

LEGAL DRAFTING

LAW 6807, 2 credits
Sections C674 and C677
Spring 2025

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

Office Location: HOL 375 (3rd Floor)

Office Hours (beginning Feb.4):

Tuesdays and Thursdays, 12 p.m.-1 p.m. (in person)

Tuesdays and Thursdays 1 p.m.-2 p.m. (virtual)

*And by Appointment in Person or Online

Class Meeting Location:

Section C674 will meet on Tuesdays and Thursdays from 11:00 a.m. - 11:55 a.m. in HOL 382.

Section C677 will meet on Tuesdays and Thursdays from 3:00 p.m. - 3:55 p.m. in HOL 283.

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 February 4, 2024. My office is located in Holland Hall 375.

I will hold Zoom office hours on **Tuesdays and Thursdays, 12 p.m.-1 p.m.** My Zoom office “door” will remain open during that time and students may meet with me with or without an appointment. My Zoom office hour link can be found on the course website.

I will hold in-person office hours on **Tuesdays and Thursdays 1 p.m.-2 p.m.** You can drop by or schedule an appointment.

I am also happy to meet with you at other 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 may be conducted in person or 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. In addition, once you receive your final project materials, you will not be able to meet with me until you have submitted your final project.

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

II.

Communication

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. You are responsible for checking your e-mail and the course website daily for changes in meeting times or assignments. Further, you are responsible for complying with announcements regarding revisions to the content of this course.

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.

Excessive tardiness will also result in a grade penalty.

Submission of Assignments

Assignment Submission. You must turn in your written assignments (including projects and homework) 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 assignments will result in your grade being lowered by one grade increment per day. An assignment will not be accepted if it is more than three days late.

Extensions. 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 assignment’s due date.

Computer Policy

We will be using computers in class frequently, so do plan to have them available each class.

Professional Behavior During Class

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.

Grading, 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 provide the class with generalized feedback. For graded assignments, I will give individual feedback.

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

10%	Homework assignments, quizzes, Canvas modules and class participation	
20%	Project #1: Release: February 21	Due: February 28
20%	Project #2: Release: March 24	Due: March 31
50%	Project #3 (<i>final</i>): Release: April 9	Due: April 21
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](#).

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, Accommodations, Class Recordings, and Course Evaluations can be found at this link: <https://ufl.instructure.com/courses/427635/files/74674656?wrap=1>.

Policies to Prevent the Spread of COVID-19

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 COVID-19. These policies are subject to change from time to time. Please refer to <https://coronavirus.ufl.edu/university-updates> 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 test positive for COVID-19 or if you are feeling sick in any way.

Zoom Policy

On occasion, we may need to use Zoom to facilitate a class discussion. Please comply with the following during Zoom sessions:

- Cameras are required to remain ON during the entire session.
- Use the "Raised Hand" button under the Chat icon to ask questions during a session.
- Please dress appropriately—as you would during an in-person class—during Zoom sessions.

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	1.14 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 2.18 • Review Syllabus and Canvas Course
	1.16 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	1.21 class 3	<i>Building Block 1: Representations & Warranties</i>	<ul style="list-style-type: none"> • Read: Chapters 3 and 8 • HW²: Review Canvas Module
	1.23 class 4	<i>Building Block 2: Covenants</i>	<ul style="list-style-type: none"> • Read: Chapters 4 and 9 • HW³: Review Canvas Module
Week 3	1.28 class 5	<i>Building Block 3: Conditions</i>	<ul style="list-style-type: none"> • Read: Chapters 6 and 11 • HW⁴: Review Canvas Module
	1.30 class 6	<i>Building Blocks 4 and 5: Discretionary Authority and Declarations</i>	<ul style="list-style-type: none"> • Read: Chapters 5 and 10
Week 4	2.4 class 7	In-person Quiz¹ during Class & Debrief	<ul style="list-style-type: none"> • No Reading
	2.6 class 8	The Parts of a Contract	<ul style="list-style-type: none"> • Read: Chapter 13 • HW⁵: Review Canvas Module
Week 5	2.11 class 9	Introductory Provisions	<ul style="list-style-type: none"> • Read: Chapter 14 • HW⁶: Review Canvas Module
	2.13 class 10	Definitions and Defined Terms	<ul style="list-style-type: none"> • Read: Chapter 15 • HW⁷: Review Canvas Module
Week 6	2.18 class 11	Action Provisions	<ul style="list-style-type: none"> • Read: Chapter 16 • HW⁸: Review Canvas Module

	Class	Class Subject	Assigned Reading/Homework (Due Before Class)
	2.20 class 12	<i>Asynchronous Class:</i> Organizing a Contract and its Provisions and The Drafting Process	<ul style="list-style-type: none"> • Read: Chapters 31 and 32 • Complete Canvas Module
	2.21	Project #1 is Released Due: 2.28 at 11:59 p.m.	

*** I will circulate an updated Course Outline after Week 6.