



# GEORGETOWN LAW

**HANDBOOK FOR VISITING FACULTY**

**2011-2012**

Updated: January 2012

## **EQUAL 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.

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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 during your stay with us. Full-time and visiting faculty members gather frequently for brown bag lunches. Faculty research workshops are held throughout the year and are announced in advance via email. Finally, we invite you to participate in the various teaching workshops sponsored by J.D. Academic Services (you will be provided with the details about these 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 here a rewarding one. Any time you have a question that does not seem to be answered here, please contact either Assistant Dean Sally McCarthy (for domestic visiting faculty members) or Assistant Dean Adam Kolker (for international visiting faculty members). Sally McCarthy can be reached at (202) 662-9041 or through e-mail at [sem35@law.georgetown.edu](mailto:sem35@law.georgetown.edu). Adam Kolker can be reached at (202) 662-9076 or through e-mail at [ak529@law.georgetown.edu](mailto:ak529@law.georgetown.edu).

We look forward to working with you throughout the semester or 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

John Mikhail  
Associate Dean  
Transnational Legal Studies

# GEORGETOWN LAW: 2011-2012 ACADEMIC CALENDAR

## 2011 FALL SEMESTER

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

## 2012 SPRING SEMESTER

Tue. Jan. 3	Spring tuition due for all students
Mon., Jan. 9	<b>Week One Classes begin for first-year J.D. Students</b> <b>Week One Mini Courses begin for Upperclass Students</b> Note: <b><i>Mandatory attendance is required at all Week One class sessions, first-year and upperclass, Monday – Friday</i></b> Some clinics may require their students to begin clinic activities this week
Mon., Jan. 16	MARTIN LUTHER KING HOLIDAY: <i>No classes meet</i>
Tues., Jan. 17 Tues., Jan. 17 – Tues., Jan. 24	<b>Regular, semester-long classes begin for all students</b> 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	<b>Last Day of Classes</b> Rescheduled Classes and Reading Day <b>May Graduates' Papers Due</b> unless an earlier due date set by the professor
Tues., May 1 – Tues., May 15 Tues., May 15 Sun., May 20	<b>Final Exams</b> <b>All Other Papers Due</b> unless due date set by the professor <b>Commencement</b>

## 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 Services, Sally McCarthy, at (202) 662-9041 or [sem35@law.georgetown.edu](mailto:sem35@law.georgetown.edu) (for domestic visiting faculty) or the Assistant Dean, Transnational Programs, Adam Kolker, at (202) 662-9076 or [ak529@law.georgetown.edu](mailto:ak529@law.georgetown.edu) (for international visiting faculty).

QUESTIONS ABOUT	CONTACT	PHONE #	E-MAIL
<b>Domestic Visiting Faculty</b>	<b>Sally McCarthy</b>	<b>662-9041</b>	<b><a href="mailto:sem35@law.georgetown.edu">sem35@law.georgetown.edu</a></b>
<b>International Visiting Faculty</b>	<b>Adam Kolker</b>	<b>662-9076</b>	<b><a href="mailto:ak529@law.georgetown.edu">ak529@law.georgetown.edu</a></b>
Appointment Letter	Linda Davidson	662-9040	<a href="mailto:ldd@law.georgetown.edu">ldd@law.georgetown.edu</a>
Audio-Visual Services	AV Department	662-9026	<a href="mailto:audiovis@law.georgetown.edu">audiovis@law.georgetown.edu</a>
Bookstore	Kevin D Jones	662-9628	<a href="mailto:Kdj29@law.georgetown.edu">Kdj29@law.georgetown.edu</a>
Cancelled Classes	Office of the Registrar	662-9220	<a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a>
Career Services (J.D.)	Gihan Fernando	662-9300	<a href="mailto:gsf2@law.georgetown.edu">gsf2@law.georgetown.edu</a>
Career Services (Graduate)	Sandra P. Buteau	662-9847	<a href="mailto:spb29@law.georgetown.edu">spb29@law.georgetown.edu</a>
Class Rosters	Office of the Registrar	662-9220	<a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a>
Continuing Legal Education	CLE Office	662-9890	<a href="mailto:cle@law.georgetown.edu">cle@law.georgetown.edu</a>
Computer Support	Barry Wileman	662-9284	<a href="mailto:wileman@law.georgetown.edu">wileman@law.georgetown.edu</a>
Copyright Permission	Anna Selden	662-9405	<a href="mailto:as78@law.georgetown.edu">as78@law.georgetown.edu</a>
Course Evaluations	David Ely	662-9673	<a href="mailto:dme23@law.georgetown.edu">dme23@law.georgetown.edu</a>
Course Material Distribution	Ronnie Rease	662-9286	<a href="mailto:rr224@law.georgetown.edu">rr224@law.georgetown.edu</a>
Course Management Software	Catherine Dunn	662-9627	<a href="mailto:cmd77@law.georgetown.edu">cmd77@law.georgetown.edu</a>
Courseware	Dianne Ferro Mesarch	662-9023	<a href="mailto:dhf2@law.georgetown.edu">dhf2@law.georgetown.edu</a>
Early Learning Center	Donna Dickerson	662-9256	<a href="mailto:dickerd@law.georgetown.edu">dickerd@law.georgetown.edu</a>
E-mail Access	Dianne Ferro Mesarch	662-9023	<a href="mailto:dhf2@law.georgetown.edu">dhf2@law.georgetown.edu</a>
Emergency Closing	Class Cancellation Line, Office of the Registrar	662-9446	<a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a>
Exams	Office of the Registrar	662-9220	<a href="mailto:exams@law.georgetown.edu">exams@law.georgetown.edu</a>
Facilities Management	Marshall Lucas	662-9330	<a href="mailto:mal48@law.georgetown.edu">mal48@law.georgetown.edu</a>
First Class Reading Assignments	Cathy Strain	662-9285	<a href="mailto:strainc@law.georgetown.edu">strainc@law.georgetown.edu</a>
GOCard	Dancia Broadie	662-9056	<a href="mailto:broadied@law.georgetown.edu">broadied@law.georgetown.edu</a>
Grades	Office of the Registrar	662-9220	<a href="mailto:lawreg@law.georgetown.edu">lawreg@law.georgetown.edu</a>
Information Systems Technology	Pablo Molina	662-9004	<a href="mailto:molina@law.georgetown.edu">molina@law.georgetown.edu</a>

<b>QUESTIONS ABOUT</b>	<b>CONTACT</b>	<b>PHONE #</b>	<b>E-MAIL</b>
IST - Help	IST Help Desk	662-9284	helpdesk@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	cdl3@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	rnr63@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	stdacct@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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Appendix C: Copyright Permission Process Memorandum

Appendix D: Policy for Audio-Recording of Classes

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Appendix F: Review Session Request Form

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

Appendix H: Important Exam Information Memorandum

Appendix I: 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 domestic visiting faculty, contact Sally McCarthy at (202) 662-9041 or [sem35@law.georgetown.edu](mailto:sem35@law.georgetown.edu); for international visiting faculty, contact Adam Kolker at (202) 662-9076 or [aks529@law.georgetown.edu](mailto:aks529@law.georgetown.edu). 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 (now for Fall 2011; October 15 for Spring 2012;) to Kevin Jones at [kdj29@law.georgetown.edu](mailto:kdj29@law.georgetown.edu) or (202) 662-9628.
- \_\_\_\_\_ Obtain a parking hangtag if you intend to drive to Georgetown Law. You also will need your GOCard (see below and page 10) in order to access the garage. For information about parking, call the Office of Facilities Management at (202) 662-9331 (see page 12).
- \_\_\_\_\_ 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 H.)
- \_\_\_\_\_ 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, Denise Sangster, (202-662-9238 or [das232@law.georgetown.edu](mailto:das232@law.georgetown.edu)) 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 with new questions each semester. Past exams are available online on the Library's webpage for student review (see page 36). If you are a new visiting faculty member, you may want to share with your students some past exams from your home school to give students a sense of the exams you write.
- \_\_\_\_\_ Unless your course is designated as a "professor permission" one, all student enrollment is managed by the Office of the Registrar through a waitlist process. Please do not promise a seat to a particular student. If you have enrollment questions, please consult with Sally McCarthy or the Registrar, Denise Sangster.
- \_\_\_\_\_ 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](mailto:townsm@law.georgetown.edu).
- \_\_\_\_\_ 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 Mark Remigio in Faculty Support ((202) 662-9126 or [mar235@law.georgetown.edu](mailto:mar235@law.georgetown.edu))

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 page 5).

## **CHECKLIST #2: Preparing to Teach Class**

- \_\_\_\_\_ Order casebook(s) (now for Fall 2011; October 15 for Spring 2012) (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 16-21).
- \_\_\_\_\_ Send your course syllabus to the appropriate office via e-mail, fax or mail. For domestic visiting faculty, e-mail Sally McCarthy (sem35@law.georgetown.edu) or send faxes to (202) 662-9489. For international visiting faculty, e-mail Adam Kolker (ak529@law.georgetown.edu) or send faxes to (202) 662-4038.
- \_\_\_\_\_ 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 Jeletia 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 15-16). 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).
- \_\_\_\_\_ 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 49). 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 15-16). 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 should be included on your class roster.

**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 34-38).**

### **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 34-36).

\_\_\_\_\_ 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 38-39)?

\_\_\_\_\_ Describe your exam or paper feedback policy and procedures.

\_\_\_\_\_ Allot 15 minutes in at the beginning of one of your last class sessions for students to complete the online evaluation (see page 46 and Appendix I). Please leave the room while your students complete their evaluations.

## **I. GETTING STARTED**

### **A. Administrative Contacts**

For domestic U.S. visiting faculty members, your primary contact is Sally McCarthy, Assistant Dean, J.D. Academic Services, (202) 662-9041, [sem35@law.georgetown.edu](mailto:sem35@law.georgetown.edu). Her office is located in McDonough Hall, Room 352.

For international visiting faculty, your primary contact is Adam Kolker, Assistant Dean, Office of Transnational Programs, (202) 662-9076 or [ak529@law.georgetown.edu](mailto:ak529@law.georgetown.edu). His office is located in the Hotung International Law Building, Room 5029.

### **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 Sally McCarthy (domestic visiting faculty) or Adam Kolker (international visiting faculty).

### **C. Payroll**

You will receive personnel and payroll forms before you arrive at the Law Center. 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](mailto:townsm@law.georgetown.edu)

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 Mark Remigio in Faculty Support ((202) 662-9126 or mar235@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 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 vesting 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. 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 have your photo taken by the GOCard Office staff.

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. 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 receive payment directly 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.

If you have submitted your payroll paperwork and have not received a NetID by the beginning of the semester in which you teach, please contact Sally McCarthy (domestic visiting faculty) ([sem35@law.georgetown.edu](mailto:sem35@law.georgetown.edu) or 202-662-9041) or Adam Kolker (international visiting faculty) ([ak529@law.georgetown.edu](mailto:ak529@law.georgetown.edu) or 202-662-9076).

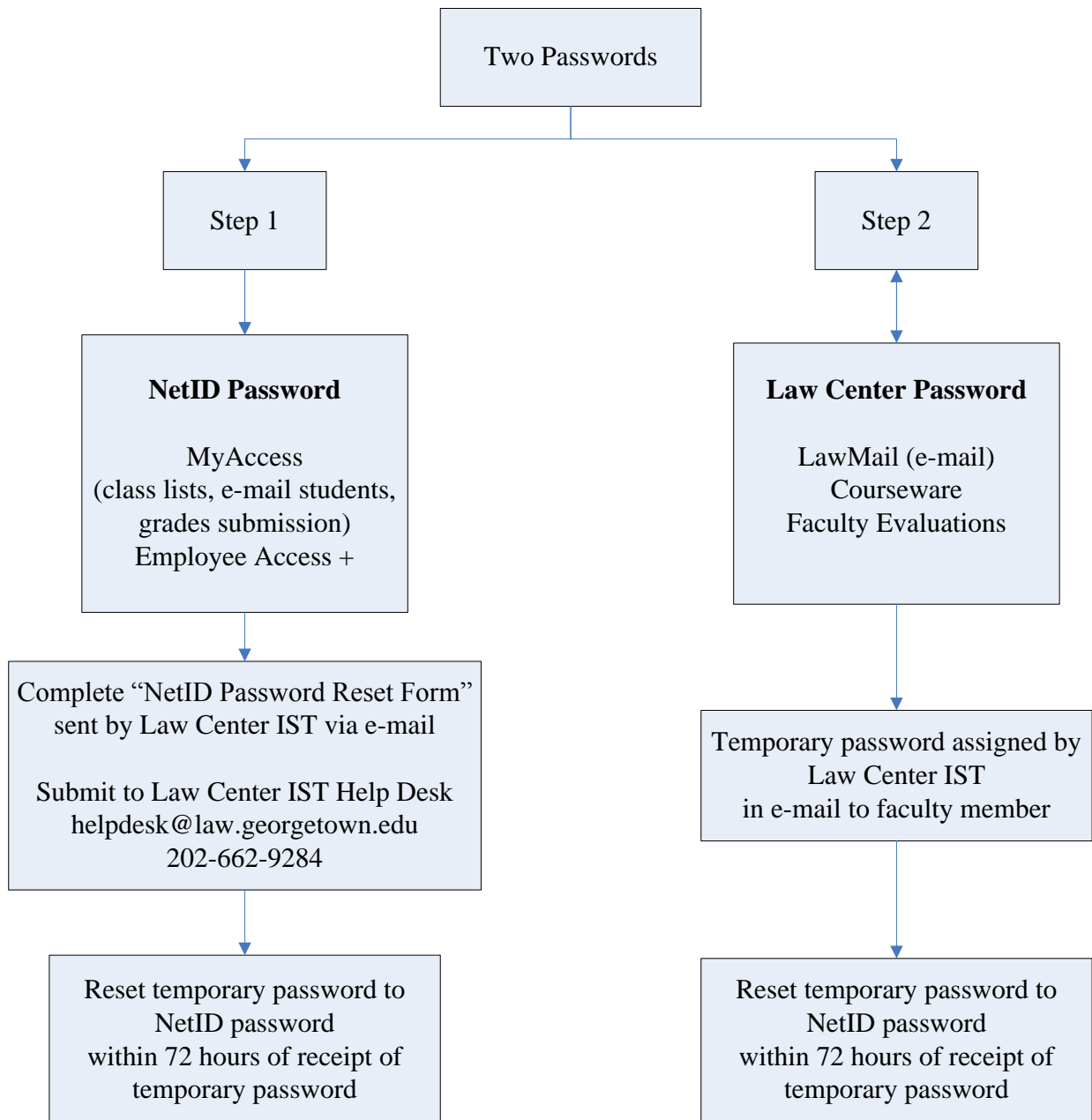
### **2. MyAccess**

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](mailto:lawreg@law.georgetown.edu) or (202) 662-9220).

### **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 A). 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](mailto: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.

Some faculty members have their LawMail accounts forwarded to another 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](mailto: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](mailto:sek28@law.georgetown.edu) or (202) 662-9142. If you have questions about TWEN, please contact Reference Librarian

Catherine Dunn ([cmd77@law.georgetown.edu](mailto:cmd77@law.georgetown.edu) or (202) 662-9627), Westlaw's TWEN helpline (1-800-486-4876), or Georgetown Law's Westlaw representative.

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](mailto:cmd77@law.georgetown.edu) or (202) 662-9627.

## **G. Helpful Publications/Resources**

### **1. Faculty Virtual Office**

The 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 2011-2012 Academic Calendar and MyAccess. 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.

### **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](mailto:safa@law.georgetown.edu).

## **H. Parking**

There are two options available to you for parking at Georgetown Law. Both options require you to register your car with the Georgetown Law Parking Office (McDonough Hall, Room 154), request a parking hangtag, and use your Georgetown Law GOCARD (photo ID card). When you visit the Parking Office, please bring with you the following information about your vehicle: make, model, color, year, state, and license plate number. Once you have registered your car with and obtained a hang-tag from the Parking Office, you may either pay for monthly parking or pay on a daily basis as follows:

### Monthly Parking:

- Available at a monthly rate of \$148.00.
- Payable by GoCard in the Parking Office, McDonough 154.
- As you enter the garage, you will swipe your GoCard in the monthly card reader (see below).
- Park in parking spots designated for Faculty or Staff.

Daily Parking:

- Available for the rate of \$8.50/day (re-entry on the same day will charge the fee again).
- As you enter the garage, you will swipe your GoCard in the daily card reader (see below).
- Park in parking spots designated for Faculty or Staff.

To add funds to your GoCard, please go to the following Georgetown website:

<https://onlinecardoffice.georgetown.edu/webapps/portal/frameset.jsp>

The McDonough Hall 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) in the appropriate card reader (daily or monthly, depending on your chosen option) that is located next to the parking booth. 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.

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.) Parking after 6:00 p.m. or on a weekend or holiday is free of charge.



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 AND STAFF  
Payroll deduction  
participants

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](mailto:facilitiesmgmt@law.georgetown.edu).

## **I. Your Office and Assistant/ Other Faculty Spaces**

### **1. Your Office**

You will be assigned an office by our Faculty Support department. The office will be set up with a desk, chairs, bookshelves, office supplies, telephone and computer. On the day that you arrive, Mark Remigio from Faculty Support will greet you and show you to your office. Please coordinate with Mark Remigio prior to your arrival so that he can ensure that your office is prepared. Mark can be reached at (202) 662-9126 or [mar235@law.georgetown.edu](mailto:mar235@law.georgetown.edu).

Additional office supplies are located in the Faculty Support office in McDonough 475. All items taken should be recorded to ensure that re-orders are placed as needed.

### **2. Faculty Assistant**

All visiting faculty are assigned a Faculty Assistant from the Faculty Support Department. Your Faculty Assistant will be able to assist with general Georgetown-related support services, including appointments, travel and reimbursements, preparation of course materials and course management webpages, answering phones, basic word processing and troubleshooting, coordinating meetings, etc. Please note that each Faculty Assistant works with approximately 5-10 faculty members.

On the day of your arrival, Mark Remigio in Faculty Support will introduce you to your Faculty Assistant. Mark can be reached at (202) 662-9126 or [mar235@law.georgetown.edu](mailto:mar235@law.georgetown.edu).

### **3. Research Assistant**

All visiting faculty are entitled to one research assistant. Please contact the Associate Dean for Research and Academic Programs, Robin West, for information about hiring a research assistant. Dean West can be reached at 202-662-9315 or [west@law.georgetown.edu](mailto:west@law.georgetown.edu).

### **4. 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 Mark Remigio at [mar235@law.georgetown.edu](mailto:mar235@law.georgetown.edu) or (202) 662-9126.

## **5. 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. Mark Remigio will provide you with a key to this room on the day of your arrival.

## **6. Library Group Study Rooms**

The library has several small group study rooms in both the Wolff and Williams libraries in which faculty may meet with students. Room reservations are available on the library website at [http://www.ll.georgetown.edu/services/study\\_rooms.cfm](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.

## **7. 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. For more information about this benefit, please contact Brandon Rudolph, Customer Care and Business Manager, at (202) 662-4251 or [bjr44@law.georgetown.edu](mailto:bjr44@law.georgetown.edu).

## **K. Yates Field House**

Memberships in the Yates Field House (located on the Main Campus of Georgetown University) are available for a fee to 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 A). 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 the J.D. Academic Services Office at least two weeks before the class begins.

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 B 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 so please submit your order as soon as possible if you have not done so already. Book orders for the Spring 2012 semester are due by October 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](mailto: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 let the Bookstore know that, too, so that they do not think your course is missing a textbook order.

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

## **F. Course Materials -- Faculty Support and Campus Services**

Some faculty choose to prepare a reading packet of course materials in addition to, or in lieu of, a textbook. The Office of Faculty Support and Campus Services, located in 475 McDonough Hall, will assist you in distributing course materials to your students by uploading the materials to Article Works, our course materials distribution website. (<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](mailto:rr224@law.georgetown.edu) or contact Faculty Support's main line at 202-662-9280.

Your faculty assistant is a good resource to help you in coordinating with Faculty Support for the distribution of your course materials.

### **1. Course Materials Distribution**

#### **Electronic Copies of Course Materials**

Course materials distribution is managed electronically through Article Works. 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.

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 site (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](mailto:coursematerials@law.georgetown.edu).

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

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

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

- (2) **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](mailto:dhf2@law.georgetown.edu). If you cannot access the SharePoint website, please contact Ronnie Rease at (202) 662-9286 or [rr224@law.georgetown.edu](mailto: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. Please include cover page bearing the course name and your name and an index or table of contents. Please also number the pages. 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 C) 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](mailto: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](mailto: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](http://www.ll.georgetown.edu/forms/document_del.cfm), via e-mail at [lawfacserv@law.georgetown.edu](mailto: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](mailto: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](mailto: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](mailto: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. 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 on the north side of the campus at 111 G Street, NW. The John Wolff International and Comparative Law Library is on the south side of the campus in 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 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 more information about library services at <http://www.ll.georgetown.edu/>.

### **1. Circulation**

To borrow books and other materials from the Law Library, faculty members should present their GOCARD at the Circulation Desk. 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 faculty promptly return materials that have been recalled by other library clients. The Library also requests that any items that visiting faculty members have checked out from the Library be returned at the close of their visit to the Law Center.

### **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. All materials requested for Course Reserve will be listed both by professor and course in the Library's online catalog.

To place materials on Course Reserve, contact Jelethia 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. Please 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 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 faculty members contact the Circulation Assistant for Course Reserve, or the Circulation Desk Supervisor, directly regarding all Course Reserve materials.

The Library has three other Reserve Collections. Both the Williams and Wolff Libraries contain Reserve Collections located behind their respective Circulation Desks that consist mainly of unbound journals, DVDs, commercial outlines, 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.

### **3. Photocopying**

The Library provides photocopying services to 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](mailto:lawfacserv@law.georgetown.edu), use the online photocopy request form at [http://www.ll.georgetown.edu/forms/document\\_del.cfm](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 20-21 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 Jennifer Locke Davitt, Head Faculty Services Librarian at (202) 662-9145, 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](http://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 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.

Williams	Wolff
Monday – Thursday: 9:00 a.m. to 8:00 p.m.	Monday – Thursday: 11:00 a.m. to 6:00 p.m.
Friday: 9:00 a.m. to 6:00 p.m.	Friday: 11:00 a.m. to 5:00 p.m.
Saturday – Sunday: Noon to 6:00 p.m.	

Hours and updates are online at [www.ll.georgetown.edu/services/calendar/index.cfm](http://www.ll.georgetown.edu/services/calendar/index.cfm).

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](mailto: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>. Faculty may request a new guide for a writing requirement course by contacting Jennifer Locke Davitt, Head Faculty Services Librarian, at (202) 662-9145 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](http://www.ll.georgetown.edu/connect/browse_alpha.cfm). For off-campus access, you will need to login with your name and GOCard number.

## **5. 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 visiting faculty members. 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 photo roster in measuring participation and attendance in their classes. Blank seating charts are available online at [www.law.georgetown.edu/facultySupport/SeatingCharts.htm](http://www.law.georgetown.edu/facultySupport/SeatingCharts.htm) or from the Office of Faculty Support

and Campus Services, 475 McDonough Hall. 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](mailto: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>.

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](mailto:audiovis@law.georgetown.edu) or (202) 662-9026.

#### **5. Audio-Recording Policy**

The Policy for Audio-Recording of Classes is at Appendix D, <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 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 D.

### **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](mailto:fine@law.georgetown.edu) or (202) 662-9224 or contact Sally McCarthy (domestic visiting faculty) or Adam Kolker (international visiting faculty).

##### **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 Sally McCarthy 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 Office.

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.

In seminars, please be clear about paper requirements and deadlines. Please see pages 39-42 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 Sally McCarthy or Adam Kolker 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 *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:

- Mitch Bailin, Dean of Students at (202) 662-4066
- Denise Sangster, Registrar at (202) 662-9238
- Sally McCarthy, Assistant Dean, J.D. Academic Services (J.D. students) at (202) 662-9041
- Sarah Hulsey, Assistant Dean, J.D. Academic Programs (J.D. students) at (202) 662-9041

- Tina Drake Zimmerman, Director of LL.M. Services (Graduate students) at (202) 662-9660

## **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:

- Mitch Bailin, Dean of Students at (202) 662-4066
- Denise Sangster, Registrar at (202) 662-9238
- Sally McCarthy, Assistant Dean, J.D. Academic Services (J.D. students) at (202) 662-9041
- Sarah Hulseley, Assistant Dean, J.D. Academic Programs (J.D. students) at (202) 662-9041
- Tina Drake Zimmerman, Director of LL.M. Services (Graduate students) at (202) 662-9660

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 faculty members to confer with students outside of class to the extent possible. Please post your office hours outside the door to your office and include this information in your syllabus.

## **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 Sally McCarthy to discuss the administration of these requests.

## **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 Sally McCarthy or Adam Kolker as far in advance of the class as possible. When substitutions are not members of the faculty, such as partners or associates in an outside 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](mailto: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&Gr>

oup=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](mailto: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](mailto:studentlife@law.georgetown.edu) or (202) 662-9292.

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 E). 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](http://www.law.georgetown.edu/studentlife/documents/Review_Session_Request_Form.pdf) and Appendix F. Note: During exam periods, room reservation requests should be sent to the Office of the Registrar.

### M. Inclement Weather Policy

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

The Law Center will make its own determination on closings, cancellations, and late openings due to inclement weather giving primary consideration to the safety of faculty, staff, students, and visitors. Criteria that may be considered in making such determinations include: condition of area roads and ability of faculty, staff, students, and visitors to get to campus; status and schedules of public transportation; and forecast of coming weather.

#### Notification

All efforts will be made to post the announcement regarding closing or delayed opening by 5 a.m. on the day of the closing or delayed opening. Announcements will be posted to the Georgetown Law main website (<http://www.law.georgetown.edu/>) and recorded on the main switchboard number (202) 662-9000 and the class cancellation line (202) 662-9446. An announcement will also be sent by e-mail and text message via Georgetown's Emergency Notification System (HOYAlert), and by e-mail via the Law Center's e-mail system.

#### Closing

When the Law Center is closed due to inclement weather, it is expected that only designated emergency employees will come to the Law Center to fulfill their responsibilities. Emergency employees must always report to work on time, regardless of weather conditions. Employees are designated as emergency employees because they are essential to the operation and maintenance of the Georgetown University Law Center when inclement weather conditions exist. All other members of the Law Center community – including students, staff, faculty, and visitors – are expected not to come to the Law Center, which will not be staffed to support anything other than essential life safety and snow/ice clearing functions.

When the Law Center is closed, all activities and services, including classes and scheduled events (student organization meetings and events, CLE, and conferences), will be canceled. All administrative offices will be closed. The food services operation, fitness center and Early Learning Center will be closed. The library will be presumptively closed. Because the library in some instances may not be closed, its operating status will be posted with the announcements.

#### Delayed Opening

When the Law Center announces a delayed opening, the Law Center will open, and personnel are expected to arrive, by 11 a.m. In such instances, all classes with start times before 11 a.m. will be canceled and rescheduled. Special events and programs scheduled to start before 11 a.m. will be

anceled or delayed, as determined by each program. On dates when a delayed opening is announced, all designated emergency employees are expected to report to work on time but all other employees may use Liberal Leave, meaning that employees are expected to report by 11 a.m. or may choose not to report to work. Employees who do not report to work may use their accrued paid leave, for the time. Employees who report to work by 11 a.m. will be paid for their normal workday. Employees must follow their department's normal call-in procedures to discuss the needs of their unit and individual circumstances requiring the use of Liberal Leave.

#### Early Closure/Evenings and Weekends

Georgetown Law will make its own determination of whether to close early and cancel late afternoon or evening classes and events, and whether to cancel Saturday and/or Sunday classes and events. In such cases, an announcement, including the status of the library, will be posted to the Georgetown Law main website (<http://www.law.georgetown.edu/>) and recorded on the main switchboard number at (202) 662-9000 and the class cancellation line at (202) 662-9446. An announcement will also be sent by e-mail and text message via Georgetown's Emergency Notification System (HOYAlert), and by e-mail via the Law Center's e-mail system. All efforts will be made to post the announcement regarding canceling Saturday and/or Sunday classes and events by 6 a.m. on the day of the closing.

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](http://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..

#### **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 pages 47-48 for the Georgetown Law exam feedback policy). Finally, please allot at least 15 minutes at the beginning of one of your last class sessions to allow time for students to complete the online course evaluation for your course or seminar.



## IV. EVALUATING STUDENTS

### **A. Evaluation Options in General**

As at most other law schools, 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 once the add/drop period is over.

### **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](mailto: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 H). 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 set by the Registrar's Office 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' papers, 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 G 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](http://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](http://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 Adgeron 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 approved by Associate Dean Julie O’Sullivan, as meeting the legal writing requirement or clinic; 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 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](http://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.

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 Sally McCarthy 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 have any questions about your course requirements, please contact Sally McCarthy.

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. If you are asked by a student to supervise such a project, please consult with Sally McCarthy or Adam Kolker.

*Note:* The graduate-level equivalent to Supervised Research is a Graduate Independent Research (GIR) project, through which LL.M. students may earn two or three semester hours of credit depending on the length of the paper. GIR projects may be supervised by full-time, visiting, or adjunct faculty members. As with Supervised Research for J.D. students, supervision

of a GIR 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. If a student approaches you regarding a GIR Project and you agree to oversee the project, please contact Tina Drake Zimmerman in the Office of Graduate Programs for more information.

## **2. Other J.D. Seminars**

Faculty members who teach seminars with a writing component that does not qualify for the J.D. legal writing requirement 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 in a two-credit seminar 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. 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 faculty assistants, 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:

Fall 2009-Fall 2010 Seminar Distribution	
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 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.

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](mailto: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.

*Grade Changes:* If you have made an error in recording a grade or if you need to make adjustments to your grades in order to meet the Recommended Curve guidelines, you may make such changes yourself online, up until the grades deadline or until your final grades are "posted" for student view (whichever is sooner).

Once grades are final and posted for students to view, 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](mailto: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](http://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 is 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 must 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.

## **F. Grading Deadlines**

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 deadlines also 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 H).

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. We appreciate your cooperation in meeting all grading deadlines.

### **G. 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.

### **H. 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.

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### **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.
- 

## **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 I).

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 you 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 professors’ teaching. 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.

## **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 32 and [www.law.georgetown.edu/registrar/cancelPolicy.html](http://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](mailto: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. 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 lattés, 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 3<sup>rd</sup> 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 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](http://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, please contact the Graduate Career and Professional Development by telephone at (202) 662-9036 or via e-mail at [gradprofdevp@law.georgetown.edu](mailto: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](mailto:lawreg@law.georgetown.edu) or visit 315 McDonough Hall.

## **L. Mail Center**

Mail is delivered to the Faculty Assistants twice a day. The Assistants place mail in the individual faculty folders located at the corner station. 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. The Mail Center does not provide personal mailing services.

**APPENDIX A: FACULTY NETID PASSWORD FORM**



# INFORMATION SYSTEMS TECHNOLOGY

E-mail: helpdesk@law.georgetown.edu  
(Phone 202-662-9284)

## ***MYACCESS (NETID) PASSWORD CHANGE FORM***

All faculty members must complete this form in order to request a MyAccess (NetID) password change. Please fill in all information requested. We cannot change or set your password without all of the information requested.

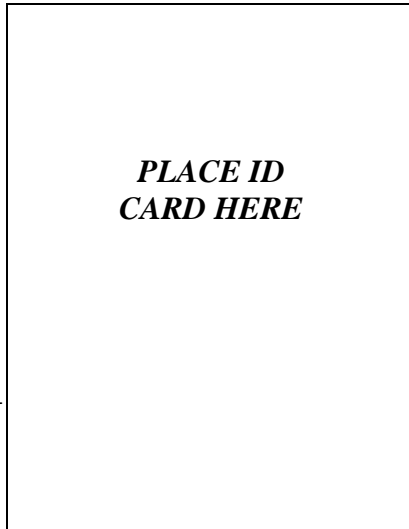
**1. Full Name:** \_\_\_\_\_  
*Last Name* *First Name* *MI*

**2. UID Number:\*** \_\_\_\_\_

**3. E-mail Address:** \_\_\_\_\_

**4. Phone Number:** \_\_\_\_\_

**5. NetID:** \_\_\_\_\_



### **Identification Card**

Please attach a photocopy of your GoCard, state-issued driver's license, or passport (with the picture showing). ***Password requests cannot be processed without a valid, legible photo ID card. Unreadable submissions will result in a request for resubmission.***

### **Signature**

Please sign your name on the line below.

**Password requests cannot be processed without your signature and the current date.**

\_\_\_\_\_ **Date:** \_\_\_\_\_

\*If you do not know your UID number, you may leave this field blank.



**APPENDIX B: 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](http://www.ababooks.org)

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

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

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**Aspen Legal Education**  
**Wolters Kluwer Law & Business**  
130 Turner Street, 4<sup>th</sup> Floor  
Waltham, MA 02453  
**website:** [www.wolterskluwer.com/WK](http://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](mailto: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.

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**Carolina Academic Press**  
700 Kent Street  
Durham, NC 27701  
**website:** [www.cap-press.com](http://www.cap-press.com)  
[www.caplaw.com](http://www.caplaw.com)

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

**How to receive an examination copy:** Requests can be submitted online at [www.caplaw.com](http://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](mailto:comp@cap-press.com).

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**CCH Inc., A WoltersKluwer Business**  
4025 W. Peterson Avenue  
Chicago, IL 60646-6086  
**website:** [www.cch.com](http://www.cch.com)

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

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**Foundation Press**  
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**Telephone:** (212) 404-8669 or  
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**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.

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**West/Thompson**  
610 Opperman Drive  
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**website:** [www.westacademic.com](http://www.westacademic.com)

**Contact:** Paul Hellickson  
**Telephone:** (651) 848-3659 or  
(800) 313-9378  
**Fax:** (651) 687-4464  
**e-mail:** [paul.hellickson@thomsonreuters.com](mailto: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<sup>7</sup>, Nutshell Series<sup>7</sup>, Black Letter Series<sup>7</sup> and Exam Pro Series<sup>J</sup>, 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<sup>7</sup>, Nutshells<sup>7</sup>, Black Letter<sup>7</sup> Reviews and Exam Pro<sup>J</sup> 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 C: 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](mailto: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 D: 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

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\* 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.

computer or other electronic device, or distributing the recording or any portion thereof to anyone.

**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.

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\*\*\* 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 E: RESCHEDULED CLASS NOTIFICATION FORM**



**GEORGETOWN LAW**  
**Rescheduled Class Notification**

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)
<b>A/V Arrangements Requested</b>	<b>Information for the Office of the Registrar</b>
<input type="checkbox"/> Digital Recording of Class	<input type="checkbox"/> E-mail Notification Requested
<input type="checkbox"/> Other (Describe) _____	<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 F: 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](mailto:studentlife@law.georgetown.edu)

Room Assigned by: \_\_\_\_\_ Date: \_\_\_\_\_ Booking Code: \_\_\_\_\_



**APPENDIX G: THE WRITING CENTER'S 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?
<b>PRODUCT</b>	<b>PROCESS</b>
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* (2<sup>nd</sup> 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 (4<sup>th</sup> 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* 3<sup>rd</sup> 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 (2<sup>nd</sup> 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 to 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 facts  
do you refer to in your reasoning?  
Your facts should take up no more than  
2 pages

Repetitious

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

So what? (You never apply  
this authority!)

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

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

What is the difference between the point the court "decided" and the point 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.

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 H: 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](mailto: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.

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*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 I: 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](mailto:dme23@law.georgetown.edu) or Senior Associate Registrar Deborah Naylor, [naylord@law.georgetown.edu](mailto: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](mailto:lawreg@law.georgetown.edu)  
[www.law.georgetown.edu/registrar](http://www.law.georgetown.edu/registrar)