



Faculty: **Professor Kenneth R. Swift**  
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**W222**  
**(651) 523-2397**

Course: **LRW III – Transactional**

Semester: **Fall 2011**

### **Text**

Fajans, Falk, and Shapo, *Writing for Law Practice*, Foundation Press 2<sup>nd</sup> Edition 2010, ISBN 978-1-59941-630-4

### **Learning Goals**

In this course students will develop skills for drafting precise and clear documents. Students will be exposed to drafting litigation documents, contracts, and other transactional documents. Students will learn to research, evaluate, and use forms and checklists.

### **Attendance**

Class attendance is very important to understanding the course materials and developing drafting skills. Our classroom discussions and small group projects will be the primary learning tools to help you complete your drafting assignments.

You are required to attend all Legal Research and Writing classes and to participate in class discussions and exercises. Excessive absence will be penalized. Excessive absence is defined as missing more than two classes per semester. Four points will be deducted from your final point total at the end of the semester for each absence after the first three absences. More than three missed classes may result in forced withdrawal from the course. Arriving significantly late for class or leaving early is considered an absence. There are no excused absences.

## **Due Dates and Procedures**

The cover sheet for each assignment will include the due date and time for the assignment. Failure to submit your assignment prior to the due date and time will result in a penalty of two points per day. By way of example, if an assignment is due at 3 PM on Wednesday, a student who turns in the assignment on the due date at 4 PM would lose two points. If the student turns in the assignment at 5 PM the following day, the student would lose four points total.

When submitting an assignment, make sure you follow any requirements provided on the assignment cover sheet. Additionally, the following apply when submitting an electronic copy of an assignment:

- A. Use Microsoft Word
- B. Attach the assignment via e-mail; title the e-mail using the assignment name
- C. Title the Word document using your last name only ("Smith.doc")
- D. Make sure your name is on the assignment document itself

Failure to follow any assignment formatting or submitting procedures may result in a reduction in the point total for that assignment.

## **Technology Policy**

At various times throughout the course you will need your laptop computer to conduct research and draft documents for small group projects. Please refrain from downloading email or conducting other non-course related activities on your computer, as these activities may distract fellow students. Also, please make sure your cell phone ringer is turned-off during class.

## **Course Website**

The class web site is hosted by Lexis/Blackboard and can be found at: <http://www.lexisnexis.com/lawschool/>. If you do not have a current Lexis password, please contact your Lexis representative (Jillian Kalogerson, [jillian.kalogerson@lexisnexis.com](mailto:jillian.kalogerson@lexisnexis.com)) no later than prior to the first day of the semester, and preferably a couple of weeks prior. To gain access to the website, you must be "enrolled" by me. Approximately one week prior to the first day of the semester I will begin enrolling students into the course website.

## **Grading Components**

Your grade will be based upon the following factors:

1. 4 – 5 graded drafting assignments throughout the semester
2. An in-class midterm examination
3. A 48 hour, self scheduled take-home final examination
4. Additional research and citation exercises

I will not provide letter grades on each assignment. Instead, each grading component will have a point total. At the conclusion of the semester I will tabulate all of the points and determine final grades.

I reserve the right to raise a grade by one grade increment (ex: B to B+) for significant and consistent work that exceeds the normal expectation of the class, as determined in my sole discretion. This would entail outstanding work on small group projects and class involvement and preparation.

I also reserve the right to lower a grade by one grade increment (ex: B to B-) for significant and consistent work that does not meet the normal expectation of the class, including not fully participating in small group projects and incomplete class preparation.

### **Initial Reading Assignments:**

#### **August 26**

*Writing for Law Practice*, Chapters 1 and 2

#### **September 2**

*Writing for Law Practice*, Chapter 7, pp. 235–43  
First Assignment Packet (distributed in class)