Goals of the Course

Drafting is an essential experience in your preparation for the practice of law. The Legal Drafting course is designed to give you practice accomplishing clients’ intentions while attempting to avoid potential legal problems. This involves gaining mastery of the relevant law as well as applying language skills in new and demanding contexts. The course should also substantially reinforce and refine the writing skills that you developed in your first-year Legal Research and Writing course.

The ultimate goal of the course is to get you ready to undertake the drafting tasks demanded of lawyers. Specifically, the course should help you to do the following:

1. Approach drafting tasks with confidence.
2. Organize and complete drafting tasks efficiently.
3. Work skillfully with conceptually complex material.
4. Choose language strategically.
5. Write clearly, concisely, and without inadvertent ambiguity.

Achieving these goals will require your commitment to the course. As should be evident from the large number of writing assignments to be completed in a two-week time frame, this is a demanding course.

Course Materials

Textbook: Barbara Child, Drafting Legal Documents: Principles and Practices (West 2d ed. 1992). You do not need to complete the exercises included in the assigned reading unless I tell you to do so. We will work through some of the exercises in class.
Additional Materials: In order to give as much drafting practice as possible, the “research” in the course is not library research. I may hand out additional materials in class, put additional readings on reserve in the law library, or post additional materials on TWEN.

**TWEN Course**

Please register for my TWEN course. I will post this syllabus, additional reading assignments, etc. on the site.

**Exercises and Assignments**

The writing exercises and assignments include drafting “from scratch” and redrafting. Some of the shorter assignments contribute to the work on longer full documents. The course involves some drafting assignments to be completed outside of class and some exercises to be completed in class. **All of the writing exercises and assignments throughout the course—those done in class as well as outside of class—are required and must be completed to pass the course.**

Assignments receive written evaluation, and they serve as the basis for class discussion as well. Please type (Times New Roman, 12 point type, one-inch margins) and double-space all writing assignments unless I instruct you otherwise. **Graded assignments are due at the beginning of the class period on the date the assignment is due. Late assignments are subject to receiving a failing grade.**

All assignments are governed by the Hamline University School of Law Code of Conduct, which is available at http://law.hamline.edu/registrar/code-conduct.html. Specifically, collaboration not expressly authorized is strictly prohibited. Additionally, taking a form and copying from it without changing its structure, form, organization, and language is considered plagiarism.

**Attendance and Participation**

Because of the short time period over which the course is taught and the intensive nature of the course, **attendance at all class meetings is mandatory** unless otherwise specifically excused by me.

Participation consists of more than mere attendance. Actual participation occurs when you:

1. Show you have prepared for class by reading and thinking about the assigned materials;

2. Show you understand or are making an effort to understand the facts, concepts, and principles discussed;

3. Ask clear questions to build on others’ contributions;

4. Make connections between different subjects discussed;

5. Use the material to generate your own insights and applications; and

6. Exhibit willingness to experiment with new skills and approaches to the material.
**Technology Use Policy**

Students should not use class time to read or send email messages, visit websites that the class has not been instructed to use, or engage in any other online or technology-based activities (including use of cell phones and blackberries) not directly related to the classroom discussion.

**Grades**

Assignment point values are as follows:

- 1st Draft Contract: 10 points
- 2d Draft Contract: 20 points
- Client Letter: 5 points
- Legislation: 20 points
- Litigation Document: 20 points
- In-Class Exercises: 5 points
- Total: 80 points

I may award up to two additional points to the final grade for outstanding preparation, class participation, and professionalism. Students who violate the technology use policy are not eligible for these additional points.

**Anticipated Learning Outcomes**

Taking this course will allow you the opportunity to achieve the following learning outcomes:

**Skills learning outcomes:**

- **Identify and apply** strategies to discover and achieve client objectives.
- **Comprehend and synthesize** the reasoning and rules contained in legal authorities and apply them to a variety of client situations.
- **Communicate** effectively in writing and in speaking with diverse audiences in a variety of formal and informal settings.

**Professionalism learning outcomes:**

- **Acquire** the knowledge and skills required to competently represent one’s clients.
- **Engage in** effective time management.
## Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Readings Due</th>
<th>Graded Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 23</td>
<td><strong>Contracts</strong> Syllabus; Introduction, 1-5; Drafting Planning Documents Introduction, 109-11; Contracts, 112-44; Process Manual Introduction, 285-86; Using Clients and Documents as Resources, 287-302</td>
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<tr>
<td>Tuesday, June 24</td>
<td><strong>Contracts</strong> Choosing Flexible Language, 303-14; Achieving Clarity, 315-54</td>
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<tr>
<td>Thursday, June 26</td>
<td><strong>Contracts/Legislation</strong> Legislation, 175-229; Defining Terms, 355-74</td>
<td>1st Draft Contract</td>
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<tr>
<td>Monday, June 30</td>
<td><strong>Legislation</strong> Making Stylistic Choices, 375-415</td>
<td>2d Draft Contract</td>
</tr>
<tr>
<td>Tuesday, July 1</td>
<td><strong>Litigation Documents</strong> Drafting in Litigation Practice Introduction, 7-9; Complaints, 10-48; Motions, 59-82; Answers, 85-107</td>
<td>Legislation</td>
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<td>Litigation Document – Due</td>
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<td>Monday, July 7 by 1:00 p.m.</td>
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