HAMLINE UNIVERSITY
School of Law

COURSE SYLLABUS

Faculty: **Professor Jodean Thronson**

Course: Legal Drafting - Employment Law

Semester: Fall 2010

Meeting Schedule: Saturdays, 1:15 - 2:55, 10/2 - 11/20

Room:

Textbook	Primary Text	Primary Text	Recommended not required
Author	Haggard, Thomas; Kuney, George		
Title and edition of text	Legal Drafting Process, Techniques and Exercises - 2nd ed		
Publisher/year	Thomson 2003		
ISBN	978-0-314-18440-5		

Learning Outcomes for the Course:
To build upon student's prior legal writing education with practical drafting experience focusing on employment law. Because employment law is based in large part on employee rights and employer responsibilities, drafting is a large part of an employment law practice.

Course Expectations:
The improved ability to write with precision and clarity will be your main goal, as well as editing and revising your work. Each week, we will discuss various techniques of drafting.

HUSL Policies on attendance, lateness and preparation
The program of instruction at the School of Law is based on an active and informed exchange between instructor and student and between student and student. Regular, prepared class attendance helps develop skills essential to the competent practice of law. A student who violates the attendance policy, including the instructor's specification of class expectation described below, may lose his or her right to take the exam in the course, to receive course credit or may receive other penalties described below and in Academic Rule 108. Persistent or frequent lateness or unpreparedness may also be the basis for reduction of the grade awarded in a course. See Academic Rule 108 for further details.

Attendance Policies in this Course
Attendance will be taken at each class. Seven, 90 minute class sessions are scheduled. Due to the limited number of class sessions there will be no excused absences.

Punctuality/Preparation Policies in this Course
All students are expected to be on time and prepared to participate in class. There will be a few times during class that you will be expected to turn in assignments that you have written during class. Please be sure to have pen, paper or a plan to print out your assignment for in class exercises.

Policy on Laptop Use in Class:
Use of the internet, email, text or instant messages during class is prohibited except when it is relevant to class discussions.

Other Classroom Policies:

Grading Components

Final examination:	No final exam
Date/Time:	
Requirements:	
Component(s) of your grade:	
Mid-term exam or quizzes	No mid-term exam
Dates/Times:	
Requirements:	
Component(s) of your grade:	
Written Assignments	In Class Exercises
Dates/Times:	
Requirements:	
Component(s) of your grade:	25 points total
Written Assignment:	Employment Contract
Dates/Times:	
Requirements:	
Component(s) of your grade:	25 points
Written Assignment:	Independent Contractor Agreement
Dates/Times:	
Requirements:	
Component(s) of your grade:	25 points

<u>Assignments:</u>

<u>October 2:</u> Class Introduction and The Principles of Drafting
Reading: Chapters 1,2, 4 (p. 2 - 28; p 67 - 88)
In class exercise - Exercise 1 (p. 84 - 88)

October 9: Drafting Ethics and Stakeholder Considerations
Reading: Chapters 5, 6 (p 89-122)
In class exercises - Exercise 2 (p. 106) and 3(p. 122)

October 16: Preparation and Planning for Drafting
Reading: Chapters 7, 8,9 (p. 124 - 167)
In class exercises: Exercise 4 (p. 135); Exercises 5 (p. 146); Exercise 6 (p. 166)
Assignment: Employment Contract handed out

October 30: Concept and Organization in Drafting
Reading: Chapters 10, 11 (p. 168 - 194)
In class exercises: Exercise 7 (p. 180); Exercise 8 (p. 191)
Assignment: Employment Contract due

November 6: Drafting Techniques
Reading: Chapters 12, 13 (p. 197 - 281)
In class exercises: Exercise 9 (p. 231); Exercise 10 (p. 276)
Assignment: Independent Contractor Agreement handed out

November 13: Definitions
Reading: Chapters 14, 15 (p. 282-333)
In class exercises: Exercise 11 (p. 302); Exercise 12 (p. 332)

November 20 Revising Drafted Documents
Reading: Chapter 17 (p. 348 - 369)
In class exercise: Exercise 19 (p. 375); Exercise 28 (p. 396)
Assignment: Independent Contractor Agreement due - to be returned electronically before end of term.