



GEORGETOWN LAW

HANDBOOK FOR ADJUNCT FACULTY

2011-2012

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION IN EDUCATION

Georgetown University provides educational opportunities without regard to, and does not discriminate on the basis of, age, color, disability, family responsibilities, familial status, gender identity or expression, genetic information, marital status, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, source of income, veteran's status or any other factor prohibited by law in its educational programs and activities.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION IN EMPLOYMENT

Georgetown University provides equal opportunity in employment for all persons, and prohibits unlawful discrimination and harassment in all aspects of employment because of age, color, disability, family responsibilities, gender identity or expression, genetic information, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, veteran's status or any other factor prohibited by law.

Inquiries regarding Georgetown University's non-discrimination policy may be addressed to Institutional Diversity, Equity & Affirmative Action, 37th and O Streets., N.W., Suite M36, Darnall Hall, Georgetown University, Washington, D.C. 20057.

Georgetown University is an affirmative action/equal opportunity employer.

Welcome to the Faculty of Georgetown Law.

Georgetown Law began in 1870 in rented quarters with 25 evening students who paid \$50 a year in tuition. From the outset, prominent members of the Bar and Judiciary of the District of Columbia taught at Georgetown Law, establishing a tradition of excellence and service that continues today.

Today we have one of the largest and most diverse law faculties in the country. There are more than 100 members on the full time faculty and an adjunct faculty of over 500 distinguished members of the legal profession. This wealth of teaching resources enables us to offer the broadest curriculum available at any law school today.

We welcome you to the Georgetown Law community and invite you to participate fully in its academic life as your time permits. Full-time faculty members gather frequently for brown bag lunches. Faculty seminars in specialized areas are held throughout the year. Finally, we encourage you to participate in the various teaching workshops sponsored by J.D. Academic Services (you will be provided with the details about these valuable programs).

Every institution has its own methods of operation. This handbook is intended to introduce you to the facilities, offices and procedures of Georgetown Law. Our goal is to make your teaching experience a rewarding one. Any time you have a question that does not seem to be answered here, please contact either the Office of J.D. Academic Services or the Office of Graduate Programs.

Sarah Hulseley is the contact person for J.D. adjunct faculty members. She can be reached at (202) 662-9041 or through e-mail at sjh52@law.georgetown.edu. Tina Drake Zimmerman is the contact person for Graduate adjunct faculty members. She can be reached at (202) 662-9660 or through e-mail at draket@law.georgetown.edu.

We look forward to working with you throughout the year. Please let us know if there is anything we can do to make your teaching experience more productive. Again, thank you for your time and efforts to enrich the Georgetown Law experience for our students.

Julie O'Sullivan
Associate Dean
J.D. Program

Nan Hunter
Associate Dean
Graduate Programs

GEORGETOWN LAW: 2011-2012 ACADEMIC CALENDAR

2011 FALL SEMESTER

Mon., July 25	<i>Tuition due for First Year J.D. students</i> <i>Tuition due for incoming Graduate Students</i>
Mon., Aug. 22	Registration and Orientation for incoming JD Transfer Students Registration and Orientation for incoming JD Visiting Students Registration for new Graduate Students <i>Tuition due for all Continuing, Transfer and Visiting Students</i>
Tues., Aug. 23 - Fri., Aug. 26	Orientation for new Graduate Students
Tues., Aug. 23 – Wed., Aug. 24	Registration for Part-time First Year JD Students
Wed., Aug. 24	Registration for Full-Time First Year JD Students
Wed., Aug. 24 - Fri., Aug. 26	Orientation for First Year Students
Thurs., Aug. 25	Financial Aid Transactions: All Students
Mon., Aug. 29	Classes Begin
Mon., Aug. 29 – Tues., Sept. 6	Add/Drop and Wait-list activity for Fall and Spring Courses
Mon., Sept. 5	LABOR DAY HOLIDAY: <i>No classes meet</i>
Mon., Oct. 10	COLUMBUS DAY HOLIDAY: <i>No classes meet</i>
Tues., Oct. 11	<i>Monday classes meet instead of Tuesday classes</i>
Wed., Nov. 23 - Sun., Nov. 27	THANKSGIVING HOLIDAY: <i>No classes meet</i>
Sat., Dec. 3	Last day of classes
Mon., Dec. 5	Rescheduled Classes and Reading Day
Tues., Dec. 6 – Sat., Dec. 17	Final Exams
Fri., Dec. 16	All Papers Due unless other due date set by the professor

2012 SPRING SEMESTER

Tues. Jan. 3	<i>Spring tuition due for all students</i>
Mon., Jan. 9	Week One Classes begin for first-year J.D. Students Week One Mini Courses begin for Upperclass Students Note: <i>Mandatory attendance is required at all Week One class sessions, first-year and upperclass, Monday – Friday</i> <i>Some clinics may require their students to begin clinic activities this week</i>
Mon., Jan. 16	MARTIN LUTHER KING HOLIDAY: <i>No classes meet</i>
Tues., Jan. 17 Tues., Jan. 17 – Tues., Jan. 24	Regular, semester-long classes begin for all students Add/Drop and Wait-list activity
Mon., Feb. 20 Tues., Feb. 21 – Wed., Feb. 22 Thurs., Feb. 23	PRESIDENTS DAY: <i>No classes meet</i> Faculty Retreat: <i>No classes meet</i> <i>Monday classes meet instead of Thursday classes</i>
Sun., March 4 – Sun., March 11	SPRING BREAK: <i>No classes meet</i>
Fri., April 6 – Sun., April 8	Easter Break: <i>No classes meet</i>
Sat., April 28 Mon., April 30	Last Day of Classes Rescheduled Classes and Reading Day May Graduates' Papers Due unless an earlier due date set by the professor
Tues., May 1 – Tues., May 15 Tues., May 15 Sun., May 20	Final Exams All Other Papers Due unless due date set by the professor Commencement

DIRECTORY OF FREQUENTLY USED CONTACT INFORMATION

The main number for Georgetown Law information is (202) 662-9000. When calling a number within Georgetown Law, dial only the four-digit extension number of the department. To call local numbers outside of Georgetown Law, first dial 8.

Listed below are the names, telephone numbers and e-mail addresses of people to contact if you have a question that has not been answered by this handbook. For further assistance, please contact the Assistant Dean, J.D. Academic Programs, Sarah Hulsey, at (202) 662-9041 or sjh52@law.georgetown.edu or the Director of LL.M. Academic Services, Tina Drake Zimmerman, at (202) 662-9660 or draket@law.georgetown.edu.

QUESTIONS ABOUT	CONTACT	PHONE #	E-MAIL
J.D. Academic Services	Sarah Hulsey	662-9041	sjh52@law.georgetown.edu
Graduate Programs	Tina Drake Zimmerman	662-9660	draket@law.georgetown.edu
Adjunct Faculty Office	Rachel Rushforth	662-9041	rmr63@law.georgetown.edu
Appointment Letter (J.D.)	Sarah Hulsey	662-9041	sjh52@law.georgetown.edu
Appointment Letter (Graduate)	Colleen Burke	662-9116	cmb94@law.georgetown.edu
Audio-Visual Services	AV Department	662-9026	audiovis@law.georgetown.edu
Bookstore	Kevin D Jones	662-9628	Kdj29@law.georgetown.edu
Cancelled Classes	Office of the Registrar	662-9220	lawreg@law.georgetown.edu
Career Services (J.D.)	Gihan Fernando	662-9300	gsf2@law.georgetown.edu
Career Services (Graduate)	Sandra P. Buteau	662-9847	spb29@law.georgetown.edu
Class Rosters	Office of the Registrar	662-9220	lawreg@law.georgetown.edu
Continuing Legal Education	CLE Office	662-9890	cle@law.georgetown.edu
Computer Support	Barry Wileman	662-9284	wileman@law.georgetown.edu
Copyright Permission	Anna Selden	662-9405	as78@law.georgetown.edu
Course Evaluations	David Ely	662-9673	dme23@law.georgetown.edu
Course Material Distribution	Ronnie Rease	662-9286	rr224@law.georgetown.edu
Course Management Software	Catherine Dunn	662-9627	cmd77@law.georgetown.edu
Courseware	Dianne Ferro Mesarch	662-9023	dhf2@law.georgetown.edu
Early Learning Center	Donna Dickerson	662-9256	dickerd@law.georgetown.edu
E-mail Access	Dianne Ferro Mesarch	662-9023	dhf2@law.georgetown.edu
Emergency Closing	Class Cancellation Line, Office of the Registrar	662-9446	lawreg@law.georgetown.edu
Exams	Office of the Registrar	662-9220	exams@law.georgetown.edu
Facilities Management	Marshall Lucas	662-9330	mal48@law.georgetown.edu
First Class Reading Assignments	Cathy Strain	662-9285	strainc@law.georgetown.edu
GOCard	Dancia Broadie	662-9056	broadied@law.georgetown.edu
Grades	Office of the Registrar	662-9220	lawreg@law.georgetown.edu
Information Systems Technology	Pablo Molina	662-9004	molina@law.georgetown.edu

QUESTIONS ABOUT	CONTACT	PHONE #	E-MAIL
IST - Help	IST Help Desk	662-9284	helpdesk@law.georgetown.edu
Library Access for Assistants	Craig Lelansky	662-9155	cd13@law.georgetown.edu
Library/Faculty Services and Materials	Jennifer Locke Davitt	662-9145	jnl8@law.georgetown.edu
Library/Group Study Rooms (Williams Library)	Mary Jane Reynolds	662-9135	reynolds@law.georgetown.edu
Library/Group Study Rooms (Wolff Library)	Jill Thompson-Riese	662-4269	jlt49@law.georgetown.edu
Library Services/Circulation	Craig Lelansky	662-9155	cd13@law.georgetown.edu
Library Services/Reference	Reference Desk	662-9140	libref@law.georgetown.edu
Library Services/Reserve	Jelethia Williams	662-9132	jtw2@law.georgetown.edu
Make-up Classes and Room Reservations	Beverly Sapp	662-9292	bls35@law.georgetown.edu
MyAccess Navigation/Instructions	Office of the Registrar	662-9220	lawreg@law.georgetown.edu
MyAccess (NetID Password)	IST Helpdesk	662-9284	helpdesk@law.georgetown.edu
Newsletter (<i>What's Happening!</i>)	Laili Safa	662-9039	safa@law.georgetown.edu
Office of Public Interest and Community Service (OPICS)	Barbara Moulton	662-9655	moultonb@law.georgetown.edu
Parking	Marshall Lucas	662-9331	mal48@law.georgetown.edu
Passwords: Lexis & Westlaw	Sara Burriesci	662-9142	sek28@law.georgetown.edu
Payroll	Melvinia Towns	662-9050	townsm@law.georgetown.edu
Photocopying Services	Sylvia Johnson	662-9287	johnsovs@law.georgetown.edu
Public Safety	Edward Piper	662-9312	egp9@law.georgetown.edu
Recording Classes (J.D.)	Rachel Rushforth	662-9041	rmr63@law.georgetown.edu
Recording Classes (Graduate)	Kimberly Martin	662-9036	ksm54@law.georgetown.edu
Registrar	Denise Sangster	662-9238	das232@law.georgetown.edu
Room Reservations	Beverly Sapp	662-9292	bls35@law.georgetown.edu
Sport and Fitness Center	Brandon Rudolph	662-4251	bjr44@law.georgetown.edu
Student Accounts	Cora Osborne	662-9057	stdacts@law.georgetown.edu
Disability Services	Laura Cutway	662-4042	lmc228@law.georgetown.edu
TWEN (Westlaw)	Catherine Dunn	662-9627	cmd77@law.georgetown.edu
Weather Delays	Class Cancellation Line, Office of the Registrar	662-9446	lawreg@law.georgetown.edu
Writing Center	Noelle Adgerson	662-9525	adgerson@law.georgetown.edu

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APPENDICES

Appendix A: GOCard Application Form

Appendix B: Adjunct Faculty NetID Password Form

Appendix C: Parking Registration Form

Appendix D: Law School Textbook Publishers

Appendix E: Copyright Permission Process Memorandum

Appendix F: Policy for Audio-Recording of Classes

Appendix G: Rescheduled Class Notification Form

Appendix H: Review Session Request Form

Appendix I: The Writing Center's *Getting Good Seminar Papers*

Appendix J: Important Exam Information Memorandum

Appendix K: Faculty Guidelines for Administering Online Faculty/Course Evaluations

CHECKLISTS

CHECKLIST #1: Getting Started

- _____ Check your appointment letter from the Dean. Are the course, day, time and compensation correct? If not, call the appropriate office: for J.D. Academic Services contact Sarah Hulsey at (202) 662-9041; for Graduate Programs contact Tina Drake Zimmerman at (202) 662-9660. Please raise any concerns or questions early in the semester (or before the semester begins). We are happy to help.
- _____ Submit your book orders to the bookstore EARLY (April 15 for Fall; October 15 for Spring; and March 15 for Summer) to Kevin Jones at kdj29@law.georgetown.edu or (202) 662-9628.
- _____ Obtain a parking hangtag if you intend to drive to Georgetown Law on the days on which you teach or are on campus for Georgetown Law business. You also will need your GOCard (see below and page 5) in order to access the garage. For information about parking, call the Office of Facilities Management at (202) 662-9331 (see page 11).
- _____ In your syllabus, explain clearly all course requirements and policies, your evaluation procedures and your contact information, and review these in the first class session. (See e-mail on examination format in Appendix J.)
- _____ Remember that once final grades are entered, a passing grade may not be changed except to correct a demonstrable clerical error. If you have any questions in this regard, please consult the Registrar, Sarah Hulsey or Tina Drake Zimmerman before communicating information to students who question their grade.
- _____ Check your Georgetown Law e-mail frequently or forward your Georgetown Law e-mail to the e-mail account you regularly use. This will ensure you do not miss e-mails from Georgetown Law staff or students.
- _____ Write a new exam every year. Old exams are placed on file in the library for student review (see page 37).
- _____ If you wish to have your seminar designated as a 3-credit upperclass writing requirement seminar (WR) for the following semester or academic year, please submit a proposal for approval by Associate Dean Julie O'Sullivan before making announcements to your class on the seminar's WR status. Contact Sarah Hulsey, Assistant Dean, J.D. Academic Programs, with questions at (202) 662-9041 or sjh52@law.georgetown.edu.
- _____ **NEW FACULTY:** Complete payroll forms and complete the required USCIS employment eligibility form provided by the Academic Services Offices. Please return the originals of these documents to Payroll Manager Melvinia Towns, 583 McDonough Hall (see page 4). If you do not receive these forms before the start of the semester in which you teach, please contact Ms. Towns at (202) 662-9050 or townsm@law.georgetown.edu.
- _____ **NEW FACULTY:** Once you submit your payroll forms and your NetID (electronic id) has been generated, you should obtain your GOCard (Georgetown Law's identification card). You will receive notice that your electronic id has been created by either the IST department or the Academic Services Offices. You can also contact Sarah Hulsey (J.D. Adjuncts) or Tina Drake Zimmerman (LL.M. Adjuncts) to inquire about the status of your electronic id. You can contact the GoCard Office at (202) 662-9915 to discuss how to obtain your GoCard (see pages 5-6 and Appendix A).

CHECKLIST #2: Preparing to Teach Class

- _____ Order casebook(s) (April 15 for Fall; October 15 for Spring; and March 15 for Summer) (see pages 16-17).
- _____ Send course syllabus and course materials to the Office of Faculty Support and Campus Services for distribution to your students (see pages 17-19).
- _____ Send your course syllabus to the appropriate office via e-mail, fax or mail. For J.D. Academic Services, e-mail Sarah Hulsey (sjh52@law.georgetown.edu) or send faxes to (202) 662-9489. For Graduate Programs, e-mail Tina Drake Zimmerman (draket@law.georgetown.edu) or send faxes to (202) 662-9487.
- _____ Send first class reading assignment via e-mail to the Office of Faculty Support and Campus Services (facultysupport@law.georgetown.edu) for posting on the First Class Reading Assignments webpage (see page 21).
- _____ Notify Jelethia Williams in the Williams Library of any items to be placed on reserve at (202) 662-9132 or jtw2@law.georgetown.edu (see pages 22-23).
- _____ Obtain initial class list online through MyAccess (see pages 6-8, 15). The class list will change throughout the add/drop period, therefore 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 (lawreg@law.georgetown.edu or (202) 662-9220) or Sarah Hulsey (J.D. Adjuncts) (sjh52@law.georgetown.edu or (202) 662-9041) or Tina Drake Zimmerman (Graduate Adjuncts) (draket@law.georgetown.edu or (202) 662-9660).
- _____ Consider attending teaching seminar(s) (see pages 21-22).
- _____ Register to receive emergency alerts that affect Georgetown Law through the University's Emergency Notification System, HOYAlert, by logging in to the My Access Website and clicking the HOYAlert section (see pages 33, 51). The Emergency Notification System will be used to notify you of class cancellations or delays as a result of inclement weather.

CHECKLIST #3: First Day of Class

_____ Call the roll with the class list available through MyAccess (see pages 6-8, 15). Add names of those who say they have enrolled since you printed the class list.

_____ Tell students how they can best reach you and when you are available to discuss the course. Provide all relevant contact information.

_____ Review your syllabus and the academic calendar with your class. Are there any legislative days that affect the class (i.e., class days rescheduled due to holidays listed in the academic calendar)?

_____ Discuss all course requirements and plans for the evaluation of students:

- Will there be a final exam or final paper?
- If there will be an exam, what is its format, including length of exam?
- Will the final exam be closed or open book?
- Do you have an attendance policy?
- Will class participation be taken into account in the final grade?
- If a paper, what are the due dates?
- What type of feedback will you provide on exams or papers?
- Will there be any other projects that will be included as part of the final grade?

This information should be repeated during the second week for the benefit of students who added the class during the first week and who should be included on your class syllabus.

We strongly discourage limited open book exams where only certain materials are allowed because limited open book exams are difficult to monitor. We also strongly discourage making changes to the course requirements from those announced at the beginning of the semester as students rely on these initial announcements in planning out their semesters and exam schedules (see pages 35-38).

CHECKLIST #4: Last Day of Class

_____ Describe your exam (e.g., your general approach, page or word limits). Repeat information from the first week of class as to materials allowed in the exam (see pages 35-36).

_____ Remind students of research paper deadlines. Have you given an extension beyond the end of the semester to non-graduating students? If so, have you notified the Office of the Registrar (see pages 39, 41-43, and 47)?

_____ Describe your exam or paper feedback policy and procedures.

_____ Allot 15 minutes at the beginning of one of your last class sessions for students to complete the online evaluation (see Appendix K). Please leave the room while your students complete their evaluations.

I. GETTING STARTED

A. Administrative Contacts

For J.D. Adjunct Faculty members, your primary contact is Sarah Hulse, Assistant Dean, J.D. Academic Programs, (202) 662-9041, sjh52@law.georgetown.edu. Her office is located in McDonough Hall, Room 352. For Graduate Adjunct Faculty, your primary contact is Tina Drake Zimmerman, Director, LL.M. Academic Services, (202) 662-9660, draket@law.georgetown.edu. Her office is located in the Hotung International Law Building, Room 5000.

B. Faculty Appointment Letter

For each academic year that you teach, you will receive an appointment letter from the Dean of Georgetown Law. It will state the course title, semester, day and time of your class, any co-teachers and the compensation you will receive for each course. Please read it carefully. If any of the information in the letter is incorrect, contact Sarah Hulse (J.D. Adjuncts) (sjh52@law.georgetown.edu or (202) 662-9041) or Tina Drake Zimmerman (Graduate Adjuncts) (draket@law.georgetown.edu or (202) 662-9660).

C. Payroll

If you are a new adjunct faculty member, you will receive personnel and payroll forms with your appointment letter or shortly after you receive your appointment letter. You must complete and return this paperwork to Ms. Melvinia Towns, Payroll Manager, as soon as possible, regardless of whether you will receive payment directly. Failure to submit the appropriate forms to the Payroll Office in a timely fashion will delay the process of generating your Georgetown University Network ID (NetID) and photo identification (GOCard). Note that you must have your NetID to access the online student information system (for class rosters and grades submission) and your course evaluations.

Forward personnel and payroll information to:

Melvinia Towns
Payroll Manager
Office of Financial Affairs
Georgetown Law
600 New Jersey Avenue, NW, Room 583
Washington, DC 20001
(202) 662-9050 (telephone)
(202) 662-9237 (fax)
townsm@law.georgetown.edu

You may receive the payment at the end of each month during the semester you teach or in one lump sum. If your firm requires all such income to be paid to the firm, please notify Georgetown Law's Payroll Office and your respective Academic Services administrative contact of this fact. The Payroll Office will require a letter from your employer stating the employer's policy on outside income and a W-9 form and you also will be required to complete an employment-related form.

Federal law requires that every new employee who receives payment directly complete a copy of the Employment Eligibility Verification Form (Form I-9), as well as federal and state tax forms. These forms are in addition to the University forms that will be mailed to you prior to the semester in which you are scheduled to teach. Due to a recent change in Homeland Security regulations, we can no longer accept photocopies of your documents. The I-9 form requires that you produce original documents that establish your identity (such as a driver's license) and your employment eligibility (such as a social security card) for examination by staff in the Payroll Office. If you have not already completed your payroll paperwork, please contact the Payroll Office to make arrangements to complete the appropriate documents.

D. Mailing Address

We will send all Georgetown Law-related mail to you at your office address unless you specify otherwise. Please inform Sarah Hulse (J.D. Adjuncts; (202) 662-9041; sjh52@law.georgetown.edu) or Tina Drake Zimmerman (Graduate Adjuncts; (202) 662-9660; draket@law.georgetown.edu) of your current address and of any changes in address, telephone number and fax numbers or e-mail address.

For payroll purposes only, please contact the Payroll Office and either Sarah Hulse or Tina Drake Zimmerman if you wish to have your compensation sent to an address other than your regular mailing address or if you have a change in address. For the Payroll Office, please contact Payroll Manager Melvinia Towns by e-mail at townsm@law.georgetown.edu, by telephone at (202) 662-9050 or by fax at (202) 662-9237.

E. GOCard: The Georgetown Identification Card

The Georgetown One Card (GOCard) is required identification for all students, faculty and staff at Georgetown Law. The GOCard provides access to the various buildings on campus, and it is also a debit card that will allow you to use your personal debit account for purchases around campus. It can be used for food purchases in the cafeteria, to buy items in the bookstore, to purchase snacks in the vending machines, to gain access to the parking garage, to make photocopies or to use the printers in the Law Library and to check out materials from the Law Library. New adjunct faculty or returning adjunct faculty who have not previously obtained a GOCard should do so by the start of the semester in which they teach.

To obtain a GOCard, you must first be issued a NetID (see page 6). Your NetID can only be issued after your personnel paperwork is filed with and processed by the Payroll Office. Once your NetID has been issued, you can submit a photograph of yourself to the GOCard Office prior to arriving on campus and your GOCard will be waiting for you when you arrive, or we can mail it to you upon your request. You can send an e-mail with your full name and a passport or wallet-size photo of yourself with a frontal view of your head and shoulders to the GOCard Office at gocard@law.georgetown.edu and they will produce your card. You can also use the GOCard form in Appendix A to submit your photo to the GOCard Office by mail or you can have your photo taken by the GOCard Office staff.

If you would like to have your GOCard mailed to you, please include your mailing address with your photo. If you would like to pick up your GOCard, or have your photo taken by the GOCard Office staff, please visit Room 101, McDonough Hall between the hours of 9:00 a.m. and 5:30 p.m.,

Monday – Thursday, and 9:00 a.m. to 5:00 p.m. on Friday during the fall and spring semesters. (Please note that the GOCard Office will be moving to Suite 2110 in the Sport & Fitness building sometime in August.) We suggest that you contact the GOCard Office at (202) 662-9915 to confirm that the office will be open when you arrive. **Please note that new faculty members will not be able to obtain a GOCard until approximately two business days after their payroll paperwork has been processed.**

F. Communications

1. Georgetown University Network ID (NetID)

The key to electronic communications at the Law Center is your Georgetown University Network ID (NetID). You will need it to access all University applications, including LawMail (e-mail), MyAccess (online course information), and Employee Access+ (online personnel and tax records). Main Campus will assign you a NetID once your personnel paperwork has been processed by Georgetown Law's Payroll Office. Please note that even if you do not personally receive payment from Georgetown Law for your teaching services, you still must submit the appropriate personnel forms to the Payroll Office in order to receive your NetID.

NetIDs for new faculty teaching in the fall semester are created during the summer. NetIDs for new faculty teaching in the spring semester are created during the fall. If you have submitted your paperwork and have not received a NetID by the beginning of the semester in which you teach, please contact Sarah Hulseley (J.D. Adjuncts) (sjh52@law.georgetown.edu or 202-662-9041) or Tina Drake Zimmerman (Graduate Adjuncts) (draket@law.georgetown.edu or 202-662-9660).

2. MyAccess

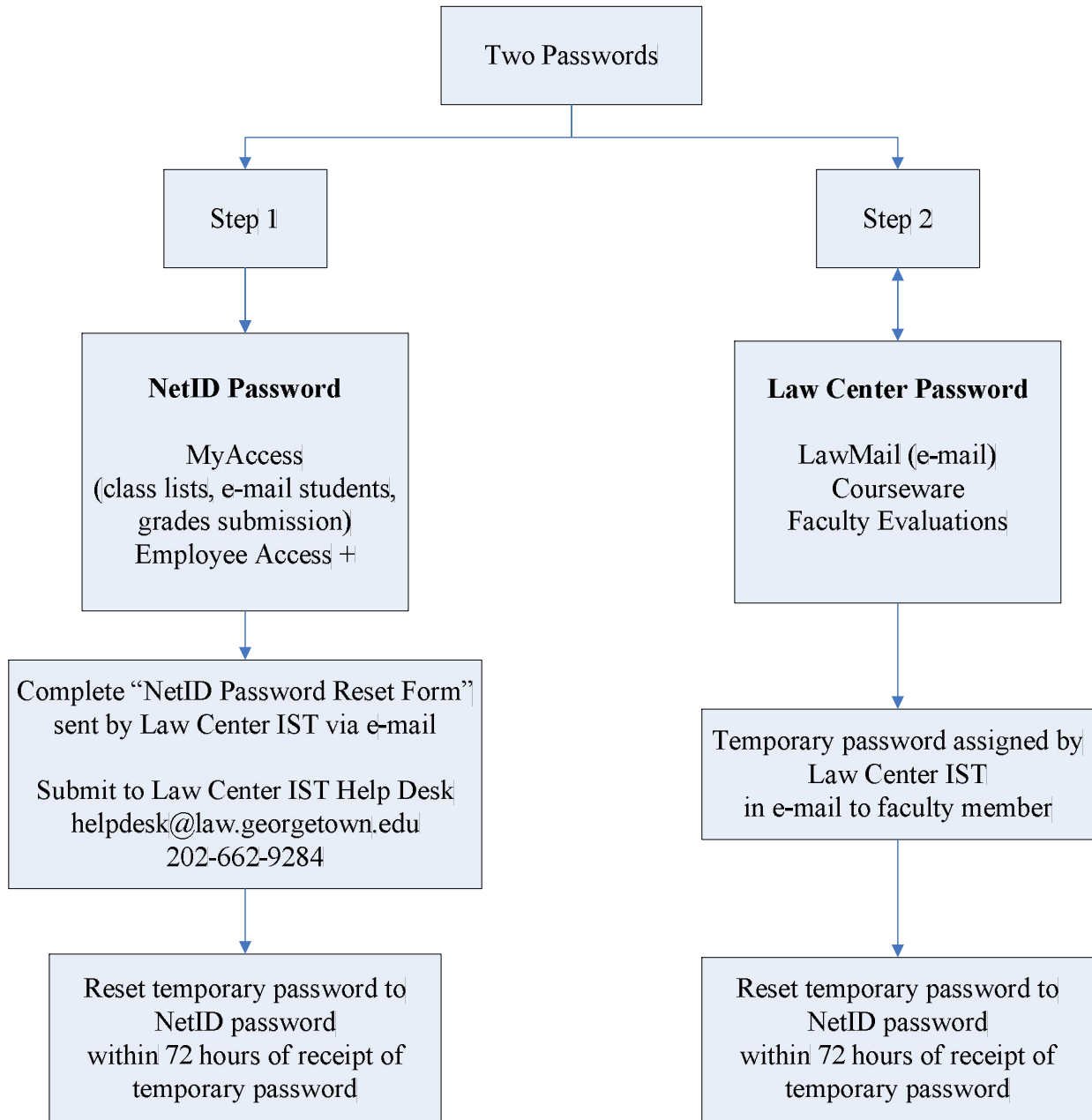
The University uses a system called MyAccess to provide you on-line faculty services, including your class list (see page 15). Faculty can also use MyAccess to view their waitlist, to view their class schedule, and to register their emergency contact information for notification by the HOYAlert system. All faculty submit their grades to the Registrar's Office via MyAccess. You can log in to MyAccess using your NetID and NetID password at <https://myaccess.georgetown.edu>.

For assistance in navigating the MyAccess system, please contact the Office of the Registrar (lawreg@law.georgetown.edu or (202) 662-9220) or Sarah Hulseley (J.D. Adjuncts) (sjh52@law.georgetown.edu or (202) 662-9041) or Tina Drake Zimmerman (Graduate Adjuncts) (draket@law.georgetown.edu or (202) 662-9660).

3. Passwords: NetID Password & Law Center Password

Please be advised that you will initially be assigned *two* separate temporary Georgetown University passwords. One password, provided by Main Campus, is for the MyAccess (see above) and Employee Access+ (see below) systems and is referred to as your NetID password. The other password, provided by Georgetown Law, is for LawMail, the online student course evaluation system, and Courseware and is referred to as your Law Center password. Your two separate passwords will be sent to your non-Georgetown e-mail account once they have been

assigned. To facilitate your computing experience at Georgetown, the IST Department recommends that you make your Law Center and NetID passwords the same. See below for additional information about the process for setting your passwords.



A. NetID Password (Step 1)

To obtain a new NetID password or request a reset of your NetID password, you must complete the *NetID Password Form* (see Appendix B). You may request a copy of the form from

the IST Helpdesk. Please be advised that your NetID password cannot be reset without all of the information requested on the form. This includes:

- Your 9-digit GoCard number (found on your GOCard),
- Your University-issued NetID, and
- A photocopy of your GOCard, valid drivers' license or passport.

You also must sign and date the form. You may return the completed form to the Helpdesk by e-mail or in person. The Helpdesk will reset your NetID password to a temporary password and will advise you via e-mail when that process is complete. This temporary password will expire within 72 hours. Please change your temporary password as soon as possible at <https://netid-mgmt.georgetown.edu/passwd>.

NetID Passwords must meet each of the following restrictions:

- (a) be at least eight characters in length;
- (b) contain at least one uppercase or lowercase alphabetic character;
- (c) contain at least one number;
- (d) contain at least one punctuation or symbol character (! @ # \$ % ^ & * () _ + | ~ - = \ ` { } [] : " ; ' < > ? , . / , etc.); and
- (e) not be derived from a dictionary word or simple pattern such as "abcdefgh."

B. Your Law Center Password (Step 2)

The Law Center password is for all online Law Center applications. You will use your Law Center password for all applications that include the word "law" in the url, including LawMail, your course evaluations and Courseware (if you have a Courseware site for your class).

Your temporary Law Center password will be sent to your non-Georgetown e-mail account once it has been assigned. To change your Law Center password, please visit <http://www.law.georgetown.edu/system/account/changepassword.cfm>. To facilitate your computing experience at Georgetown Law, the IST Department recommends that you make your Law Center password the same as your NetID password.

If you need assistance in changing your NetID password or Law Center password, please contact Dianne Ferro Mesarch at dhf2@law.georgetown.edu or 202-662-9023.

4. E-mail

Georgetown Law's e-mail system is called LawMail. Your LawMail address is [\[YourNetID\]@law.georgetown.edu](mailto:[YourNetID]@law.georgetown.edu).

Most adjunct faculty members have their LawMail accounts forwarded to their work or home e-mail address so that they are not obligated to review multiple e-mail accounts. To arrange for e-mail forwarding, please complete the Change E-mail Forwarding form, which is located at <http://www.law.georgetown.edu/system/account/forwarding>. When completing the form, please do not enable the **Check To Leave A Copy Of Incoming Messages In Your**

Georgetown Law Mail Inbox field. Your LawMail inbox can fill up quickly, especially if you are not consistently checking it. Once it does, you can no longer send or receive LawMail. The IST Department recommends that you leave that field disabled (without the checkmark), which is the default option. You also may use this form to change the e-mail address to which your LawMail is forwarded. If you have any problems with this online form, please contact Dianne Ferro Mesarch at dhf2@law.georgetown.edu or (202) 662-9023.

The Georgetown University Online Directory lists all University e-mail addresses and contact information. The Online Directory is located at <http://contact.georgetown.edu>.

5. Employee Access+

Employee Access+ allows you to access your employment information online, including job and salary information, payroll data including tax information, and W-2 information. Address changes can also be made via these systems. To access Employee Access+, navigate to <http://limited.georgetown.edu/access> and enter your NetID and NetID password.

6. Course Management Websites

All Georgetown Law faculty members and students have access to two online course management tools: Courseware and TWEN. Both applications provide law school faculty with web-based course management tools, which allow faculty to create class-related websites. Class-related websites allow for posting documents (including supplemental reading materials), listing links to supplemental materials for students to read, e-mailing messages to those enrolled in your site, facilitating online discussions and grading assignments.

Courseware is Georgetown Law's web-based course management tool. Courseware, like TWEN, has features that allow faculty to post syllabi and other documents, maintain an online discussion forum where students can post questions and statements pertaining to the class and e-mail the students who enrolled in the site. Each student must enroll themselves into the website or the faculty member may enroll the students. Faculty can also obtain a photo directory of the students who have registered for their course in Courseware. Specific instructions for using Courseware and creating your own site are located at <http://www.law.georgetown.edu/ist/faculty/courseware/courseware1.htm>. In order to use Courseware, you will need to log into the application with your NetID and Law Center password.

TWEN is The West Education Network, available through the Law Library's Westlaw subscription. This service integrates Westlaw's online document database, so citations to cases, statutes, regulations and articles that are posted on a TWEN Web site link directly to the documents that are available on Westlaw. Students can print these documents for no charge on Westlaw printers located throughout Georgetown Law. TWEN offers a gradebook feature that allows faculty to record information about each student, including attendance or assignment grades. TWEN has many more features, including the ability to give students quizzes or assignments online. Students enroll themselves by adding your course to their TWEN account. Faculty can e-mail students at the e-mail addresses the students provided to Westlaw.

If you already have a Westlaw password that is associated with Georgetown Law, you can create a site by navigating to <https://lawschool.westlaw.com/twen>, logging into the application, and selecting the Create New Course link. If you do not have a Westlaw password that is related to Georgetown Law, contact Reference Librarian Sara Burriesci at sek28@law.georgetown.edu or (202) 662-9142 or your Academic Services administrative contact (Sarah Hulsey for J.D. Adjuncts and Tina Drake Zimmerman for LL.M. Adjuncts). If you have questions about TWEN, please contact Reference Librarian Catherine Dunn (cmd77@law.georgetown.edu or (202) 662-9627), Westlaw's TWEN helpline (1-800-486-4876), or Georgetown Law's Westlaw representative, Pedro deLencastre (Pedro.deLencastre@thomsonreuters.com).

The Library has designated Reference Librarian Catherine Dunn as your liaison for course management software questions. Please contact her with general questions about how to use any of your course management options at cmd77@law.georgetown.edu or (202) 662-9627.

G. Helpful Publications/Resources

1. Adjunct Faculty Virtual Office

The Adjunct Faculty Virtual Office, <http://www.law.georgetown.edu/faculty/adjunct/>, is a website that contains links to the Georgetown Law information you are most likely to find helpful, including the Academic Calendar, MyAccess and a copy of this handbook. We include information on Georgetown Law's resources and policies and advice on many topics that may arise as you prepare to teach or that you may encounter during the semester. There is information on technology support services, library resources, academic conferences, workshops, employee resources and payroll. If there is a topic you would like to see added to the Virtual Office, please contact Sarah Hulsey at sjh52@law.georgetown.edu or (202) 662-9041.

2. What's Happening!

A weekly newsletter is published each Monday during the fall and spring semesters and on the second Monday of the month during the summer break. The newsletter is available online at <http://www.law.georgetown.edu/wh/index.cfm>. The newsletter covers administrative information, special events and employment opportunities for students. The deadline for submission of entries is on Wednesdays at 12:00 p.m. If you have any questions or need assistance in getting a notice published, please contact Laili Safa in the J.D. Academic Services Office at (202) 662-9039 or safa@law.georgetown.edu.

3. Faculty Newsletter

You will receive a monthly e-mail that includes information about deadlines and other important announcements and that highlights lectures and other faculty and/or Georgetown Law events you may be interested in attending. Unless the calendar notes restrictions on attendance, you are welcome to participate in Georgetown Law events. Very few events are restricted to members of the full-time faculty.

H. Parking

Complimentary parking is available for you at Georgetown Law during the semester that you teach on the days that you teach or during the times that you are on campus for official Georgetown Law business. Due to the limited parking available for faculty, staff and students, we appreciate your observance of these conditions.

Spaces are reserved for adjunct faculty on the P-1 level of McDonough Hall. To use the reserved parking, you must register your car with the Georgetown Law Parking Office, request a parking hangtag and use your Georgetown Law GOCard (photo ID card). You must display your hangtag on your rear view mirror to signal to our parking attendant that you may park. To obtain a parking hangtag, complete the Parking Registration Form in Appendix C and fax it to the Parking Office at (202) 662-9344 or e-mail it to facilitiesmgmt@law.georgetown.edu. The Parking Office will mail your hangtag to your preferred mailing address within 3-5 business days after processing your paperwork.

The garage entrance is located at the corner of First and F Streets, N.W. The McDonough parking garage is staffed from 7:00 a.m. until 6:00 p.m., Monday through Friday, except holidays, during the fall and spring semesters. To access the parking garage between 7:00 a.m. and 6:00 p.m., you must swipe your GOCard (with the magnetic strip to the right) at the card reader that is located next to the parking booth. It is important that you use the card reader that is marked for "Monthly." It is located on the right side of the card reader box (see the photos below). Once you swipe your card, the reader will flash a green light to show that it is valid and the gate will open to allow you to proceed. Note that the GOCards for adjunct faculty who have parking passes have been programmed to allow you to gain access at no cost on the days on which you teach or on campus for Georgetown Law business. **IMPORTANT NOTE:** The card reader that is marked for "Daily" (located on the left side of the card reader box) will debit your GOCard for a parking fee, so please be certain to use the proper card reader.

If you arrive after 6:00 p.m. or on a weekend or holiday, you do not need to swipe your GOCard at the card reader next to the parking booth. The gate will be open. Please proceed to the second card reader that is located on the ramp to the garage. You must swipe your GOCard at this card reader in order for the garage door to open. When the garage door is open, you do not need to swipe your card at this second card reader.

You do not need to swipe your GOCard in order to exit the garage.

During the fall and spring semesters, the Parking Office, located in 154 McDonough Hall is open from 8:30 a.m. to 6:00 p.m., except holidays. You may contact the Parking Office at (202) 662-9330 or (202) 662-9331 or facilitiesmgmt@law.georgetown.edu.



All customers who park in the McDonough Hall garage will need to swipe their GOCard on one of the new GOCard readers in order to enter the garage.



**DAILY PARKING
STUDENT AND FACULTY
LIMITED**
The daily rate will be
deducted from your
GOCard account

**MONTHLY
FACULTY, ADJUNCT
FACULTY AND STAFF**
Payroll deduction
participants and
Adjunct Faculty

I. Adjunct Offices and Other Faculty Spaces

1. Adjunct Faculty Office (445 McDonough Hall)

The adjunct faculty office located in Room 445 consists of two areas, the first of which is an unreserved space with two internet-accessible computers, a printer, telephones and a fax machine which adjunct faculty may use at their leisure. Room 445 also contains an inner private office which must be reserved. Please note that you do not need a key to enter Room 445, as it is fitted with a keypad on the door. To reserve the private office and/or to obtain the keypad combination, please contact Rachel Rushforth at rmr63@law.georgetown.edu or (202) 662-9041.

2. Faculty Library (443 McDonough Hall)

The faculty reading room is located on the 4th floor of McDonough Hall in Room 443. It contains a basic collection of federal legal materials, a few loose-leaf services and a selected group of law journals. Use of this room is limited to the full time and adjunct faculty. The room also contains a copy machine, computer and printer. This room also is fitted with a keypad. To obtain the keypad combination, please contact Rachel Rushforth at rmr63@law.georgetown.edu or (202) 662-9041.

3. Faculty Reading Room (444 McDonough Hall)

The Faculty Reading Room is located in 444 McDonough Hall. The Reading Room contains a telephone, television, filtered water and coffee/tea supplies. This room is accessible with a

key. To request use of a key for this room, please contact Rachel Rushforth at rnr63@law.georgetown.edu or (202) 662-9041.

4. Library Group Study Rooms

The library has several small group study rooms in both the Wolff and Williams libraries in which the adjunct faculty may meet with students. Room reservations are available on the library website at http://www.ll.georgetown.edu/services/study_rooms.cfm., or you can contact Mary Jane Reynolds in the Williams Library at (202) 662-9135 or Jill Thompson-Riese in the Wolff Library at (202) 662-4269.

5. Faculty Lounge (520 McDonough Hall)

The Faculty Lounge is located at the southwest corner of the 5th floor in 520 McDonough Hall. The lounge is a convenient and comfortable place to relax before and after class. It also serves as a faculty gathering place for informal exchange of ideas. Coffee and tea are available. The lounge is reserved for the exclusive use of the full-time and adjunct faculty during the day. In the evening, the lounge may be used for meetings with students if the room is not otherwise scheduled for an event. Please contact the Office of Student Life at (202) 662-9292 regarding evening availability.

J. Sport and Fitness Center

This 96,000 square foot state-of-the-art facility features a 25 yard, four-lane lap pool, locker rooms that include daily lockers, whirlpools, towels, showers, and two massage studios. The fitness floor includes a spinning studio and two group exercise studios with more than seventeen different class offerings, thirty-two pieces of cardiovascular equipment (each machine fitted with an individual entertainment screen), weight machines, free weights, and personal trainers. The top floor consists of a spacious 8,400 square foot multi-purpose court area for basketball, volleyball, and soccer, as well as two racquetball courts. Facility events, program updates, and group exercise schedules are available at: <http://www.law.georgetown.edu/fitness/>.

The faculty fee for the 2011-2012 academic year is \$420; however, adjunct faculty are entitled to free membership for the semester in which they teach. For more information about this benefit, please contact Brandon Rudolph, Customer Care and Business Manager, at (202) 662-4251 or bjr44@law.georgetown.edu. Please be aware that if you take advantage of this free membership, its value is, inescapably, a taxable benefit.

K. Yates Field House

Memberships in the Yates Field House (located on the Main Campus of Georgetown University) are available for a fee to adjunct faculty members and their families. Membership entitles you to full use of the facilities, including: six indoor and eight outdoor (lighted) tennis courts; four squash and four racquetball courts; a 25 yard, eight lane swimming pool; indoor and outdoor jogging tracks; volleyball and basketball courts; saunas; weight training equipment; exercycles; treadmills; stair climbers and ergometers. Yates also offers a variety of lifetime skills classes ranging from aerobics to tennis, yoga and judo. The individual membership fee for 2011-2012 is \$444 per year.

Family membership in 2011-2012 is \$648 per year for a faculty member and one family member; additional family members can be added to the family membership for \$72 per person.

Each summer, Yates also offers a day camp for children ages 6 to 10 and a variety of sport camps for older children. For more information regarding facilities and membership fees, please call Yates at (202) 687-2400.

L. Early Learning Center

The Early Learning Center serves toddler through preschool age children and offers both a full time and drop-in care program on a Monday through Friday schedule. Enrollment procedures, tuition and fees vary based on a child's age and the family's child care needs. The Center is located in the Gewirz Student Center, next to the Sport and Fitness Center. Additional information and enrollment packets are available on the web at <http://www.law.georgetown.edu/childcare/> or from Donna Dickerson, the Center's Director, at (202) 662-9256.

II. PREPARING TO TEACH YOUR CLASS

A. Academic Calendar/Class Periods

A copy of the academic calendar is mailed with your appointment letter; it is available online at <http://www.law.georgetown.edu/registrar/calendars.html>, in the Georgetown Law Bulletin and at the beginning of this handbook. In the 2011-2012 academic year, there will be 13 full weeks of class in both the Fall 2011 and Spring 2012 semesters. This does not include weeks scheduled for examinations. The week before the beginning of the spring semester, known as Week One, is devoted to an intensive course for first-year J.D. students as well as several upperclass courses for J.D. and LL.M. students.

Note on the academic calendar that courses normally scheduled for one day of the week will occasionally meet on a different, designated day. This is to ensure that each class has the full number of meetings per semester. When Monday classes are scheduled to meet on a Wednesday, for example (usually after a holiday break), Wednesday classes will not meet that week. Please mark these “legislative days” on your personal calendar now to avoid missing any class sessions.

Georgetown Law’s class schedule is divided into 55-minute segments. Day classes generally begin at 9:00 a.m. and may be scheduled through 5:30 p.m. There is a 10-minute period at the end of each class hour to allow for room changes. Two hour classes include one 10-minute break; three-hour classes take a 15-minute break. Evening classes begin at 5:45 p.m. and 7:55 p.m. and include a 10-minute break in the middle of each two-hour period.

Some Saturday classes and other “book-end” courses have longer class periods and meet for fewer than 13 weeks over the course of the semester.

B. Obtaining Your Class List

To obtain your class list, you must log on to MyAccess with your NetID and NetID password at <https://myaccess.georgetown.edu/>. New faculty and faculty who need to request a reset of their NetID password must complete the NetID Password Form (see Appendix B). For more information about how to obtain your NetID password see pages 6-8 above.

Once you log in, select “Term Selection” and then “Fall 2011” or “Spring 2012” from the menu and click “Submit.” Next select “Selection Course Number (CRN) Selection.” You should see the name of your class and then you click “Submit.” Select “Summary Class List” to pull up your class list. Please note that your class list will not be final until the end of the add/drop period for the Fall 2011 (September 6) and Spring 2012 (January 24) semesters.

C. Obtaining Your Photo Roster and E-mailing Your Students

The IST department created a way for faculty to view a photo roster of their enrolled students and to e-mail their class. Note: We encourage faculty to wait until the add/drop period ends before e-mailing their class as students may add the class through that time. (The add/drop period for Fall 2011 ends on September 6, 2011. The add/drop period for Spring 2012 ends on January 24, 2012.) For the Spring semester and the Summer session, these photo rosters will not be available until a

few days before the semester begins. Please contact the J.D. or LL.M. Academic Services Offices for additional information.

Follow these instructions to view your photo roster and to e-mail your class:

- (1) Go to <http://www.law.georgetown.edu/faculty/rosters/>.
- (2) Log in with your NetID and your Law Center password. (Note that your Law Center password may be different from your MyAccess password unless you have made your two passwords the same.)
- (3) You will see a page that allows you to select a term and a course. Terms are named by year and semester, “A” for Spring, “B” for Summer, and “C” for Fall. “2011C” represents Fall 2011 and “2012A” represents Spring 2012. The most recent term will always be at the top of the list. Once you select your course, your class photo roster will appear.
- (4) To e-mail the enrolled students in your class, you can either:
 - a) Click the “Send E-mail to All Students” link. This will open a new window in your e-mail (Microsoft Outlook, Apple Mail, etc.) with all of the students’ e-mail addresses automatically filled in and separated by semi-colons. (Note: There is a limit to how many e-mail addresses can be processed in this manner. If you do not see a “Send E-mail” link and instead see the message, “Too many recipients. Please copy the addresses below and paste them into your e-mail program”, use the alternative method described in b) below.) **OR**
 - b) Copy and Paste the list of e-mail addresses into your e-mail.

D. Course Syllabus

Please prepare a syllabus (generally, a week-by-week outline of course topics and assignments) for your course and send a copy of it to either J.D. Academic Services or the Graduate Programs offices at least two weeks before the class begins. The offices need the syllabi to prepare for curriculum review.

As you create your syllabus, one issue you will confront is how much reading to assign for each class. There is no simple answer to this question, but you may want to consider the following: First, a rule of thumb that some faculty use is to expect about two hours of preparation for each hour of class. In gauging the amount of time it will take students to complete a class assignment, remember that students, who are reading the material for the first time will read more slowly than you. Second, many experienced teachers find that student preparation and class discussion is improved by assigning fewer pages but requiring students to read more carefully and fully to digest the material.

E. Selecting and Ordering Textbooks

The first step in assembling course materials is determining if there is an appropriate casebook for the class. Several book publishers are listed with the contact information in Appendix D at the end of this handbook. If you would like to review casebooks pertinent to your course, you may request a complimentary copy by calling the publisher of the book. Unfortunately, the Bookstore is unable to order desk copies for faculty members. You may want to consult with the Deans and with other professors in your field for advice when selecting a textbook. Copies of casebooks currently being used at Georgetown Law are in the reference section of the Law Library.

Book orders for the Fall 2011 semester were due by April 15. Book orders for the Spring 2012 semester are due by October 15. Book orders for summer courses are due by March 15. The Georgetown Law Bookstore will contact you to request your textbook order. To place your book order, simply reply to the e-mail which is sent to you or you may proactively order books by contacting Textbook Manager Kevin Jones at kdj29@law.georgetown.edu or (202) 662-9628. Please include your course number in the subject line of your e-mail, as well as the author, title, edition and publisher. Also, please indicate whether the title(s) will be required or optional. The Bookstore is only able to stock limited quantities of optional materials so please use careful consideration when determining whether a text is optional or required. If you are not ordering any texts for your class, please inform the Bookstore Manager by e-mail, by telephone, or in person.

In order to have the books available to students prior to the beginning of classes, please contact the Bookstore Manager with your textbook order before the deadlines listed above or as soon as possible after your appointment to the adjunct faculty.

Questions regarding the ordering of textbooks should be directed to Charlie Ward, Tradebook Manager, at (202) 662-9665 or ckw29@law.georgetown.edu.

F. Faculty Support and Campus Services

Georgetown Law's Office of Faculty Support and Campus Services, located in 475 McDonough Hall, assists in distributing course materials, including syllabi, to students by uploading the course materials to Georgetown Law's course materials distribution website, Article Works (<https://articleworks.cadmus.com/geolaw/coursepacks.html>).

Faculty Support and Campus Services is open for service Monday through Friday from 8:30 a.m. to 6:00 p.m. If you need assistance preparing your course materials, please contact Ronnie Rease at (202) 662-9286 or rr224@law.georgetown.edu or contact Faculty Support's main line at 202-662-9280.

1. Course Materials and Course Materials Distribution

The term "course materials" refers to reading materials (including cases, articles, and portions of books) that are provided to students in lieu of or in addition to a textbook. The course materials are submitted to the Office of Faculty Support for distribution to students via the Article Works website from which students can download a free pdf copy of the materials or can purchase a printed, bound copy. Faculty must also submit requests for copyright permission through the Office of Faculty Support for each copyrighted document (see below). Below are instructions for submitting course materials to Faculty Support in electronic and hard copy format.

Electronic Copies of Course Materials (Preferred by Faculty Support)

Course materials that are received in hard copy will be scanned and uploaded to Faculty Support's course materials distribution website, Article Works, at <https://articleworks.cadmus.com/geolaw/coursepacks.html>. Students visit this website to purchase a bound hard copy that is mailed to their home or to download the materials as a single PDF file to their computer at no cost. Please attach a cover page bearing the course name and your name. Please

also include an index sheet or table of contents with your materials. To assist the Faculty Support staff in confirming the proper order of your course materials, please number the pages.

Course materials received in electronic format will also be uploaded to the Article Works website. To expedite the processing of your materials for distribution to students, Faculty Support requests that you submit your materials in electronic format as a **single PDF that includes a syllabus and page numbers on each page**. Georgetown Law's e-mail system has a **9 megabyte** (MB) limit on e-mail attachments, so you may need to submit your materials on a cd-rom or by uploading the materials to Faculty Support's SharePoint (see below). [Note that the file size is dependent upon the file format. For image-based PDFs website (which is how most scanners create PDF files), the safe rule of thumb is 1MB=10 pages. A 9MB PDF file would be approximately 90 pages of scanned PDF pages.]

Course Materials Less Than 9MB or 90 PDF Pages

If your course materials are less than 9MB (or approximately 90 PDF pages), please submit the materials by e-mail to coursematerials@law.georgetown.edu.

Course Materials Equal To or Greater Than 9MB or 90 PDF Pages

If your course materials are larger than 9MB, you may submit the materials on cd-rom or in hard-copy format to:

Georgetown University Law Center
Office of Faculty Support
475 McDonough Hall
600 New Jersey Avenue, NW
Washington, DC 20001

SharePoint: An Easy Alternative To Submit Course Materials With No File Size Limitation

Alternatively, you may submit your course materials through a SharePoint website, which the Office of Faculty Support launched to provide a method for faculty to submit their course materials online without the 9 MB file size limitation. Unlike the e-mail submission process, the SharePoint site does not have a size limitation. **NOTE:** your connection to the website may be timed out during the upload of a file that is 100 MB (or 1,000 pages) or more.

You may upload materials to the site using your Net ID and password. Once uploaded, Faculty Support staff can track submissions and determine where each packet is in the production process.

How to upload to SharePoint:

1. Go to <https://share.law.georgetown.edu/sites/CourseMaterials/default.aspx>. If you do not remember your NetID and Law Center password, please contact Dianne Ferro at (202) 662-9023 or dhf2@law.georgetown.edu. If you cannot access the SharePoint website, please contact Ronnie Rease at (202) 662-9286 or rr224@law.georgetown.edu.
2. Click on the "Upload a Document" link on the right side of the screen.

3. Select the “Browse” Button and choose the file you wish to upload. **Please name the file with your name and the title of your course.** We request that you combine your documents into one file and upload your total course packet. We prefer to receive a single PDF, but the system can accept Word, WordPerfect, Excel, PowerPoint, etc.

If you must upload materials in sections, please include the section number (i.e., 1 of 2, 2 of 2) in your file name and **your syllabus** so we know the proper order. Please note that we cannot begin the printing process of your materials until we have received all the items to be included.

4. The next screen asks for additional information from you:

- Document Name - Please use the file name you used for the file you uploaded on the previous screen.
- Professors – List each professor teaching the course.
- Course Title - Please use the name of the course from the course catalog.
- Pagination - If the materials are not paginated and you would like pagination, Faculty Support can add page numbers electronically. To request pagination assistance, please select “No, please add page numbers.”
- Black Borders - Black borders appear when copying from bound books or old originals and interfere with the Article Works printing system. Black borders must be manually deleted before we can post the materials. Please review your materials carefully and indicate how many pages have black borders. Please select “many” if more than 10 pages have black borders and “few” if less than 10 pages have black borders. If you used no bound materials or old originals in your packet, select “none.”
- Date of First Class Session - Please indicate the appropriate date. Faculty Support uses this to prioritize which packets need to be posted first so that those students with classes that meet earliest can access their materials first.
- Format and Status - Please keep the format as “Direct to SharePoint” and Status as “Received.” Faculty Support uses these internally to track the status of each packet.
- Comments - If you need any other formatting assistance or have questions regarding your materials, please contact Faculty Support at (202) 662-9287. If a staff member is not available at the time of your call, please leave a message, including your telephone number or e-mail address.

5. When finished, select “Check In” to submit your materials and Faculty Support will process your course materials and will upload the materials to Article Works.

Hard Copies of Course Materials

Course materials that are received by Faculty Support in hard copy will be scanned and uploaded to Article Works (see above). Please include cover page bearing the course name and your name and an index or table of contents. Please also number the pages. Please note: Materials that are submitted in hard copy rather than in electronic format may delay the posting of your materials to Article Works.

Deadline for Submitting Course Materials: Approximately Six Weeks Before the Semester Begins

In order to process your course materials and to make the materials available to the students before classes begin, Faculty Support requests to receive materials six weeks before the first week of class. Please note: Materials that are submitted late are produced on a first-come, first-served manner. If you submit the materials late, please clearly indicate the first two reading assignments. Faculty Support will post these as soon as possible and will work to post the rest of the materials approximately two to three weeks after they are submitted.

Other Important Notes and Tips

Note that course materials submissions are static and faculty cannot edit their course packet on the Article Works website during the semester. Please keep in mind the image quality of the materials you submit. Please put together a good, clean original before submitting materials for scanning. For example, to edit cases, cut and paste only the portions you want onto clean pages and leave one-inch margins on the top, bottom and each side. All materials, whether electronic or hard copy, should be free of black borders. These borders significantly increase the amount of time it takes for the student to download and print the materials. If you are using materials that have been copied year after year, please consider requesting that the Law Library locate a clean version for a better quality copy for the students.

2. Obtaining Copyright Permission

With certain exceptions, you must obtain copyright permission for all copyrighted materials that you want photocopied for student use. Please refer to the Guidelines on Copyright Compliance, (see <http://www.law.georgetown.edu/facultySupport/scholarship.htm#> or Appendix E) to help you determine if permission must be sought for an item. You may write to the copyright holder yourself, or you may ask Faculty Support to assist you. For each document for which you must seek copyright permission, please complete the online Copyright Permission Request Form. You may obtain and submit this form online at <http://www.law.georgetown.edu/forms/form.cfm?FormID=342>. The office will submit your request for copyright permission online, so it is very important to provide all the information they request. Please note: Faculty must submit an online form for each document or publication for which you seek copyright permission. Enter the information for one publication and click "Submit Form." Faculty may submit information for one publication at a time. Please contact Anna Selden at (202) 662-9405 or as78@law.georgetown.edu for questions regarding copyright questions.

In an effort to reduce the copyright and printing fees, please consider providing links to newspaper and journal articles. If you would like assistance locating links to your materials, please contact Head Faculty Services Librarian Jennifer Locke Davitt at (202) 662-9145 or jnl8@law.georgetown.edu. The links can be made available within your materials or can be posted on a course management website (see pages 9-10).

If you are using unedited versions of cases or statutes, rather than including the entire text, you may wish to provide the citation and request that the students go to Westlaw or Lexis to obtain the material. While we do not pay copyright fees for those materials as they are in the

public domain, decreasing the amount of pages in your course pack will reduce the cost to the students in your course.

3. Multiple Copies of Cases from the Library

If you wish to have large numbers of copies of cases (or rules, articles or similar materials) reproduced from library editions, you need to notify both Library personnel and Copy Center personnel. Send a typed list of cases with citations to the Library, to the attention of Jennifer Locke Davitt, Head Faculty Services Librarian, using the online Document Delivery Request Form at http://www.ll.georgetown.edu/forms/document_del.cfm, via e-mail at lawfacserv@law.georgetown.edu or by fax to (202) 662-9911, with a copy addressed to Sylvia Johnson, Office of Faculty Support and Campus Services, at johnsons@law.georgetown.edu or by fax to (202) 662-9444. Library personnel will take the list of citations, pull the books and make one copy of the requested material(s). Single copies may be picked up or mailed to you, unless you specifically request that they be forwarded to the Copy Center for additional copies. Copy Center personnel will make multiple copies from the single copies provided by the Library. To allow sufficient time for locating cases and photocopying, you must submit your requests to the Library six weeks before classes begin. For more information, contact a Faculty Services Librarian at (202) 662-9145.

4. General Photocopying (PowerPoint, Single Copies)

The Copy Center is open from 8:00 a.m. to 6:00 p.m., Monday-Friday. If you are not able to stop by before they close, you may e-mail your request to Ronnie Rease at rr224@law.georgetown.edu, and Ronnie will put the request into the Copy Center for you.

G. First Class Reading Assignment

At least two weeks prior to the beginning of the semester, you must submit your first class reading assignments for posting online by e-mailing the assignment to facultysupport@law.georgetown.edu. Please note: This e-mail address is only for first class reading assignments. Please do not send attachments as they cannot be posted to the website. If your reading assignment is not available in a required textbook, the text of the reading assignment must be posted to Article Works, posted on your course management website or e-mailed by you to your students. Please do not e-mail requests after the first day of classes. Students will have the opportunity to review their assignments at any time before, during or after registration at <http://www.law.georgetown.edu/faculty/assignments/index.cfm>.

After the first day of classes, professors generally announce subsequent assignments during class or adhere to a syllabus handed out during the first meeting. Another option for posting assignments or other information about the course during the school year is by setting up a course management website (see pages 9-10).

H. Teaching Seminars

There is a wealth of teaching information available at Georgetown Law. The J.D. Academic Services Office sponsors seminars each academic year on various aspects of legal pedagogy that are aimed at helping new faculty prepare to teach and at helping established faculty fine-tune their

teaching goals and strategies. These seminars, which bring together small groups of full-time, visiting and adjunct faculty members, are taught by presenters who lead discussions or give demonstrations of classroom teaching techniques. Recent seminars focused on such topics as:

- preparing to teach
- using technology in the classroom and library resources
- supervising and evaluating seminar papers
- drafting and grading exams
- teaching foreign students

You will receive invitations to these teaching seminars several weeks in advance, but last minute registrants are welcome as well. Watch for announcements by e-mail and in the monthly Faculty Newsletter. Many of the teaching seminars are audio-recorded. You can access these recordings and copies of any hand-outs that were circulated on the website at <http://www.law.georgetown.edu/faculty/adjunct/TeachingSeminarsMP3s.htm>.

I. Library Services

The Georgetown University Law Library provides two points of service, the Williams Law Library and the Wolff Law Library.

The Edward Bennett Williams Law Library (United States legal materials and interdisciplinary materials) is adjacent to Georgetown Law at 111 G Street, NW. The John Wolff International and Comparative Law Library is housed on the 3rd and 4th floors of the Hotung International Law Building (555 First Street, NW). The Law Library offers a wide range of services to assist adjunct faculty with their teaching responsibilities. For more information about these services, or about the Library in general, please contact Kumar Jayasuriya, Associate Law Librarian for Patron Services at (202) 662-9151; for questions about the operation of the Wolff Library, please contact Marilyn Raisch, Associate Law Librarian for International and Foreign Law, at (202) 662-9159. You can find information about both libraries at <http://www.ll.georgetown.edu/>.

1. Circulation

To borrow books and other materials from the Law Library, adjunct faculty members should present their GOCard at the Circulation Desk. Adjunct faculty members may check out books for a period of one semester. Books may be renewed through the Library's website or by calling the Circulation staff at (202) 662-9131.

The Library requests that adjunct professors promptly return materials that have been recalled by other library clients. The Library also requests that any items adjunct faculty members have checked out from the Library be returned at the close of their teaching semester.

2. Reserve

The Library keeps books and articles on reserve at the Williams Circulation Desk for class assignments requested by any of Georgetown Law's teaching faculty. Course Reserve materials may be checked out by Georgetown Law students with a valid GOCard for a period of three hours. They may be renewed at the Circulation Desk, unless another student has requested the

same item. Please note that Course Reserve denotes materials relating to a specific course and is housed only at the Williams location. The Closed Reserve Collection described below is a general collection not related to a particular course.

To place materials on Course Reserve, contact Jeletia Williams, Evening Circulation Supervisor, at (202) 662-9132 or the Circulation Desk Supervisor, Mary Jane Reynolds, at (202) 662-9135, Monday through Friday, between 9:00 a.m. and 5:00 p.m. The fax number for the Law Library is (202) 662-9202. Adjunct faculty members are advised to send lists of materials to be placed on Course Reserve at least one month prior to the beginning of the semester and one week in advance of the assignment during the semester. If adjunct faculty members wish to put material on Course Reserve that is not available at the Library, the item may be purchased if it is available at a reasonable price. Please note, however, that the purchasing process may take as long as six weeks. It is highly recommended that adjunct faculty members contact the Circulation Assistant for Course Reserve, or the Circulation Desk Supervisor, directly regarding all Course Reserve materials.

The Library also has three separate Reserve Collections. The Reserve Collection is located behind the Circulation Desks in both the Williams and Wolff Libraries and consists mainly of unbound journals, DVDs, and selected newspapers. The Williams Closed Reserve Collection focuses on U.S. law and interdisciplinary materials. The Wolff Closed Reserve Collection specializes in non-U.S. legal materials.

The Reading Room Reserve Collection is housed in the west end alcove of the Robert L. Oakley Reading Room in the Williams Library. This collection contains current editions of casebooks, hornbooks, nutshells and other course-related materials. Materials that are already a part of this collection may be moved to Course Reserve at the discretion of the faculty. All materials requested for Course Reserve will be listed both by professor and course in the Library's online catalog.

3. Photocopying

The Library provides photocopying services to the adjunct faculty in conjunction with their teaching responsibilities and within the constraints of the Copyright Act. The Library Faculty Services Department will provide a single copy of an article, usually within one business day of the request. To utilize this service, please e-mail your request to lawfacserv@law.georgetown.edu, use the online photocopy request form at http://www.ll.georgetown.edu/forms/document_del.cfm, or call the Faculty Services Librarian at (202) 662-9145. In the event you need multiple copies of documents for class assignments and readings, please follow the procedure explained in the Faculty Support and Campus Services section on pages 17-19 of this handbook.

4. Research Support

The reference librarians are available to give presentations to your seminar classes about specialized research techniques and materials that would be useful to students writing seminar papers. These classes and workshops are specifically tailored to the subject matter of the course. If you would like to arrange a research class for your students, please call the Head of Reference, Sara Sampson, at (202) 662-9144 or, for international classes, please call Assistant Librarian for

International and Comparative Law, Mabel Shaw, at (202) 662-9171. The librarians request ten days notice in order to schedule a class and to prepare a presentation and handouts.

The librarians are also available for individual consultations with students after they have chosen a paper topic. Please refer interested students to the research consultation request form at www.ll.georgetown.edu/services/ref_appoint.cfm. Feel free to encourage or require students writing seminar papers to attend a research consultation.

To assist adjunct faculty in researching topics related to their teaching responsibilities, the Library provides reference assistance in legal and non legal areas. For all types of reference assistance, contact a reference librarian at one of two locations, the Williams Reference Desk (202) 662-9940 located in the Reading Room on the second floor of the Williams Library or the Wolff Reference Desk at (202) 662-4195, located on the entrance floor of the Wolff Library. A reference librarian is on duty at the Williams Library Monday through Thursday from 9:00 a.m. to 8:00 p.m., Friday from 9:00 a.m. to 5:00 p.m. and Saturday and Sunday from 12:00 p.m. to 6:00 p.m. during the academic year while classes are in session. Another reference librarian is available at the Wolff Reference Desk 11:00 a.m. to 6:00 p.m. Monday through Thursday and 11:00 a.m. to 5:00 p.m. Friday. During the summer and school breaks, reference hours in the Williams Library are from 9:00 a.m. to 5:00 p.m., Monday through Friday and in the Wolff Library from 11:00 a.m. to 5:00 p.m., Monday through Friday. Hours and updates are online at <http://www.ll.georgetown.edu/services/calendar/index.cfm>.

Adjunct faculty who would like to use Lexis or Westlaw in connection with their teaching can request access to those services by contacting Sara Burriesci, Electronic Services Librarian, (202) 662-9142, sek28@law.georgetown.edu.

The Library staff is happy to help with online research, or any other library services. Please contact the Williams Reference Desk at (202) 662-9140 or the Wolff Reference Desk at (202) 662-4195.

The librarians have created an extensive collection of Research Guides on various U.S. and international law topics. All of the Research Guides are available on the web at <http://www.ll.georgetown.edu/research/index.cfm>. Adjuncts may request a new guide for a writing requirement course by contacting the Head of Reference, Sara Sampson, at (202) 662-9144 or, for international classes, Assistant Librarian for International and Comparative Law, Mabel Shaw, at (202) 662-9171.

Adjunct faculty have access to many legal and non-legal research databases on the web, such as ABI/Inform, Congressional Universe, Index to Legal Periodicals and World Trade Online. Adjunct faculty can access these databases using the Library's Online Collection page at www.ll.georgetown.edu/connect/browse_alpha.cfm. For off-campus access, you will need to login with your name and GOCard number.

5. Library Access for Assistants

Occasionally, an adjunct professor may wish to have an associate or assistant help with library work related to his/her teaching responsibilities. To obtain access to the Library for someone other than a Georgetown Law student, contact Craig Lelansky, Access Services

Librarian, at (202) 662-9155 or cd13@law.georgetown.edu.

6. Joseph Mark Lauinger Library and Blommer Science Library

The Joseph Mark Lauinger Library and the Blommer Science Library, which are located on the Main Campus, are also available for use by adjunct faculty members. Adjunct faculty members must show a valid GOCard to borrow materials. Access to these Libraries is available only during the semester in which a faculty member is teaching a class.

J. Seating Chart

Some professors use seating charts and/or refer to the student facebook in measuring participation and attendance in their classes. Blank seating charts are available online at www.law.georgetown.edu/facultySupport/SeatingCharts.htm or from the Office of Faculty Support and Campus Services, 475 McDonough Hall. You may contact Faculty Support at (202) 662-9280. Faculty also can view their class photo rosters. (See pages 15-16.)

K. Technology at Georgetown Law

1. The Georgetown Law Website

The Georgetown Law website (<http://www.law.georgetown.edu>) is divided into a public and a restricted section. The IST Web page is part of the public section and is located at <http://www.law.georgetown.edu/ist>. The IST Web page provides technical information, tutorials on Georgetown Law applications, and online self-help.

The private section of the Georgetown Law website, which includes Courseware, is restricted to members of the Georgetown Law community. Access to this section requires your NetID and Law Center password. The link to the login site for the private section is <http://www.law.georgetown.edu/system/login.cfm>.

2. Student Computer Usage

The vast majority of our student body owns a laptop. Most classrooms and public areas have wireless network connectivity. In addition, some classrooms have electrical power at every seat. Professors may regulate the use of laptop computers in their classrooms in any manner that they feel is necessary. To maintain an atmosphere conducive to learning and to avoid distracting others, there should be no audible signals emanating from student computers while in use.

3. Technology in the Classroom

Most Georgetown Law classrooms have built-in data projectors for use with laptop computers. Apple users who wish to connect their Mac to data projectors are strongly advised to bring the appropriate DVI - VGA video adapter for their computer.

You can reserve a laptop and a data projector from the Audio-Visual (AV) Department. Note that there are limited quantities of both. AV laptops come equipped with Microsoft Office 2007 and Microsoft Internet Explorer. To reserve a laptop, please contact the AV Department at least three weeks in advance at audiovis@law.georgetown.edu or (202) 662-9026. If you have your own laptop, the AV Department can assist you with connecting it to the in-class data projectors. Please contact the AV Department to reserve a time for them to assist you.

In addition, there are two smart classrooms located in the Hotung International Building. These classrooms are equipped with lectern computers, VCR-DVD units, built-in data projectors, video cameras and controls for lighting and sound. A video tutorial on the operation of these classroom technologies is available at <http://stream.law.georgetown.edu:554/qtmedia/hotung.mp4>.

Adjunct professors teaching in Gewirz 108 (the Flegal Moot Court) will note that this classroom is equipped with a 54-inch plasma display, connection points for laptop displays, and facilities for video recording and playback. A video tutorial on the operation of these classroom technologies is available at <http://stream.law.georgetown.edu:554/qtmedia/flegel.mp4>.

4. Audio-Visual (AV) Support

The AV Department is located in 106 McDonough Hall. The department provides a variety of services to support your class, including webcasting and on-demand streaming video; digital class recording (in mp3 format); videotape playback and recording; public address systems for the Moot Court and the large classrooms; the projection of slides, overhead transparencies, videos and data; and linear and nonlinear tape editing. The AV Department has a private screening area that can be used to record depositions, mock negotiations, oral arguments and interviews. Should you wish to use any of these services, please submit a request to the AV Department at least three weeks in advance of the date at audiovis@law.georgetown.edu or (202) 662-9026.

5. Audio-Recording Policy

The Policy for Audio-Recording of Classes is at Appendix F, <http://www.law.georgetown.edu/Registrar/sservices/audiorecording.htm>, and in the Bulletin.

This policy limits unauthorized student recording, downloading and distribution of class recordings. Under the policy, IST will audio record a class when authorized and students will be provided with a recording of a class session(s) in streaming audio format only under certain limited circumstances. The policy is an “OPT-OUT” system for faculty. That is, classes are recorded by the Law Center and the recording is released to a student under limited approved circumstances unless the relevant member of the faculty affirmatively states that his/her classes may not be recorded. In the absence of a statement not permitting recording of classes, the default position is that classes will be recorded.

Notwithstanding this policy, Georgetown Law will audio-record even without faculty permission, with prior notice to the faculty member, where audio-recording is required by law as a reasonable accommodation for those with disabilities.

Georgetown Law will record classes for individual students only for the reasons set forth in the policy and only with the approval of the appropriate Georgetown Law administrator. Students may request access to the digital recordings (in mp3 format) of classes in which they are enrolled by completing the online form located at <http://www.law.georgetown.edu/ist/avrecording>. If permission is granted, the student is notified and given authority to access the particular recording.

Prior to the beginning of the semester, the J.D. Academic Services Office and the Office of Graduate Programs will request your preference as to whether and when your class is recorded and released to your students. To preview the four options from which you have to choose, please review the policy at Appendix F.

III. CONDUCTING YOUR CLASS

A. Important Information about the First Week of Class

We developed certain registration procedures at Georgetown Law in response to problems that arise often enough in a school this large to warrant some general rules. In particular, rules on the course registration, examination and grading processes were specifically designed to relieve faculty of the very real burden of deciding whether to make an exception to a stated policy for a particular student and to assure equal treatment of all students.

1. Class Lists and Add/Drop Period

Georgetown Law permits students to add and drop courses from their schedules through the first week of classes each semester. Therefore, the initial class list (as well as the waitlist) available online through MyAccess is tentative and may not accurately reflect the students who ultimately will be enrolled in your class at the end of the add/drop period. You will want to update your class list after the add/drop period and again sometime during the following month. For instructions on obtaining your class list in MyAccess, see page 15. If you have questions about your class list, please contact Louis Fine in the Registrar's Office at fine@law.georgetown.edu or (202) 662-9224 or contact Sarah Hulsey (J.D. Adjuncts) or Tina Drake Zimmerman (Graduate Adjuncts).

2. Registration and Withdrawals from Class

Georgetown Law employs a computer registration system that we believe is the most equitable method of allocating class seats. Individual faculty members should refer all registration questions or requests to the Office of the Registrar. Please tell students who wish to enroll in or withdraw from your course to contact the Office of the Registrar. If you would like to expand your class size to accommodate more students from the waitlist, please contact Sarah Hulsey (J.D. Adjuncts) or Tina Drake Zimmerman (Graduate Adjuncts) either before or during the add/drop period and before saying anything to the students.

B. First Day of Class

Please be sure to give an introduction to the subject matter and methods of the course during the first class, as students are permitted to add and drop classes through the first week of classes. Please do not shorten the first class because you expect different students to attend the following week.

C. Early Announcement of Exam, Grading and Feedback Procedures

Clear and early announcement of the professor's intended method of grading helps to avoid many misunderstandings and problems at the end of the semester. Please announce to your class during the first week of classes and again prior to the end of the semester, the following information: (1) the exam format, especially whether it will be open or closed book (see the examination section for information on selecting an exam format); (2) whether or not class attendance and/or participation will be a factor in the final grade; and (3) whether you intend to assign any intermediate projects that will be included in the final grade. It is also important to

include this information in your syllabus. We strongly discourage making changes to the course requirements from those announced at the beginning of the semester as students rely on these initial announcements in planning out their semesters and exam schedules. You can confirm the course requirement for your course by referring to your schedule confirmation or by calling the J.D. Academic Services or Graduate Programs Offices.

Near the end of classes, it is useful to repeat information about the exam and provide additional detailed format information about your exam. For example, will you allow students to type their exam on their laptops, or do they have to handwrite their exam? If it is to be a handwritten exam, do you want each question in a separate exam book? Do you request writing to be on every other line and only one side of a page? If these issues are important to you, it helps to tell the class and also to include it in the instructions to the exam. If you are planning a take-home exam, please explain to your students your expectations for the take-home exam.

If you wish to permit students to substitute a paper or papers in lieu of or in addition to the examination, please decide this before the start of the semester and notify Sarah Hulse (J.D. courses) or Tina Drake Zimmerman (Graduate courses) and the Office of the Registrar. In such cases, it is important to formulate rules that are both fair and workable.

In seminars, please be clear about paper requirements and deadlines. Please see pages 39-43 for an important discussion of paper requirements and the process for paper extensions. Announce deadlines for the selection of topics and for submission of outlines for papers as well as for submission of the first and/or final drafts. Again, it is helpful if these deadlines are included in your syllabus. Please contact Sarah Hulse (J.D. Adjuncts) or Tina Drake Zimmerman (Graduate Adjuncts) to discuss these matters.

D. Student Attendance and Participation

Regular and punctual attendance at class sessions is required of each student. Georgetown Law considers regular attendance and participation very important and so has adopted the following policy, which is published in our Georgetown Law Bulletin in the section entitled Attendance, Examinations and Written Work:

“A student who, even though registered for a course, has not regularly attended, participated, or otherwise met class requirements, may, at the professor’s option, be withdrawn, excluded from the course or examination (with the same consequences as a voluntary failure to appear for a final examination) or receive a lowered grade in the course. Even if a student has passed all examinations, credit will not be awarded and no student will be advanced, nor will his or her degree be conferred, if attendance or participation is unsatisfactory.”

The Dean leaves it to your discretion to determine whether and how you choose to take attendance and participation into account, and will support you however you choose to implement this policy. The Associate and Assistant Deans will be pleased to discuss or review ideas for stimulating attendance and participation. If your attendance and participation policies will affect grades, please announce them clearly at the beginning of the course and state the policy in your syllabus to avoid misunderstanding. The accuracy of your record-keeping is essential if you decide to lower a grade or exclude a student from class due to poor attendance or non-participation in class. If you are concerned about a student’s poor or sporadic attendance, please contact one of the

following administrators: Dean of Students Mitch Bailin (either J.D. or Graduate) at (202) 662-4066 or McDonough Hall, Room 210; Registrar Denise Sangster (either J.D. or Graduate) at (202) 662-9238 or McDonough Hall, Room 315; Assistant Dean, J.D. Academic Services, Sally McCarthy (J.D.) at (202) 662-9041 or McDonough Hall, Room 352; Assistant Dean, J.D. Academic Programs, Sarah Hulsey (J.D.) at (202) 662-9041 or McDonough Hall, Room 352; or Director of LL.M. Services, Tina Drake Zimmerman (Graduate) at (202) 662-9660 or Hotung International Law Building, Room 5000.

E. Concerns about a Student's Well-Being

As a member of the adjunct faculty, you are an integral partner in Georgetown Law's "safety net." You often may be the first to notice when a student is in distress, whether reflected in repeated absences from class, missed deadlines, a noticeable change in hygiene or physical health, or comments or behavior suggesting the student is depressed, overwhelmed, or otherwise at risk. Because you hold a position of trust and authority, students who are having difficulties may be willing to seek help with your encouragement. If you are concerned about a student, please contact Dean of Students Mitch Bailin (either J.D. or Graduate) at (202) 662-4066 or McDonough Hall, Room 210; Registrar Denise Sangster (either J.D. or Graduate) at (202) 662-9238 or McDonough Hall, Room 315; Assistant Dean, J.D. Academic Services, Sally McCarthy (J.D.) at (202) 662-9041 or McDonough Hall, Room 352; Assistant Dean, J.D. Academic Programs, Sarah Hulsey (J.D.) at (202) 662-9041 or McDonough Hall, Room 352; or Director of LL.M. Services, Tina Drake Zimmerman (Graduate) at (202) 662-9660 or Hotung International Law Building, Room 5000. If you have urgent concerns about a student and it is after business hours or you cannot reach one of these administrators, please call Georgetown Law's Department of Public Safety at (202) 662-9325. If you believe a student could benefit from academic support, feel free to refer the student to the Director of Academic Enhancement Programs, Elizabeth Ewert at (202) 446-4066 or McDonough Hall, room 210.

F. Office Hours/Contact with Students

Georgetown Law encourages adjunct faculty members to confer with students outside of class to the extent possible. As a meeting place, we suggest the Adjunct Faculty office (see page 12). To reserve the Adjunct Faculty office, please contact Rachel Rushforth in J.D. Academic Services at rmr63@law.georgetown.edu or (202) 662-9041. The Faculty Lounge in 520 McDonough Hall also may be available in the evening (see page 13). The Office of Student Life can assist you in reserving the Faculty Lounge or in reserving classrooms for meetings with students. Room reservation request forms are available at <http://www.law.georgetown.edu/studentlife/SpaceReservations.htm>. You can contact the Office of Student Life at studentlife@law.georgetown.edu, (202) 662-9292 or 171 McDonough Hall. The study group rooms in the Williams or Wolff Libraries also provide excellent meeting rooms. To reserve one of these rooms for three hours at a time, call the Williams Circulation Desk (202) 662-9131 or the Wolff Circulation Desk at (202) 662-4195. If you need help finding a room, contact the J.D. Academic Services or the Graduate Programs offices.

G. Students Auditing Courses

It is Georgetown Law's policy that enrolled degree students may audit additional classes, with the permission of the professor. Faculty should withhold permission to audit when the classroom is full or where the presence of auditors would be detrimental to the classroom experience of enrolled

students. Auditors receive no transcript notation of their attendance in class; their attendance is simply for their own interest and education. Note: Degree-seeking auditors are not permitted to sit for exams or submit papers. In the case of clinical fellows, faculty should contact Sarah Hulseley (J.D. Adjuncts) or Tina Drake Zimmerman (Graduate Adjuncts) to discuss the administration of these requests.

From time to time, you may get requests from co-workers or colleagues who would like to sit in on your course. While we have no objection to an occasional guest in your class, those who attend a class regularly must qualify and enroll through the non-degree program.

H. Disability Services

A number of students at Georgetown Law have been diagnosed with disabilities, including physical disabilities, learning disabilities, Attention Deficit/Hyperactivity Disorder, chronic health conditions and psychological disabilities. In compliance with applicable federal law, Georgetown Law provides reasonable accommodations to students who present appropriate documentation to the Office of Disability Services. The most common examples of these accommodations are extended time on exams, classroom furniture accommodations, assistive technology, use of a note-taking service and the audio recording of classes.

In the majority of cases, the professor will not be notified by Georgetown Law or the student if a student with disabilities is enrolled in his/her course. We do this in order to protect the student's confidentiality. In instances where it is necessary to inform a professor, the student will be consulted first and the minimum amount of information will be disclosed in order to identify a reasonable accommodation. We have found that the need to notify the professor is more common in small seminar classes and skills-based classes such as Trial Practice, negotiations seminars and clinics, where it is important for Laura Cutway, Associate Director of Disability Services, the faculty member and the student to collaborate to identify a reasonable accommodation.

All accommodations and services provided on the basis of disability must be provided by or in consultation with Laura Cutway, Associate Director of Disability Services in the Office of the Dean of Students, in order to establish consistency of practice and to ensure that students have provided proper documentation. If a student discloses a disability to a professor, the professor should instruct the student to contact the Associate Director, who will coordinate with student and professor to determine what accommodation is reasonable. The Associate Director is happy to discuss questions about this procedure and consult on disability-related issues with faculty. In the past, students have asked for accommodations such as absence from class or paper extensions from professors directly based on reasons related to their disability. If a student makes such a request, please contact Laura Cutway, Associate Director, before granting such an accommodation. Ms. Cutway may be contacted at (202) 662-4042 or in the Office of the Dean of Students at 210 McDonough Hall.

I. Substitute Professors to Teach

On occasion, when a compelling reason necessitates your absence from class, substitute professors may be brought in to teach a class. Such arrangements should be rare and, in every case, should be brought to the attention of Sarah Hulseley (J.D. courses) or Tina Drake Zimmerman (Graduate courses) as far in advance of the class as possible. When substitutions are not members of

the faculty, such as partners or associates in an adjunct professor's firm, we must be made aware of the substitute selection.

J. Use of Outside Speakers

Although carefully chosen outside speakers can be a useful tool in teaching your class, the Deans request that you not make excessive use of such speakers. The students will not be pleased with too many war stories. In addition, the students think most highly of a professor who develops an intellectual relationship with them.

K. Cancelled and Rescheduled Classes

Faculty members are expected to attend and be on time for each scheduled class session. If you cannot hold your class at the scheduled time, the class should be rescheduled. In the event you must cancel a class, please inform your class and notify the Office of the Registrar at (202) 662-9220 or lawreg@law.georgetown.edu as far in advance as possible. Notify the Office of the Registrar of your plans for a make-up class. The Registrar's Office will record the information on the Class Cancellation message line that students can access at (202) 662-9446 and online at <http://www.law.georgetown.edu/announcements/index.cfm?Fuseaction=ListAnnouncements&Group=AllStudents>. When a class must be cancelled on short notice, the Office of the Registrar will try to contact the students in your class by e-mail. Even if you e-mail each of the students in the class yourself, this is not a substitute for letting the Registrar know first of the cancellation.

If you find you must cancel a class at the last moment (less than twenty-four hours in advance), please call the main telephone number for the Office of the Registrar at (202) 662-9220 or e-mail lawreg@law.georgetown.edu. If you need to give notice of an unplanned cancellation of a class while the Office of the Registrar is closed, please contact the Registrar at (202) 528-9636.

L. Scheduling a Make-Up Class or a Review Session and Room Reservations

1. Make-Up Class

To schedule a make-up class, it is usually advisable to consult the students to ascertain what the best time will be for the majority of the class. No regular classes are scheduled on Wednesdays from 3:30 p.m. to 5:30 p.m. or on Saturdays after 2:45 p.m. Very few classes are scheduled on Fridays from 3:30 p.m. to 5:30 p.m. Very few Graduate courses are scheduled on Friday evenings. These are good times to schedule make up classes. Note that the 3:30 p.m. to 5:30 p.m. timeslot on Wednesdays also is used for events by the Dean's Office and other groups and student organizations. There are a few events during which faculty are prohibited from scheduling make-up classes against. For more information on those events, contact the Office of Student Life at studentlife@law.georgetown.edu or (202) 662-9292 or the J.D. Academic Services or Graduate Programs offices.

Some professors extend classes for 15-30 minutes for as many sessions as are needed to make up a missed class. If you wish to extend your class, please check with the Manager of Scheduling & Student Programs at (202) 662-9661 to see whether your regular room is available or if another room must be assigned.

Once you have decided upon a time and date, please complete a Rescheduled Class Notification form (<http://www.law.georgetown.edu/studentlife/SpaceReservations.htm> and Appendix G). Some faculty contact their students directly with rescheduled class information. If you prefer that the Office of the Registrar contact your students, please check the box on the form labeled “E-mail Notification Requested.” If you would like your rescheduled class to be audio-recorded, please check the appropriate box on the form.

Completed forms may be delivered to the Office of Student Life, 171 McDonough Hall, or faxed to (202) 662-9261. Whenever possible, your regular classroom will be assigned. If your regular classroom is not available, a comparable room will be assigned or you will be contacted and advised of other options.

Once your Room Reservation Request form has been processed, the Office of Student Life will forward your room assignment to the Audio Visual Department and to Louis Fine in the Office of the Registrar. Mr. Fine will record a notice on the class cancellation telephone line and will place a notice on the Georgetown Law website, informing students of the rescheduled date.

2. Review Session

For review classes, please use a Review Session Request Form, which is available online at http://www.law.georgetown.edu/studentlife/documents/Review_Session_Request_Form.pdf and Appendix H. Note: During exam periods, room reservation requests should be sent to the Office of the Registrar.

M. Inclement Weather Policy (Note: There is a change in policy for 2011-2012.)

Please note: Georgetown Law has a separate policy from that of the Main Campus. Announcements regarding Main Campus do not apply to Georgetown Law.

Georgetown Law will close due to inclement weather if the federal government announces that it will be closed as a result of inclement weather. You can check the federal government's operating status at <http://www.opm.gov/status>. Where possible, an announcement will be posted by 6:00 a.m. to the Georgetown Law main website (<http://www.law.georgetown.edu/>) and recorded on the class cancellation line (202-662-9446). An announcement will also be sent by e-mail, phone, and/or text message via Georgetown's Emergency Notification System (HOYAlert). When Georgetown Law is closed, all classes and scheduled events, including CLE, conferences, and student organization meetings are cancelled. When the Law Center is closed, the library may make a separate decision whether to remain open.

If the federal government announces a 2-hour delay, Georgetown Law will be open and classes will be held as scheduled. Individual professors may decide to cancel classes at their own discretion. The Announcements page (<http://www.law.georgetown.edu/announcements/index.cfm?Fuseaction=ListAnnouncements&Group=AllStudents>) and the class cancellation line (202-662-9446) will reflect these cancellations. Georgetown Law will make its own determination of whether to cancel late afternoon, evening or Saturday classes.

Note that faculty are permitted to cancel and reschedule individual class sessions. The Class Cancellation Policy is available on Office of the Registrar's webpage at www.law.georgetown.edu/registrar/cancelPolicy.html.

N. Smoking Policy; Food and Drink Policy

Georgetown Law requests your assistance in enforcing the no smoking policy in our classrooms. Smoking is not permitted in any of the Georgetown Law buildings or entrances. Food is not permitted anywhere in the Library, but drinks with lids are allowed. Food and drink are permitted in the classroom, however, at your discretion. You may want to consider a lenient practice regarding food and drink for students who come directly to class from work, often without the opportunity to eat before class.

O. Last Day of Class

Please remind your students on the last day of class of the information about the exam that you announced the first day of class. There should be no material change from the first week's instructions. Remind students of the exam format, the length of the exam and what materials, if any, may be used during the examination. Where appropriate, announce whether or not calculators may be used. If no materials may be used or if particular materials are not authorized (commercial outlines, for example), please remind students of those limitations. For Limited Open Book exams please see special instructions on page 36. Finally, describe the feedback procedure you intend to follow for your class (see page 48 for the Georgetown Law exam feedback policy).

IV. EVALUATING STUDENTS

A. Evaluation Options in General

Students' grades in most courses are based on the final written examination. Participation and attendance may also be factors in determining grades. If you deem that appropriate, you should announce the policy during the add/drop period and include it on your syllabus. Written examinations are administered in all courses except seminars and skills courses such as Trial Practice, Mediation, Negotiations, and Alternative Dispute Resolution, and clinical programs. Such offerings generally require substantial written work in lieu of an examination. The method of evaluation for your course should be agreed upon with the Associate/Assistant Deans as part of the annual scheduling process.

Students are notified of the method of evaluation in the course schedule. Please do not change the evaluation procedure after classes begin because some students are sure to object to lack of notice and the opportunity to choose another course.

B. Examinations

A guideline to consider in determining the length of your exam is the number of credits. Generally, the number of hours for the exam equals the number of credits offered for the course.

1. Types of Examinations

a. Open and Closed Book Exams. We recommend that you give only fully "open" or fully "closed" book exams. This means either all outside materials or no outside materials are allowed in the exam room. Restrictions such as "no commercial outlines" or "no annotations" transform the exam into a limited open book exam, discussed below, and limited open book exams are nearly impossible to monitor. If you wish to allow your students to use their laptops when writing their exam responses, please include one of the following three sets of instructions on the cover page of your exam. Inclusion of very clear, detailed instructions helps to ensure the integrity of the exam process.

Laptop Users: To write your exam answers, use a blank document screen in Word to access the exam template as directed by the proctor(s). You must submit your exam in either Word (.doc) or .pdf format. Laptop users are not permitted to access other documents, outlines, notes, files, etc., on their hard drives and are not permitted to access the Internet. Personal Digital Assistants (PDA) and other electronic devices that store information may NOT be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.

Laptop Users: To write your exam answers, use a blank document screen in Word to access the exam template as directed by the proctor(s). You must submit your exam in either Word (.doc) or .pdf format. Laptop users are permitted to access other documents, outlines, notes, files, etc., on their hard drives but are NOT permitted to access the Internet. Personal Digital Assistants (PDA) and other electronic devices that

store information may be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.

Laptop Users: To write your exam answers, use a blank document screen in Word to access the exam template as directed by the proctor(s). You must submit your exam in either Word (.doc) or .pdf format. Laptop users are permitted to access other documents, outlines, notes, files, etc., on their hard drives and are also permitted to access the Internet. Students may not consult one another or any other person during the exam by computer or other electronic devices. Personal Digital Assistants (PDA) and other electronic devices that store information may be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.

b. Limited Open Book Exams. Georgetown Law strongly discourages partial or limited open book exams, in which faculty attempt to identify certain limited materials that can be brought to the exam. Despite the faculty's best efforts to be precise about the permitted materials, ambiguities seem to be inevitable, causing student anxiety and making exam administration very difficult for proctors. Therefore, we strongly recommend that exams be either completely "closed" or "open" book. The Office of the Registrar can assist you in formulating and describing your policies to your students. If you do choose to give a limited open book exam, please be very specific and clear about which materials are permitted and which are not. Please note it is impossible to enforce instructions such as "you may use any notes prepared by yourself or in a study group." Because the Student Disciplinary Code governs the taking of exams, it is important to specify what can and cannot be used so that the proctor can properly monitor the exam. At least a month before the exam period begins, you should provide students with written notice of exactly what materials can be used, and forward a copy of the notice to the Office of the Registrar. Please contact the Exam Administrator, at (202) 662-9881 or exams@law.georgetown.edu during the first half of the semester if you plan to give a limited open book exam. Note: If you wish to allow students to refer to a set of statutes or the like, please provide a clean original copy of the material so that the Office of the Registrar can make copies to distribute with the exam.

c. Take-Home Exams. If you plan to give a take-home examination, please tell your students during the first week of class and discuss the exam with the Office of the Registrar as early in the semester as possible. This type of examination requires advanced planning on the part of students and staff, so it is important that you coordinate with the Office of the Registrar. The Office of the Registrar will provide you with a memorandum outlining the specific procedures to be followed.

If your main reason for a take-home exam is your desire to have typed exams, you should be aware that the majority of students write their exams with their laptops. It cannot be required, but you will find that most exams are typed.

In scheduling a take-home exam, you may want to consider the number of evening or Graduate students in your class, as they are more likely to have full time employment commitments. To avoid problems, you might consider giving your students a choice of

dates to complete their take-home exams, i.e., the whole exam period, or between two specific dates. Also, bear in mind that some students have religious obligations on weekends and the Office of the Registrar will help these students reschedule a take-home exam. The Office of the Registrar remains open from 9:00 a.m. to 6:00 p.m. on Saturdays during exam periods to administer exams. Note: Please restrict the take-home exam distribution and due dates to the exam period.

2. Preparing Your Examination

The date of the final examination for your class is indicated on the schedule confirmation you received from the J.D. Academic Services or Graduate Programs offices and in the Online Curriculum Guide at <http://www.law.georgetown.edu/curriculum/>. At the beginning of the semester, the Office of the Registrar will send you an e-mail containing a link to an online form requesting information regarding the length of your exam and whether it will be an “open” or “closed” book examination. This information is essential to the Office of the Registrar in determining and scheduling student exam conflicts. Please complete and submit the online form as soon as you receive it.

The faculty voted to require that a new examination with new questions be prepared for each examination period and that old questions (whether from the individual professor or others) not be reused. Likewise, questions should not be used from examinations given by other professors or found in published study aids. Through painful experience we have learned that, however unlikely, there are no sources that will elude discovery by some members of the class. **Please be aware that the Library may have on file previous exams and exam answers for the past 10 years.**

The Registrar will send you an e-mail approximately one month before the exam period that outlines the procedures to be followed regarding submission of the examination (see Appendix J). For your planning purposes, please note that you should submit your examination, in final form, to the Office of the Registrar **no fewer than four (4) business days before the scheduled final exam date.** There are a number of tasks to be completed after your exam is received and before it is administered – e-mailing students with your laptop instructions, carefully proofing your exam instructions, copying the exams themselves, and preparing packets of exams for administration. The Office of the Registrar cannot accomplish this for the hundreds of exams they receive unless they receive them on time. Please note that they will check your exam for sequential page numbers, etc., but *will not* proof your exam for sense or for errors in the fact patterns/questions. Please be sure to proof your exam carefully before submitting it and plan to be available on campus or by phone during the time the exam is administered. Changes/corrections to the exam that must be announced in the exam room are disturbing to students and may even disadvantage those who answer questions out of order or finish early. The Exam Administrator will provide you with Georgetown Law’s preferred format.

Please deliver your examination questions to the Office of the Registrar via e-mail as a password-protected Word document (see below) to exams@law.georgetown.edu, personally or by courier. Transmission by fax machine often causes problems of legibility, which can compromise the administration of your exam. Contact the Exam Administrator at (202) 662-9881 if you have a problem with delivering the examination by the deadline.

To password protect your exam using Word, click on “Tools,” then click on “Options,” and then click on “Security.” Enter a password in the area for “Password to Open” and click “Okay.” You will be prompted to reenter the password and click “Okay.” Please note that if you lose or forget your password, it cannot be recovered. We strongly recommend that you write down your password and convey it to the Office of the Registrar immediately. Please do not send your password to the Office of the Registrar in the same e-mail as your exam.

3. Administering Your Exam

Due to the anonymous grading policy at Georgetown Law, the Office of the Registrar administers all examinations and provides proctors in the examination rooms. If you need to communicate a change or clarification to your examination while the exam is in progress, please contact the Office of the Registrar. The Office of the Registrar is responsible for making any announcements during an exam. It is important for the Office of the Registrar to record the change that is made to the exam and communicate it in identical fashion to students taking your exam in different rooms or on a deferred basis. Please do not enter the examination room while your exam is in session.

Please do, however, be accessible in person or by phone during the period when your examination is administered so that the Office of the Registrar can contact you in case questions arise. The Office of the Registrar will provide you with an Exam Transmittal form that you should submit with your final exam. This form asks for information that will enable the office to contact you during the administration of your exam, if necessary, and to deliver the completed exams to you as soon as possible after the exam has been given. This form is essential.

You can expect completed essay exams to be delivered within **one working day** of the exam date. All Saturday exams will be delivered on the following Monday, unless you contact the Office of the Registrar to arrange a pickup time. Exams with a computer-scored component may take longer to process. In addition, exams that were submitted electronically may be accessed online via <http://www.law.georgetown.edu/exams/faculty/>. Instructions for accessing exams online can be found on the Registrar’s website at:

<http://www.law.georgetown.edu/registrar/fservices/index.html>

Please note you may not communicate with any student about your exam while your examination is being administered and until final grades are posted. There may be students who have deferred exams and will obtain an unfair advantage over those students who took the exam at the original time (see below).

4. Deferred Exams

All students are required to take the exam at the scheduled time unless they have an exam conflict (i.e., two or more exams within twenty-five hours, three exams in four days, etc.) or if they are excused by the Office of the Registrar for extraordinary cause. Individual professors may not defer the taking of an exam by a student nor should they discuss exam deferrals with a student. The Georgetown Law Bulletin lists the bases for determining when a student may defer the taking of his or her exam. The Registrar will set the date and time for a deferred examination. Any request from a student to reschedule an exam should be referred to the Office

of the Registrar at (202) 662-9220 or lawreg@law.georgetown.edu. Exam books or printed exam responses from deferred exams will be sent to you as soon as possible after their administration.

C. Seminar and Research Papers

1. Due Dates/Extensions

Final papers in seminars and other courses are due on the date announced in the academic calendar unless the professor sets an earlier due date.

By announcement at the beginning of the semester and subject to the maximum extensions set by the Registrar, a professor may advance or extend the due date of all papers for the seminar (except for those of graduating students). All final papers must be submitted to the Office of the Registrar, not to the professor, by the deadline announced by the professor, and in the format specified on the Registrar's website. Once a final paper is submitted for grading, no amendments, revisions, or supplements will be permitted or accepted. Due dates for papers are as firm as the dates of examinations.

Individual extensions for up to the maximum allowable days (mentioned above) may be granted by the professor, provided the student submits an Individual Extension Form to the Office of the Registrar. The form, available at the Office of the Registrar and online, must be signed by the professor or the student must obtain written approval from the professor by e-mail and must include all of the information requested on the form. Extensions for more than the maximum are rare and may not be granted solely by the professor. Any request for an extension beyond the maximum is effective only upon review and approval of the Individual Extension Form by the Associate Dean for the J.D. Program. If a student fails to submit a final paper by the due date (including any extension), the student will be withdrawn from the seminar. The withdrawal will be reflected as a "W" on the student's transcript.

Extensions of the due date for graduating students, however, are limited by the need to report the grades to the Registrar by a fixed date in order to clear the student for graduation. In addition, for visa reasons, extensions for international students in the spring semester are only permitted in rare circumstances with the written approval of the Visa Coordinator in the Office of Graduate Programs in advance of the paper submission deadline. Although faculty members cannot grant these extensions for international students, these students must also obtain their agreement to any such extension.

In considering whether or not to grant a blanket extension to all students in your seminar or to grant individual extensions absent compelling circumstances, we remind you to consider your personal schedule and your ability to submit the grades by the extended grading deadline. We also urge you to consider, especially in the case of a blanket extension, the impact on all students in your class. A blanket extension means that students who could or did submit their paper by the original deadline will have to wait longer to receive their grades. No honors or averages may be calculated until all grades are submitted, and students note these honors and distinctions in their resumes and on applications for clerkship interviews. For these reasons, we strongly encourage you to grant a blanket extension only for a compelling reason. We appreciate your cooperation in meeting the regular and extended grading deadlines.

2. Paper Submission

All final papers must be submitted to the Office of the Registrar by 5:00 p.m. on the due dates and not to the individual professor. Students may submit their papers electronically to the Registrar's online system or in hard copy to the Office of the Registrar. Students are required to complete the submission of their paper by the due date. The Office of the Registrar will record the date and time the paper is received and will then deliver the papers to the professor. Faculty will receive hard copies of papers from the Office of the Registrar by courier or mail. Please contact the Office of the Registrar (lawreg@law.georgetown.edu or (202) 662-9220) to provide the mailing address to which you would like your papers delivered. In addition, you may also access papers online via <http://www.law.georgetown.edu/exams/faculty/>. Instructions for accessing papers online can be found on the Registrar's website at: <http://www.law.georgetown.edu/registrar/fservices/index.html>

Due dates for papers are as firm as the dates of examinations. (Due dates for offerings that require written work to be submitted during the academic semester--such as clinics and some skills courses--are set by the professor, and the work may be handed in directly to the professor, or to the Office of the Registrar, at the professor's option. Please contact the Office of the Registrar at lawreg@law.georgetown.edu or (202) 662-9220 to convey your preference regarding paper submission.)

3. The Writing Center

The Writing Center provides J.D. and LL.M. students as well as graduate fellows with feedback and assistance on their written work (see Appendix I for advice for professors who supervise student papers). All Georgetown Law students are eligible to receive individualized tutoring at the Writing Center from a Senior Writing Fellow—a specially-trained upperclass student. The work of the Writing Center reinforces the methods of legal analysis, research, writing and citation form taught in law school. Writing Center tutors focus on helping students become better writers, but they do not provide proofreading or purely editing services. Students are encouraged to seek assistance from the Writing Center at all phases of writing and to consult the writing handouts available on the Writing Center website (www.law.georgetown.edu/writingcenter). The director of the Writing Center is also available to visit writing seminar classes to discuss writing the seminar paper.

If you have a student who you think would benefit from working with the Writing Center, please refer them to the Writing Center website at www.law.georgetown.edu/writingcenter, or to the Legal Research and Writing Office, 540 McDonough Hall. Students may also call the Writing Center at (202) 662-9529 or Noelle Adgerson at 202 662-9525.

If you have a foreign educated LL.M. student whose first or primary language is not English and who you think would benefit from assistance with drafting papers, please refer them to the Graduate Legal Writing Program workshop series website at <http://www.law.georgetown.edu/graduate/globengl.htm>.

D. J.D. Seminar Papers

1. J.D. Legal Writing Requirement

J.D. students must fulfill an upperclass writing requirement by: (1) successfully completing a seminar or clinic approved by Associate Dean Julie O’Sullivan, as meeting the legal writing requirement; or (2) completing a supervised research project that has been approved by Associate Dean Julie O’Sullivan. In order to “qualify” a seminar as meeting the legal writing requirement, a faculty member must submit to Associate Dean Julie O’Sullivan a memorandum describing in detail how you propose to handle papers in your seminar. Most writing requirement seminars are taught by full-time faculty. Courses that meet the writing requirement meet for two hours each week but receive course credit for three semester hours.

If you are contemplating teaching a J.D. upperclass writing requirement seminar (WR), we encourage you to review the description of the WR requirement, particularly the technical requirements, in Georgetown Law’s Bulletin at www.law.georgetown.edu/registrar/bulletin. In a WR seminar, students are required to submit an outline, a first draft and a final paper in consultation with the faculty member in addition to the technical requirements outlined in the Bulletin. The first draft and final paper must be a minimum of 6,000 words (excluding footnotes), which is approximately 25 typewritten pages with customary margins and spacing.

If you are already teaching an approved WR seminar, please review carefully in the first class the relevant deadlines for the submission of outlines, first drafts, and final drafts. You should also establish a calendar of meetings for providing feedback to students on their outlines, research plans, and drafts. If a student fails to meet one of the established deadlines or submits an outline or draft that is incomplete or inadequate, we recommend that you follow up immediately with the student in order to rectify the problem(s) early. It is much harder to address these problems later or at the end of the semester. We encourage you to contact Sarah Hulseley if you would like to consult on individual problems or for overall guidance on handling the WR process.

In the past, we have occasionally had problems with faculty telling students that their seminar was a WR seminar, without being approved by the Associate Dean. This causes confusion both for the students and for the Office of the Registrar. If you wish to have your seminar designated as a WR seminar, please contact Sarah Hulseley at sjh52@law.georgetown.edu or (202) 662-9041 to discuss the process for submitting a memorandum for consideration by the Associate Dean.

J.D. students may also satisfy the upperclass writing requirement by undertaking a two-credit Supervised Research project. Under this option, a faculty member works one-on-one with a student on a topic for which there is either no existing course offering in our curriculum or on which the student wishes to do further research and writing than is possible in an existing course or seminar. Students who complete a Supervised Research project are required to meet the same technical requirements outlined for WR seminar papers. Students must apply for permission to undertake a Supervised Research project through the Office of the Registrar. Further information on the Supervised Research requirements is in the Georgetown Law’s Bulletin, available online at www.law.georgetown.edu/registrar/bulletin.

J.D. Supervised Research projects are normally supervised by full-time faculty members because of the regular contact required between student and supervisor; however students may also ask an adjunct faculty member to supervise specialized topics. As an adjunct faculty member, a key consideration in determining whether or not to supervise a student's WR paper through the Supervised Research option is whether or not you have sufficient time to devote to meeting with the student, evaluating the various required drafts, and providing the type of individualized guidance that is needed for this type of project. As part of the application process, the student and faculty member must establish a calendar of mutually agreed upon meeting dates and deadlines for the submission of the outline, first draft and final draft.

If you undertake to oversee a Supervised Research project, we recommend that you stay in close contact with your student and contact the Office of the Registrar or Sarah Hulsey if you have any concerns about missed appointments, missing or late drafts, or other problems with the Supervised Research project. A small honorarium is paid to adjunct professors who perform this service.

2. Other J.D. Seminars

Many adjunct faculty members teach seminars with a writing component that does not qualify for the J.D. legal writing requirement. They may require various forms of legal writing, including short papers; legal memoranda; discovery documents and briefs; etc. In order to satisfy Georgetown Law's expectations for evaluating students, the aggregate minimum amount of written work should be approximately 20-25 pages. Outlines and drafts are not required, but faculty have discretion to require students to submit an outline or a draft in their seminar.

E. Seminar and Research Papers: Graduate Program

1. Research Papers in Two-credit Seminars

Two-credit seminar offerings in the Graduate Program require students to submit substantial written work. The written work may be in individual or group assignments and may consist of one paper or multiple papers. These papers need not go through a re-write stage. The aggregate page minimum is 25 pages (6,000 words), with customary margins and excluding footnotes.

2. Research Papers in Three-credit Seminars

Three-credit seminars meet two hours a week, but students will receive three academic credits. The papers that students write in a three-credit seminar must go through a re-write process. For a seminar to qualify as a three-credit seminar, the course must meet the same requirements as applied to J.D. "WR" seminars (see above). If you wish your seminar to be a three-credit seminar, please call Tina Drake Zimmerman at 202-662-9660 to discuss the matter further.

3. Graduate Independent Research (GIR)

LL.M. students may also complete a Graduate Independent Research (GIR) project and earn two semester hours of credit by undertaking a program of supervised research over one semester. GIR projects may be supervised by either full time or adjunct faculty members.

Supervision involves a significant commitment of time on the part of the faculty member, who agrees to consult on topic selection, meet regularly to discuss research progress (we expect a minimum of three meetings), comment thoroughly on an outline and first draft submitted by the student, and read and grade the final work product. A small honorarium is paid to adjunct faculty who supervise students' research.

If a student approaches you regarding a GIR Project and you agree to oversee the project, the student should submit a written proposal, with a proposed schedule of meetings, and an approval form to you. The form is available from the Office of the Registrar and the Office of Graduate Programs or online at <http://www.law.georgetown.edu/graduate/documents/graduateindependentresearchform2009-10.pdf>. Both you and the student should sign the form and the student should return it with the proposal and a tentative schedule of meetings to Tina Drake Zimmerman in the Office of Graduate Programs. The form is due no later than the first day of class of the semester in which the student plans to undertake the GIR.

The final draft of the GIR project is due by the date set in the academic calendar unless an earlier date is set by the supervising professor. By announcement at the beginning of the semester and subject to the maximum extensions set by the Registrar, a professor may advance or extend the due date of all papers for the seminar (except for those of graduating students). All final papers must be submitted to the Office of the Registrar, not to the professor, by the deadline announced by the professor, and in the format specified on the Registrar's website. Once a final paper is submitted for grading, no amendments, revisions, or supplements will be permitted or accepted. Due dates for papers are as firm as the dates of examinations.

Individual extensions for up to the maximum allowable days (mentioned above) may be granted by the professor, provided the student submits an Individual Extension Form to the Office of the Registrar. The form, available at the Office of the Registrar and online, must be signed by the professor or the student must obtain written approval from the professor by e-mail and must include all of the information requested on the form. Extensions for more than the maximum are rare and may not be granted solely by the professor. Any request for an extension beyond the maximum is effective only upon review and approval of the Individual Extension Form by the Associate Dean for the Graduate Programs. If a student fails to submit a final paper by the due date (including any extension), the student will be withdrawn from the seminar. The withdrawal will be reflected as a "W" on the student's transcript.

Extensions of the due date for graduating students, however, are limited by the need to report the grades to the Registrar by a fixed date in order to clear the student for graduation. In addition, for visa reasons, extensions for international students in the spring semester are only permitted in rare circumstances with the written approval of the Visa Coordinator in the Office of Graduate Programs in advance of the paper submission deadline. Although faculty members cannot grant these extensions for international students, these students must also obtain their agreement to any such extension.

In considering whether or not to grant a blanket extension to all students in your seminar or to grant individual extensions absent compelling circumstances, we remind you to consider your personal schedule and your ability to submit the grades by the extended grading deadline. We also urge you to consider, especially in the case of a blanket extension, the impact on all students

in your class. No honors or averages may be calculated until all grades are submitted, and students note these honors and distinctions in their resumes and on applications for clerkship interviews. We appreciate your cooperation in meeting the regular and extended grading deadlines.

The supervising professor will grade the GIR project according to usual standards for written work. The standard GIR project receives two credits and requires a paper of at least 6,000 words of text excluding footnotes (about 25 pages), with customary margins. Many GIR papers are longer than this minimum. Students seeking to do a major paper of publishable quality may request a three credit GIR. The three credit GIR requires a paper of at least 10,000 words of text excluding footnotes (about 40 pages). A three credit GIR must be approved as such in advance by Associate Dean Nan Hunter. Absent such advance approval, a two credit GIR for which the student submits a paper of 40 or more pages will not be converted to a three credit GIR.

F. Grades

Georgetown Law’s academic policies require that each professor (or team of professors) personally grade the examinations of their students. This responsibility cannot be delegated to colleagues or associates.

In Fall 2009, the faculty voted to make a change to the recommended grading curve for first-year and upper level examination courses – the new curve is below. In so doing, the faculty also established a grade of A+ to be recorded on official law school transcripts in recognition of truly extraordinary academic performance in a law school class. Because of this high standard, the A+ is not to be routinely awarded – even the best exam or paper in a class might not receive an A+. Please carefully consider whether any A+ grades that you award meet the truly extraordinary academic performance standard. If grades are significantly above or below the recommended curve, a dean will discuss the grades with the faculty member.

A	12%
A-	19%
B+	28%
B	31%*
B-	}
C+	}
C	}
C-	}5-10%*
D	}
F	}

* Because the target percent for grades B- and below is a range, rather than a specific number, the target percentage of B grades can increase by one percent for every percent below 10 percent that a faculty member decides to award grades of B- and below.

Seminars. Because of the nature of seminars, grades in these courses tend to be somewhat higher and the recommended grading curve does not apply. To give you some guidance, the following is the Fall 2009-Fall 2010 distribution of grades for seminars:

A+	2%*
A	31%
A-	30%
B+	24%
B	10%
B-	2%
C+	1%
C	0%
C-	0%
D	0%
F	0%

*Reserved for “truly extraordinary academic performance” and not routinely awarded.

The Office of the Registrar will provide professors with the students’ examination responses after each examination has been administered. The package will include information about the grade reporting process.

In the event that an exam answer is completely illegible, the Office of the Registrar has a procedure by which the student may re-copy the exam answer. If you encounter this problem, please contact the Office of the Registrar at (202) 662-9220 as soon as you become aware of the problem. Similarly, if you suspect that there has been a computer error with a type-written exam, please contact the Office of the Registrar.

Your grading process should be clear and documented. Use a grade sheet for each exam or exam question. We are finding an increased level of concern among students about grades, so you will be in a better position to discuss your decision if your records are clear and complete.

Examinations at Georgetown Law are graded on an anonymous basis. Students are assigned examination numbers to be used on their exam answers in lieu of names, social security numbers, or other identifying notations. The new Banner student information system requires faculty to enter and submit raw scores and final grades online via MyAccess. You will submit “raw” exam scores after you have completed the initial, blind grading. As soon as you enter all the raw scores for a given category of students and click Submit, MyAccess will display the students’ names next to their exam numbers. You will then enter final grades, which may reflect factors in addition to exam scores such as class participation, if you have previously advised the class that such factors would be taken into account when assigning grades.

If your course is a seminar, clinic, or skills course, the procedure is essentially the same, except such grading is generally not anonymous and, therefore, you will only enter the students' final grades.

You may make changes to your final grades yourself online, up until the grades deadline, if you have made an error in recording the grade or if you need to make adjustments to your grades in order to meet the Recommended Curve guideline. If you submit final grades prior to the grades deadline and wish to request that those grades be posted and made available to students, you must send an e-mail notification to the Office of the Registrar (lawreg@law.georgetown.edu) confirming that your grades are final. Otherwise, the grades will be posted and made available to students after the grades deadline. Once grades are final and posted there may be a change only for demonstrable clerical error. If you wish to make a change to a previously submitted grade, based on a demonstrable clerical error, you will not be able to make the change online via MyAccess. In order to request a grade change based on a demonstrable clerical error, you must contact the Registrar, Denise Sangster, at das232@law.georgetown.edu, and provide details of the error in reporting the grade. You should not communicate a grade change to the student unless the change has been approved by the Registrar. Students may not be given a substitute or repeat examination to raise a grade.

The Pass/Fail Option: In May 2002, the faculty adopted a pass/fail policy for J.D. students only. The policy is intended to encourage J.D. students to be adventurous in their course selection and to not be deterred from taking a course out of concern about their GPAs while also creating incentives for students to continue to work hard even in courses they are taking pass/fail. The basic rules are listed below. For more information about the policy and for exceptions to the policy, please refer to the Bulletin at www.law.georgetown.edu/registrar/bulletin.

- The option is available for a maximum of seven credits. Courses taken on a mandatory pass/fail basis for credit towards the J.D. degree would count toward the seven-credit maximum.
- The option can be exercised in only one course per semester.
- The option would be contingent in the following manner. A student, at the time of enrollment in a class, would have to designate the class as one in which the option was being exercised. Halfway through the semester, the student would indicate to the Office of the Registrar the target grade the student hopes to receive in the course (the timing of this target grade selection gives the student the opportunity to take into account grades received in the prior semester). If the student earns the target grade or above, the actual grade would appear on the transcript. If the student earns a grade below the target but at least a C, the student's transcript would reflect a pass. If the student earns a grade below a C, the actual grade would appear on the transcript. In short, the actual grade appears on a student's transcript if it is the student's target grade or above, or if it is below a C.
- Required courses (including all first year courses and the first year electives, Professional Responsibility, and WR writing seminars) are not available for this option, since a major goal is to encourage students to take courses they might not otherwise take.

- The presumption will be that all upperclass courses (except required courses) will be available to be taken pass/fail but faculty members have the right to opt-out.
- Graduate courses may not be taken pass/fail, except for mandatory Pass/Fail courses.

G. Grading Deadlines

Grades deadlines are announced on the Office of the Registrar website at <http://www.law.georgetown.edu/registrar/fservices/FacultyGradingDeadlines.htm> and are noted in the exam information e-mail you will receive from the Office of the Registrar (see Appendix J). For classes with final exams, the Office of the Registrar will send you a packet of important grading information including the exact dates on which exam grades will be due, your printed exam rosters, and curve guidelines. For classes with final papers, the Office of the Registrar will send you a packet of your papers and will include curve guidelines.

Grades for graduating students are due on an expedited basis, especially for May graduates. The exam period for the Fall 2011 semester will run from December 6 through December 17, with a limited number of deferred exams for graduating students on in early January. Final grades for all students for the Fall 2011 semester are due no later than 12:00 p.m. on Friday, January 13, 2012. The exam period for the Spring 2012 semester will run from May 1 through May 15, 2012, with a limited number of deferred exams for graduating students on May 16, 2012. Final grades for graduating students for the Spring 2012 semester are due no later than 12:00 p.m. on Friday, May 18, 2012. Commencement will be held on Sunday, May 20, 2012. Grades for non-graduating students for the Spring 2012 semester are due on June 8 2012. For deadline information on all courses, including mini-courses, please visit the Office of the Registrar website. Please arrange your personal calendar to leave sufficient time for grading your exams and papers.

We cannot emphasize strongly enough how important it is to get your grades in on time. No student may graduate until each of her or his grades have been submitted to the Office of the Registrar. Further, all students are affected by late grades submission because no honors or averages may be calculated until all grades are submitted, and students note these honors and distinctions in their resumes and on applications. Students rely on their professors to submit grades by the grading deadlines. A student's job search may be negatively impacted because of an incomplete transcript. Students need their grades for clerkship applications and interviews with law firms and other employers. **An adjunct professor who fails to submit grades by the date and time announced by the Registrar's Office may be disqualified for reappointment.** We appreciate your cooperation in meeting all grading deadlines.

H. Release of Examination Questions; Retention of Examinations

Upon the completion of each examination period (including deferred exams), copies of all examination questions given during that period will be filed with the Georgetown Law Library and made available to all students as study aids. No examinations will be withheld. Faculty members are asked to submit all scored exams and graded papers to the Office of the Registrar, 315 McDonough Hall, after you submit your grades. Under the rules of our accrediting associations, all papers and exams must be kept on file at Georgetown Law for one year unless returned to the students. Please return your exams or final papers to the Office of the Registrar as soon as you have completed your grading process.

I. Examination Feedback Policy

Georgetown Law faculty believe that information about the elements of superior student performance on examinations and other evaluated work should be part of the student's learning process, and have adopted the following policy:

Each professor shall adopt appropriate and feasible procedures to provide "feedback" for each examination, paper, and other evaluated work, in each course. The purpose shall be to make available to any interested student the opportunity to review his or her evaluated work and information indicating what elements the professor believed were included in a superior performance on the evaluated work.

Each professor shall announce his/her feedback procedures during the first and last week of a class. As voted on by faculty, faculty members are required to provide feedback to students on their exams. Most faculty provide either: (a) a detailed feedback memorandum; or (b) a "best" exam (or a combination of "best" answers from a number of exams), accompanied by a brief addendum noting major issues not addressed and major errors on the "best" exam. Faculty members who choose the "best" exam option are free to submit more than one "best" exam to the Office of the Registrar.

When your students' exams are delivered, you will also receive a form asking whether you would like us to submit a copy of your designated "best" exams(s), if any, to the Law Library. Each semester, library staff put the "best exams" and other exam feedback online for students to use as exam feedback.

Because some students will inevitably be taking deferred exams, the Registrar requests your cooperation in not posting any exam feedback before contacting the Office of the Registrar to determine if anyone in your class is scheduled for a deferred exam. Once you confirm that the Office of the Registrar has posted all of your students' grades, you may consider sending an e-mail to your students to outline your feedback process. Here is an example of the standard process for providing feedback to your students.

SAMPLE: Feedback Procedure

1. The professor notifies the Office of the Registrar of the best examination paper and provides a brief memorandum noting major issues not addressed and major errors on the best examinations. [The purpose is to make information available about what elements, in your judgment, illustrate a superior performance on the examination.]
 2. The professor returns students' examination papers to the Office of the Registrar. The exam questions and a copy of the best paper are sent to the Library for posting on the Library's webpage under the link for past exams. Student examination papers are kept on file in the Office of the Registrar and are made available to students for review during each semester's exam review period.
 3. The professor offers students the opportunity to discuss the students' exams on an individual basis.
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V. FEEDBACK ABOUT YOUR TEACHING

A. Course Evaluations

At the end of each semester, but before the examination period, students are asked to conduct an online course evaluation. A few weeks before the semester ends, you will receive a memorandum from the Office of the Registrar that describes the process (see Appendix K).

Because we feel that the students' feedback is so important, we ask that you give the students 15 minutes at the beginning of one of your last two classes to complete the evaluation forms. We also suggest that professors leave the room while the students are completing their evaluations. Results of the survey are made available online to each professor, after grades are submitted, to help them evaluate their performance as a teacher. The surveys also are reviewed carefully by the Deans and summary data is published for the students' information.

You are welcome to ask your students to use the comment form to address specific questions you have about your course, such as the helpfulness of a simulation exercise.

These surveys are required and are a crucial factor in evaluating adjunct professors' teaching and whether the professor will be invited back to teach in a subsequent semester. It is very important that you encourage all students to participate in the process. In general, successful faculty will receive overall ratings of 4.0 and above on a 1.0 - 5.0 scale. If the rating is under 4.0, we will discuss the ratings with you to ensure that this is a mutually beneficial experience.

B. Mid-Semester Evaluations

We encourage you to check with the students regarding their reactions to your course during the semester. It is not required, but many faculty find it very useful to ask the students to take a few minutes at the end of a mid-semester class to make anonymous comments and suggestions, especially any that would help with the conduct of the remaining classes. If students are concerned with exam anonymity, they can submit typed suggestions about the class so far. We do not have any special forms for mid-semester evaluations, and we are not expecting you to share the results with us. The feedback is for your own use in gauging the progress of your course.

C. Monitoring by the Dean's Office

From time to time the Associate or Assistant Deans may ask to attend a class session or send a full time faculty member teaching in your field to observe your class. First-hand knowledge of your classroom style can help us advise you on improvements that you might make in your teaching. We hope you will welcome our interest in your class. Please feel free to ask the appropriate dean if you would like to be observed.

D. Charles Fahy Distinguished Adjunct Professor Awards

Each year, more than three hundred Washington lawyers selflessly dedicate time and energy to teaching courses as adjunct professors at Georgetown Law. Their presence has enabled Georgetown Law to offer the most wide ranging curriculum of J.D. and LL.M. courses in the country.

To recognize the contributions of these adjuncts, the Dean designates two or more of them each academic year to receive the Charles Fahy Distinguished Adjunct Professor Award. Fahy Professors have provided exceptional service to Georgetown in teaching, curriculum development, student counseling and involvement in extracurricular Georgetown Law activities.

The award is named after the late Charles Fahy, a noted Georgetown Law alumnus who served as U.S. Solicitor General and U.S. Court of Appeals Judge. Since its inception, the following professors have been awarded this honor:

1988-89	Kenneth R. Feinberg, J.D. Program John Wolff, Graduate Program	2000-01	W. Shepherdson Abell, J.D. Program Marcia A. Wiss, Graduate Program
1989-90	Roger M. Adelman, J.D. Program Hugh J. Beins, Graduate Program	2001-02	John C. Hayes, Jr., J.D. Program Michael G. Scheininger, J.D. Program Michael Sanders, Graduate Program
1990-91	Martin S. Thaler, J.D. Program Earl M. Colson, Graduate Program	2002-03	The Hon. Laurence H. Silberman, J.D. Program John L. Buckley, Graduate Program The Hon. John O. Colvin, Graduate Program
1991-92	Paul B. Larsen, J.D. Program Charles Gordon, Graduate Program	2003-04	The Hon. Gerald Fisher, J.D. Program The Hon. Robert Morin, J.D. Program Robert Dalton, Graduate Program David Stewart, Graduate Program
1992-93	Kirby S. Howlett, J.D. Program Harold J. Heltzer, Graduate Program	2004-05	Michael S. Frisch, J.D. Program Mark Kreitman, Graduate Program Mark S. Radke, Graduate Program
1993-94	Steven A. Winkelman, J.D. Program Charles O. Verrill, Graduate Program	2005-06	Michael S. Raab, J.D. Program Carl F. Goodman, Graduate Program Mark Kantor, Graduate Program
1994-95	Daniel A. Rezneck, J.D. Program Bernard Shapiro, Graduate Program	2006-07	William F. Causey, J.D. Program Elizabeth S. Gere, J.D. Program Peter I. Elinsky, Graduate Program
1995-96	Gerald A. Malia, J.D. Program Arthur Mathews, Graduate Program	2007-08	Douglas M. Bregman, J.D. Program Allan I. Mendelsohn, Graduate Program Warren L. Dean, Graduate Program
1996-97	Bennett L. Hecht, J.D. Program Shirley Coffield, Graduate Program	2008-09	David B. Isbell, J.D. Program Edward J. Beckwith, Graduate Program A. Christopher Sega, Graduate Program
1997-98	Nancy Firestone, J.D. Program Lois J. Schiffer, J.D. Program Dennis P. Bedell, Graduate Program	2009-10	Carl L. Vacketta, J.D. Program Jonathan C. Drimmer, Graduate Program
1998-99	David E. Vladeck, J.D. Program William Charyk, Graduate Program	2010-11	Cathy A. Costantino, J.D. Program Thomas F. Field, Graduate Program
1999-00	Jack M. Beard, J.D. Program Michael T. Leibig, Graduate Program		

VI. GENERAL INFORMATION ABOUT GEORGETOWN LAW

A. Security

In the event of an emergency, contact Georgetown Law's Department of Public Safety (DPS) Communications Center, located on the ground floor of the Gewirz Student Center, by calling the 24 HOUR EMERGENCY ASSISTANCE NUMBER (202) 662-9325. If you need to contact a Georgetown Law administrator, call this emergency number and ask to speak with the Senior Administrator On Call (SAOC). DPS operates a security desk inside the 2nd Street entrance of McDonough Hall that is staffed 24 hours per day, 7 days per week as well as a security desk inside the entrance to the Sport and Fitness Center during the hours of operation of this facility. A DPS security desk is also located inside the entrance to the Edward Bennett Williams Library and is manned during all hours the Library is open.

Upon request, DPS officers will provide escorts in the evenings to persons walking to their cars parked in the immediate vicinity of the Georgetown Law campus. There are both yellow and white as well as blue emergency assistance call boxes located throughout the Georgetown Law campus. Simply depress the red button and you will be immediately connected to the DPS Communications Center 24 HOUR EMERGENCY ASSISTANCE NUMBER (202) 662-9325.

Public Safety administers a Lost and Found Property Program and inquiries about missing personal articles may be made at the 2nd Street Security Desk or by calling the Communications Center at (202) 662-9325.

B. HOYAlert: Emergency Notification System

Georgetown University's emergency notification system, HOYAlert, is capable of providing notifications by text messaging, e-mail and telephone. These functions enhance existing tools to notify students, faculty and staff in the event of a campus emergency. HOYAlert may be used to notify members of the university community in the event of a campus emergency or closure and class cancellations or delays as a result of inclement weather (see page 33 and www.law.georgetown.edu/registrar/cancelPolicy.html for information about the Class Cancellation Policy).

Text messages and other emergency notifications may be made at any time as incidents occur, 24 hours per day, 7 days per week, 365 days per year. Your enrollment is essential in order for Georgetown Law to reach you quickly in the event of a campus emergency. To enroll in HOYAlert, log in to Employee Services in MyAccess with your NetID and NetID password at <https://myaccess.georgetown.edu/> and click on HOYAlert (Emergency Notification System). If you wish to receive text messages, you will need to provide your text message number and check the box indicating that you are aware that there may be monthly charges applied to your bill by your phone provider.

If you do not have or recall your NetID password, please contact Georgetown Law's IST Helpdesk at (202) 662-9284 or helpdesk@law.georgetown.edu. To request a reset of your NetID password, you must complete the NetID Password Form (see Appendix B and pages 7-8).

C. Evacuation Procedures

Georgetown Law conducts drills from time to time. Whether it is a drill or a real emergency, please evacuate the building immediately any time the alarm bells are activated. Do not congregate in the G Street Quad or on the Tower Green. Leave the area and go up New Jersey Avenue until you reach a safe place. Do not return to the building until you are notified that it is safe to do so.

Note: During an evacuation of the building, the elevators will not be in operation. Do not attempt to use the elevators during such emergencies. Should you find yourself in an elevator when the alarm sounds, do not panic. An engineer or the Fire Department will bring all elevators to the 1st floor and open the doors.

D. Office of Student Life

In addition to managing room scheduling, the Office of Student Life plans several faculty and student get-togethers throughout the year. Adjunct faculty may also take advantage of discounted theater and sports tickets offered by the office. Please call (202) 662-9292 or visit 170 McDonough Hall for assistance.

E. Shuttle Service

Members of the Georgetown Law community are encouraged to utilize the Union Station Shuttle Bus whenever possible. The FREE shuttle, which operates in the evenings, from 5:00 p.m. to 12:30 a.m. (with the exception of a 30-minute driver break from 9:30 p.m. to 10:00 p.m.), is the safest and best way to travel to and from Union Station and Capitol Hill/Northeast (NE), DC, especially at night. On week nights, the shuttle leaves from the McDonough Hall 2nd Street driveway at 9:10 p.m. to accommodate students getting out of evening classes. At other times, the shuttle departs from the McDonough Hall 2nd Street driveway every 30 minutes. The shuttle picks up and drops off passengers at Union Station near the stop sign on Columbus Circle, near the escalators leading to the Metro station, and makes drop offs before returning to Georgetown Law at:

- The corner of 3rd Street and Massachusetts Avenue, NE;
- The corner of 6th and F Streets, NE; and
- The corner of 6th Street and Maryland Avenue, NE (across from the Imani Temple).

You must present your GOCard to the shuttle driver when boarding at Union Station. Union Station shuttle schedules are available at the McDonough Hall 2nd Street Security Desk and on the shuttles.

F. G.U.T.S. Bus to Main Campus

The Georgetown University Transportation Society (G.U.T.S.) Bus service provides free shuttle service between Georgetown Law and the Main Campus. A G.U.T.S. Bus schedule can be obtained at the Office of Student Life, 170 McDonough Hall. Note: You must show your Georgetown Law GOCard to utilize the G.U.T.S. bus.

G. Food Service

1. Market Café

Bon Appetit Management Company operates the food services program at Georgetown Law. The Market Café is located on the 1st floor of McDonough Hall. It features a variety of menu selections, including hot entrees, pizza, a full salad selection, grab-and-go sandwiches and salads, a deli bar and a full grill. A variety of beverages are offered, including gourmet-flavored coffees and an assortment of bottled beverages and juices. Hours of operation are posted at the entrance to the café.

2. Espresso Bar

Just outside the Market Café in McDonough Hall is an espresso bar featuring lattes, cappuccinos and much more. The Espresso Bar also serves black, green and herbal teas and Italian sodas and pastry items.

3. Catering

The catering office provides a variety of services at Georgetown Law, from coffee breaks to formal dinners. Contact the Catering Director at (202) 662-9046 to place a catering order or stop by the food service office (located in the main dining area in McDonough Hall) to discuss catering needs.

4. Vending Machines

The vending service is open 24 hours. There are beverage and snack machines in several locations: the Market Café seating area; in the kitchen next to the Faculty Lounge on the 5th floor of McDonough Hall, on the 1st floor of the Edward Bennett Williams Law Library; in the 3rd floor copy room of the Edward Bennett Williams Law Library, in the TV lounge located in the Gewirz Student Center; and in the Staff Lounge located on the lower level in Gewirz. Additional vending is located in the Sport and Fitness Center on the 3rd and 4th floors and in the Hotung International Building on the 1st and 6th floors.

H. Continuing Legal Education (CLE) Courses

All courses offered by our Continuing Legal Education (CLE) Division are available to adjunct faculty without registration fees. If you wish to attend a CLE course or need additional information, please contact the CLE office at (202) 662-9890. The fax number is (202) 662-9891. The CLE office is located in Suite 5000 of the Hotung International Law Building. For a schedule of upcoming courses, please visit the website at www.law.georgetown.edu/cle.

I. Career Services

1. J.D. Career Services

The Office of Career Services at Georgetown Law provides a variety of services to students, alumni/alumnae, faculty and employers. Staffed with professional career counselors, the ongoing

services include individual and group instruction in job seeking strategies; resume preparation; interview training through mock practice sessions and workshops; and general job market orientation through programs and panels on subjects that range from types of practice to new trends in the legal profession. A Resource Library of books, periodicals and audiovisual materials is available for use by all members of the Georgetown Law community.

The Office provides information on part-time, full-time, summer, temporary and permanent job openings. Faculty members who seek a student research assistant are encouraged to list such openings through the J.D. Office of Career Services. These listings are available online in our password-protected database; students and alumni/alumnae can also access the job listings from an outside computer via the internet. The Office also sponsors and arranges fall and spring interview programs, as well as regional interview programs in cities around the country.

Alumni who are making a career change and would like assistance with the process are encouraged to call the office and schedule an appointment with the Director of Alumni Career Services.

The Office is open from 9:00 a.m. to 6:00 p.m. on Monday, Wednesday and Thursday and from 9:00 a.m. to 8:00 p.m. on Tuesday during the academic year. On Friday, during semester breaks and all week during the summer, the Office is open from 9:00 a.m. to 5:00 p.m. If you have questions or require additional information, please contact the Office of Career Services at (202) 662-9300 or visit 328 McDonough Hall.

2. Graduate Career and Professional Development

Georgetown Law's Graduate Career and Professional Development advisors are experienced attorneys with significant private and public sector practice experience who serve as a strategic career development resource for our LL.M. students. Graduate Career and Professional Development advisors provide group career counseling services, manage LL.M. recruitment programs and employer relations, and organize professional development events targeted specifically to Georgetown Law's LL.M. population.

For more information or to recruit Georgetown Law's LL.M. candidates, please contact the Graduate Career and Professional Development by telephone at (202) 662-9036 or via e-mail at gradprofdevp@law.georgetown.edu.

J. Office of Public Interest and Community Service

The Office of Public Interest and Community Service (OPICS) offers a number of services to students, alumni and others interested in public service. In addition to being a general public interest resource center, OPICS offers career counseling for students and alumni committed to pursuing public interest careers and facilitates pro bono work by members of the Georgetown Law community. The OPICS office conducts numerous career-related programs each year, including a public interest interview fair and a first-year public interest mentor program and houses a comprehensive public interest resource library. OPICS also serves as a regional representative for Public Service Law Network, a national network of law schools dedicated to increasing public service among law students and practicing attorneys.

OPICS is open from 9:00 a.m. to 5:00 p.m. on Monday through Friday. For more information, please contact Kim Matthews at (202) 662-9655 or visit 212 McDonough Hall.

K. The Office of the Registrar

The Office of the Registrar handles all student records, course registration, exam administration, bar certifications, transcripts and CLE certifications and provides academic and personal advising for students. Seminar and other research papers are submitted by students to the Office of the Registrar, where their dates and times of submission are recorded before being sent to you. The Office of the Registrar should be notified if you postpone a class as the Office maintains a recorded message with information on postponements and scheduled make-up classes. The staff administers examinations and will guide you through the process of writing, submitting and grading your exams. They also clear students for graduation, often on a very tight timeframe, which is the reason that grades must be submitted by the submission deadline. To contact the Office of the Registrar, please call (202) 662-9220, e-mail lawreg@law.georgetown.edu or visit 315 McDonough Hall.

L. Mail Center

The Mail Center is located on the 1st floor of McDonough Hall, Room 104. This facility handles incoming and outgoing mail. The Mail Center administers the delivery of campus mail to Georgetown's Main Campus twice a day. You may request assistance from the Mail Center's personnel from 8:00 a.m. to 6:00 p.m. Monday through Friday. The Mail Center's telephone number is (202) 662-9279. You can also dial x5214 or x9648 if you are calling from within Georgetown Law.

APPENDIX A: GOCARD APPLICATION FORM



The GOCard Express ID Request and Deposit and Student Advantage Sign Up Form Law Center

The GOCard is the official identification card of Georgetown University Law Center and is **required** to gain access to all buildings on campus. You can also make a deposit onto your card to purchase items in the cafeteria and vending machines, the bookstore and for off-campus restaurants. If you park on campus, it will provide access to the garage. In order to avoid waiting in line when you arrive on campus, you can send in your photo by mail or e-mail in order for your GOCard to be ready for you when you arrive on campus. The Student Advantage Discount Card provides students, staff and faculty with exclusive discounts up to 50% off at more than 15,000 locations nationally. Sample partners include: Amtrak, Greyhound, Loews Cineplex Entertainment Theaters and UrbanOutfitters.com.

Adjunct Faculty



Just follow these easy steps:

1. Choose a passport or wallet size photo of yourself. (1 1/2" by 2" up to 3" x 4")
2. Write your full name, student UID number and last 4 digits of your social security number in Section 1 below.
3. Tape photo in Box A. **(Please do not staple or apply tape on the front part of photo)**
4. Complete payment information in Box B for Student Advantage Sign Up or to deposit funds onto your GOCard.
5. *Or, e-mail your photo to gocard@law.georgetown.edu. **E-mailed photos must be in .jpg or .bmp format. (Photos and applications must be e-mailed separately)**
6. Please allow five business days for processing.

Section I. Name: _____ UID Number: _____ NetID: _____

<p><u>(A) Tape Photo Here</u></p>	<p>A. (B) Choose Your Student Advantage Card</p> <p><input type="checkbox"/> One Year Card - \$20.00</p> <p><input type="checkbox"/> Three Year Card - \$40.00</p> <p><input type="checkbox"/> Four Year Card - \$50.00</p> <p>Sign the agreement (Only required for the GOCard with Student Advantage sign up)</p> <p>I authorize Georgetown University to provide the following information to Student Advantage: Name, graduation year, permanent and local address, univ ID number, and the 16 digit GOCard Number (which is also the Student Advantage Card Number.)</p> <p>Signature: _____ Date: _____</p> <p>1.</p> <p>2. Amount to be deposited to GOCard</p> <p><input type="checkbox"/>\$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$150 Other _____</p> <p>Check/MO/Travelers Check Amount \$ _____ Make Payable to: GULC</p> <p>Credit Card (Visa or MasterCard Only) Card Holder Name: _____</p> <p>CC #: _____ Exp Date: _____ Signature: _____</p> <p style="text-align: center;"><small>Amount to Charge \$</small></p>
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Deposits can also be made to your GOCard with cash using any VTS machine located in the Library, Fitness Center, Gewirz, and in McDonough Hall. You can also deposit funds using your credit card or a check in the GOCard Office located in room 101A. Credit Card payments are accepted using the Online Card Office at <http://gocard.georgetown.edu>.

Depositing funds into your GOCard accounts indicates full agreement with the GOCard Terms & Conditions. See Terms & Conditions at www.law.georgetown.edu/gocard

Return application, your photo and/or payment by mail or in person to:
Georgetown University Law Center-GOCard Satellite Office
600 New Jersey Avenue N.W. Room 101A
Washington, D.C. 20001
(202) 662-9915 (Office Phone) (202) 662-9383 (Fax)
gocard@law.georgetown.edu (e-mail)

If you have decided to e-mail your photo and would like to have funds deposited to your GOCard with a credit card, please fax this application to the above fax number.

(This application only needs to be sent if you decide to send your photo by mail, add funds to your GOCard or request Student Advantage)

APPENDIX B: ADJUNCT FACULTY NETID PASSWORD FORM

APPENDIX C: PARKING REGISTRATION FORM

APPENDIX D: LAW SCHOOL TEXTBOOK PUBLISHERS

Law School Textbook Publishers

This is a compilation of information from frequently used publishing companies.

ABA Books
American Bar Association
Publication Orders
PO Box 10892
Chicago, IL 60654-7598
website: www.ababooks.org

Telephone: (800) 285-2221 (M-F, 7:30-5:30pm Central)
Fax: 312-988-5528
e-mail: orders@abanet.org

How to receive an examination copy: Request through Customer Service or Sales Representative.

Aspen Legal Education
Wolters Kluwer Law & Business
130 Turner Street, 4th Floor
Waltham, MA 02453
website: www.wolterskluwer.com/WK

Contact: Kate Hobner
Mailing Address: 5 Padauk Court
Baltimore, MD 21234
Telephone: (410) 882-3199 or,
(800) 950-5259
e-mail: kate.hobner@wolterskluwer.com

How to receive an examination copy: Contact Kate Hobner via telephone, e-mail, or mail to request an examination copy. Include the title of the book requested, author, ISBN, course you teach, current book you are using for the course, when you plan to teach the course next, estimated enrollment, your name, your position, your school name, address, and daytime phone number. Examination copies may also be ordered through the website, although this route may take longer.

Carolina Academic Press
700 Kent Street
Durham, NC 27701
website: www.cap-press.com
www.caplaw.com

Contact: Linda Lacy
Telephone: (919) 489-7486, Ext. 128
Fax: (919) 419-0761
e-mail: linda@cap-press.com

How to receive an examination copy: Requests can be submitted online at www.caplaw.com. Copies can also be requested by e-mail as well as by fax or mail as long as all the institutional information is given. Send an e-mail or a letter via fax or mail on school letterhead with the name of the course, when it will be taught, approximate enrollment and the name and author of the requested book. Please send e-mail requests to: comp@cap-press.com.

CCH Inc., A WoltersKluwer Business
4025 W. Peterson Avenue
Chicago, IL 60646-6086
website: www.cch.com

Contact: Preston Taylor
Telephone: (773) 866-4636 or
(888) 347-5333
Fax: (888) 347-5333
e-mail: preston.taylor@wolterskluwer.com

How to receive an examination copy: Mail or fax a letter on school letterhead with the book title and 8-digit book number, name of the course, approximate enrollment and when you plan to make an adoption decision regarding the textbook.

Complimentary desk copies of texts are provided as a courtesy when several conditions are in play. If a teacher adopts in his/her course a CCH textbook for required student purchase, CCH provides the instructor with a free copy of that book along with ancillary teaching support materials if such exist for the book.

In other cases, CCH provides an examination copy prior to adoption when there is a definite course scheduled and the textbook decision is not yet made. We definitely wish to discuss this with the instructor when such situation arises.

CCH does not provide free books for personal reference but offer these for purchase at a school discounted rate. For some of our books, CCH does not provide free copies at all but offers them at discounted rate and if the instructor then adopts that book for a class, CCH refunds purchase price when we receive an order for it from the school bookstore.

Foundation Press
1 New York Plaza, 34th Floor
New York, NY 10004
Fax: (646) 424-5214

Contact: Kevin Schroder, Acct. Manager
Telephone: (212) 404-8669 or
(646) 424-5201
e-mail: kevin.schroder@thomsonreuters.com

Examination copy policy and procedure: Complimentary copies of casebooks and textbooks in a particular subject area are available to all instructors currently teaching in that subject area or assigned to teach in that subject area in the immediate future. The requested complimentary copy must be sufficiently on point so as to possess a realistic chance for classroom adoption. Teachers are asked to identify each course by title and brief description when requesting complimentary copies. Complimentary copies are intended for professor review and not for sale. If any of the books are needed for any other purpose, they are available to teachers at the customary 20% professional discount.

LEXIS NEXIS
(a division of **LEXIS Publishing**)
625 Watson Avenue
Charlottesville, VA 22901
website: www.bender.com or www.lexis.com/bookstore

Contact: Ms. Lyndon Whitmore
Telephone: (800) 344-3730, ext. 4410
Fax: (434) 244-0832
e-mail: mary.whitmore@lexisnexis.com

How to receive an examination copy: Contact Customer Service at (800)-833-9854, and press option 5. Ask to speak with Special Accounts in order to request a complimentary copy. Alternatively, request one through Ms. Whitmore (contact info above).

Research Institute of America Group
Warren Gorham & Lamont
880 Technology Drive
Ann Arbor, MI 48108
website: www.ria.thomsonreuters.com/education

Contact: Michelle Bearse
Telephone: (888) 800-7982 or
(800)950-1216
Fax: (734) 205-2924
e-mail: michelle.bearse@thomsonreuters.com

How to receive an examination copy: You may examine and use any publication for 30 days without cost. Contact one of the sales representative at the (800) numbers. When submitting a request, please include, the professor's name, shipping address, course information (name and number), semester, and the title of the book requested.

Complimentary Examination Copy Policy: Complimentary examination copies of RIA books are available to all instructors currently teaching, or assigned to teach future courses. The requested complimentary copy must be relevant to the subject matter so as to possess a realistic chance for classroom adoption as a required text.

We ask professors to identify each course by title and to include a brief course description when requesting complimentary copies. Requests sent to an off-campus address must be requested either by the academic department or may be requested by fax on university letterhead.

West/Thompson
610 Opperman Drive
Eagan, MN 55123
website: www.westacademic.com

Contact: Paul Hellickson
Telephone: (651) 848-3659 or
(800) 313-9378
Fax: (651) 687-4464
e-mail: paul.hellickson@thomsonreuters.com

How to receive an examination copy: WEST/ THOMSON COMPLIMENTARY REVIEW COPY

POLICY: Complimentary copies of our books are available to professors who have not previously received a copy of the requested book and who are currently teaching courses where the particular Casebook may be considered and possibly adopted for classroom use. The policy extends to titles in the Hornbook Series®, Nutshell Series®, Black Letter Series® and Exam Pro Series™, which may be recommended for collateral reading. We request that you provide us with the name of the course you are assigned to teach when making a request for examination copies of our publications.

This policy has been formulated with the dual purpose of providing professors with copies of all of our publications suitable for use in their classes or for collateral reading by their students while at the same time attempting to keep the student price of Casebooks, Textbooks, Hornbooks®, Nutshells®, Black Letter® Reviews and Exam Pro™ as low as possible.

NOTE: Books provided on a complimentary review basis are for the instructor's personal use and may not be sold or given to vendors for resale.

APPENDIX E: COPYRIGHT PERMISSION PROCESS MEMORANDUM

Georgetown Law Office Memorandum



To: Full-Time and Adjunct Faculty

FROM: Monica Stearns, Director

Faculty members are individually responsible for determining if copyright permission is needed for photocopy jobs. Faculty Support and Campus Services can assist you in processing your requests. To simplify the copyright permission process, we have developed a short form for you to fill out in the event that you decide to obtain permission to duplicate published materials. The fields in the form are marked either with (R) for required information or (O) for optional information. Please provide as much of the required information as possible and return the completed form to your Faculty Assistant, who will then submit it to our Faculty Manuscript Editor for processing. If a Faculty Assistant is not assigned to you, please mail the form to the Law Center Office of Faculty Support (475 McDonough) or drop off the form in that office. When course materials are dropped off at the photocopy center for copying, the faculty member or RA must sign the copyright permission part of the "Request for Course Material Photocopying" form before copying can begin.

As you might already know, many copyright holders now use the services of the Copyright Clearance Center (CCC) to handle copyright permission requests. The Law Center has an account with CCC, and Anna Selden is our primary contact person. CCC prefers that large institutions work through one contact person rather than have individuals set up accounts. Therefore, upon receipt of your copyright request form, Anna will first attempt to obtain copyright permission through the use of CCC. In the event that permission must be obtained directly from the copyright holder, Anna will send a standard permission request letter.

As in the past, all fees for using the materials, whether requested by the publisher or by CCC, will be paid by Faculty Support & Campus Services. If a fee is required by a copyright holder and you receive the invoice, simply give the original invoice to Anna Selden. It is unnecessary for faculty to complete Expense Authorization forms. If permission for the payment requires a University signature, we will obtain that from Financial Affairs for you.

In order to reduce our copyright fees, the overall cost of course materials, and the amount of paper use, when using law review articles, magazine articles, newspaper articles, and the like, please consider posting a link to those materials on your TWEN or Courseware site. We would encourage you to retain one hard copy for your records in case the item is no longer available on the Internet. Should that happen, if you provide us with the materials we can make it accessible to your students.

Faculty Support & Campus Services is interested in your comments regarding this process as we continue to find ways to simplify the copyright permission process. Please contact Anna Selden by phone at (202) 662-9405 or by e-mail at as78@law.georgetown.edu regarding any suggestions you may have. It is our hope that these efforts will lessen the time you spend in obtaining copyright permission.

APPENDIX F: POLICY FOR AUDIO-RECORDING OF CLASSES

POLICY FOR AUDIO-RECORDING OF CLASSES

A. STANDARDS FOR STUDENTS

1. Recording by Students: Consistent with our mission of training lawyers who act with the highest standards of honesty, integrity and trustworthiness, and with respect for the legitimate interests of others, students are not permitted to record a class themselves by any means without prior express authorization of the faculty member. Violation of this rule may be deemed a violation of the Student Disciplinary Code.

2. Recording by the Law Center: The Law Center will record classes and make those recordings available to students only under the following circumstances and only if permitted by the faculty member:

a. Recording by the Law Center for Individual Students: All students are expected to attend class regularly and to miss class only in exceptional circumstances. Therefore, the Law Center will make class recordings available for individual students only for the reasons set forth below and only with the approval of the appropriate Law Center administrator.

Recording for individual students will be authorized only in the following situations:

- (1) serious medical situation or family emergency;
- (2) religious observance;
- (3) to provide reasonable accommodation for a student with a disability, after consultation with the Office of Disability Services;*
- (4) sanctioned participation in a Law Center approved moot court event held out of town;
- (5) appearance in court in connection with a clinic in which the student is enrolled;
- (6) rescheduled class; or
- (7) other comparably urgent reasons, and not including job interviews, vacation plans, minor illness, or work conflicts.

Students submit requests for the audio-recording of classes through the online request form located at <http://www.law.georgetown.edu/ist/> (click on the link then select Audio Recording of Classes on the left). These requests are directed to the office of J.D. Academic Services or LL.M. Academic Services, as the case may be. Recording that is done pursuant to an approved request of an individual student will be made available only to that student in streaming audio format. Students who receive or are provided access to a Law Center recording of a class under this section are prohibited from downloading** the recording to a computer or other electronic device, or distributing the recording or any portion thereof to anyone.

* Notwithstanding the Standards for Faculty set forth in the next section, the Law Center will audio-record even without faculty permission, with prior notice to the faculty member, where audio-recording is required by law as a reasonable accommodation for those with disabilities. Due to concerns about client confidentiality and attorney-client privilege, the recording of clinical classes will be handled slightly differently. Clinic classes will be recorded through the use of either video tape or MP3 technology in the classroom, rather than through a centralized computer recording system. Clinical faculty will handle the distribution of any recordings to students and will supervise the storage and “shredding” of any recordings containing privileged information.

** Throughout this policy, “downloading” means “receiving and saving” the recording instead of receiving the recording via audio format for the purposes of listening.

b. Recording by the Law Center for the Entire Class: On occasion, the Law Center will record a class or classes and make the recording available to all students enrolled in that class. Such recording may be done at the request of an appropriate Law Center administrator on occasions when severe weather or similar conditions make it difficult for large numbers of students safely to come to the Law Center. Such recording may also be done at the request of the faculty. When classes are recorded under this provision, the recording will be made available to all students enrolled in the course in streaming audio format, but students are prohibited from downloading the recording to a computer or other electronic device, or distributing the recording or any portion thereof.

3. Distribution of Recordings Made by Students — Permission, Downloading and Distribution:

If a student receives permission from a member of the faculty to record a class using equipment not provided by the law school, downloading such a recording to a computer or other electronic device, distributing such a recording to any other person or using the recording for any purpose other than the student's own education is not allowed without express permission of the relevant member of the faculty. Unauthorized downloading or distribution of all or any portion of a permitted recording may be deemed a violation of the Student Disciplinary Code.

4. Retention of Recordings Made by the Law Center: The default rule is that class recordings made by the institution are only available to authorized students for 28 days after the date of the original recording. Recordings will be retained for longer periods:

- a. if a faculty member requests that a recording or recordings not be destroyed for some period of time; or
- b. if the original circumstance for recording the class continues to exist AND the student asks the appropriate administrator at least three days before the recording would normally be destroyed to retain the recording. Retention under this provision may be allowed for no more than 14 additional days.

5. Recordings Authorized by a Member of the Faculty: Nothing in this policy bars a member of the faculty from authorizing any of her or his classes to be recorded either by students or by the Law Center, streamed to students, downloaded or distributed. If a member of the faculty authorizes any such actions, she or he may impose restrictions on the classes to be recorded, the students given access to the recordings, the extent of downloading and distribution allowed and the length of time the recordings will be retained. In the absence of any express limitation imposed by a member of the faculty, no recording of a class may ever be made available to any person not registered in the course.

Caveats: Recording may be limited by available technology or demand, by equipment failure or human error; this policy is not a guarantee of successful recording. Recordings will be provided or made available under the circumstances, in the manner and for the time period to be specified by the Law Center.

B. Standards for Faculty

1. Default Rule for Recordings Made by the Law Center: This policy limits unauthorized student recording, downloading and distribution of class recordings. Under the policy, IST will audio record a class when authorized and students will be provided with a recording of a class session(s) in streaming audio format only under certain limited circumstances. The policy is an "OPT-OUT" system for faculty. That is, classes are recorded by the Law Center and the recording is released to a student under limited approved circumstances unless the relevant member of the faculty affirmatively

states that his/her classes may not be recorded. In the absence of a statement not permitting recording of classes, the default position is that classes will be recorded. ***

2. Online Implementation: Unless a member of the faculty has requested that a class or a series of classes be recorded, the policy for institutional recording of classes at the request of a student will be implemented online. As noted above, students go online to request that a particular class be recorded. If permission is granted the student is notified and given authority to access a particular recording.

Similarly every member of the faculty will be asked to fill out a recording preference form online each semester. The online faculty preference form will contain these options:

1. All the class meetings of your course(s) will be recorded, but the Law Center will only approve the release of a recording(s) to enrolled students meeting one of the limited circumstances set forth in the Recording Policy for Students (e.g., serious medical situation, religious observance or family emergency).
2. All the class meetings of your course(s) will be recorded and your students will have access without needing to seek approval from the Law Center.
3. No class recordings will be made, except for those class meetings that conflict with a religious observance.
4. NO class recordings will be made for any reason. No recordings will be made for classes that conflict with a religious observance or for any of the other reasons for which students may request access under this policy.

3. Recording at Request of or With the Permission of a Member of the Faculty: Nothing in this policy bars a member of the faculty from authorizing any of her or his classes to be recorded by either students or the Law Center, provided to students in streaming audio format, downloaded or distributed in accordance with paragraph 5 of the student policy described above.

*** Notwithstanding the Standards for Faculty set forth in this section, the Law Center will audio-record even without faculty permission, with prior notice to the faculty member, where audio-recording is required by law as a reasonable accommodation for those with disabilities. As noted above, due to concerns about client confidentiality and attorney-client privilege, the recording of clinical classes will be handled slightly differently. Clinic classes will be recorded through the use of either video tape or MP3 technology in the classroom, rather than through a centralized computer recording system. Clinical faculty will handle the distribution of any recordings to students and will supervise the storage and “shredding” of any recordings containing privileged information.

APPENDIX G: RESCHEDULED CLASS NOTIFICATION FORM

<p>Rescheduled Class Notification Form <i>This form is used to schedule make-up classes for the current semester.</i> PLEASE ALLOW A MINIMUM OF <u>THREE</u> DAYS FOR PROCESSING.</p>

In order to expedite your request, please fill out this form **completely**.

Professor(s)	Today's Date
Telephone #	E-mail
Name of Class	
Date of Canceled Class*	Time (To-From, AM or PM) of Canceled Class
Room of Canceled Class	
Reason for Cancellation	

Date of Rescheduled Class	Time (To-From, AM or PM) of Rescheduled Class
Approximate Enrollment	Room Assigned (Completed by Student Life)
A/V Arrangements Requested	Information for the Office of the Registrar
<input type="checkbox"/> Digital Recording of Class <input type="checkbox"/> Other (Describe)	<input type="checkbox"/> E-mail Notification Requested <i>* If your class is being canceled with less than 24 hours notice, please call the Office of the Registrar at (202) 662-9220 and choose option 6 on the phone menu. Thank you.</i>
Forward Confirmation to	

Please Note: All rescheduled classes are listed on the "Today" sheet.

Submit this request to: The Office of Student Life, McDonough 171
 Fax: (202) 662-9261
 E-mail: studentlife@law.georgetown.edu

Room Assigned by:	Date:	Booking Code:
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APPENDIX H: REVIEW SESSION REQUEST FORM

Review Session Request Form

This form is used to schedule review sessions for the current semester.
PLEASE ALLOW A MINIMUM OF THREE DAYS FOR PROCESSING

In order to expedite your request, please fill out this form **completely**.

Professor(s) _____ Today's Date _____

Telephone # _____ E-mail _____

Name of Class _____

Type of Classroom Preferred _____

Date of Review Session _____ Time of Review
Session (From-To, AM or PM) _____

Approximate Enrollment _____ Room Assigned (completed by Student Life) _____

AV Arrangements Requested

- Digital Recording of Class
- Other (Describe)

Information for the Office of the Registrar

- E-mail Notification Requested

**If your class is being cancelled with less than 24 hours of notice, please call the Office of the Registrar at (202) 662-9220 and choose option 6 on the phone menu. Thank you.*

Forward Confirmation to _____

Please Note: All review sessions are listed on the "Today" sheet.

Submit this request to: The Office of Student Life, McDonough 171
Fax: (202) 662-9261
E-mail: studentlife@law.georgetown.edu

Room Assigned by: _____ Date: _____ Booking Code: _____

APPENDIX I: THE WRITING CENTERS' GETTING GOOD SEMINAR PAPERS

THE WRITING CENTER

GETTING GOOD SEMINAR PAPERS

by Jill Ramsfield with updates by Frances C. DeLaurentis

Teaching students how to communicate effectively in the legal discourse community can be exhilarating and intriguing on the one hand, exhausting and infuriating on the other. Work in the Writing Center, in the first-year program, and in upper level writing seminars has revealed some useful information that may help you get better seminar papers. The Writing Center is available to help individual students as they think about, write and revise their seminar paper, and Legal Writing Faculty are available to help WR seminar professors as they discuss the writing requirement with students.

DISCOVERIES FROM THE WRITING CENTER

We have reviewed both J.D. and graduate seminar papers. Students come to the Center for help in getting started, researching, drafting, and reviewing their work. We have observed the following:

- 1. Students do not have clear thesis statements.* They have an idea, but have not articulated something creative or innovative about the idea. Few have actually written the idea in the form of a statement.
- 2. Students do not know where to begin their research.* Scholarly research differs from memo and brief research and may be specialized for a particular subject. Students are unsure about the services.
- 3. Students do not have a clear idea of the purpose of the paper.* They have apparently not discussed possible purposes, such as to synthesize information previously unsynthesized, to criticize a recent opinion, or to offer a controversial perspective on a traditional argument, for example.
- 4. Students do not have a clear idea of the target audience.* They are aware the professor will read the paper, but are unsure if that is the only audience to whom they should write.
- 5. Students are unaware of how to go about the scholarly legal writing process.* Scholarship requires a different focus and approach than brief writing, both in researching and writing. Exhaustive research on a narrow topic requires different note-taking, for example, than writing a memo in a particular jurisdiction. The process of moving from a narrow thesis to a detailed explanation of that thesis differs from the process of moving from facts to issues to relevant law. Their time allotments for each task may vary enormously from previous writing experience.
- 6. Students are unaware of the standards for writing a good paper in a particular course.* With only the Bulletin explanation, some students do not know how to proceed. They have not seen samples of what a professor considers a good paper, nor have they discussed the standards in class. They therefore may be working toward the wrong goals or standards for the paper.

Most students have experienced one or all of these problems. Combined, these problems may result in an unfocused, disorganized attempt to discover a topic rather than a precise analysis of that topic. With these concerns in mind, you might consider the following approaches.

RESPONDING TO PAPERS

I. Defining Your Goals

If you have not done so in class or in writing, you might identify your goals for the paper. In addition to referring to the general summary in the Bulletin, you might want to suggest specific goals for this paper.

- A. To master a specific, narrow topic?
- B. To demonstrate original analysis?
- C. To synthesize material previously unsynthesized?
- D. To research a subject in great depth?
- E. To offer a text for other students to use for discussion?
- F. To create a dialogue between professor and student on an esoteric subject?
- G. To test a student's ability to write?

II. Recognizing the Problem and Diagnosing the Causes

What may appear to be just plain "bad writing" is often much more than that. Most of the problems with legal writing are legal. Quite capable writers often lose control of syntax or word usage because they are struggling with complicated legal thoughts. Young legal writers have not yet become adequately familiar with the special requirements of the legal discourse community. For example, they may not be aware of what we mean by creative legal analysis, as opposed to the kind of research report papers done in undergraduate school. Or they may not understand that organization should spring from the substance of the topic itself. They may not have focused on our preference to see important information in positions of emphasis, such as the beginnings of sections, paragraphs, and even sentences. Special legal discourse requirements should be considered in analyzing the causes of any writing problems.

Consider the following in your analysis of the paper:

- A. Does the writer understand the purpose of the assignment?
- B. Does the writer understand who the audience is (you, or the scholarly audience, or an audience of experts, or all of the above)?
- C. Has the writer articulated the thesis in one complete sentence?
- D. Is the scope of the assignment clear?
- E. Do all sections support the thesis?
- F. Are all sections connected?
- G. Is authority used properly?

In order to improve the writing, we must ferret out the causes of any confusion. These causes also lurk well beneath the product's cosmetic. They might have to do with writer's block,

procrastination, bad habits from undergraduate writing, or misunderstanding of the scholarly audience's high expectations.

As we choose areas of focus for our comments, we might consider the causes and comment accordingly. A student may have a topic that is too broad, for example, and therefore is struggling with an unwieldy paper. Or a student may be uninterested in the subject matter and be reporting, rather than bringing an innovative twist to the subject. Or a student may have brilliant ideas, but cannot choose the best of several right ways to organize that information.

III. Commenting With a Purpose

Be wary of playing editor only. Most legal writing problems are a mixture of idea and expression. Many editors focus too much on the latter, not recognizing that in the former lies the problem. Decide ahead of time what you are looking for, and comment accordingly. We have found the following guidelines helpful:

- A. Establish the parameters of a good paper in class; start a dialogue on what features you look for in good scholarship.
- B. Comment in layers, focusing on first things first:

What is the problem?	When did it occur?
PRODUCT	PROCESS
Content	Prewriting
Point of View	Writing
Organization	*Rewriting
Style	Revising
Mechanics	Polishing

(See Legal Writing: Getting It Right and Getting It Written, below)

- C. Be paper-specific by tailoring comments to specific parts of the paper, e.g., “Yes, this is the thesis statement. The reader may have trouble finding it in the middle of paragraph 3 on page 7, where it is buried and appears rather late. You might consider moving it to”
- D. Respond to the paper by commenting more on the best and worst features, less on the least important places. The “air time” given to the comments themselves underscores their importance.
- E. Avoid overkill, especially on the first draft. Often students cannot absorb and implement more than three major changes. Choose them carefully, and work or other problems as parts of those three - or omit.

- F. Connect this paper to the next project, whether it is the final draft or future writing. Do this by pointing out the patterns, e.g., the writer consistently puts the topic sentence at the end of the paragraph or uses long sentences full of jargon. Give examples and suggest techniques for change that. You might want to edit one paragraph to demonstrate what can be done.
- G. Practice what you preach by writing legibly, in clear, concise prose, and without any errors. Similarly, organize the comments in a comprehensible manner, so that the end comment tells the student what to do and why, in order of decreasing importance.

IV. Using Time Wisely

In order to comment effectively on papers without rewriting each one and taking too much time, you might want to consider some techniques for getting the most out of commenting time.

- A. Set up a specific time for reading the papers, and set a limit. Decide about how long each paper should take, experiment with the first few, and then stick to your schedule.
- B. Read the paper twice, the first time as the legal audience who reads in bad faith, and the second time as the teacher who helps the student meet that audience's needs.
- C. Create a system for marking the paper on the first read-through so that you can identify patterns and choose the most important sections to comment upon.

√ = Yes, I'm with you, I get the point.
 s = Huh? I got lost here
 * = Yes! Good point! This is creative! Keep it!
 x = No, this is incorrect, inaccurate

- D. Decide what emerges from the paper as needing the most attention. It might be restating the thesis so that the point of the paper emerges more clearly at the beginning. Or it might be organization: the conclusion needs to be the introduction and the organization needs to follow from that. Make a plan.
- E. Then tailor marginal comments to the patterns, building up to an end comment that summarizes the patterns, points out specific examples, and makes specific suggestions. Make sure that the suggested solutions incorporate the causes of problems, not just the cosmetics. Meet the student where he or she is, and guide accordingly.

References:

Elizabeth Fajans & Mary R. Falk, *SCHOLARLY WRITING FOR LAW STUDENTS* (2nd ed. West 2000).

Brooke K. Horvath, *The Components of Written Response: A Practical Synthesis of Current Views*, from *THE WRITING TEACHER'S SOURCEBOOK*, at 243-257 (4th ed., Gary Tate & Edward P.J. Corbett, eds. Oxford 2000).

Mary B. Ray, & Jill J. Ramsfield, *LEGAL WRITING: GETTING IT RIGHT AND GETTING IT WRITTEN* 3rd ed. 2000).

Nancy Sommers, *Responding to Student Writing*, *COLLEGE COMPOSITION AND COMMUNICATION* at 148-56 (May 1982).

Eugene Volokh, *Writing A Student Article*, 48 *J. LEGAL EDUC.* 247 (1998).

Edward M. White, *Post-Structural Literary Criticism and the Response to Student Writing*, from *THE WRITING TEACHER'S SOURCEBOOK*, at 285-293 (2nd ed., 1988).

PRESCRIPTIVE, EDITORIAL

vs.

RESPONSIVE, FACILITATIVE

Unclear, confusing

How does point A relate to point B?
How do you reach this conclusion,
going from A to B?

Irrelevant

How important is this factor?

Inappropriate word choice

What image do you intend this word
to convey? How do you hope the
reader will respond to this word?

Too vague; too abstract

I need help to “see” this point.
Please give me an example or
describe the actual event.

Run-on sentence

Do you mean to imply that the 3
points in this sentence are of equal
weight?

Simplify; clarify

Which of these points is most
important? Why?

Legalese!

How would a non-lawyer react to
this term? Does it matter?

Passive voice!

Who or what is performing the
action here? Why do you focus on
the object of the verb?

Too many facts?

Which of these facts are essential to
your reasoning? Which of these
do you refer to in your reasoning?
Your facts should take up no more
½ pages

facts

than

Repetitious
about

What do you want me to see here
point A that is new or different from
point A above? By repeating this
you signal its importance to you.
explain its importance to the reader.

point,
Please

So what? (You never apply

The reader needs to know now how
this
holding applies to the facts of this
case.

this authority!)

Judges and courts don't "feel"; they "hold" or "rule" or "decide", etc. point

What is the difference between the point the court "decided" and the the court "felt" here?

Don't speculate about facts not in the record.

Where can I find factual support for this point?

Weak point.

How might a dissenting judge respond to this argument?

You forgot to explain the procedural history of the case! And where's the remedy?

Can you now do a complete brief of your opinion? Do the parties know what is supposed to happen next?

Good point! Nicely done!

(Of course, praise is responsive, helpful commentary; but writers always like to know why something they've done is effective. Try to explain what prompted your positive response.)

Very effective!

This image reminds me that the Plaintiff is a real person – so I'm more engaged in your reasoning, because it brings the case to real life.

C. Finally, some purely technical guidelines:

- a. To show respect for the writer, never cross out or draw lines through any writing.
- b. Instead, use [brackets] to indicate words or phrases that you suggest the writer omit. Use (parentheses) to indicate words or phrases that you suggest the writer revise. Explain your suggested omission or revision in the margin, or raise a question about them.
- c. When appropriate, provide page citations to a writing text in the course, especially to emphasize the rationale for avoiding certain phrases or constructions that appear in a rewrite.
- d. Do not use red ink.
- e. Try to write legibly.

(Pages 6-7, thanks to J. Malmo.)

APPENDIX J: IMPORTANT EXAM INFORMATION MEMORANDUM



To: Georgetown Law Faculty Teaching Exam Courses

From: Denise A. Sangster, Registrar

Date:

Re: Important Exam Information

This memo provides important information about your upcoming examination(s).

- Important Dates:
 - Last Day of Classes:
 - Final Exams:
 - Last exam deferral date for graduating students:
 - Graduating Student Grades Due in MyAccess (<https://myaccess.georgetown.edu>):
 - Grades deadline for non-graduating students:
- Preparing Your Final Exam
 - A new examination with new questions must be prepared for each examination period; old exam questions (whether of the individual professor or others) may not be reused. Please be aware that the Library may have on file previous exams for the past 10 years.
 - Sample Exam Templates for the following exam types (attached):
 - In-Class Exam
 - Take-Home Exam
 - Computer-Scored Exams

NOTE: Please be reminded that if your course is listed as an exam course, you may not now offer students the option of submitting a final paper in lieu of the final exam.

- Submitting Your Final Exam to the Office of the Registrar
 - Your final exam must be submitted in final form to the Office of the Registrar no later than 4 business days prior to your exam administration. Please note that this date does not include weekends.
 - Proof your exams carefully. We will check your exam for sequential page numbers, etc., but will not proof your exam for sense or for errors in the fact patterns/questions.
 - You may e-mail your password-protected exam document to exams@law.georgetown.edu. Please do NOT include the password in the text of the e-mail. Instead, please call the Manager of Exam Administration, at 202-662-9881 with the password. You may leave the password on this voicemail which is secure.
 - Exam Transmittal Form (attached). Complete and return the Exam Transmittal Sheet with your final exam. This form asks for information that will enable us to

contact you during the administration of your exam, if necessary, and to deliver the completed exams to you as soon as possible after the exam has been given.

- Delivery of Completed Exams
 - You can expect hard copies of completed essay exams to be delivered within one working day of the exam date. In addition, exams that were submitted electronically may be accessed online via <http://www.law.georgetown.edu/exams/faculty/>. All Saturday exams will be delivered on the following Monday, unless you contact us to arrange a pickup time. Exams with a computer-scored component may take longer to process.

- Deferred Exams
 - Georgetown Law's Exam Deferral Policy allows us to assist students who have supervening circumstances such as illness or serious personal problems during exams. In order to be fair to all and preserve student anonymity during the exam process, we ask you to refer students to us to determine if they qualify for deferred exams.
 - Wrapped with your exams will be a notice advising you whether any deferred exams have been approved for your course as of the date of your exam.

- Suggested Guidelines for Professors While the Exam is Being Given
 - Please be accessible in person or by phone during the period when your examination is administered so that we can contact you in case questions arise.
 - Please include the phone number where you can be reached during your exam on the Exam Transmittal Sheet.

If you have any questions regarding your exam administration, please contact the Manager of Exam Administration at 202-662-9881.

Thank you.

Sample Cover Page of Exam-In Class

Exam Number: _____
Confirmation Code: _____

**GEORGETOWN UNIVERSITY LAW CENTER
EXAMINATION IN (COURSE NAME)
(___ HOURS)**

Professor _____

Date of Exam

INSTRUCTIONS:

1. This is an (OPEN, CLOSED, LIMITED) book exam. Please be as specific as possible, consistent with the announcements made to your class during the first and last week of classes. Also state, if appropriate, whether calculators may be used.
2. If you wish to do so, list time and point allocations for each question.
3. For handwritten exams, if you have a preference, please state whether students should double-space or single-space, use only one side of the paper, etc.
4. If you have specific space or length restrictions on student answers, please call the Office of the Registrar, for handwriting / typewriting equivalents.
5. If students are permitted to use their laptop computers when taking your exam, please choose one of the following sets of laptop instructions:

A. Laptop users: To write your exam answers, use a blank document screen in Word to access the exam template as directed by the proctor(s). You must submit your exam in either Word (.doc) or .pdf format. Laptop users are not permitted to access other documents, outlines, notes, files, etc. on their hard drives and are not permitted to access the Internet. Personal Digital Assistants (PDA) and other electronic devices that store information may NOT be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.

B. Laptop users: To write your exam answers, use a blank document screen in Word to access the exam template as directed by the proctor(s). You must submit your exam in either Word (.doc) or .pdf format. Laptop users are permitted to access other documents, outlines, notes, files, etc. on their hard drives, but they are not permitted to access the Internet. Personal Digital Assistants (PDA) and other electronic devices that store information may be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.

C. Laptop users: To write your exam answers, use a blank document screen in Word to access the exam template as directed by the proctor(s). You must submit your exam in either Word (.doc) or .pdf format. Laptop users are permitted to access other documents, outlines, notes, files, etc. on their hard drives and are also permitted to access the Internet. Students may not consult one another or any other person during the exam by computer or other electronic device. Personal Digital Assistants (PDA) and other electronic devices that store information may be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.

6. Other instructions, if any.

This exam consists of ___ pages, including this cover page. Please be sure your exam is complete.

Please be sure that you use your exam number (not your student ID number or social security number).

PLEASE DO NOT TURN THE PAGE UNTIL THE PROCTOR GIVES THE SIGNAL.

Sample Next Page of Exam

**GEORGETOWN UNIVERSITY LAW CENTER
EXAMINATION IN (COURSE NAME)
(__ HOURS)**

Professor _____

Date of Exam

Question I (Fact pattern, etc.)

SAMPLE LAST PAGE OF EXAM

END OF EXAM

WRITE NOTHING AFTER TIME IS CALLED.

Sample Cover Page of Exam-Computer Scored

Exam Number: _____
Confirmation Code: _____

**GEORGETOWN UNIVERSITY LAW CENTER
EXAMINATION IN (COURSE NAME)
(___ HOURS)**

Professor _____

Date of Exam _____

INSTRUCTIONS:

1. This is an (OPEN, CLOSED, LIMITED) book exam. Please be as specific as possible, consistent with the announcements made to your class during the first and last week of classes. Also state, if appropriate, whether calculators may be used.
2. If you wish to do so, list time and point allocations for each question.
3. If you have specific space or length restrictions on student answers, please call the Office of the Registrar, for handwriting / typewriting equivalents.
4. If there is an essay section for your exam, if you have a preference, please state whether students should double-space or single-space, use only one side of the paper, etc. for handwritten exams.
5. If students are permitted to use their laptop computers when taking your exam, please choose one of the following laptop instructions:

*A. Laptop users: *[To write your exam answers, use a blank document screen in Word to access the exam template as directed by the proctor(s).] You must submit your exam in either Word (.doc) or .pdf format. Laptop users are permitted to access other documents, outlines, notes, files, etc. on their hard drives, but they are not permitted to access the Internet. Personal Digital Assistants (PDA) and other electronic devices that store information may be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.*

*B. Laptop users: *[To write your exam answers, use a blank document screen in Word to access the exam template as directed by the proctor(s).] You must submit your exam in either Word (.doc) or .pdf format. Laptop users are permitted to access other documents, outlines, notes, files, etc. on their hard drives and are also permitted to access the Internet. Students may not consult one another or any other person during the exam by computer or other electronic device. Personal Digital Assistants (PDA) and other electronic devices that store information may be used in the exam room. Cell phones must be turned off completely and placed out of sight; they may not be used as calculators or time pieces during the exam.*

**Delete this sentence if students will only be submitting answers on the computer-scored sheets.*

6. Other instructions, if any.
7. Choose only one answer on the scoring sheet by marking the appropriate circle on the provided scantron sheet with the provided #2 pencils. Multiple choice questions consist of answers A – E. True/False answers consist of A for True and B for False.

This exam consists of ___ pages, including this cover page. Please be sure your exam is complete.

Please be sure that you use your exam number (not your student ID number or social security number).

PLEASE DO NOT TURN THE PAGE UNTIL THE PROCTOR GIVES THE SIGNAL.

Sample Cover Page of Exam-Take Home

Exam Number: _____

**GEORGETOWN UNIVERSITY LAW CENTER
EXAMINATION IN (COURSE NAME)
TAKE HOME EXAM**

Professor _____

Date of Exam

INSTRUCTIONS:

1. This is an OPEN book exam. [If there are any limitations on the materials that students can use, please be as specific as possible, consistent with the announcements made to your class during the first and last week of classes. If students may only use certain materials, please use Honor Statement #1 below.]
2. This [exam length, i.e. 8 hour] exam must be downloaded and submitted using the Online Exam/Paper Management System. This exam will be available beginning [give date] and must be returned by [give date] at [give time]. If there is a maximum amount of time that students may work on the exam, state that and include Honor Statement #2 below.]
3. [If you wish to do so, list time and point allocations for each question.]
4. [If you wish to do so, list specific character, word, or page limits on student answers. For character limits, please use character limits without spaces. For page limits, please provide font and margin requirements.]
5. This exam is final. There will be no clarifications or any changes. If you believe there is an error, inconsistency, or omission in the exam, please state your assumptions about the issue within your discussion of that issue.
6. [Other instructions, if any.]

This exam consists of ## pages, including this cover page. Please be sure your exam is complete.

Please be sure that you use your exam number (not your student ID number or social security number).

[Select HONOR STATEMENT #1 or HONOR STATEMENT #2]

HONOR STATEMENT #1

BY SUBMITTING THIS EXAM THROUGH THE ONLINE SYSTEM, I AFFIRM ON MY HONOR THAT I AM AWARE OF THE STUDENT DISCIPLINARY CODE, AND (I) HAVE NOT GIVEN NOR RECEIVED ANY UNAUTHORIZED AID TO/FROM ANY PERSON OR PERSONS, AND (II) HAVE NOT USED ANY UNAUTHORIZED MATERIALS IN COMPLETING MY ANSWERS TO THIS TAKE-HOME EXAMINATION.

HONOR STATEMENT #2

BY SUBMITTING THIS EXAM THROUGH THE ONLINE SYSTEM, I AFFIRM ON MY HONOR THAT I AM AWARE OF THE STUDENT DISCIPLINARY CODE, AND I HAVE NOT WORKED MORE THAN ____ HOURS ON THIS EXAM.

APPENDIX K: FACULTY GUIDELINES FOR ADMINISTERING ONLINE FACULTY/COURSE EVALUATIONS

FACULTY GUIDELINES FOR ADMINISTERING ONLINE FACULTY/COURSE EVALUATIONS

(summarized from Dean Aleinikoff's Fall 2006 memorandum regarding procedures for the online faculty/course evaluation system)

1. If possible, please announce the date ahead of time to ensure that students bring their laptops to class.
2. You should allow 15 minutes for your students to carry out the evaluation process.
3. If a student does not bring a laptop to class on the day you make time for completing the evaluation, ask him or her to jot down some comments during the 15-minute time period; the student will be able to include those comments when he or she completes the evaluation online at a later time.
4. Please read the Instruction Sheet to students before they begin the online evaluation(s).
5. Students will have an evaluation form for each professor teaching the course.
6. Please note that making time for the students to fill out evaluations is a requirement at the Law Center.
7. It is customary for faculty to leave the room while students complete the evaluation.

If you have any questions regarding this process, please contact David Ely, Data Analyst, dme23@law.georgetown.edu or Senior Associate Registrar Deborah Naylor, naylord@law.georgetown.edu or 202-662-9811.

Thanks very much for your assistance with this evaluation process.

Office of the Registrar
315 McDonough Hall
202-662-9220
lawreg@law.georgetown.edu
www.law.georgetown.edu/registrar