

Legal Drafting Section
UNIVERSITY OF FLORIDA LEVIN COLLEGE OF LAW
FALL 2025 SYLLABUS – LAW 6807 - 2 CREDITS

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Office Hours: T/TH 10:30- noon

The best way to reach me during the term is by using the Canvas email function- I check it regularly and your email won't get lost in my inbox.

MEETING TIME & LOCATION: Section B: Tuesday/ Thursday 8:30- 9:25 am, HH 355 D

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.

STUDENT LEARNING OUTCOMES:

At the end of this course, students should be able to:

- Understand and apply contract concepts based on their business purposes.
- Draft each of a contract's parts with clarity and without ambiguity.
- Effectively work through the drafting process.
- Understand, draft and comment on contracts and basic transactional documents commonly encountered practice with the client's goals and objectives in mind.
- Understand and draft commonly used contract provisions
- Review documents to determine strength and weaknesses and propose revisions to better meet your client's objectives

REQUIRED READING MATERIALS:

Text: Stark & Llorente. *Drafting Contracts (3rd Edition)*, ISBN #978-0-7355-9477-7, Wolters Kluwer Law and Business.

Barnett, Rachel, *A Short Happy Guide to Business Contracts (2nd Edition)* ISBN 978-1647086008, West Academic Publishing (You do not need to purchase this, it is available through as a study guide through your West Academic subscription)

Please be sure to register for the Canvas course and have any required materials with you in print or easily accessible electronic form in class. Check your Canvas page and the e-mail connected to the page regularly for any class announcements or adjustments.

COURSE EXPECTATIONS AND GRADING EVALUATION:

You are expected to come to class having completed all the assigned reading and written work. Usually, you will have at least one written assignment each week. Most of the written assignments will not be graded. However, I will ask you to upload them to Canvas to show that you have completed them. Completion of your assignments will be considered when calculating your final grade.

Feedback- for most assignments I will provide the class with generalized feedback. For graded assignments I will give individual feedback.

At times I will ask you to review one another's work. This is a great way for you to see how someone else approaches assignments, and to see problems that we usually cannot see in our own work. I expect that you will take these exercises seriously, provide useful feedback, and try to learn from what you have read.

Your final grade will be calculated as follows:

- 40% 4 Graded assignments; three will be drafting projects and one will be a quiz. The drafting assignments are graded on a 10-point scale; most grades will be a 7, 8 or 9- 7- needs improvement; 8- on track; 9- well done. The quiz will be graded based on the percentage of correct answers.
- 5% Participation- Including successful and timely completion of graded and ungraded assignments; class preparation and participation; and attendance (including arriving on time to class).
- 55% Final project (tentative due date is the last day of class- Tuesday November 18, 2025)

ATTENDANCE POLICY:

Attendance in class is required by both the ABA and the Law School. Please arrive on time- attendance will be taken at each class meeting. Students are allowed five absences during the semester. 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 will be dropped from the course. The law school's policy on attendance can be found [here](#). The only absences that

are excused are those covered by the University's policy on Observance of Religious Holidays (see below). All others count towards the maximum allowed.

If you anticipate a problem with your attendance due to a family emergency, illness, or a school related conflict, please notify me immediately.

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](#).

Unless I ask you to use it, you are prohibited from using Artificial Intelligence to draft assignments. Although AI has made drafting much faster and more efficient, for class purposes, you need to show that you understand and can apply the drafting standards without AI. Once you demonstrate that skill, we may incorporate AI into our drafting process. You may, however, use grammarly for spelling, grammar and punctuation assistance.

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](#).

OBSERVANCE OF RELIGIOUS HOLIDAYS:

UF Law respects students' [observance of religious holidays](#).

- 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.

EXAM DELAYS AND ACCOMMODATIONS: The law school policy on exam delays and accommodations can be found [here](#).

STATEMENT RELATED TO ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Students requesting accommodations for disabilities must first register with the Disability Resource Center (<https://disability.ufl.edu/>). Once registered, students will receive an accommodation letter, which must be presented to the Assistant Dean for Student Affairs (Assistant Dean Brian Mitchell). Students with disabilities should follow this procedure as early as possible in the semester. It is important for students to share their accommodation letter with their instructor and discuss their access needs as early as possible in the semester. Students may access information about various resources on the UF Law Student Resources Canvas page, available at <https://ufl.instructure.com/courses/427635>.

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. Click [here](#) for guidance on how to give feedback in a professional and respectful manner. Students will be notified when the evaluation period opens and may 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 [here](#).

RECORDINGS OF CLASS

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.

I am requesting that IT record our classes. If you have to miss a class for a professional, health or family related reason, you may request a copy of the recording.

ABA OUT-OF-CLASS HOURS REQUIREMENTS: ABA Standard 310 requires that students devote 120 minutes to out-of-class preparation for every “classroom hour” of in-class instruction. Each week you have approximately 2 hours of class time, requiring at least **4 hours of preparation** outside of class including reading the assigned materials, preparing written assignments and working on your final written project.

COURSE SCHEDULE OF TOPICS AND ASSIGNMENTS

This syllabus is offered as a guide to the direction of the course. All of the reading assignments are listed. Some written assignments are noted but specifics are posted on the Canvas Page, and additional assignments will be posted during the semester. Please review the Canvas page regularly to find your assignments. Our pace will depend in part on the level of interest and the level of difficulty of each section and is subject to change.

8/19	<i>Class 1: Introduction & Course Overview:</i> <i>Required Readings:</i> Chapters 1-2 of Drafting Contracts (text) Chapter 1 of Short and Happy Guide to Business Contracts (Barnett) How to Draft a Bad Contract (available on Canvas)
8/21	<i>Contract Concepts</i> Read: Chapters 3-7 in Text Review: Standard residential lease agreement template (in Canvas) Prepare: Assignment posted on Canvas
8/26 & 8/28	<i>Drafting the contract provisions</i> Read Chapters –8- 12 in Text
9/2	<i>Parts of a Contract</i> Read: Chapters 13 & 21 in Text Prepare: Assignment posted on Canvas
9/4 & 9/9	<i>Introductory provisions, Definitions and Action Sections</i> Read Chapters 14-16 in Text
9/11	<i>First Graded Assignment</i> See Canvas for drafting prompt - Contract through the business provisions
9/16	<i>Action Sections</i> Reread Chapter 9 & 16

	Prepare: Assignment in Canvas
9/18	<i>Representations and Warranties</i> Reread Chapter 8; read Barnett pgs 59-67
9/23	<i>Endgame provisions</i> Read: Chapter 17 in text; Barnett pgs 10-22
9/25	<i>Endgame provisions pt 2</i>
9/30	<i>General provisions</i> Read- Chapter 18 in Text; Barnett chapters 3 & 4
10/2	<i>Graded Assignment 2</i> See Canvas for prompt and instructions- the remainder of the contract from assignment 1
10/7	<i>Legalese and Ambiguity</i> Read Chapters 22 & 25
10/9	<i>Contract Organization</i> Read Chapters 19, 23 & 24 in Text
10/14	<i>Limitations on Liability</i> Read Barnett pgs 36-62 (limits on liability); 66-87 (indemnification); and 113-120 (force majeure) <i>Text pgs 247-252; 289</i>
10/16	<i>Other Drafting Considerations</i> Read Stark Chapter 27
10/21	<i>Amendments</i> Read Stark Chapter 34
10/23	<i>Third graded assignment</i> See Canvas page for details (full contract draft)
10/28	<i>Adding Value to the Deal</i> Read Stark Chapter 30 Review 30-A for in class exercise
10/30	<i>The Drafting Process</i> Read Stark Chapter 32
11/4	<i>Use of AI and Ethical Issue in Drafting/Graded Quiz due</i> Read Stark Chapter 35; Article linked in Canvas Review exercise 35 B for in class exercise 4 th graded assignment (Quiz) due
11/5-12	<i>Attend Transactional Practice Panel- Date time and location TBA</i>
11/13	<i>Final Course review- Final Project available 11/4</i>
11/18	<i>No class- work on final project. Schedule individual meetings to discuss prior assignments, questions re: final.</i>

