

### Learning Outcomes

Throughout the term, students will be engaged in lecture and class discussion; self-directed learning using the Cyber Workbooks modules with immediate feedback; group negotiation and discussions; and oral taped presentations.

Students will be expected to demonstrate a proficiency in written and oral skills; critical and analytical thinking; and applied reasoning. Students will also receive training in preparing for and conducting client negotiations and meetings.

### Graded Assignments

Students will have individual, team and group grades based upon oral, written and reading assignments. Students be graded on the following course assignments:

<b>Class Problems</b>		<b>5 points</b>
<b>Drafting Exercises</b>		<b>60 points</b>
Retainer Agreement (individual)	15 points	
Shareholder/Operating Agreement (group)	15 points	
Employment Agreement (individual)	15 points	
Client Memo re Reorganization (individual)	15 points	
<b>Cyber Workbooks (Q&amp;A)</b>		<b>35 points</b>
<b>Extra Credit (Telecommuting Policy)</b>		<b>5 points</b>
Total Points		<hr/> <b>105 points</b>