HAMLINE UNIVERSITY
School of Law

COURSE SYLLABUS

Faculty: **Professor Jodean Thronson**

Course: Legal Drafting - Employment Law

Semester: Summer 2011

Meeting Schedule: Saturday, June 4 9:00 am – 4:30 pm and Sunday, June 4 9:00 am – 4:30 pm

Room: 240A

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 2007		
ISBN	978-0-314-1844 0-5		

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. Due to the limited number of class sessions there will be no excused absences and students will be expected to attend both days of class.

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

Dates/Times: In Class Exercises

Requirements:

Component(s) of your grade: 50 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>Saturday, June 4:</u>

Morning session:

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)

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

Afternoon session:

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

Sunday, June 5:

Morning Session:

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

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

Afternoon Session:

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

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.