Introduction to Transactional Skills (LAW 539)
Summer 2015
Professor Camero

Course Syllabus

Description
This course focuses on developing the following transactional skills: problem solving, interviewing and counseling clients, drafting agreements, and negotiating. The course is taught entirely online, attempting to replicate how email, phone, and electronic documents play an integral role in commercial law transactions.

Objectives
This course teaches students:
- The role of a transactional attorney
- The drafting process
- The legal concepts key to transactional drafting
- How to gather information through client interviews, research, and discussions with the other side
- How to negotiate the terms of a transaction with opposing counsel
- How to draft an agreement incorporating both the business terms and key legal concepts
- How to review and comment on an agreement

Required Texts


Format
This course is an asynchronous distance education course. All instruction and course materials are delivered online via Desire 2 Learn (“D2L”). To access D2L, go to https://online.siu.edu. If you need assistance accessing D2L, please call (618) 453-1024 or email mycourse@siu.edu.

The benefits of this course are that it offers flexibility and autonomy to students, mimicking law practice. However, these benefits make it easy for a student to fall behind. It, therefore, is important to stay organized and keep on schedule with the readings and assignments. You should expect to spend at least the same amount of time you would on any other three-credit course.
Be sure to check the D2L course page regularly as I post notes, comments, news, and changes in the News section of D2L. Also, please ensure you regularly check the email account associated with D2L. You are deemed aware of any announcements or material posted to D2L or sent to your email account connected with D2L.

**Weekly Exercises**

Almost every week you are assigned exercises from the Stark text. You should take these exercises seriously and answer them thoughtfully and thoroughly. After the due date for each of these exercises, I will provide feedback for each student individually via D2L or post a sample answer on D2L under the “Weekly Exercises” folder.

These exercises count as attendance for the course. *If you fail to submit these exercises or submit these exercises late more than twice during the semester, I automatically will withdraw you from the course.* Given the flexibility this class provides, there are no exceptions to this rule (not even for interviews, illness, or technical difficulties).

In addition, these exercises count toward your grade for the course. Each week’s exercises are worth three points: (i) one point for submitting all of the assigned exercises that follow the directions and are free of typographical and grammatical errors, and (ii) two points for accuracy and the use and understanding of relevant concepts and terminology.

These exercises are due by Thursday at 11:59 p.m. Central Time, the week they are assigned. For example, the exercises assigned for the Week of June 15, 2015 are due by Thursday, June 18, 2015 at 11:59 p.m. Central Time.

In order to receive credit for these exercises, you must submit them in the designated D2L Dropbox each week. **DO NOT** e-mail these exercises to me. You will receive no credit if you do not submit the exercises using the Dropbox.

I will not accept exercises submitted after the deadline. In the event that a D2L outage prevents a timely Dropbox submission, please contact me immediately via email. Once you receive an email that D2L has been restored, you must submit your assignment within four hours.

*Tip:* Some of the documents are available online on the textbook’s website. Using these documents will minimize word-processing input and allow you to focus on the drafting. The link is: [http://www.aspenlawschool.com/books/stark_contracts2/default.asp](http://www.aspenlawschool.com/books/stark_contracts2/default.asp)

**Discussion Board Posts**

Periodically during the semester, you must create a thread to a discussion board. Not only must you create your own thread within the discussion board topic, you also must respond to at least one of your classmate’s threads in a meaningful and respectful manner.
The initial discussion board posts are due by Thursday at 11:59 p.m. Central Time, the week they are assigned. Your response to a classmate’s post is due within three days after that due date. For example, the original discussion board thread for the week of June 15, 2015 is due by Thursday, June 18, 2015 at 11:59pm. The response to a classmate’s response is due by Sunday, June 21, 2015 at 11:59pm.

Each discussion board is worth three points: (i) one point for submitting a thread that follows the directions, (ii) one point for responding to a post of at least one of your classmates, and (iii) one point for a reflective and thoughtful post and response.

**Drafting Assignments**

You will complete three drafting assignments from the Stark text:

- Exercise 31-2 is due by Thursday, July 16, 2015 at 11:59 p.m. Central Time
- Exercise 28-1 is due by Thursday, July 23, 2015 at 11:59 p.m. Central Time
- Exercise 31-3 is due by Thursday, August 6, 2015 at 11:59 p.m. Central Time

Given the flexibility this class provides, there are no exceptions for these due dates (not even for interviews, illness, or technical issues). I reserve the right either to refuse to accept a late assignment or to deduct points for a late or non-conforming assignment.

In order to receive a grade for these assignments, you must submit them in the designated D2L Dropbox. **DO NOT** e-mail these assignments to me. You will receive no credit if you do not submit them using the Dropbox.

In the event that a D2L outage prevents a timely submission, please contact me immediately via email. Once you receive an email that D2L has been restored, you must submit your assignment within four hours.

**Calculation of Grade**

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<th>Assignment</th>
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<td>Discussion Board</td>
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<td>Exercise 31-3</td>
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**Honor Code**

The Honor Code requires that all students submit their own individual work. Plagiarism, or the submission of someone else’s work as your own, is unethical and is in violation of the Honor Code.

Additionally, you are prohibited from using precedent in drafting any of the agreements, documents, and exercises for this class. **Unless expressly permitted by the directions of**
a specific exercise or by the professor in writing, you only may reference the precedent set forth in the course textbooks or provided by the professor. Failure to adhere to this rule is a violation of the Honor Code and will be prosecuted accordingly.

Moreover, all work done for this class, whether graded or ungraded and whether written or oral, may not be reviewed by anyone, not even for typographical errors, grammatical errors, or for clarity. Furthermore, you may not discuss any assignment or exercise, graded or ungraded, with anyone except me or the course’s teaching assistant.

Netiquette Rules
Netiquette refers to acting in a respectful and professional manner while interacting with your professor and classmates online. Keep the following rules in mind during this course:

- This course is more than learning facts; you are preparing for a career. You are learning to interact with your classmates as you would in your future professional life.
- Everyone is entitled to have an opinion. In discussion forums, everyone is encouraged to share them in a polite and respectful manner.
- People have the right to disagree with you. However, disagreement should never be personal.
- Review your posts before you publish them and reread them for unintended meanings.
- Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory clues may affect meaning as well. Before jumping to conclusions, ask for clarification.
- Respond honestly but thoughtfully and respectfully, using language which others will not consider foul or abusive.
- Always sign your name to any contribution.
- Respect your own privacy and the privacy of others by not revealing information which you deem private or which you feel might embarrass you or others.
- Be constructive in your responses to your classmates.

If you experience any questionable or outright inappropriate behavior from a classmate, please let me know immediately. I have the sole discretion to deduct points or remove a student from the course for conduct or communications violating these rules.

Contact Information
Professor Jennifer Camero
jcamero@siu.edu
(618) 453-8741
Skype: professorcamero
Twitter: @ProfessorCamero
SIU Office: Room 230
Assistant: Susan Williams
**Office Hours**

Given the online format of this course, I will not hold formal office hours during the semester. However, I am available via e-mail, telephone, and Skype so please feel free to reach out to me if needed.

**Course Schedule**

The Course Schedule is broken down by weekly readings, lectures, exercises, discussion boards, and drafting assignments. References to anything other the Stark or Neumann texts are available on the D2L course site. You are required to perform each week’s assignments, which include, but are not limited to, reading from the texts, watching a recorded lecture, or reviewing other materials posted to D2L. *Students may not distribute, post, or reproduce any material posted to D2L via any medium (email, Internet, hardcopy, or otherwise) for any purpose or reason.* Each week’s materials will post to D2L no later than the Friday evening before the respective week. You are responsible for all material assigned, even if we do not specifically cover it. As lawyers, you need to teach yourself material from treatises, articles, and other sources; knowing how to learn on your own is an essential skill of good lawyering.

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<tr>
<th>Week of:</th>
<th>Required Readings and Videos</th>
<th>Weekly Exercises</th>
<th>Discussion Board Post</th>
<th>Drafting Assignment</th>
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