

Introduction to Estate Planning

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COURSE DESCRIPTION:

This course provides an in-depth study of estate-planning legal concepts, including wills, trusts, incapacity planning, probate, tax considerations, property transfer mechanisms, and ethical/legal issues in advising clients. Students develop practical competency using real-world planning documents and scenarios. The course emphasizes applied legal analysis, statutory interpretation, and drafting. This class includes at least 25 hours (1,500 minutes) of instruction directly supervised by the instructor through recorded lectures, optional live sessions, office hours, and personalized feedback. It also requires students to engage in at least 60 hours (3,600 minutes) of out-of-class work, including reading assignments, research, written submissions, and discussion activities.

COURSE OBJECTIVES AND LEARNING OUTCOME:

Upon successful completion of this course, students will be able to:

- Analyze the legal and ethical frameworks governing estate planning.
- Draft foundational estate planning instruments (e.g., wills, POAs, simple trusts).
- Evaluate property distribution strategies and beneficiary designation considerations.
- Interpret probate and non-probate transfer rules.
- Assess federal estate, gift, and income tax implications for estate plans.
- Apply estate planning strategies to complex family dynamics, incapacity, and special needs contexts.

REQUIRED AND RECOMMENDED TEXTBOOKS:

REQUIRED: Clifford, D. (2022). *Estate Planning Basics* (12th ed.). Nolo Press.

WEEKLY COURSE SCHEDULE OF TOPICS AND ASSIGNMENTS, INCLUDING A LIST OF IMPORTANT DEADLINES:

WEEK 1 – January 20-25, 2026 – Introduction to Estate Planning

Assignment

Discussion Postings: Introduce yourself to the class and Discussion Posting: Why does estate planning remain essential regardless of wealth?

Office Hours: Tuesday, January 20, 2026, 6-8pm EST

Optional Live Class Via Zoom: Tuesday, January 20, 2026, at 8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 1: A First Look at Estate Planning (pages 1-19)
 - Purpose and core elements of estate planning
 - Client evaluation: property, beneficiaries, incapacity risk
 - Overview of legal instruments

WEEK 2 – January 26-February 1, 2026 - Property Ownership & Beneficiary Fundamentals

Assignment

Discussion Posting – What are some beneficiary designation pitfalls that can occur?

Office Hours: Tuesday, January 27, 2026, 6-8pm EST

Optional Live Class Via Zoom: Tuesday, January 27, 2026, at 8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 2: Your Beneficiaries (pages 12-38)
 - Characterizing property: separate, community, joint tenancy, survivorship
 - Direct vs. alternate beneficiaries
 - Disinheritance rules

WEEK 3 – February 2–8, 2026 - Planning for Children & Guardianship

Assignment

Discussion Posting – Draft a guardian nomination clause.

Office Hours: Tuesday, February 3, 2026, 6-8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 3: Children (pages 39-57)
 - Naming guardians
 - Property management for minors
 - Using trusts & custodianships

WEEK 4 – February 9-15, 2026 – Incapacity Planning: Medical & Financial

Assignment

Draft a healthcare directive and agent prioritization outline.

Part 1: Draft a Healthcare Directive (Living Will)

Using the incapacity planning concepts from the textbook (including medical decision-making authority, end-of-life preferences, and treatment limitations), draft a 1–2 page Healthcare Directive that includes:

- Statement of Intent: A clear declaration that the document expresses the individual's wishes regarding medical treatment if they are unable to communicate.
- Conditions Under Which the Directive Applies
 - Permanent unconsciousness
 - Terminal illness
 - Severe incapacity
 - Other clearly-defined medical conditions
- Treatment Preferences - Specify preferences related to:
 - Life-sustaining treatment
 - Artificial nutrition and hydration
 - Pain management and palliative care
 - Resuscitation (e.g., CPR, DNR preferences)
 - Use of mechanical ventilation or dialysis
- Organ Donation and Autopsy Decisions - Optional
- Signature and Witnessing Language: Include placeholders for signatures, witnesses, and date (no need to obtain actual signatures).

Format:

Draft as a professional document

Use headings, plain language, and precise terminology

1–2 pages, single-spaced

Part 2: Agent Prioritization Outline (Medical Power of Attorney Hierarchy)

Create a 1-page outline identifying the client's prioritized order of medical decision-makers. This outline should reflect the legal rationale for each choice on choosing agents and preventing conflict.

Your outline must include:

- Primary Medical Agent
 - Brief explanation of why this person is most appropriate
 - Consider factors such as availability, geographic proximity, emotional stability, and willingness
- First Alternate Agent
 - Justification for selection
 - Potential situations in which this alternate would step in
- Second Alternate Agent (Optional but recommended)
 - Rationale for adding an additional safeguard
- Exclusions (if applicable)
 - Identify any individuals *not* permitted to serve as agent and why (e.g., conflict of interest, estranged relationships)
- Communication & Coordination Plan
 - Outline how the agents will be informed of their roles and provided access to the directive
 - Explain steps for preventing disputes (e.g., regular discussions, document sharing, physician briefing)

Format:

- Bullet points or structured outline
- Professional tone

Submission Requirements

- Combined PDF or Word document containing **both** parts
- Length: 2–3 total pages (excluding signature blocks)

Office Hours: Tuesday, February 10, 2026, 6-8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 4: Planning for Incapacity: Medical Care and Finances (pages 59–76)
 - Advance directives
 - Durable POA
 - HIPAA considerations

WEEK 5 – February 16–22, 2026 – Wills: Requirements, Structure, Drafting

Assignment

Begin Will Drafting Exercise (formal will + attestation) – this is part of the Week 13 Final Project – no submission due this week

Office Hours: Tuesday, February 17, 2026, 6-8pm EST

Optional Live Class Via Zoom: Tuesday, February 17, 2026, at 8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 5: Wills (pages 77–93)
 - Formalities and legal capacity
 - Testamentary intent
 - Holographic vs. attested wills
 - Will challenges & probate strategy

WEEK 6 – February 23-March 1, 2026 – Probate System & Estate Administration

Assignment

Probate flowchart mapping assignment.

You will create a detailed visual flowchart that maps the probate pathway from the moment of death to final estate distribution. The objective is to demonstrate both conceptual understanding and the ability to communicate processes clearly.

Assignment Instructions

Part 1: Create a Comprehensive Probate Process Flowchart

Design a **visual flowchart** that illustrates the step-by-step progression of a typical probate proceeding. Your flowchart must include each major stage of probate, using accurate legal terminology and logical sequencing.

Your flowchart should reflect, at minimum, the following components:

1. Initiating Probate
 - Death of the decedent
 - Locating the will (or determining intestacy)
 - Filing the probate petition
 - Submitting the will to the court (if applicable)
2. Appointment of the Personal Representative
 - Executor appointment (if named in the will)
 - Administrator appointment (if no will)
 - Issuance of letters testamentary or letters of administration
3. Notice Requirements
 - Notification to heirs and beneficiaries
 - Notification to creditors
 - Publication requirements (if applicable)
4. Estate Inventory & Valuation
 - Identifying probate assets
 - Appraising property

- Preparing and filing the inventory with the court
- 5. Debt & Claim Resolution
 - Creditor claims window
 - Payment of debts and taxes
 - Handling disputed claims
- 6. Management of the Estate
 - Maintaining property
 - Managing bank accounts, investments, insurance proceeds, etc.
- 7. Distribution of Estate Assets
 - Distributing property according to the will or intestacy laws
 - Preparing a final accounting for the court
 - Obtaining court approval for final distribution
- 8. Closing the Probate Case
 - Filing closing documents
 - Court discharge of the personal representative
 - Final closing orders

Flowchart Requirements:

- Must be clear, readable, and logically sequenced
- May be created using PowerPoint, Word SmartArt, Lucidchart, Canva, Visio, or any professional diagram tool
- Use arrows, labels, decision diamonds, and/or color coding as appropriate
- Must represent probate as a **process**, not just a list

Submission Requirements

- One PDF or Word file containing the flowchart
- Flowchart may be inserted as an image or embedded diagram
- Length: Flowchart (1 page)

Office Hours: Tuesday, February 24, 2026, 6-8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 7: Other Ways to Avoid Probate (pages 115–128)
 - Strategies for avoiding probate

WEEK 7 – March 2-8, 2026 – MIDTERM: Case Study Analysis

Assignment

Assessment:

- Students will analyze a complex scenario involving blended families, minor children, incapacity, and competing beneficiary interests.
- Submission: 6–8 page legal analysis.

The midterm assessment evaluates your ability to apply estate planning principles to a multidimensional client scenario. You will analyze a fact pattern involving blended families, minor children, incapacity, beneficiary conflicts, and competing legal interests. This assignment synthesizes material from Weeks 1–6, including wills, trusts, probate, incapacity planning, property characterization, and beneficiary designations.

Assignment Instructions

You will be provided with a detailed midterm scenario that includes personal, financial, and familial information about a hypothetical client and their household. Your task is to prepare a 6–8 page legal analysis that addresses the client’s estate planning needs, risks, and potential disputes.

Your written analysis must include the following components:

1. Issue Identification

Identify all major estate planning issues raised by the scenario, which may include:

- Blended family dynamics
- Minor children and guardianship concerns
- Incapacity and medical decision-making
- Conflicts among beneficiaries
- Property distribution challenges
- Probate risks and non-probate transfers
- Tax considerations (if applicable at this stage)

Clearly articulate each issue and explain why it is legally significant.

2. Legal Framework

Explain the relevant legal rules, principles, and doctrines covered in Weeks 1–6, including:

- Will requirements, execution, and revocation
- Probate procedures and potential contests
- Beneficiary designation rules
- Fiduciary duties of executors or agents
- Incapacity planning tools (POA, advance directives)
- Property classification and titling (community property, joint tenancy, etc.)

You should cite the textbook and applicable concepts accurately, using graduate-level legal writing conventions (formal tone, clear organization, analytical depth).

3. Application to the Facts

Apply the legal principles to the specific details of the scenario. This section should form the core of your analysis. Your application should:

- Resolve conflicts between heirs or beneficiaries
- Address risk factors for litigation or probate delays

- Recommend the most appropriate estate planning instruments
- Evaluate how competing interests (current spouse, ex-spouse, adult vs. minor children, etc.) should be managed
- Identify and analyze any ambiguities or inconsistencies in the fact pattern

Use structured, logically flowing paragraphs that demonstrate critical thinking and real-world reasoning.

4. Recommended Estate Planning Strategy

Based on your analysis, propose a comprehensive estate planning strategy, which may include:

- Will provisions
- Trust creation (revocable, testamentary, or special-purpose trusts)
- Guardianship designations
- Use of non-probate transfers
- Incapacity planning instruments
- Property management or restructuring steps
- Conflict-mitigation measures (e.g., communication planning or neutral fiduciaries)

Explain why each recommendation is legally appropriate and how it addresses the issues identified.

5. Ethical and Practical Considerations

Briefly discuss any potential ethical or practical concerns, such as:

- Conflicts of interest
- Client capacity
- Cultural considerations
- Family sensitivities
- Risk of undue influence
- Challenges in selecting agents or fiduciaries

Formatting Requirements

- Length: 6–8 pages (not including title page, references, or appendices)
- Font: 12-point Times New Roman or similar
- Spacing: Double-spaced
- Citations: APA
- File Format: PDF or Word

Office Hours: Tuesday, March 3, 2026, 6-8pm EST

Reading

None

WEEK 8 – March 9-15, 2026 - Trusts: Purposes, Types, and Structure

Assignment

Draft a simple revocable living trust template.

You will draft a client-ready revocable living trust template that demonstrates understanding of the structure, purpose, and legal requirements of a basic trust instrument. The trust you draft will serve as a foundational estate planning tool that avoids probate, organizes assets, and enables continuity during incapacity. This is a drafting assignment—not a fill-in-the-blank exercise—requiring you to structure the trust using accurate legal language and clearly labeled sections.

Your template must include the following components:

Part 1: Title & Introductory Provisions

1. Trust Title

Create a clear, professional title (e.g., *“The [Client Name] Revocable Living Trust”*).

2. Declaration of Trust

Draft a short introductory clause that includes:

- The name of the grantor/settlor
- The name of the initial trustee
- The effective date
- A statement declaring the creation of a revocable living trust (this section should reflect the purpose and revocability of the trust).

Part 2: Trustee Powers & Duties

3. Appointment of Trustees

Include:

- Initial trustee
- Successor trustee(s)
- Procedures for resignation, removal, and replacement

4. Trustee Powers

List clearly defined powers, such as:

- Managing investments
- Buying/selling property
- Paying taxes
- Maintaining records
- Making distributions

These should reflect both standard statutory powers and practical estate-planning considerations.

Part 3: Beneficial Interests & Distributions

5. Beneficiary Designations

Create sample placeholders for:

- Primary beneficiaries

- Contingent beneficiaries

6. Distribution During the Grantor's Lifetime

State that the grantor may use trust property freely and that the trust is revocable and amendable at any time.

7. Distribution Upon Death

Draft a simple clause describing:

- How assets are distributed
- To whom
- In what shares or percentages
- What happens if a beneficiary predeceases the grantor

Optional advanced features may include:

- Outright distributions
- Hold-in-trust provisions for minors

Part 4: Incapacity Provisions

8. Determination of Incapacity

Define the standard for determining incapacity (e.g., certification by one or two physicians).

9. Successor Trustee Authority

Explain:

- When the successor trustee takes over
- The scope of their powers
- How they must manage assets during incapacity

Part 5: Administrative & Legal Provisions

10. Governing Law

Identify the state law governing the trust.

11. No Bond Requirement

State whether the trustee must furnish a bond.

12. Spendthrift Clause

Include a clause limiting creditor access to beneficiary interests, if appropriate.

13. Amendment & Revocation Clause

Explain the process for the grantor to amend or revoke the trust.

14. Severability Clause

Indicate that invalid provisions do not affect the remainder of the trust.

Part 6: Execution Section

15. Signature Blocks

Provide space for:

- Grantor signature
- Trustee signature(s)
- Notary acknowledgment (optional but recommended for realism)

Format Requirements

- Length: 3–5 pages

- Style: Professional legal drafting format (headings, numbered sections, clear clause formatting)
- File Type: Word or PDF

Office Hours: Tuesday, March 10, 2026, 6-8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 6: Living Trusts (pages 95–114)
 - Revocable vs. irrevocable trusts
 - Shared marital trusts
 - Trustee duties & fiduciary obligations
 - Funding the trust

MARCH 16-22, 2026: SPRING BREAK

WEEK 9 – March 23-29, 2026 - Retirement Plans & Estate Planning

Assignment

Discussion Posting - Compare IRA beneficiary options for tax minimization.

Office Hours: Tuesday, March 24, 2026, 6-8pm EST

Optional Live Class Via Zoom: Tuesday, March 24, 2026, at 8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 8: Retirement Plans as Estate Planning Devices (pages 129-136)
 - Traditional and Roth IRAs
 - Selecting retirement plan beneficiaries
 - Income-tax basis rules

WEEK 10 – March 30-April 5, 2026 - Estate, Gift, and Inheritance Taxes

Assignment

Discussion Posting - Analyze how federal and state tax structures shape an individual's estate planning strategy.

Office Hours: Tuesday, March 31, 2026, 6-8pm EST

Optional Live Class Via Zoom: Tuesday, March 31, 2026, at 8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 9: Estate Tax (pages 137-149)
 - Federal estate tax regimen
 - State estate and inheritance tax landscape
- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 10: Reducing Federal Estate Taxes (pages 151-162)
 - Gift tax rules
 - Disclaimer trusts & lifetime gifts

WEEK 11 – April 6-12, 2026 - Special Trusts & Complex Family Situations

Assignment

Draft a property control trust scenario memo.

Your task is to prepare a 2–3 page legal memo analyzing a hypothetical client scenario (provided by your instructor) and recommending whether a property control trust is appropriate, and if so, how it should be structured. The professional legal memo will provide strategic estate-planning guidance for a client facing property-control challenges. Your memo must address the legal, relational, and practical considerations relevant to trust formation.

Your memo must include the following:

Section 1: Introduction & Purpose of Memorandum

Briefly introduce:

- The client’s situation (summarize the key facts from the scenario)
- The specific estate-planning problem or conflict
- The purpose of the memo (e.g., “to evaluate the appropriateness of a property control trust for preserving assets for the client’s children from a prior marriage”)

This section should set up the issue in a clear and concise manner.

Section 2: Legal Framework

Explain the relevant legal concepts from Chapter 11, including:

- The function of property control trusts
- How these trusts protect assets for certain beneficiaries
- Differences between:
 - Marital property control trusts
 - Property control trusts for blended families
 - Trusts used to restrict a surviving spouse’s control over certain assets
- The trustee's role and fiduciary expectations
- Any tax considerations that may influence trust design

Section 3: Application to Client Scenario

Apply the legal framework to the facts of the hypothetical client’s circumstances.

Your analysis should answer:

- What specific risk or conflict is the property control trust addressing?
- Which beneficiaries need protection (children from a prior marriage, disabled children, second spouse, etc.)?
- What assets should be placed in the trust and why?
- How should control be structured?
 - Should the surviving spouse have limited access to principal?
 - Should distributions be restricted or conditional?
 - Should an independent trustee be appointed?
- What provisions safeguard against misuse or depletion of the assets?

This section should be the core of your memo and must demonstrate critical application of the trust concepts.

Section 4: Recommended Trust Structure

Provide a clear, well-reasoned recommendation detailing how the property control trust should be drafted. Address:

- Trust goals (asset protection, fairness among family members, restricting discretionary spending, etc.)
- Beneficiary structure (primary, secondary, remainder)
- Trustee selection and powers
- Distribution standards (HEMS, fixed amounts, discretionary distributions)
- Limitations on the surviving spouse's access
- Conditions or triggers (e.g., remarriage, incapacity, death)
- How the trust supports long-term estate planning objectives

Section 5: Conclusion

Summarize:

- Why a property control trust is appropriate (or not)
- How your proposed trust structure mitigates risk
- Key benefits for the client and the intended beneficiaries

The conclusion should be concise yet persuasive.

Formatting Requirements

- Length: 2–3 pages (not including headers or references)
- Format: Legal memorandum (with headings, clear paragraphs, professional tone)
- Spacing: Double-spaced
- Font: 12-point
- File Type: PDF or Word

Office Hours: Tuesday, April 7, 2026, 6-8pm EST

Optional Live Class Via Zoom: Tuesday, April 7, 2026, at 8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 11: Property Control Trusts (pages 163-173)
 - Special needs trusts
 - Spendthrift & education trusts
 - Marital property control trusts
 - Second marriages and blended families
- Textbook (*Estate Planning Basics - 12th Edition*) Appendix Sample Plans (pages 189-197)
 - Example plans

WEEK 12 – April 13-19, 2026 - Working With Lawyers & Finalizing Documents

Assignment

Estate planning file audit checklist.

Students will develop an Estate Planning File Audit Checklist—a professional tool used by attorneys, compliance teams, and estate planning offices to ensure client documents are complete, updated, internally consistent, legally valid, and properly stored. The checklist could be used in a law firm or compliance setting to review a client’s complete estate planning portfolio.

Your checklist must cover all major elements required to verify:

- Completeness of the estate plan
- Internal consistency among documents
- Compliance with relevant legal requirements
- Proper execution and witnessing
- Asset alignment (title/beneficiary coordination)
- Document storage and updating practices

Checklist Requirements

Your audit checklist must include the following categories, each with multiple items under it:

1. Client Information & Intake

Include checklist items verifying:

- Full legal names, dates of birth, identification
- Marital status and family structure
- Contact information for fiduciaries and beneficiaries
- Summary of goals and planning priorities

2. Core Estate Planning Documents

Create checklist items confirming the presence, accuracy, and execution of:

- Last Will and Testament
- Revocable Living Trust (if applicable)
- Pour-over Will (if applicable)

- Durable Financial Power of Attorney
- Medical Power of Attorney / Advance Directive
- HIPAA Authorization
- Guardianship designations for minors
- Special-purpose trusts (if applicable, e.g., special needs trust, marital trust, property control trust)

Checklist items should assess:

- Correct signatures
- Witness requirements
- Notarization
- Internal consistency (e.g., same names, spelling, roles)

3. Asset Review & Coordination

Checklist items addressing asset titling and beneficiary alignment, such as:

- Verification of asset inventory
- Account titles matching trust design (if applicable)
- Beneficiary designations on:
 - Life insurance
 - Retirement accounts
 - Pay-on-death / transfer-on-death accounts
- Real property deed review
- Business interests (ownership documentation, succession planning)

4. Trustee, Executor, and Agent Review

Checklist items confirming:

- Clear selection of fiduciaries
- Appropriate alternates named
- Written acceptance of roles (if required)
- No conflicts of interest or incapacity concerns
- Clarity of fiduciary powers

5. Tax & Compliance Considerations

Include checklist items assessing:

- Federal estate tax exposure
- State estate/inheritance tax considerations
- Gift tax implications
- Trust income tax responsibilities
- Prior gifting history
- Opportunities for disclaimers or tax minimization

6. Document Validity & Quality Control

Include items verifying:

- Proper legal formatting
- No contradictory provisions across documents

- Consistent definitions (e.g., “issue,” “descendants,” “spouse”)
- No outdated designations (e.g., ex-spouses, deceased beneficiaries)
- Review of dates, updates, and amendments

7. Storage, Access, and Communication

Checklist items confirming:

- Secure storage of originals
- Copies provided to fiduciaries
- Digital records maintained appropriately
- Access instructions for family or agents
- Clear instructions for updating and periodic review

8. Red Flags & Follow-Up Items

Create a section for identifying issues such as:

- Missing signatures
- Conflicting beneficiary designations
- Unfunded trusts
- Unclear fiduciary provisions
- Ambiguous distribution instructions
- High-risk family dynamics

Format Requirements

- Length: 2–3 pages
- Format: Professional checklist (accordion sections, tables, bullet lists, or form layout)
- Must be practical, functional, and ready for use in an estate planning office
- File Type: Word or PDF

Office Hours: Tuesday, April 14, 2026, 6-8pm EST

Optional Live Class Via Zoom: Tuesday, April 14, 2026, at 8pm EST

Reading

- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 12: Lawyers (pages 175-182)
 - When to hire an estate planning lawyer
 - Ethics: fiduciary responsibility & conflicts
 - Document storage & updating
 - Advising clients with changing life circumstances
- Textbook (*Estate Planning Basics - 12th Edition*) Chapter 13: Finalizing Your Estate Plan (pages 183-187)

WEEK 13 – April 20-26, 2026 – Final Project

Assignment

Estate Plan Design Project: Your task is to prepare a complete estate planning package demonstrating both legal knowledge and practical drafting skills. This deliverable should reflect the level of detail and professionalism expected in a real-world estate planning practice.

Students create a comprehensive estate plan for a hypothetical client, including:

- Will
- Trust
- POA (medical & financial)
- Beneficiary designations
- Probate-avoidance strategy
- Tax considerations
- Ethical analysis

Deliverables:

- 12–15 page written estate plan package

You must prepare a 12–15 page written estate plan package that includes the following core components:

Part 1: Client Summary & Issues Analysis (1–2 pages)

Provide a concise overview of the hypothetical client's relevant facts, including:

- Family structure
- Asset profile
- Relationship dynamics
- Goals and concerns
- Identified risks (probate, incapacity, blended families, minors, special needs, etc.)

This section should briefly analyze the major legal issues the client faces and explain how your estate plan addresses them.

Part 2: Last Will & Testament (3–4 pages)

Draft a formal Will including:

- Declaration and identification of the testator
- Appointment of executor and successor executor
- Specific bequests (if any)
- Residuary clause
- Guardianship designations (if applicable)
- Testamentary trust language (if applicable)
- Execution, attestation, and signature blocks

Part 3: Revocable Living Trust or Other Trust Instrument (3–4 pages)

Draft a Trust appropriate to the client scenario. This may be:

- A Revocable Living Trust
- A Property Control Trust
- A Special Needs Trust

- A Marital or Bypass Trust
- Another trust type if suitable

Your trust must include:

- Title and declaration
- Identification of grantor, trustee(s), beneficiaries
- Trustee powers and duties
- Specific distribution provisions
- Incapacity succession provisions
- Remainder distributions
- Amendment/revocation clause
- Signature and notarization sections

The trust must appropriately reflect the client's goals, family dynamics, and asset structure.

Part 4: Powers of Attorney (Medical & Financial) (2–3 pages total)

Prepare both:

A. Durable Financial Power of Attorney

Include:

- Agent and alternate agent designations
- Scope of financial powers
- Effective date language
- Limitations or conditions
- Signature section

B. Medical Power of Attorney / Advance Directive

Include:

- Agent for healthcare decisions
- Treatment wishes
- End-of-life preferences
- Organ donation (optional)
- Execution section

Part 5: Beneficiary Designations (1 page)

Provide a summary table listing the client's assets and proposed beneficiary designations.

Include:

- Retirement accounts
- Life insurance
- Bank accounts
- Investment accounts
- Property passing by deed (if applicable)

Part 6: Probate-Avoidance Strategy (1 page)

Explain how your estate plan minimizes or eliminates probate. You should discuss:

- Use of trusts
- Use of pay-on-death or transfer-on-death designations
- Titling strategies (JTWROS, community property with survivorship rights, etc.)
- Use of simplified probate procedures (if applicable)

Part 7: Tax Considerations (1 page)

Discuss any relevant estate, gift, income, or inheritance tax issues. This may include:

- Federal estate tax thresholds
- Lifetime gifting strategies
- Use of disclaimer planning
- Trust structures that reduce tax impact
- State estate/inheritance tax considerations

This section should show conceptual awareness but does not need overly technical calculations.

Part 8: Ethical Analysis (1 page)

Identify potential ethical issues in the client scenario and explain how your estate plan mitigates them. Consider:

- Conflicts of interest
- Undue influence
- Family disputes
- Competency and capacity
- Fiduciary selection
- Duty of loyalty and neutrality

This section should demonstrate your ability to integrate ethical reasoning with legal planning.

Format Requirements

- Length: 12–15 pages total (excluding cover page and references)
- Spacing: Double-spaced for analysis sections; single spacing acceptable for drafted legal documents
- Font: 12-point
- Headings: Use clearly labeled sections for each part of the assignment
- Citations: APA
- File Type: PDF or Word

Office Hours: Tuesday, April 21, 2026, 6-8pm EST

Reading

None

ADDITIONAL ASSIGNMENT INFORMATION:

❖ 5 Weekly Discussion Posts

There is no length requirement for the discussion post; however, they need to be substantial enough to fully address the topic you are reviewing. Students should read all the other responses from their peers. As an online course, this is how we can collaborate and learn from each other.

You are required to post at least an initial discussion post in response to the question posed and a response to another student's post by Sunday (11:55pm).

Discussion- 20 Points Each Week

❖ Healthcare Directive (Living Will)

Due Date: February 15, 2026

Draft a healthcare directive and agent prioritization outline.

Part 1: Draft a Healthcare Directive (Living Will)

Using the incapacity planning concepts from the textbook (including medical decision-making authority, end-of-life preferences, and treatment limitations), draft a 1–2 page Healthcare Directive that includes:

- Statement of Intent: A clear declaration that the document expresses the individual's wishes regarding medical treatment if they are unable to communicate.
- Conditions Under Which the Directive Applies
 - Permanent unconsciousness
 - Terminal illness
 - Severe incapacity
 - Other clearly-defined medical conditions
- Treatment Preferences - Specify preferences related to:
 - Life-sustaining treatment
 - Artificial nutrition and hydration
 - Pain management and palliative care
 - Resuscitation (e.g., CPR, DNR preferences)
 - Use of mechanical ventilation or dialysis
- Organ Donation and Autopsy Decisions - Optional
- Signature and Witnessing Language: Include placeholders for signatures, witnesses, and date (no need to obtain actual signatures).

Format:

Draft as a professional document

Use headings, plain language, and precise terminology

1–2 pages, single-spaced

Part 2: Agent Prioritization Outline (Medical Power of Attorney Hierarchy)

Create a 1-page outline identifying the client's prioritized order of medical decision-makers. This outline should reflect the legal rationale for each choice on choosing agents and preventing conflict.

Your outline must include:

- Primary Medical Agent
 - Brief explanation of why this person is most appropriate
 - Consider factors such as availability, geographic proximity, emotional stability, and willingness

- First Alternate Agent
 - Justification for selection
 - Potential situations in which this alternate would step in
- Second Alternate Agent (Optional but recommended)
 - Rationale for adding an additional safeguard
- Exclusions (if applicable)
 - Identify any individuals *not* permitted to serve as agent and why (e.g., conflict of interest, estranged relationships)
- Communication & Coordination Plan
 - Outline how the agents will be informed of their roles and provided access to the directive
 - Explain steps for preventing disputes (e.g., regular discussions, document sharing, physician briefing)

Format:

- Bullet points or structured outline
- Professional tone

Submission Requirements

- Combined PDF or Word document containing **both** parts
- Length: 2–3 total pages (excluding signature blocks)

Living Will: 100 points

❖ Probate Flowchart

Due Date: March 1, 2026

Probate flowchart mapping assignment.

You will create a detailed visual flowchart that maps the probate pathway from the moment of death to final estate distribution. The objective is to demonstrate both conceptual understanding and the ability to communicate processes clearly.

Assignment Instructions

Part 1: Create a Comprehensive Probate Process Flowchart

Design a **visual flowchart** that illustrates the step-by-step progression of a typical probate proceeding. Your flowchart must include each major stage of probate, using accurate legal terminology and logical sequencing.

Your flowchart should reflect, at minimum, the following components:

9. Initiating Probate

- Death of the decedent
- Locating the will (or determining intestacy)
- Filing the probate petition
- Submitting the will to the court (if applicable)
- 10. Appointment of the Personal Representative
 - Executor appointment (if named in the will)
 - Administrator appointment (if no will)
 - Issuance of letters testamentary or letters of administration
- 11. Notice Requirements
 - Notification to heirs and beneficiaries
 - Notification to creditors
 - Publication requirements (if applicable)
- 12. Estate Inventory & Valuation
 - Identifying probate assets
 - Appraising property
 - Preparing and filing the inventory with the court
- 13. Debt & Claim Resolution
 - Creditor claims window
 - Payment of debts and taxes
 - Handling disputed claims
- 14. Management of the Estate
 - Maintaining property
 - Managing bank accounts, investments, insurance proceeds, etc.
- 15. Distribution of Estate Assets
 - Distributing property according to the will or intestacy laws
 - Preparing a final accounting for the court
 - Obtaining court approval for final distribution
- 16. Closing the Probate Case
 - Filing closing documents
 - Court discharge of the personal representative
 - Final closing orders

Flowchart Requirements:

- Must be clear, readable, and logically sequenced
- May be created using PowerPoint, Word SmartArt, Lucidchart, Canva, Visio, or any professional diagram tool
- Use arrows, labels, decision diamonds, and/or color coding as appropriate
- Must represent probate as a **process**, not just a list

Submission Requirements

- One PDF or Word file containing the flowchart
- Flowchart may be inserted as an image or embedded diagram
- Length: Flowchart (1 page)

Flowchart: 50 points

❖ Mid-term Case Study Analysis

Due Date: March 8, 2026

Assessment:

- Students will analyze a complex scenario involving blended families, minor children, incapacity, and competing beneficiary interests.
- Submission: 6–8 page legal analysis.

The midterm assessment evaluates your ability to apply estate planning principles to a multidimensional client scenario. You will analyze a fact pattern involving blended families, minor children, incapacity, beneficiary conflicts, and competing legal interests. This assignment synthesizes material from Weeks 1–6, including wills, trusts, probate, incapacity planning, property characterization, and beneficiary designations.

Assignment Instructions

You will be provided with a detailed midterm scenario that includes personal, financial, and familial information about a hypothetical client and their household. Your task is to prepare a 6–8 page legal analysis that addresses the client’s estate planning needs, risks, and potential disputes.

Your written analysis must include the following components:

1. Issue Identification

Identify all major estate planning issues raised by the scenario, which may include:

- Blended family dynamics
- Minor children and guardianship concerns
- Incapacity and medical decision-making
- Conflicts among beneficiaries
- Property distribution challenges
- Probate risks and non-probate transfers
- Tax considerations (if applicable at this stage)

Clearly articulate each issue and explain why it is legally significant.

2. Legal Framework

Explain the relevant legal rules, principles, and doctrines covered in Weeks 1–6, including:

- Will requirements, execution, and revocation
- Probate procedures and potential contests
- Beneficiary designation rules
- Fiduciary duties of executors or agents
- Incapacity planning tools (POA, advance directives)

- Property classification and titling (community property, joint tenancy, etc.)

You should cite the textbook and applicable concepts accurately, using graduate-level legal writing conventions (formal tone, clear organization, analytical depth).

3. Application to the Facts

Apply the legal principles to the specific details of the scenario. This section should form the core of your analysis. Your application should:

- Resolve conflicts between heirs or beneficiaries
- Address risk factors for litigation or probate delays
- Recommend the most appropriate estate planning instruments
- Evaluate how competing interests (current spouse, ex-spouse, adult vs. minor children, etc.) should be managed
- Identify and analyze any ambiguities or inconsistencies in the fact pattern

Use structured, logically flowing paragraphs that demonstrate critical thinking and real-world reasoning.

4. Recommended Estate Planning Strategy

Based on your analysis, propose a comprehensive estate planning strategy, which may include:

- Will provisions
- Trust creation (revocable, testamentary, or special-purpose trusts)
- Guardianship designations
- Use of non-probate transfers
- Incapacity planning instruments
- Property management or restructuring steps
- Conflict-mitigation measures (e.g., communication planning or neutral fiduciaries)

Explain why each recommendation is legally appropriate and how it addresses the issues identified.

5. Ethical and Practical Considerations

Briefly discuss any potential ethical or practical concerns, such as:

- Conflicts of interest
- Client capacity
- Cultural considerations
- Family sensitivities
- Risk of undue influence
- Challenges in selecting agents or fiduciaries

Formatting Requirements

- Length: 6–8 pages (not including title page, references, or appendices)
- Font: 12-point Times New Roman or similar
- Spacing: Double-spaced

- Citations: APA
- File Format: PDF or Word

Midterm: 200 points

❖ Simple Revocable Living Trust Template

Due Date: March 15, 2026

You will draft a client-ready revocable living trust template that demonstrates understanding of the structure, purpose, and legal requirements of a basic trust instrument. The trust you draft will serve as a foundational estate planning tool that avoids probate, organizes assets, and enables continuity during incapacity. This is a drafting assignment—not a fill-in-the-blank exercise—requiring you to structure the trust using accurate legal language and clearly labeled sections.

Your template must include the following components:

Part 1: Title & Introductory Provisions

1. Trust Title

Create a clear, professional title (e.g., “*The [Client Name] Revocable Living Trust*”).

2. Declaration of Trust

Draft a short introductory clause that includes:

- The name of the grantor/settlor
- The name of the initial trustee
- The effective date
- A statement declaring the creation of a revocable living trust (this section should reflect the purpose and revocability of the trust).

Part 2: Trustee Powers & Duties

3. Appointment of Trustees

Include:

- Initial trustee
- Successor trustee(s)
- Procedures for resignation, removal, and replacement

4. Trustee Powers

List clearly defined powers, such as:

- Managing investments
- Buying/selling property
- Paying taxes
- Maintaining records
- Making distributions

These should reflect both standard statutory powers and practical estate-planning considerations.

Part 3: Beneficial Interests & Distributions

5. Beneficiary Designations

Create sample placeholders for:

- Primary beneficiaries
- Contingent beneficiaries

6. Distribution During the Grantor's Lifetime

State that the grantor may use trust property freely and that the trust is revocable and amendable at any time.

7. Distribution Upon Death

Draft a simple clause describing:

- How assets are distributed
- To whom
- In what shares or percentages
- What happens if a beneficiary predeceases the grantor

Optional advanced features may include:

- Outright distributions
- Hold-in-trust provisions for minors

Part 4: Incapacity Provisions

8. Determination of Incapacity

Define the standard for determining incapacity (e.g., certification by one or two physicians).

9. Successor Trustee Authority

Explain:

- When the successor trustee takes over
- The scope of their powers
- How they must manage assets during incapacity

Part 5: Administrative & Legal Provisions

10. Governing Law

Identify the state law governing the trust.

11. No Bond Requirement

State whether the trustee must furnish a bond.

12. Spendthrift Clause

Include a clause limiting creditor access to beneficiary interests, if appropriate.

13. Amendment & Revocation Clause

Explain the process for the grantor to amend or revoke the trust.

14. Severability Clause

Indicate that invalid provisions do not affect the remainder of the trust.

Part 6: Execution Section

15. Signature Blocks

Provide space for:

- Grantor signature

- Trustee signature(s)
- Notary acknowledgment (optional but recommended for realism)

Format Requirements

- Length: 3–5 pages
- Style: Professional legal drafting format (headings, numbered sections, clear clause formatting)
- File Type: Word or PDF

Template: 100 points

❖ Property Control Trust Scenario Memo

Due Date: April 12, 2026

Your task is to prepare a 2–3 page legal memo analyzing a hypothetical client scenario (provided by your instructor) and recommending whether a property control trust is appropriate, and if so, how it should be structured. The professional legal memo will provide strategic estate-planning guidance for a client facing property-control challenges. Your memo must address the legal, relational, and practical considerations relevant to trust formation.

Your memo must include the following:

Section 1: Introduction & Purpose of Memorandum

Briefly introduce:

- The client’s situation (summarize the key facts from the scenario)
- The specific estate-planning problem or conflict
- The purpose of the memo (e.g., “to evaluate the appropriateness of a property control trust for preserving assets for the client’s children from a prior marriage”)

This section should set up the issue in a clear and concise manner.

Section 2: Legal Framework

Explain the relevant legal concepts from Chapter 11, including:

- The function of property control trusts
- How these trusts protect assets for certain beneficiaries
- Differences between:
 - Marital property control trusts
 - Property control trusts for blended families
 - Trusts used to restrict a surviving spouse’s control over certain assets
- The trustee’s role and fiduciary expectations
- Any tax considerations that may influence trust design

Section 3: Application to Client Scenario

Apply the legal framework to the facts of the hypothetical client’s circumstances.

Your analysis should answer:

- What specific risk or conflict is the property control trust addressing?

- Which beneficiaries need protection (children from a prior marriage, disabled children, second spouse, etc.)?
- What assets should be placed in the trust and why?
- How should control be structured?
 - Should the surviving spouse have limited access to principal?
 - Should distributions be restricted or conditional?
 - Should an independent trustee be appointed?
- What provisions safeguard against misuse or depletion of the assets?

This section should be the core of your memo and must demonstrate critical application of the trust concepts.

Section 4: Recommended Trust Structure

Provide a clear, well-reasoned recommendation detailing how the property control trust should be drafted. Address:

- Trust goals (asset protection, fairness among family members, restricting discretionary spending, etc.)
- Beneficiary structure (primary, secondary, remainder)
- Trustee selection and powers
- Distribution standards (HEMS, fixed amounts, discretionary distributions)
- Limitations on the surviving spouse's access
- Conditions or triggers (e.g., remarriage, incapacity, death)
- How the trust supports long-term estate planning objectives

Section 5: Conclusion

Summarize:

- Why a property control trust is appropriate (or not)
- How your proposed trust structure mitigates risk
- Key benefits for the client and the intended beneficiaries

The conclusion should be concise yet persuasive.

Formatting Requirements

- Length: 2–3 pages (not including headers or references)
- Format: Legal memorandum (with headings, clear paragraphs, professional tone)
- Spacing: Double-spaced
- Font: 12-point
- File Type: PDF or Word

Memo: 100 points

❖ Estate Planning File Audit Checklist

Due Date: April 19, 2026

Estate planning file audit checklist.

Students will develop an Estate Planning File Audit Checklist—a professional tool used by attorneys, compliance teams, and estate planning offices to ensure client documents are complete, updated, internally consistent, legally valid, and properly stored. The checklist could be used in a law firm or compliance setting to review a client’s complete estate planning portfolio.

Your checklist must cover all major elements required to verify:

- Completeness of the estate plan
- Internal consistency among documents
- Compliance with relevant legal requirements
- Proper execution and witnessing
- Asset alignment (title/beneficiary coordination)
- Document storage and updating practices

Checklist Requirements

Your audit checklist must include the following categories, each with multiple items under it:

1. Client Information & Intake

Include checklist items verifying:

- Full legal names, dates of birth, identification
- Marital status and family structure
- Contact information for fiduciaries and beneficiaries
- Summary of goals and planning priorities

2. Core Estate Planning Documents

Create checklist items confirming the presence, accuracy, and execution of:

- Last Will and Testament
- Revocable Living Trust (if applicable)
- Pour-over Will (if applicable)
- Durable Financial Power of Attorney
- Medical Power of Attorney / Advance Directive
- HIPAA Authorization
- Guardianship designations for minors
- Special-purpose trusts (if applicable, e.g., special needs trust, marital trust, property control trust)

Checklist items should assess:

- Correct signatures
- Witness requirements
- Notarization
- Internal consistency (e.g., same names, spelling, roles)

3. Asset Review & Coordination

Checklist items addressing asset titling and beneficiary alignment, such as:

- Verification of asset inventory
- Account titles matching trust design (if applicable)

- Beneficiary designations on:
 - Life insurance
 - Retirement accounts
 - Pay-on-death / transfer-on-death accounts
- Real property deed review
- Business interests (ownership documentation, succession planning)

4. Trustee, Executor, and Agent Review

Checklist items confirming:

- Clear selection of fiduciaries
- Appropriate alternates named
- Written acceptance of roles (if required)
- No conflicts of interest or incapacity concerns
- Clarity of fiduciary powers

5. Tax & Compliance Considerations

Include checklist items assessing:

- Federal estate tax exposure
- State estate/inheritance tax considerations
- Gift tax implications
- Trust income tax responsibilities
- Prior gifting history
- Opportunities for disclaimers or tax minimization

6. Document Validity & Quality Control

Include items verifying:

- Proper legal formatting
- No contradictory provisions across documents
- Consistent definitions (e.g., “issue,” “descendants,” “spouse”)
- No outdated designations (e.g., ex-spouses, deceased beneficiaries)
- Review of dates, updates, and amendments

7. Storage, Access, and Communication

Checklist items confirming:

- Secure storage of originals
- Copies provided to fiduciaries
- Digital records maintained appropriately
- Access instructions for family or agents
- Clear instructions for updating and periodic review

8. Red Flags & Follow-Up Items

Create a section for identifying issues such as:

- Missing signatures

- Conflicting beneficiary designations
- Unfunded trusts
- Unclear fiduciary provisions
- Ambiguous distribution instructions
- High-risk family dynamics

Format Requirements

- Length: 2–3 pages
- Format: Professional checklist (accordion sections, tables, bullet lists, or form layout)
- Must be practical, functional, and ready for use in an estate planning office
- File Type: Word or PDF

Checklist: 50 points

❖ **Final Project – Estate Plan Design Project**

Due Date: April 26, 2026

Estate Plan Design Project: Your task is to prepare a complete estate planning package demonstrating both legal knowledge and practical drafting skills. This deliverable should reflect the level of detail and professionalism expected in a real-world estate planning practice.

Students create a comprehensive estate plan for a hypothetical client, including:

- Will
- Trust
- POA (medical & financial)
- Beneficiary designations
- Probate-avoidance strategy
- Tax considerations
- Ethical analysis

Deliverables:

- 12–15 page written estate plan package

You must prepare a 12–15 page written estate plan package that includes the following core components:

Part 1: Client Summary & Issues Analysis (1–2 pages)

Provide a concise overview of the hypothetical client’s relevant facts, including:

- Family structure
- Asset profile
- Relationship dynamics
- Goals and concerns
- Identified risks (probate, incapacity, blended families, minors, special needs, etc.)

This section should briefly analyze the major legal issues the client faces and explain how your estate plan addresses them.

Part 2: Last Will & Testament (3–4 pages)

Draft a formal Will including:

- Declaration and identification of the testator
- Appointment of executor and successor executor
- Specific bequests (if any)
- Residuary clause
- Guardianship designations (if applicable)
- Testamentary trust language (if applicable)
- Execution, attestation, and signature blocks

Part 3: Revocable Living Trust or Other Trust Instrument (3–4 pages)

Draft a Trust appropriate to the client scenario. This may be:

- A Revocable Living Trust
- A Property Control Trust
- A Special Needs Trust
- A Marital or Bypass Trust
- Another trust type if suitable

Your trust must include:

- Title and declaration
- Identification of grantor, trustee(s), beneficiaries
- Trustee powers and duties
- Specific distribution provisions
- Incapacity succession provisions
- Remainder distributions
- Amendment/revocation clause
- Signature and notarization sections

The trust must appropriately reflect the client's goals, family dynamics, and asset structure.

Part 4: Powers of Attorney (Medical & Financial) (2–3 pages total)

Prepare both:

A. Durable Financial Power of Attorney

Include:

- Agent and alternate agent designations
- Scope of financial powers
- Effective date language
- Limitations or conditions
- Signature section

B. Medical Power of Attorney / Advance Directive

Include:

- Agent for healthcare decisions
- Treatment wishes
- End-of-life preferences
- Organ donation (optional)

- Execution section

Part 5: Beneficiary Designations (1 page)

Provide a summary table listing the client's assets and proposed beneficiary designations.

Include:

- Retirement accounts
- Life insurance
- Bank accounts
- Investment accounts
- Property passing by deed (if applicable)

Part 6: Probate-Avoidance Strategy (1 page)

Explain how your estate plan minimizes or eliminates probate. You should discuss:

- Use of trusts
- Use of pay-on-death or transfer-on-death designations
- Titling strategies (JTWROS, community property with survivorship rights, etc.)
- Use of simplified probate procedures (if applicable)

Part 7: Tax Considerations (1 page)

Discuss any relevant estate, gift, income, or inheritance tax issues. This may include:

- Federal estate tax thresholds
- Lifetime gifting strategies
- Use of disclaimer planning
- Trust structures that reduce tax impact
- State estate/inheritance tax considerations

This section should show conceptual awareness but does not need overly technical calculations.

Part 8: Ethical Analysis (1 page)

Identify potential ethical issues in the client scenario and explain how your estate plan mitigates them. Consider:

- Conflicts of interest
- Undue influence
- Family disputes
- Competency and capacity
- Fiduciary selection
- Duty of loyalty and neutrality

This section should demonstrate your ability to integrate ethical reasoning with legal planning.

Format Requirements

- Length: 12–15 pages total (excluding cover page and references)
- Spacing: Double-spaced for analysis sections; single spacing acceptable for drafted legal documents
- Font: 12-point
- Headings: Use clearly labeled sections for each part of the assignment
- Citations: APA
- File Type: PDF or Word

Project: 300 points

CLASS DEMEANOR EXPECTATIONS:

As a graduate-level course, students are expected to engage in a manner that reflects professionalism, respect, and academic integrity. The following expectations apply to all online interactions, including discussion boards, virtual meetings, and email correspondence:

1. Respectful Communication
 - Treat peers, instructors, and guest speakers with courtesy and respect, even during disagreements.
 - Avoid offensive, discriminatory, or inflammatory language.
 - Listen actively and respond thoughtfully to others' contributions.
2. Professional Conduct
 - Use professional language, tone, and etiquette in all communications.
 - Dress appropriately when attending live video sessions.
 - Maintain academic honesty in all assignments and discussions.
3. Preparedness and Engagement
 - Complete readings and assignments on time to contribute meaningfully to class discussions.
 - Be present and attentive in synchronous sessions; avoid multitasking.
 - Participate regularly in discussion boards and collaborative activities.
4. Constructive Participation
 - Offer evidence-based opinions and support arguments with course materials or credible sources.
 - Encourage inclusive dialogue and be mindful of different perspectives.
5. Timely and Appropriate Communication
 - Check your email and Canvas regularly for updates.
 - Contact the instructor promptly with questions or concerns using professional email etiquette.
6. Confidentiality and Academic Integrity
 - Respect the confidentiality of shared personal experiences and course discussions.
 - Do not record or share course content without permission.

CLASS ATTENDANCE & MAKEUP POLICIES:

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 activities because of religious observances.

Absence Due to Illness:

A student who is absent from class or misses any required class-related activity because of illness should contact their instructor, if feasible, as early as possible before the missed class or activity. Students shall be permitted a reasonable amount of time to make up the material or activities covered during an excused absence. Students should contact their college by the deadline to drop a course for medical reasons. Students can petition the Dean of Students' Office to drop a course for medical reasons. The university's policy regarding medical excuses from classes is maintained by the Student Health Care Center.

EVALUATION METHODS & GRADING POLICY:

[If a portion of the grade is tied to participation, please provide specific details on how you will determine an individual student's participation grade.]

Grade Scale & Grading Policies:

<u>Grade</u>	<u>Points</u>
A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
E	0.00

The law school grading policy is available at <https://www.law.ufl.edu/uf-law-student-handbook-and-academic-policies>. Note that the mandatory mean does not apply to MSL or LLM students.

EXAM DELAYS AND ACCOMMODATIONS:

The law school policy on exam delays and accommodations can be found [here](#).

STATEMENT RELATED TO ACCOMMODATIONS 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 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](#).

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](#). The UF Law Honor Code also prohibits the use of artificial intelligence, including, but not limited to, ChatGPT and Harvey, to assist in completing quizzes, exams, papers, or other assessments.

UF students are also bound by The Honor Pledge, which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: ‘On my honor, I have neither given nor received unauthorized aid in doing this assignment.’” The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the University Conduct Code](#). If you have any questions or concerns, please consult with the instructor in this class.

RECORDINGS:

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 from 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.

RESOURCES:

Wellness:

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern, and a team member will reach out to the student in distress.

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Academic & Tech Support Resources:

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Online Student Complaints: [View the Distance Learning Student Complaint Process](#).