25	- Drafting Numbers and Financial Provisions - Other Considerations	- Ch. 26 - Ch. 27	- Second Graded Assignment Released
Wed. 10/8/25			
WEEK 9 Mon. 10/13/25	- Organizing a Contract and its Provisions - The Drafting Process	- Ch. 31 - Ch. 32	- In-class Exercises
Wed. 10/15/25			
WEEK 10 Mon. 10/20/25	- Reviewing and Commenting on a Contract	- Ch. 33	- Third Graded Assignment Released
Wed. 10/22/25			

WEEK 11 Mon. 10/27/25	- Drafting the General Provisions - Amendments, Consents, and Waivers	- Ch. 18 - Ch. 34	- In-class Exercises
Wed. 10/29/25			
WEEK 12 Mon. 11/3/25	- Ethical Issues in Drafting	- Ch. 35	- In-class Exercises
Wed. 11/5/25	- Attend Transactional Practitioner Speaker Panel Date and Time TBD	N/A	- Final Exam Released
WEEK 13 Mon. 11/10/25	- Final Course Review - Work on Final Exam - Individual meetings to discuss prior assignments and questions regarding the final exam	N/A	
Wed. 11/12/25			
WEEK 14 Mon. 11/17/25	LAST CLASS! - Complete Final		

RESOURCES:

UF LAW STUDENT RESOURCE GUIDE (CANVAS)

Please familiarize yourself with the law school's UF Law Student Resource Guide in Canvas. It currently includes sections for:

- Attendance, Registrar, and Financial Aid, Outside Scholarships, Writing Competitions
- Weekly Calendar
- Students Organizations and Journals
- Academic Advising and Career Advising

OFFICE OF ACADEMIC SERVICES

If you have a need related to academic policies or course concerns, including disability accommodations, the Office of Academic Services, led by Dean Mitchell, will support you. Contact gatoraid@law.ufl.edu or contact Dean Mitchell directly at mitchell@law.ufl.edu.

UF LAW STUDENT LIFE

Please familiarize yourself with the law school's Student Life page on the UF Law website: <https://www.law.ufl.edu/student-life>. It is a tremendous resource for both law school and university resources. Services include:

- Academics (e.g., Schedules, Calendars, Policies, Experiential Learning)
- Campus Logistics (e.g., Reserving a Study Room)
- Technology (e.g., Zoom, Canvas, ExamSoft, Helplines)
- Research Tools (e.g., Law Library, Westlaw, Lexis)
- Diversity & Inclusion (e.g., Statements, Policies, D&I Dean's Information)
- Career and Professional Development (e.g., Advisors, Appointments, Symplicity)
- Health and Safety (e.g., Wellness, Title IX)
- Contact Information (e.g., Law School Departments)

MENTAL HEALTH AND WELLBEING

Law school can be very stressful. Knowing when to seek assistance for issues impacting your wellbeing is part of being a professional. At a minimum each of us needs a safe place to live, sufficient food, and access to healthcare.

All members of the UF Community who are experiencing food insecurity are eligible to visit UF's Hitchcock Field & Fork food pantry. Learn more at the website, here: <https://pantry.fieldandfork.ufl.edu/>. Should you find yourself needing assistance with other basic needs, please notify me or the Office of Student Affairs so that we can direct you to appropriate resources. The Office of Student Affairs can be reached at 352-273-0620 or student.svc@law.ufl.edu.

Psychological needs and unexpected personal challenges are also not uncommon and may interfere with academic progress, social development, and emotional wellbeing. The law school and the Gainesville community offer a variety of services to assist you. Some entities equipped to assist include:

UF Law Mental Health Counselor: At UF Law we are fortunate to have a mental health counselor, **Ritzy Ettinger**, who is dedicated to the law school community. Ritzy assists with both crisis and non-crisis services. You may reach out to Ritzy by email or call the Student Life main office.

Name: Ritzy Ettinger

Direct Email: rettinger@ufl.edu

Student Life Phone: 352-273-0620

Direct phone: 352-273-0914

Link to make confidential appointments:

https://ufl.yu11.qualtrics.com/jfe/preview/previewId/de79d8eb-d8d8-4944-94b2-3e531d9743bc/SV_6Kxe53aDDBYjZUq?Q_CHL=preview&Q_SurveyVersionID=current

UF (Main Campus) Counseling & Wellness Center: Provides crisis and non-crisis services.

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

Website: <https://counseling.ufl.edu/services/crisis/>

UF “U Matter We Care”: Provides services if you or someone you know is in distress.

Phone: 352-294-CARE (2273)

Email: umatter@ufl.edu

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

Alachua County Crisis Center: 24 hr./day crisis and suicide intervention phone counseling for all county residents.

Phone: 352-264-6789

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

HEALTH AND SAFETY

UF Student Health Care Center: Find the healthcare you need, including free vaccines.

Phone: 352-392-1161

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

UF Health Shands Emergency Room/Trauma Center

Phone: 9-1-1 for emergencies

Phone: 352-733-0111

Or go to the emergency room at:

1515 Archer Road, Gainesville, FL 32608

Website: <https://ufhealth.org/uf-health-shands-emergency-room-trauma-center>

University Police Department

Phone: 9-1-1 for emergencies

Phone: 352-392-1111

Website: <https://police.ufl.edu/> (including victim assistance, UFAAlert, self-defense classes, etc.)

Gator Safe App:

For a personal safety toolbox and other helpful links, download the GatorSafe App

<https://police.ufl.edu/services/community-services/gatorsafe-app/>