Preparing to Teach Class

☐ Syllabus
Draft your syllabus to clearly explain all course requirements and policies, your evaluation procedures, and your contact information. Review the syllabus during the first class session, including specific policies for attendance, exam period limitations, participation, etc. Please send a copy of your course syllabus to your Law Center liaison at the start of the semester.

☐ Course Materials
If you plan to compile a reading packet to supplement, or in lieu of a casebook, please review the Course Materials section of Best Practices for Course Design and Management.

☐ Book Orders
Submit your book orders to the Bookstore EARLY (early August for Fall 2016; mid-October for Spring 2017) to Paul Concannon, Store Manager, at sm8199@bncollege.com or (202) 662-9628.

☐ First Class Reading Assignment
Send the details of any reading that students should complete prior to the first class to the Office of Faculty Support and Campus Services at lawfaculty_support@georgetown.edu for posting online.

☐ Learning Management Systems
Consider whether you want to create a website for your course or seminar. See the section on Creating a Course Website in Best Practices for Course Design and Management.

☐ Course Reserve
Notify Jelethia Williams in the Williams Library of any items to be placed on course reserve at jtw2@law.georgetown.edu or (202) 662-9132, or contact the Head of Access Services, Craig Lelansky, at cdl3@law.georgetown.edu or (202) 662-9155.

☐ Class Roster
Obtain initial class list online through MyAccess. The class list will change throughout the Add/Drop period, so checking online will give you the most up-to-date list of students. You can also view, in priority order, the students who are on the waitlist for your class(es). You will want to update your class list after the Add/Drop period and again sometime during the following month. For assistance navigating the MyAccess system, please contact the Office of the Registrar at lawreg@georgetown.edu or (202) 662-9220.

☐ Waitlists
Waitlists can be viewed online via MyAccess. Please refer students who have questions about their status on a waitlist to the Office of the Registrar, and do not promise a seat to a particular student. If you have enrollment questions, consult with your Law Center liaison or the Assistant Dean and Registrar, Denise Sangster. If you would like to expand your class size to accommodate more students from the waitlist, contact your Law Center liaison before or during the Add/Drop period and before saying anything to the students.

☐ Teaching Seminars
We encourage you to attend the teaching seminars offered throughout the Fall and Spring semesters. Should you have any questions about them, or wish to suggest a topic, please contact Sarah Hulsey at sjh52@georgetown.edu.