## Preparing to Teach Class / Planning Your Semester

**Syllabus**

Use the syllabus template to draft your syllabus. Clearly explain all course requirements and policies, your learning outcomes or goals, your evaluation procedures, and your contact information. Review the syllabus during the first class session, including specific policies for attendance, exam period limitations, participation, etc. Please send a copy of your course syllabus to your Law Center contact at the start of the semester.

**Course Materials**

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

**Book Orders**

Submit your book orders to the Bookstore EARLY (early August for Fall; mid-October for Spring) to Paul Concannon, Store Manager, at [*sm8199@bncollege.com*](mailto:sm8199@bncollege.com) or (202) 662-9628.

**First Class Reading Assignment**

Send the details of any reading that students should complete prior to the first class to the Office of Faculty Support and Campus Services at [*lawfacultysupport@georgetown.edu*](mailto:lawfacultysupport@georgetown.edu)for posting online.

**Learning Management Systems**

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

**Course Reserve**

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

**Key Dates and Deadlines**

Review [paper](https://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/Papers.cfm) due dates, [grading](https://www.law.georgetown.edu/campus-services/registrar/exams-papers-grades/Grades.cfm) deadlines and the [academic calendar](http://www.law.georgetown.edu/campus-services/registrar/course-registration/academic-calendars.cfm) on the office of the Registrar’s webpage.

**Class Roster**

Obtain initial [class list](http://www.law.georgetown.edu/academics/academic-programs/adjunct-faculty-virtual-office/technology-support/Course-Rosters-Email-Lists-Student-Photo-Roster.cfm) online through [MyAccess](https://myaccess.georgetown.edu/). The class list will change throughout the Add/Drop period, so checking online will give you the most up-to-date list of students. You can also view, in priority order, the students who are on the waitlist for your class(es). You should review your class list after the Add/Drop period and again sometime during the following month to confirm your final class list. For assistance navigating the MyAccess system, please contact the Office of the Registrar at [*lawreg@georgetown.edu*](mailto:lawreg@georgetown.edu) or (202) 662-9220.

**Waitlists**

Waitlists can be viewed online in [MyAccess](https://myaccess.georgetown.edu/). Please refer students who have questions about their status on a waitlist to the Office of the Registrar, and do not promise a seat to a particular student. If you have enrollment questions, consult with your Law Center contact. If you would like to expand your class size to accommodate more students from the waitlist, reach out to your Law Center contact before or during the Add/Drop period and before saying anything to the students.

**Adjunct Offices/Lounge**

The adjunct office houses 8 work stations and includes printers and a copy machine. There are also 2 offices available for reservation. Please contact Anne Nelson at [ahn27@georgetown.edu](mailto:ahn27@georgetown.edu) or (202) 662-9041 to make a reservation.

**Teaching Seminars**

We encourage you to attend the teaching seminars offered throughout the Fall and Spring semesters. Should you have any questions about them, or wish to suggest a topic, please contact Sarah Hulsey at [*sjh52@georgetown.edu*](mailto:sjh52@georgetown.edu) or Tiffany Joly at [tmj40@georgetown.edu](mailto:tmj40@georgetown.edu).