

*University of Maryland  
School of Law*

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*Spring 2012  
Information for Full-Time  
and Adjunct Faculty*

Office of Registration & Enrollment

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**Online Information (Numbers 1-4 below online at  
<http://www.law.umaryland.edu/students/>)**

1. 2011-2012 Academic Calendar
2. Course Catalog
3. Curriculum Spring 2012 (see Class and Orientation Schedules)
4. Course Wait List
5. Resources for Students (<http://www.law.umaryland.edu/students/resources/>)
6. Services for Students (online at  
<http://www.law.umaryland.edu/students/life/services/>)
7. Advanced Writing Requirement Certification Form (online at  
<http://www.law.umaryland.edu/students/registration/forms/>)

## ***I. Administrative Structure***

**Phoebe Haddon** (410-706-2041) is the Dean and academic leader of the School of Law. She sets priorities for the academic program and encourages excellence in teaching, scholarship and service. As Dean, she is the public voice and face of the School of Law.

**José Bahamonde-González** (410-706-1524) is the Associate Dean for Administrative Affairs & Student Services. He serves as chief administrative officer for the School of Law. His areas of responsibility include budget, financial transactions (state and private), grants and contracts management, construction and maintenance, human resources and statistical data collection and reporting. He also provides support to the offices of Admissions, Career Development, Financial Aid and Student Affairs.

**Connie Beals** (410-706-3492) is the Assistant Dean for Admissions. In that capacity, she oversees all functions of the Admissions Office, and manages the Admissions Committee review process as well as the Leadership Scholars program. She works with other Law School departments and University offices to set, meet and maintain strategic goals.

**Trishana Bowden** (410-706-4634) is the Associate Dean for Development and Alumni Relations. She is responsible for the design and successful execution of all development and alumni relations activities and is also the principal advisor to the Dean on all aspects of development and alumni relations. She is the School's chief development officer, and serves as its principal gifts fundraiser responsible for ensuring maximum deployment of the Dean and other key faculty on the involvement, solicitation and closure of prospective donors. In the capacity of Associate Dean, she represents the Dean with various alumni constituencies and is expected to have an ongoing and visible role in the external relations of the School.

**Dawna Cobb** (410-706-8385) is the Assistant Dean for Student Affairs. She plans and oversees numerous student outreach programs geared toward enhancing student life and promoting a sense of community throughout the law school. She is responsible for the planning and implementation of orientation events and graduation exercises. She serves as advisor to the Student Honor Board and is the Dean's designee to the Faculty Administrative Committee. For students, Dean Cobb is the law school's chief ADA compliance officer.

**Barbara Gontrum** (410-706-7270) is the Assistant Dean for Library and Technology. She is responsible for the overall management of all aspects of library operations, including support for faculty research and instruction. She is also responsible for Information and Academic Technology (including Media

Services). This includes overseeing day-to-day operations; leading technology planning in the law school; and representing the school in campus wide policy-making, planning, and information initiatives.

**Mark Graber** (410-706-2767) is the Associate Dean for Research and Faculty Development. Dean Graber's responsibilities include new faculty support, faculty promotions and tenure, scholarship grants, and the faculty appointment process. Dean Graber handles requests regarding faculty travel, expenses, and student research assistants, the development of faculty grant opportunities, and the scheduling of faculty forums and workshops. In addition, his responsibilities include supervisory oversight of the Office of Student Affairs, including on student grade grievances and student journals.

**Diane Hoffmann** (410-706-7191) is the Associate Dean for Academic Programs. In that capacity she has responsibility for all curricular issues, including course scheduling, faculty teaching assignments, hiring of adjuncts, oversight of the clinical law program, the summer abroad program, and the non-specialty Asper Fellowship and Externship Programs. Dean Hoffmann also has significant responsibility for the oversight and development of new programs and centers, and is the School of Law's liaison to the Office of the President, the other professional schools on the UMB campus and other departments within the University System of Maryland.

**Teresa LaMaster** (410-706-1274) is Associate Dean for Institutional Advancement and Lecturer in Law. The Office of Institutional Advancement supports the mission of the School of Law in three key ways: (1) by disseminating information about our programs and accomplishments through the media, publications and the web, (2) by building connections between the School of Law, its alumni, students and faculty through special events and programs, (3) and by securing gifts of volunteer time and financial resources to help the Law School achieve its goals. The Office of Institutional Advancement contains four groups, Development, Communications, Alumni Relations and Event Services.

**Dana Morris** (410-706-2080) is the Assistant Dean for Career Development. Dean Morris, with overall management responsibilities for the Career Development Office, is responsible for supervising the design and presentation of educational programming geared to addressing employment and related professional development of law students and graduates, as well as the office's strategic marketing efforts and targeted outreach to private and public employers.

**Lowell Wilson** (410-706-3019) is the Acting Director of Registration and Enrollment. He handles all aspects of student records, registration, exam administration and, with Dean Hoffman, general oversight of the administration of the academic program.

## II. Academic Calendar and Building Hours

### FALL SEMESTER 2011

TBA - Sep 10	Online Add/Drop for Fall Semester (except Clinic)
Fri, Jul 15	Clinic/LTP online Add/Drop deadline for Fall Semester
TBA	Start of Office of Career Development Recruitment Program
Mon, Aug 22 and Tue, Aug 23	Orientation for First Year, Transfer and Visiting Students
Wed, Aug 24	Classes Begin for First Year Day and First Year Evening Students
Thu, Aug 25 and Fri, Aug 26	Orientation for Clinic and LTP Courses
Mon, Aug 29	All Classes Begin Regular Schedule
Thu, Sep 1	All classes scheduled to start from 3:15 on are canceled due to Grand Prix Motor Race
Fri, Sep 2	All classes canceled for Grand Prix Motor Race
Mon, Sep 5	Labor Day Holiday (no classes)
Sun, Sep 11	Application for Diploma Deadline for December 2011 Graduates
Wed, Nov 23 beginning at 5:00pm through Fri, Nov 25	Thanksgiving Recess <ul style="list-style-type: none"> <li>• Wed, Nov 23: classes scheduled with a starting time of 5:00 pm or later instead will meet on Wed, Nov. 30</li> <li>• Thu, Nov 24: classes instead will meet on Tues, Nov. 29</li> <li>• Fri Nov 25: classes instead will meet on Wed, Nov. 30</li> </ul>
Mon, Nov 28	Instruction Resumes
Tue, Nov 29	Constructive Thursday; regular Thursday class schedule
Wed, Nov 30	Constructive Friday; regular Friday class schedule Constructive Wednesday; Wednesday classes with a starting time 5:00 pm or later

Thu, Dec 1	Constructive Friday (due to Grand Prix); Friday day schedule; Constructive Thursday (due to Grand Prix); Thursday classes with a starting time of 3:15 PM or later
Thu, Dec 1	Last Day of Classes
Thu, Dec 2 to Tue, Dec 6	Exam Study/Course Review
Wed, Dec 7	Examinations Begin
Fri, Dec 16	Examinations End
Dec 22, 2011	Fall 2011 Diploma Date
Fri, Jan 13	Grades Due in OR&E from Faculty: First Year and Graduating Seniors
Tue, Jan 17	Grades Due in OR&E from Faculty: All Others
Fri, Jan 20	All Grades Posted for Student Reviews
<b>SPRING SEMESTER 2012</b>	
TBA - Jan 28	Online Add/Drop for Spring Semester (except Clinic)
Sat, Dec 17	Clinic/LTP Online Add/Drop deadline for Spring Semester
Thu, Jan 12 and Fri, Jan 13	Orientation for Clinic and LTP Courses
Mon, Jan 16	Martin Luther King, Jr. Holiday
Tue, Jan 17	Classes Begin
Sun, Feb 12	Application for Diploma Deadline for May 2012 Graduates
Sat, Mar 10	Spring Recess Begins After Last Class
Mon, Mar 19	Instruction Resumes
Mon, Apr 23	Last Day of Classes
Tues, Apr 24 to Tue, May 1	Exam Study/Course Review
Wed, May 2	Examinations Begin

Fri, May 11	Examinations End
Mon, May 14	Grades Due in OR&E from Faculty: Graduating Seniors
Mon, Jun 4	Grades Due in OR&E from Faculty: All others
Fri, May 18 2012	Commencement Exercises
Fri, Jun 8	All Grades Posted for Student Review
May 18 2012	Spring 2012 Diploma Date

## Building Hours

	MAIN ENTRANCE	LIBRARY
	<b>Regular Building Hours</b>	
Monday – Thursday	7:30 a.m. – 12 Midnight	7:30 a.m. – 12 Midnight
Fridays	7:30 a.m. – 8:00 p.m.	7:30 a.m. – 8:00 p.m.
Saturdays	9:00 a.m. – 10:00 p.m.	9:00 a.m. – 10:00 p.m.
Sundays	10:00 a.m. - 12 Midnight	10:00 a.m. - 12 Midnight

### III. Faculty/Student Communications

#### A. Faculty Communicating with Students – Mail and Email, the Homepage and Blackboard

##### Mail and Email

Student mailboxes are located on the first floor of the Paca Street wing of the building between the Atrium and Dining Area. Students' mailboxes are numbered within the divisions LD1 – first year day, LD2 – second year day, LE3 – third year evening, etc. The bulletin board in the student mailbox lounge has a list of all enrolled students and their mailbox numbers.

All students are provided campus email accounts and are notified at the start of the academic year that postings to that account constitute “official notice”. Faculty

members are encouraged to use Blackboard or to create a listserv for each of their courses. The course specific listserv can be very valuable throughout the semester, but especially near exam time for things such as posting information regarding scheduling of review classes and other related exam matters.

### Law School Homepage

Much of the academic schedule information which is of interest to both faculty and students, updates to the curriculum, booklist, course openings list, etc., is on the law school's Resources for Current Students page, <http://www.law.umaryland.edu/students/>. In addition, a schedule of activities may also be found on our homepage -- under News & Events (click more News & Events to access the Law School Events Calendar).

### Blackboard

Blackboard course pages are created for every law school course. The system can be used to post the class syllabus and other information about the class. Among other things, the system offers the ability to link to course materials, post assignments, create discussion lists, set up student groups, post announcements, e-mail students, and accept electronic versions of papers submitted by students via the Assignment tool. Students are initially enrolled into their respective course in Blackboard approximately 30 days prior to the start of each semester. Students who add/drop will be electronically added to or dropped from the Blackboard class list within 24 hours of the processing of that add/drop request.

Archiving: An email should be sent to [blackboard@law.umaryland.edu](mailto:blackboard@law.umaryland.edu) if there is a Blackboard course page from a previous semester that you would like to have uploaded.

The [Academic Technology Department](#) offers a variety of support services for Blackboard. Documentation on Blackboard's basic features is provided online at <http://www.law.umaryland.edu/facultystaff/instruction/blackboard/>. Instructors may schedule individual training sessions or one-on-one consultations for assistance with a particular Blackboard course or feature. To schedule a training session, ask questions, or provide comments, please contact the Blackboard support group at [blackboard@law.umaryland.edu](mailto:blackboard@law.umaryland.edu).

Course Materials: The library tracks all requests for specially prepared course materials, whether for distribution in print or electronically, and handles all requests for copyright clearance. Course packs, lists of course materials and/or syllabi should be sent to Pamela Bluh (Library Room 3302, 410-706-2736, [pbluh@law.umaryland.edu](mailto:pbluh@law.umaryland.edu)) or Rachel Hradecky (Library Room 2204, 410-706-0784, [rhradecky@law.umaryland.edu](mailto:rhradecky@law.umaryland.edu)).

The instructor's library liaison will be happy to help locate resources, update your Blackboard coursepage, and post the course syllabus. A list of library liaisons may be found on the law library webpage in the [Faculty Services section](#). Once on the page, select your name from the drop-down menu to see the liaison information. See also Photocopying Policy, XV.

### Student Suggestions Regarding Blackboard

Student members of the Library and Technology Committee prepared the following uses of Blackboard they believe would be helpful to students. Although not approved by the committee or administration, you may wish to incorporate any of the suggestions you believe would benefit the conduct of your class. If there is anything on the list you want to implement and for which you require assistance, the Academic Technology Department is available to work with you.

### Blackboard: Best Practices and Student Expectations

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The Blackboard Course Management System is an exceptionally useful tool that is under-utilized across the school. Today's law students have been educated in a world that relies on Blackboard and its peers. Current and incoming students have seen and used Blackboard for countless undergraduate courses. As such, the law school should take strides to use Blackboard at all points in the educational process and in a manner consistent with what students expect.

Below are a number of practices, habits, and suggestions we believe are helpful to professors and match the expectations of students.

- Syllabuses should be posted on Blackboard in a word processor format or PDF prior to the beginning of the semester. Each syllabus should reflect the entirety of the semester so students may gauge the work load and demands of the course over the entire term.
- Students want to be able to find and contact their professors and other faculty in an efficient and functional manner. Professors and other faculty involved with the class should post their information under the Faculty Information section of Blackboard
- Blackboard courses should be organized using folders. The folders should reflect the course's thematic modules, weekly assignments, or any other logical organizational structure. Students will review and print the materials for the course based on its organization.
- Students expect to be able to review all materials to maximize their utility. Thus, any and all resources used in class – PowerPoint presentations, Word documents, websites, cases, sample court documents, etc. (other than copyrighted materials

such as movies) - should be posted on Blackboard (and in their appropriate folder)

- Materials and resources used in the classroom should be posted in advance of classes so that students may review the materials and mark-up/annotate them.
- Professors are encouraged to utilize Blackboard's announcement feature. While emails to students are convenient, announcements reflect a number of benefits and fit with student expectations.
  - Last minute assignments, general announcements, syllabus revisions, etc. should be noted using Blackboard's announcement feature.
- Professors are encouraged to utilize Blackboard's discussion boards in inventive ways.
  - Discussion boards can supplement office hours, encourage class discussion, and foster cooperation.
  - Posting to a discussion board can be voluntary, mandatory, utilized for group work, or used in any number of ways that expand the classroom experience.
- Professors – especially those teaching Legal Analysis & Writing and Written & Oral Advocacy courses – are encouraged to utilize Blackboard's grade management system.
  - This utility posts grades and median grades and calculates weighted grades.
  - The tool is especially valuable to provide feedback for writing focused courses (and to reassure uncertain 1Ls).
- Professors are encouraged to utilize the Assignment Function tool
  - The Assignment Function allows students to submit assignments through Blackboard
  - Ensures writing assignments are promptly turned in and receive a receipt for such.

## ***B. Students Communicating with Faculty***

At the start of the semester —preferably in your syllabus—and on the course Blackboard page, faculty should provide students with appropriate means by which the faculty member may be contacted. Provide students with your faculty office room number, office hours, law school phone number, email address, and any other appropriate means of contact to encourage students to be in contact with you outside of class.

## ***C. Notification to Students of School of Law Policies***

Students are informed of academic/administrative policies by their inclusion online on the Resources for Students page (<http://www.law.umaryland.edu/students/resources/>).

## **IV. Evaluating Students**

### **A. Evaluating Students – Examinations, Papers and Lawyering Skills**

- Students should be informed during the first week of class how their performance in the course will be evaluated. Including this information on your Blackboard course page is an additional, convenient method of communication. If there will be a final examination, the class should be informed of what materials, if any, they will be permitted to use during the examination (e.g., open versus closed book). Often the way students take notes (i.e., in the margins of their books, on their laptops or otherwise) is influenced by what they may use in their examinations. Faculty members also are encouraged to inform students at the start of the semester whether they will allow or disallow computers for exams, with or without access to their electronic notes and/or the Internet (see In-school Exams, IV.C, page 15 below). If class participation is to provide some portion of students' final grades, the instructor should so inform the class and should specify the extent to which participation will count. If oral presentations and/or written projects, performance in simulation courses, and lawyering skills demonstrated in live-client representation courses will count for all or a portion of students' grades, these should be announced during the first week of class. Faculty should indicate approximate due dates for the project(s), expectations regarding writing certification, deadlines, standards for Incompletes, etc.
- Faculty should announce that students wishing to request accommodations for disabilities should see Dawna Cobb, Assistant Dean for Student Affairs, as soon as possible.
- The Advanced Writing ("Cert") Requirement. Information can be found online at <http://www.law.umaryland.edu/academics/program/curriculum/requirements/writing.html> -- see right sidebar for form)
- Faculty Supervision of Student Seminar Papers Thanks to Professors Susan Hankin and Paul Monopoli, thoughtful guidance on faculty supervision of student seminar papers can be found online at [http://www.law.umaryland.edu/facultystaff/instruction/planning/seminar\\_pa](http://www.law.umaryland.edu/facultystaff/instruction/planning/seminar_pa)

[pers.html](#)

## **B. Exam Planning**

### Exam Grading

Exam grading is anonymous; therefore, grades for class participation must be submitted to Mr. Wilson at the same time as exam grades are submitted to him.

Faculty have a variety of alternatives to include class participation in their exam grading, including but not limited to,

- increasing or decreasing the examination grade by one level or more; e.g., from B to B+ for students whose class participation is noteworthy
- increasing or decreasing the examination grade by one level or more but only for those whose class participation is noteworthy and whose exam is on the border; for example, an exam which is graded B/B+ might receive a final grade of B+ if that student also had noteworthy class participation.
- initially grade on a number scale, add or subtract points based on class participation, and then convert these resulting number grades to letter grades

### Exam Schedule

A tentative exam schedule will be distributed early in the semester. After a short “comment period”, it will be made final and distributed to faculty and students.

### Exam Rescheduling

Exam rescheduling is handled entirely by Mr. Wilson (but with Dean Cobb for ADA issues). To ensure anonymity in exam administration and grading, faculty should refer all questions about exam rescheduling to him. The grading form faculty receive with their exams will show the date for each rescheduled exam.

### Exam Structure

Typically the length of the examination corresponds roughly to the number of credits the student receives for the course, but this is not a requirement. For example, the exam for a three credit course typically is approximately three hours in length. In-school exams may not be longer than four hours. Some faculty members give exams consisting entirely of essay or short-answer questions. A few use multiple choice or other objective questions exclusively (the University provides for machine-grading and statistical evaluation of scantron multiple choice exams). Other faculty include a combination of

essay and objective questions. Take-home exams also are permitted. (For more information about take-home exams, please see IV.D)

### Informing Students

Please inform your students early in the semester which of the three computer modes, if any, you will permit for your examinations.

- Option 1 - Closed Mode – access to Exam4 only; no access to student computer-based notes or Internet
- Option 2 - Open Mode – access to Exam4 and student computer-based notes - no Internet access
- Option 3 - Open Mode – access to Exam4, student computer-based notes and Internet access

### Preparing your exams

- Please have your exams completed, proofread, copied, numbered and delivered to Mr. Wilson at least two work days prior to the exam's scheduled administration.
- For exams in which Blackboard will be the means of distributing exam questions and/or students submitting their exam answers, please inform Mr. Wilson at least two weeks prior to the end of the semester and discuss with him appropriate exam administration instructions.
- Exam Template – the exam template will be provided to faculty several weeks prior to the exam period.

### Before the Exam

Students, including students who have rescheduled your exam, appreciate knowing how to contact you for questions and until what date prior to the exam you will be available to answer questions. Some professors opt for a review session prior to the exam or accept questions via e-mail, phone and/or office hours up until the day before the exam. Whatever you choose, please be sure to communicate it to your students well in advance. In making your decision, please consider whether that deadline also applies to students who may reschedule the exam for a time later than its regularly scheduled administration.

### During the Exam

Mr. Wilson, with his team of exam administrators, is responsible for exam administration. The instructor does not have to be in the building (and, to maintain exam anonymity, may not be in the examination classrooms immediately before, during or after the exam). Please provide Mr. Wilson with a contact phone number where you can be reached during the exam.

### After the Exam

- Picking Up Completed Exams

Because the use of Exam4 and Blackboard takes extra time for printing student answers, exams may be picked up from Mr. Wilson late in the day for exams taken in the morning or the next morning for exams taken in the afternoon or evening. The grading form faculty receive with their exams also will show the date of each rescheduled exam.

- **Grading Exams**  
The dates when grades must be submitted to the Office of Registration and Enrollment are listed on the academic calendar. Because grading is anonymous, class participation grades must be submitted along with the exam grades; that is, class participation may not be added once the instructor sees the match between student name and final exam grade.

### **C. *In-school Exams – Computer Use Options***

- **Exam4 Use**

Exam4 is available in the following three options:

- Option 1 - Closed Mode – access to Exam4 only; no access to student computer-based notes or Internet
- Option 2 - Open Mode – access to Exam4 and student computer-based notes - no Internet access
- Option 3 - Open Mode – access to Exam4, student computer-based notes and Internet access
- Option 4 – Take Home Mode - access to Exam4, student computer-based notes and Internet access and electronic access to the exam (once the student has your exam, there is no guarantee they will not keep it or share it – only use if the exam can be sufficiently changed to get around those issues in future iterations)

At the start of each exam as students access Exam4, students will be asked to select the mode permitted by the instructor (and that permission must be noted on the exam in the instructor's administrative instructions) for that particular exam. At the close of the exam and after the students have submitted their Exam4 answers, Exam4 will produce a log for each student. The log will show the amount of time the student has taken on the exam and also will record the mode the student has chosen.

Because the Exam4 mode faculty will permit on the exam may impact both how faculty write their exams and how students take notes and in other ways prepare materials related to the course, it is important for faculty to consider and inform students in the summer session/semester which mode may be used on those exams for which Exam4 is to be permitted.

## ***D. Take Home Exams***

### Faculty Policy

Faculty policy permits take home exams to be distributed to students no earlier than after the last class meeting of the course. Other than that, timing and procedures are to be worked out between the instructor and Mr. Wilson. Exams may be distributed in paper format, via Exam4, via Blackboard or both paper and via Exam4 or Blackboard.

### Take Home Exam Considerations

Faculty may decide how long a time period students have to receive, complete and return take home exams. Some faculty use the established date of the exam as the due date, permitting students to pick up the exam as early as right after the last class for that course, or some later time. Some faculty permit each student no more than 24 or 48 hours, scheduled at a time within the exam period so that each student may decide individually when is the best time to take the take home, considering the rest of the student's exam schedule. Students have sometimes expressed concern about too short a time period, even when the exam is a 24 hour take home, because of the uneven "traveling time" between students living near to and far from the law school. (This may be overcome through the use of the Exam4 or Blackboard distribution functions, thereby obviating the need for students to come to school to pick up the exam. We have experienced some problems with using Blackboard for this purpose and would therefore prefer that faculty use the Take Home option in Exam4 for electronic distribution of exams.) Electronic submission of take home exams is either through Exam4 (preferred), Blackboard or as a last resort, by email to Mr. Wilson.

In addition to discretion about the timing and method of distribution, faculty have discretion about page limits, format, permitted and prohibited materials, etc. You should discuss these issues in advance with Mr. Wilson before you inform the students - probably sooner rather than later, as faculty (and students) find that the method of evaluating students often has an impact on how students structure their time and study procedures during the semester. Your exam should be designed not to compromise the anonymity of the students.

### Blackboard's Assignment Function

Faculty who choose an exam structure which does not permit use of Exam4 by students submitting their exams electronically (typically this is a take-home exam) may use Blackboard's Assignment Function.

Alternatively, if it is cleared with him in advance, you may have your students email their exam answers to Mr. Wilson at an address that he will give you at the appropriate time.

Submission via Blackboard is not as secure and it is not encrypted and automatically backed up as is the case with Exam4. Thus, student error can result in a grade of NC since IT will do no intervention. However, use of the Assignment tool in Blackboard to receive student submissions provides enhanced management options compared with the old Digital Dropbox method. These include such things as bulk downloading and cleanup, sorting by student or assignment, restrictions on date and time for submission, and a date and timestamp notification in the Gradebook of a failed submission by student.

### **E. *Machine Graded Exams***

After you have picked up your completed exams, please check to be sure:

- You have a scantron form for each exam number.
- The exam number is properly coded on the scantron form. For example, exam # 1 should have 001 darkened in; the bubble shown as NA should not be darkened in.
- Marked and erased 'bubbles' are clearly marked and clearly erased.
- There are no stray marks on the scantron form.
- The answer key is correct.
- The answer key, not exam #1, is processed first by the campus computer center staff so that all student answer forms are graded based on the key. (NOTE: 000 should be bubbled in as the Student Number on the answer key. Be sure to hand the answer key to the campus computer center staff member when presenting your scantron forms for processing.)
- The answers were correctly scored by at least randomly checking the computer generated reports against the scantron forms.

### **F. *Changing Grades***

Once grades have been submitted by the instructor, grades can be changed only with administration approval and only when there is a mechanical/clerical grading error.

## V. **Grading**

### A. **Grading System**

A letter grading system is used, in which each letter grade is awarded points on a four-point scale for purposes of computing grade point averages:

Letter Grade	Points Awarded for Grade
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F (failing)	0.00
I (incomplete)	
W, WA, WD	
CR, NC	

Some courses are grades Credit (CR) or No Credit (NC) rather than on the A-F scale. These courses include, but may not be limited to, Asper Fellowship, Externship, National Trial Team, Practicums, student-edited journals, and student-supervised Moot Court activities.

#### Incomplete

The grade I (incomplete) is given only to students who have a proper excuse for failure to present themselves for examinations or to complete any other work that may be required by the instructor in time for the instructor to complete grading by the grading due date. It is not used to signify work of inferior quality. A grade of incomplete may not be carried for more than one semester without the approval of the Director for Registration & Enrollment. An incomplete grade given at the end of the spring semester or summer session must be converted to a letter grade by the end of the subsequent fall semester, and an incomplete grade given at

the end of the fall semester must be converted to a letter grade at the end of the subsequent spring semester. An incomplete grade not converted to a letter grade within these time limits, and for which the Director for Registration & Enrollment has not granted an extension, shall be converted to an F (0.00). The grade I (incomplete) will remain on the transcript even after the work has been completed.

If a student withdraws or is excluded from the law school, these periods of limitation regarding an incomplete shall be suspended while the student is absent from the school. Any grade of incomplete remaining at the time a student is certified for graduation shall be change to an F (0.00). The Director for Registration & Enrollment will approve the extension of an incomplete only in extraordinary circumstances.

i.) Faculty Discretion

The policy permits each instructor broad discretion on the situations which may warrant applying the Incomplete grade, and then how to follow up on that grade. Nevertheless, just as faculty have a responsibility at the beginning of a course to inform students of course requirements, faculty assigning the grade of Incomplete should inform students of the student's continuing responsibility to meet the instructor's requirements for completing outstanding coursework. As part of this guidance, the instructor should make clear that it is thereafter the student's responsibility to meet requirements – and not the faculty member's responsibility for continuing to remind the student.

It may be helpful for faculty to provide students receiving an Incomplete with a schedule of when particular work necessary to finish course requirements must be submitted, and that schedule might best be designed to ensure the instructor has sufficient time to review the student's final work in order to meet grading deadlines. If there are to be penalties for student lateness/ failure to meet deadlines, what are those penalties; is there an absolute deadline after which work will not be accepted and the student will, therefore, receive a failing grade? Are the instructor's deadlines flexible (remember these deadlines are enforced by the instructor)? Is it appropriate and, if so, under what circumstances, for an instructor to establish different schedules for different students -- or should all students receiving an Incomplete be held to the same timetable?

ii.) Extension of Incompletes

In situations which may warrant an extension of an Incomplete beyond the normal one semester, those situations should be based on the continuing good faith efforts by the student to meet the requirements, or significant

and unexpected life events which may have prevented the student from completing the work within the expected timeframe – or which may have prevented the instructor from devoting sufficient supervisory time to the student’s project. If an instructor believes a further extension may be appropriate, that should be discussed with me before making a commitment to the student. In instances when there has been a further extension, the instructor, the student and I should agree upon a specific timetable and penalties to ensure work is complete satisfactorily.

### iii.) Incompletes and The Advanced Writing (“Cert”) Requirement

Occasionally, instead of assigning a grade of Incomplete, an instructor will assign a final grade for a writing course in which the student is trying to, but has not yet, satisfied the Advanced Writing Certification Requirement. Within the instructor’s discretion, the student may be permitted to continue work on the paper, within time limits set by the instructor, until the paper achieves “Cert” quality - but the grade for the course previously submitted does not change.

Students who do not finish the work required to satisfy the Advanced Writing Requirement by the grading deadline for the semester in which the seminar/Independent Written Work (IWW) was registered, may be assigned a grade of Incomplete. Completion of the work for the seminar/IWW does not mean the student should register for additional credits; no additional credit may be earned by completing the work for the seminar/IWW project originally undertaken.

### Grading in Year-long Courses

Grading in year-long courses such as Trial Planning & Advocacy and year-long clinics is as follows: at the end of the fall semester, the student will receive a grade of NM indicating that no grade is available; at the end of the spring semester the student will receive a letter grade for all work done in the clinic/course. On the student’s transcript, this letter grade will be listed for each semester according to the number of credits attributed to each semester and it will replace the NM originally listed at the end of the fall semester. A student who is permitted to withdraw from the School of Law after completing one semester may receive a grade for the work done during the semester.

### Withdrawal

“W” reflects a student’s withdrawal from a course, either voluntary or required after the add/drop period. “WA” reflects a student having been withdrawn administratively and “WD” indicates a student’s withdrawal from school.

### Credit/No Credit Option

The normal period for selecting an elective course to be taken credit/no credit is the first two weeks of the semester. As described below, extensions to this deadline will be considered. Requests should be made to Mr. Wilson. Elective courses not eligible for the credit/no credit option are noted on the credit/no credit course selection form and on the curriculum.

Subject to the right of the person teaching the course to require that all students take the course on a graded basis, a student may elect to take a course, other than a required course, on a credit/no credit basis, but only for one course on one occasion during the student's law career. A person teaching a course who wishes to require that all students take the course on a graded basis must notify the Director for Registration & Enrollment of this requirement in time for it to be inserted into the registration materials for the semester in which the course is to be offered. A student who elects to take a course on a credit/no credit basis must file and have approved his or her election with the Director for Registration & Enrollment prior to submitting work for a grade or sitting for an exam. (This does not apply to class participation in courses where it comprises a portion of the student's grade.) A student who properly elects to take a course on a credit/no credit basis will receive "credit" for the course if his or her grade in the course is at least C- (1.67); otherwise, he or she will receive "no credit" for the course. However, a student who properly elects to take a course on a credit/no credit basis and who receives a grade below C- in the course will be so notified and then can elect, in the time and manner prescribed by the Director for Registration & Enrollment, to take the grade in the course instead of the "no credit."

The grade CR (credit) or NC (no credit) as the case may be, will be recorded on the student's academic record. Neither grade will have an impact on the cumulative grade point average, but only the CR grade will cause credits to be earned toward degree requirements.

ELECTIVE courses graded on the A+ to F scale which are not eligible for the Credit/No Credit option are noted on the Curriculum and on the Credit/No Credit Course Selection Form.

## **B) Grading Guidance – The “Keller Memo”**

Although individual grades are left to the sound discretion of the instructor, it is important to be cognizant of the grading patterns at the law school. Each semester faculty receive grading guidance through the 'Keller' memo, a memo from Prof. Bob Keller giving general grading guidance for different types of courses. Faculty members are strongly encouraged to fit their grades within these patterns.

**C) Grading Deadline**

The grading deadline for Fall 2011 is January 13 for first year and graduating seniors and January 17 for all others. The grading deadline for Spring 2012 is May 14 for graduating seniors and June 4 for all others. When you turn in your grades for exam courses, you must also turn in a statement regarding any adjustments, if any, which should be made to the exam grades for class participation, any graded written work and/or other components of the final grade. This is important because once your grades have been processed, a grade may not be changed unless there was a clerical grading error.

**D) Submitting Grades/Grade Confirmation**

Grades should be submitted on the grading form provided for that purpose. We have now instituted a policy of emailing faculty a spreadsheet that they can use for submission of grades electronically. This greatly assists the Office of Registration and Enrollment in loading getting your grades back to you, merging them with any participation points, and then loading them into the student information management system once the grades have been finalized. A spreadsheet template will be emailed to all faculty. If you do not wish to submit your grades electronically, paper forms may be submitted directly to Office of Registration and Enrollment or faxed to 410-706-2103. After grades (and class participation, if any) have been matched with student names, exams and the grading forms will be returned to the instructor for review and signature to confirm the student has been assigned the correct grade.

**E) Retention of Exams, Papers, etc.**

The ABA recommends that materials on which student grading was based (exams, papers, etc.) should be retained for at least one year, unless returned to the student. Faculty should have these materials available upon student request for review of their performance. Blackboard should not be used for long-term storage of student materials since user information usually is not archived.

**F) Grade Grievance Procedure**

The school has a Grade Grievance Procedure which may be found at <http://www.law.umaryland.edu/students/resources/policies/standards.html>. If a student believes that a grade that he or she has received is the product of factors other than the instructor's good faith judgment, the aggrieved student may initiate the procedure.

**G) Posting Grades**

Once course grading is completed, grades are posted on the Faculty Evaluation System. By first making grades available through the Faculty Evaluation System, students are encouraged to complete the evaluations in order to receive their grades. The Faculty Evaluation System informs the student of his/her individual grade and also provides a distribution of all grades for the course. Official posting of grades is done online by the campus Office of the Registrar, usually about February 1 for fall grades, July 1 for spring grades and August 20 for summer grades.

#### **H) Meeting With Students**

Faculty should make themselves available to meet with students to discuss grades and student performance.

### **VI. Attendance**

The American Bar Association and the University of Maryland School of Law require regular and punctual attendance by students. Regular attendance is presumed to mean at least 80% of the total classes or class hours for a course. A student who fails to comply with the attendance requirement may be subject to withdrawal from the course, denied permission to sit for the final examination, or other reasonable penalty for non-compliance, which includes the lowering of the course grade.

A faculty member may adopt a more specific or stricter attendance policy provided that the policy and the penalty for a violation are announced in writing (Blackboard posting is acceptable) at the beginning of the course (and no later than the first week of classes). In any event, the Director of Registration and Enrollment shall initiate enforcement action against a student once the faculty member provides the Director with documentation of the student's absences, a copy of the faculty member's written notice informing the student of his or her attendance policy violation as well as the imposed penalty, and if applicable, a copy of the faculty member's announcement of a more specific or stricter attendance policy.

A student may appeal the enforcement action to the Administrative Committee only on the grounds of actual compliance, inadequacy of notice, and unreasonableness of the penalty. The student may be allowed to continue attending classes pending the Committee's decision unless the Assistant Dean for Student Affairs concludes that doing so would be disruptive to the class. No further penalties may be imposed based solely on additional student absences arising from the appeal process.

## **VII. Course Scheduling, Class Lists, Add/Drop Deadlines and Wait Lists, Student Photos and Seating Charts**

### **A. Course Scheduling**

All courses are included on the curriculum which may be found online at <http://www.law.umaryland.edu/academics/program/curriculum/schedules/>. Information includes course title, instructor, day/time of class meetings, room assignment, enrollment limit, whether course satisfies the Cardin and/or Advanced Writing Requirement, and whether students may select the Credit/No Credit grading option.

### **B. Class Lists**

Class lists may be found on your Blackboard course page.

Instructions:

On the left sidebar (under "Control Panel") click Users and Groups

Then click "Users"

Changes to these class lists due to students adding and dropping will show up on Blackboard 24 hours after that add/drop change is processed. In addition, initial class lists will be put in faculty mailboxes (or sent to adjuncts) the week before classes begin.

### **C. Add/Drop Deadlines and Wait Lists**

For the fall and spring semesters, the add/drop period runs through the first two weeks of the semester. For the summer session, the add/drop period runs through the first week of classes. There are separate deadlines and procedures for Clinic and Legal Theory and Practice courses.

Periodically students (and faculty) are informed of the enrollment status of elective and upper division required courses by means of the 'Openings List'. The list is emailed to all students with each periodic update and is posted on the Current Students webpage (<http://www.law.umaryland.edu/students/>). This information is useful to students as they continue to refine their semester course choices. Our add/drop process continues through the first two weeks of the semester. As students add/drop, those changes will be processed and show up on your Blackboard class lists within 24 hours.

You can also see course enrollment information on individual courses on the course catalog. The course display includes information about

enrollment in the course; current openings and the maximum enrollment will be shown. If there is a waitlist for the class, a link to the document that shows the waitlists for all courses will be available. If there is no waitlist link, there is no waitlist for the class. When there is no wait list, the class will be filled on a first-come first-serve basis during online add/drop. [For an example of the feature, see International Business Transactions below]

## ■ Course Catalog

### International Business Transactions (2 or 3)

This course (formerly titled International Transactions) deals with the legal problems arising out of activities that cross national borders, with a special focus on international business transactions. After an overview of the principal institutions involved in international transactions as well as of the forms of international commercial activity, the course will cover the following substantive law subjects: international trading of goods; financing international transactions; technology transfer arrangements; and foreign direct investment. Also included will be the special subject of dispute resolution in international transactions, including jurisdictional questions, international arbitrations, choice of law, extraterritorial jurisdiction and discovery, and enforcement of international judgments and arbitral awards.

#### Current & Previous Instructors:

[Maxwell Chibundu](#); [William Reynolds](#);

**506C (CRN: 21158)** Credits: 2

[Reynolds](#).

Spring, 2009 (Day).

Thurs: 10:55-12:55

Room 402

2 openings. (Limit 25). [See course waitlist](#).

[Booklist](#).

Wait lists are established only during advance registration for those courses with more requests for enrollment than the enrollment limit. A random process is used to determine who is enrolled, who is wait listed and the order of that wait list. When a student drops, rather than just registering the next student on the wait list who may no longer wish to be enrolled, Lu Ann Marshall (here in the Office of Registration and Enrollment) informs that student there is an opening. The student then has 48 hours to respond/add the course (or longer during the summer months) or Lu Ann then goes to the next student on the wait list. Students

expressing interest in an oversubscribed course after the wait list was established during advance registration are not added to the wait list. If through the add/drop process all wait listed students are accommodated and additional students drop, Lu Ann informs all students there are openings which students then fill on a first come/first serve basis through the online add/drop process.

To avoid the uncertainty of class enrollment which may result from the add/drop process at the start of the semester, some faculty teaching seminars choose to begin the semester with 16, 17 or 18 students enrolled. We permit enrollment to drop below 15 before adding from the wait list. However, the cost may be that if fewer than three drop the seminar the instructor will have more than the normal limit of 15 students.

#### **D. Student Photos**

As part of the registration/student ID card process, students are photographed. Copies of photos are available to faculty, and are often helpful, together with seating charts, in getting to know students.

Student photos taken during Fall Orientation are available approximately mid September. Please see instructions below to find out how to access and print photos.

#### INSTRUCTIONS

Photos are now available for classes that entered beginning Fall 2007 through Fall 2011. The Fall 2011 photos will be posted as soon as they are available (usually early September). These photos will be placed on a shared public drive (P) on the network, so you (staff and faculty only) may access them at your convenience.

**TO ACCESS** the photos:

- Double click on “Computer” or “My computer”
- Double click on the Public or P: drive
- Double click on: (P):\Class Photos.  
Within that folder, you will be able to choose the year and class you would like to print.

New students are in the folder labeled: “2011 – All New Incoming Students”.  
Returning Students are in the folder labeled: : “CurrentStudentPhotos-All-Fall2011”

Students who graduated in 2011 can be found in the file labeled: “Recent Graduates”.

The following is an *example* of how to access a group of photos.

- On the top menu bar, go to “View” and click “Thumbnails.” The photos are best viewed in the “thumbnail” format so that you can see each student and his or her name. Maximize the screen for the best view.  
In Windows 7 it will come up with an icon on the top right side under the search box with a drop down arrow. Click on the drop down arrow and it will give you several options for how to view the folder.
- You may now print the photos directly from the folder (directions below).

**TO PRINT** the photos (not in Windows 7):

- Double click the folder you would like to print ([P:\Class Photos\Fall2010](#)).
- Change to view as “thumbnails” as described above.
- Double click on the first picture in the folder.
- Below the picture a series of icons will appear. Click on the printer icon.
- Photo Printing Wizard appears. Click next. This allows you to select what pictures to print. “Select All” if you want all the students’ pictures (the entire class) to print. Click next.
- Printing Options page appears - Select the printer & printing preferences (if necessary). Click next.
- Layout Selection page appears – this allows you to determine how the pictures appear on the page. The best layout for seating chart pictures is a “*contact sheet*” format. Scroll down until you find “contact sheet prints” and click on it. A miniature example should appear next to your selection on the right. Below your selection, you can determine how many times you want to use each picture. Please note that if you select more than one, the duplicate picture of each student will appear side by side, and will not result in a full duplicate set. You will see the change immediately on the miniature example if you change the number. If you need to make more than one seating chart, please repeat the print procedure for each desired copy.
- Once you have made your layout selections, click next. This sends the photos to the printer and you will have pictures shortly. Make sure you click Finish!

**TO PRINT** the photos (in Windows 7):

- Double click the folder you would like to print ([P:\Class Photos\Fall2010](#)).
- Change to view as “thumbnails” as described above.
- Select the picture/pictures you wish to print
- Select the “Print” option in the menu bar.

- Photo Printing Wizard appears. Click next. This allows you to select what pictures to print. “Select All” if you want all the students’ pictures (the entire class) to print. Click next.
- Printing Options page appears - Select the printer & printing preferences (if necessary). Click next.
- Layout Selection page appears – this allows you to determine how the pictures appear on the page. The best layout for seating chart pictures is a “*contact sheet*” format. Scroll down until you find “contact sheet prints” and click on it. A miniature example should appear next to your selection on the right. Below your selection, you can determine how many times you want to use each picture. Please note that if you select more than one, the duplicate picture of each student will appear side by side, and will not result in a full duplicate set. You will see the change immediately on the miniature example if you change the number. If you need to make more than one seating chart, please repeat the print procedure for each desired copy.
- Once you have made your layout selections, click next. This sends the photos to the printer and you will have pictures shortly. Make sure you click Finish!

If you have questions about these pictures, please contact the Office of Student Affairs ([osa@law.umaryland.edu](mailto:osa@law.umaryland.edu) or 410-706-5235). Additionally, if you notice any errors, please report them to OSA immediately, so they may be corrected.

#### **E. Seating Charts**

Charts with the seating configurations for all classrooms can be obtained in the Dean's Office (Suite 260) from Tracey George (410-706-4394). The seating charts also are located online at <http://www.law.umaryland.edu/facultystaff/instruction/seating/>.

### **VIII. Classroom Schedule, Open Hours and Blackout Period**

A) The fall and spring semester classroom schedule leaves open, without scheduling any classes, Mondays from 12:00 noon to 1:00 p.m., Wednesdays from 12:00 noon to 2:00 p.m. and Thursdays from 3:15 - 5:15 p.m. These times are set aside for meetings of student organizations and for Faculty Forums, Faculty Workshops and Faculty Council meetings. Please avoid scheduling make-up classes during these hours if at all possible.

B) In the fall semester the Office of Student Affairs hosts lunches with each of the first year LAWRI sections during breaks in their schedules. Please be aware that these are planned well in advance and are difficult to re-schedule if there is a conflict.

C) To avoid scheduling activities which may be distractions during the time when students must focus on exams and other end-of-the-semester academic responsibilities, the law school has established a Blackout Period. The Blackout Period extends from the last two weeks of the semester through the end of exams, but does not include weekends. Non-student oriented functions may be scheduled during classes, the exam reading period, or exam period only to the extent they will not have a negative impact on student use of the law school building. This means that such functions a) may not use rooms that are used for classes, are scheduled for review sessions, or may be used for exams, and b) may not be of such a number of participants or of a kind of activity that would be disruptive to exam preparation or the exam process.

## **IX. Classrooms and Classroom Technology**

### A) Classrooms for Teaching

<b><u>Room Number</u></b>	<b><u>Name</u></b>	<b><u>Capacity</u></b>
107	Large Classroom	128
108	Medium Classroom	67
202	Bekman Courtroom	30
	jury box	6
	counsel tables	4
	judges bench	3
	witness/bailiff	1 of each
205	Medium Classroom	89
300A	Conference Room	12
300B	Conference Room	12
302	Medium Classroom	64
307	Small Moot Courtroom	20
	jury box	5
	counsel tables	4
	judges bench	3
	witness	1
309	Seminar Room	28
310	Seminar Room	28
402	Seminar Room	28
405	Seminar Room	28
460	Medium Classroom	85
473	Seminar Room	28
4403	TAL Classroom	32

B) A guide which describes the equipment in each classroom and how to use the equipment can be found online at <http://www.law.umaryland.edu/about/departments/technology/classroom/>. For more information on classroom technology or to schedule a training session, please contact the Media Services Department at [mediaservices@law.umaryland.edu](mailto:mediaservices@law.umaryland.edu).

## **X. *Canceling/Re-Scheduling Classes and Inclement Weather***

All faculty members are expected to meet their classes at the regularly scheduled times. If an emergency requires cancellation of a class, it is important that you notify the law school as early as possible so that students can be promptly informed. Please call the Administration at 410-706-7214 or 410-706-2045; if you are not able to speak with someone at the number, as a backup email (do not call) [infotech@law.umaryland.edu](mailto:infotech@law.umaryland.edu) with: course name, instructor name, class meeting time that is to be cancelled and rescheduling information, if any. Class cancellations will be posted on our website, Blackboard and, weather permitting, on the main entrance plasma screen. Please notify the Dean's Office (410-706-7214) or the Office of Registration and Enrollment (410-706-2045) even if you announce the cancellation in class, in order to ensure that ALL students are informed. Instructors should arrange with their classes a mutually acceptable time to schedule a make-up session, and should use the room reservation system (see XIII. below) on the Law School's home page ([www.law.umaryland.edu](http://www.law.umaryland.edu)) to secure a room. It is especially difficult to find convenient make-up time for evening students, making cancellation of their classes especially problematic. If at all possible, please avoid scheduling make-up classes during the open hours of Mondays 12 noon – 1:00 pm, Wednesdays 12 noon – 2:00 pm and Thursdays 3:15 – 5:15 pm. Please confirm your room reservation before announcing the rescheduling to students.

Faculty who hold classes when a substantial number of students cannot attend for a good cause (e.g., religious holidays) are encouraged to take appropriate measures (such as make-up classes, permitting taping (see XIII. below), tutoring, individual or group discussion, etc.) to enable students who cannot attend those classes to make up material they missed.

It is the policy of the University of Maryland to conduct business as usual on every scheduled day. The closing of classes due to inclement weather is limited to excusing students only and not faculty members or other personnel. The closing of classes for students applies to all schools and can occur only by announcement from the President, UMB. Students, faculty and staff members should tune in to WBAL 1090 AM in Baltimore or WTOP 103.5 FM radio in

Washington, D.C. for the announcement of University decisions regarding classes during inclement weather. Call (410)706-UMAB (8622) for the latest, most reliable, information on campus closings.

Decisions about cancellation of evening classes generally are made by 3 pm.

## ***XI. Classes on Religious Holidays***

With respect to classes held on days when a substantial number of students may not be able to be present, such as widely observed religious holidays, the Faculty Council of the Law School has adopted the following policy:

Instructors who hold classes when a substantial number of students cannot attend for a good cause are encouraged to take appropriate measures (such as make-up classes, permitting taping, tutoring, individual or group discussions, etc.) to enable students who cannot attend those classes to make up material that they missed.

## ***XII. Library Services***

The Library has services and programs to assist faculty with both instruction and scholarship. Under the Library's Liaison Program each faculty member and each course is assigned a librarian who can help with any requests for research or materials. The liaison serves as your first point of contact with the library; you don't need to worry about who handles what – we'll figure that out for you. You can also send students who need research assistance to the course liaison.

### **Support for Instruction**

#### **Course Materials**

The library can help you through this process from the selection of course materials to making items available to students on Blackboard. Your liaison librarian will work with you to locate appropriate readings for specific topics. Once materials are selected your liaison can obtain any materials not in the library or assist with linking to articles or documents on your course Blackboard page.

Copyright clearance for course materials is handled by the library. This includes print course packs, materials that are distributed during the semester, and materials to be loaded on Blackboard pages. Upon receipt of materials, the library makes fair use judgments, obtains copyright clearance if necessary, and delivers course packs to the copy center. Course packs, lists of course materials and/or syllabi should be sent to Pamela Bluh (Library Room 3302, 410-706-2736, [pbluh@law.umaryland.edu](mailto:pbluh@law.umaryland.edu)) or Rachel Hradecky (Library Room 2204, 410-706-

0784, rhradecky@law.umaryland.edu).

### Course Liaisons and Research Pages

Library faculty serve as liaisons to students in courses taught by their assigned faculty. Course research pages are routinely developed for seminars, clinics, and courses relating to trial practice and advocacy. Pages track coverage of the particular courses and contain links to primary and secondary sources that will help students begin their research in the subject.

### **Support for Scholarship**

The library provides support for faculty during all phases of a writing project:

#### Selecting a New Topic/Current Awareness

E-mail notification for the tables of contents of specific journals, or about articles in specific legal and non-legal subjects can be arranged. Your library liaison will help you customize your requirements and select the service, or services, including: SmartCILP; Ingenta; BNA email updates; Legal Scholarship Network; and Berkeley Electronic Press. We can also arrange for email notification for individual journals or monitor specific titles or subjects on your behalf.

#### Research

[Library liaisons](#) and research fellows are available to complete short-term and long-term research projects for faculty and to assist faculty research assistants as needed.

#### Drafting and Polishing

Research fellows are available to assist with editing, footnote creation, citation checking and formatting, and proofreading. While we try to meet everyone's deadlines, it is best to give us as much advance notice as possible if you need work done in a specific time frame. Please contact [Sue McCarty](#) to request assistance from a research fellow.

#### Submission of Articles

Electronic submission services are available that make submitting papers for publication easier and more efficient. Using an electronic submission service eliminates photocopying, assembling, printing and mailing and provides rapid acknowledgment and periodic status updates. The library supports submission through ExpressO, a service of Berkeley Electronic Press. Bepress has arrangements with over 450 law reviews, including the "top 100" publications. A list of titles may be found at <http://law.bepress.com/expresso.html>. A similar service is also offered by the Social Science Research Network (SSRN). For information on these services and for assistance in uploading papers, please contact [Pamela Bluh](#).

#### Scholarly Communication

The Law Library maintains the Digital Commons, the law school's online, electronic, institutional repository (<http://digitalcommons.law.umaryland.edu>). It contains over 1,600 entries including current and retrospective publications, conference proceedings, congressional testimony, and digital representations of archival collections.

The School of Law maintains a Legal Studies Research Papers Series under the auspices of the Legal Scholarship Network (LSN), a subsidiary of the Social Science Research Network (SSRN). Faculty members are encouraged to contribute scholarly research in progress, as well as papers accepted for publication to LSN as well as to the Digital Commons. Anyone may post a paper to LSN, however in order for the paper to be included in the research papers series, it must be posted by the library.

The Library also maintains a site license for the Legal Scholarship Network and the Economics Research Network (ERN). Based on the license, faculty may receive regular email notification about new research in specific subject areas.

For additional information about posting to the Digital Commons, to the Research Papers Series in LSN, or to subscribe to the topical journals in SSRN please contact [Pamela Bluh](#).

## **Borrowing**

### Marshall Law Library

Faculty may borrow, subject to recall, many items from the law library for an academic year with an option to renew. All books are subject to recall after two weeks upon the request of another patron. Faculty members are responsible for fines for failing to return books owned by the Law Library when recalled by another patron. The fine amount is \$1.50 per day, \$15 dollars maximum. All loan privileges will be suspended if a substantial number of fines accrue against an individual's record. With the exception of one-volume monographs, items should not be removed from the law school and should be kept in an office location where they can readily be found by the library staff if needed by another patron. The law school faculty has waived the protection that exists under Maryland state law regarding confidentiality of circulation records in cases where another law faculty member has the item. In all other cases, the circulation staff will treat those records as confidential.

### Other Libraries

Faculty members are entitled to direct borrowing privileges at sixteen Maryland public colleges and universities either by going to the other library or by using the "holds" delivery system available via the library catalog. Local loan policies and restrictions apply to these transactions. The library provides interlibrary loan service for items not found in its collection or in the collections of other USM

libraries. The library is committed to providing materials as quickly as possible, but response time varies depending upon the supplying library. Loan periods and renewal policies are determined by the lending library. Faculty members are responsible for fines on materials borrowed from other USM libraries as a result of overdue materials or materials which have been recalled and not returned within the adjusted due date. Interlibrary loan is critical for faculty research and the library cannot risk losing borrowing privileges from other libraries because of the failure to return books. Faculty members who put the library in the position of delinquent borrower will lose interlibrary loan privileges.

### Who to Contact\*

<b>Support for Scholarship</b>	
Email notification	<a href="#">Library Liaison</a>
Research projects	<a href="#">Library Liaison</a> or <a href="#">Sue McCarty</a> (for research fellows)
Polishing, citation formatting	<a href="#">Janet Sinder</a>
Submission of articles (general)	<a href="#">Library Liaison</a>
LSN Research Papers Series	<a href="#">Pamela Bluh</a>
ExpressO or other electronic submission service	<a href="#">Pamela Bluh</a>
Interlibrary loan and patron placed holds	<a href="#">Teresa White</a> or <a href="#">Library Liaison</a>
<b>Support for Instruction</b>	
Locating and linking to course materials	<a href="#">Library Liaison</a>
Course research pages	<a href="#">Library Liaison</a>
Copyright clearance	<a href="#">Pamela Bluh</a>
Exam Files	<a href="#">Jenny Lind Rensler</a>

\*If you prefer, simply contact your [Library Liaison](#) for any library-related issue and they will work with the appropriate person or department to satisfy your request. A current list of library liaisons is available at <http://www.law.umaryland.edu/marshall/services/index.html> (click Services for Faculty).

<b>Library Faculty</b>	<b>Room</b>	<b>Phone</b>
<a href="#">Pamela Bluh</a> <a href="mailto:pbluh@law.umaryland.edu">pbluh@law.umaryland.edu</a>	3302	6-2736
<a href="#">Stephanie Bowe</a> <a href="mailto:sbowe@law.umaryland.edu">sbowe@law.umaryland.edu</a>	3304	6-0783
<a href="#">Barbara Gontrum</a> <a href="mailto:bgontrum@law.umaryland.edu">bgontrum@law.umaryland.edu</a>	2202	6-7270
<a href="#">David Grahek</a> <a href="mailto:dgrahek@law.umaryland.edu">dgrahek@law.umaryland.edu</a>	2207	6-2025
<a href="#">Maxine Grosshans</a>	4402E	6-0791

<a href="mailto:mgrosshans@law.umaryland.edu">mgrosshans@law.umaryland.edu</a>		
<a href="mailto:jhawkins@law.umaryland.edu">Jason Hawkins jhawkins@law.umaryland.edu</a>	4402C	6-0735
<a href="mailto:sherrick@law.umaryland.edu">Susan Herrick sherrick@law.umaryland.edu</a>	4402D	6-3213
<a href="mailto:rhradecky@law.umaryland.edu">Rachel Hradecky rhradecky@law.umaryland.edu</a>	2204	6-0784
<a href="mailto:jrensler@law.umaryland.edu">Jenny Lind Rensler jrensler@law.umaryland.edu</a>	4402B	6-2466
<a href="mailto:nrobertson@law.umaryland.edu">Nathan Robertson nrobertson@law.umaryland.edu</a>	3303	6-1213
<a href="mailto:jsinder@law.umaryland.edu">Janet Sinder jsinder@law.umaryland.edu</a>	4402F	6-0792
<a href="mailto:jasmith@law.umaryland.edu">Jill Smith jasmith@law.umaryland.edu</a>	4401D	6-6855

### ***XIII. Recording of Classes***

#### ***Class Taping Policy***

##### *Permission Required*

The School of Law recognizes that class **content is the intellectual property of individual faculty members**. Therefore, students have an obligation to obtain faculty permission to record particular classes. The granting of such requests will not be automatic and is within the discretion of each faculty member. There is a strong presumption that faculty members will allow recording for makeup or review classes that are scheduled outside normal class time; for observance of religious holidays; and for court-ordered appearances in clinical matters.

#### **CLASSROOM RECORDING PROCEDURES FALL 2011**

<b>Routine Recording</b>	Upon faculty request, Media Services will record all classes in a particular course and make them available to all students in the course for either 7 days or for the remainder of the semester.
<b>Religious Holidays</b>  Rosh Hashanah (beginning at 5:25 p.m. on Sept. 28 through Friday Sept. 30)	All classes except clinics will be recorded by Media Services and made available to all students for 7 days after the class. Faculty who do not want classes released for this reason

Other religious holidays	<p>must contact Dean Gontrum and notify students.</p> <p>Students should contact Dean Cobb for approval and she will consult with appropriate faculty. If a significant number of classes are involved, Media Services will record all classes except clinics on these days; however, recordings will be released only to individual students. In the event that holiday observance will be longer than 7 days, Dean Cobb will arrange for extensions for individual students.</p>
<b>Rescheduled classes</b>	All classes will be recorded by Media Services and made available to all students for 7 days after the make-up class. Faculty who do not want classes released for this reason must contact Dean Gontrum and notify students.
<b>Inclement weather (during periods determined by the deans)</b>	All classes except clinics will be recorded by Media Services and made available to all students for 7 days after the class. Faculty who do not want classes released for this reason must contact Dean Gontrum and notify students.
<b>ADA related recording and extreme cases</b>	Students should contact Dean Cobb who will consult with appropriate faculty. The preferred solution is that recording will be done by the student or another student. Subject to availability, Media Services will try to handle last minute requests made in extreme cases.
<b>All other circumstances</b>	Media Services will not record classes for individual absences for reasons other than the ones listed above. Dean Cobb will refer all requests in this category to the faculty member. Students should refer to the recording policy of the faculty member involved.

Note: Room 4403 (Library) is not equipped for automatic recording.

**It is expected that faculty members will announce their general policies on recording at the beginning of each semester. If a faculty member indicates that requests for recording may be granted in some circumstances, students are thereby on notice that their comments in any class may be recorded.**

#### ***XIV. Room Reservations***

You may use the Room Reservations system on the Resources for Faculty & Staff webpage to reserve a room for a make-up class or other law school-related activity. To determine if a particular classroom is available, go to the room reservation form at <http://www.law.umaryland.edu/facultystaff/resources/events/reserve.html> and click on room availability link in the Room(s) area of the form. Once you have determined what room, date and time you wish to reserve, complete and submit the form. Your request is not guaranteed until you receive a confirmation notice via e-mail. Your request will be answered within a short time. Please allow 24 hours for confirmation.

#### ***XV. Course Pack Preparation and Photocopying Policy***

All requests for duplication of course materials (regardless to the number of pages and whether a printed coursepack is required or the material is to be posted on Blackboard) should be submitted directly to the Law Library for copyright clearance prior to photocopying. In order to manage the process in a timely fashion, you should submit your documents to [Pamela Bluh](#), Room 3302 (410-706-2736) or [Rachel Hradecky](#), Room 2204 (410-706-0784) in the Law School Library in sufficient time to have the materials checked, photocopied and available to students well before they will be needed.

The Law Library will deliver all materials to be photocopied to the Copy Center for duplication. All printed coursepacks will be distributed directly to students or (depending on the size of the packet) placed on the Forms Shelf (outside Suite 280) for students to pick up. Details about coursepack distribution (where/when) should be posted on the Blackboard course page.

#### ***XVI. Student Evaluations of Faculty***

At the end of every semester, students are asked to complete an evaluation form for each of their courses (see chart below). Once your semester grades are received in our office and uploaded onto the MyUMLaw Faculty Evaluation program, you will be able to access your evaluations. Faculty are strongly encouraged to review their evaluations. To access your evaluations go to <http://www.law.umaryland.edu/facultystaff/>, click on Course Evaluations (under **End of Semester**), enter your user name (network logon) and password. For further information or help, please contact Janice Dixon at 410-706-2046.

Following is the evaluation form which students are asked to complete:

Question Number	Question Text	Question Type
1	What are the strongest aspects of this course and this professor?	Open Ended
2	What are the weakest aspects of this course and this professor?	Open Ended
3	FACULTY SUPERVISION. If this offering involved close faculty supervision (e.g. Clinic, Cardin, Seminars, Legal Method, Simulation Courses), please comment on the strength and weaknesses of the teacher in providing supervision and/or feedback.	Open Ended
4	effectiveness of teaching method and style.	Open Ended
5	ability to challenge students and foster the development of analytical skills.	Open Ended
6	personality, enthusiasm, and rapport with the students.	Open Ended
7	availability outside of scheduled class/clinic.	Open Ended
8	selection and organization of course materials.	Open Ended
9	other	Open Ended
10	Please rank the overall competence of this professor.	Numeric Ranking
11	How would you rank this professor against all other teachers you have had in law school?	Numeric Ranking
12	Please enter any comments you have about this class.	Comment

## ***XVII. Smoking***

Smoking is not permitted anywhere in the law school or on law school property. A designated smoking area has been provided at the southeast corner of the entrance. Smoking is not permitted directly outside of building entrances.

## ***XVIII. Technology***

The Technology Department provides the School of Law community with access to modern computing, teaching and learning resources. Our services to students, faculty and staff encompass e-mail, Web development, classroom technologies, virus and SPAM protection, application development, network security, computerized exams and web enhanced learning via Blackboard.

The Technology Department is available to give you assistance with any question or need concerning instructional and classroom technology. Assistance ranges from consulting to course development, from simple troubleshooting to planning large projects. Our expertise includes topics such as Blackboard, Web design, streaming media and presentation software.

### Classroom Technology Training

For information on how to use the technology in our “smart” classrooms, please contact Media Services at [mediaservices@law.umaryland.edu](mailto:mediaservices@law.umaryland.edu).

### **Contact Information**

Information Technology Academic Technology  Phone: (410) 706-5771 Email (IT): <a href="mailto:infotech@law.umaryland.edu">infotech@law.umaryland.edu</a> Email (AT): <a href="mailto:acadtech@law.umaryland.edu">acadtech@law.umaryland.edu</a>	Media Services  Room 308 Phone: (410) 706-8413 Email: <a href="mailto:mediaservices@law.umaryland.edu">mediaservices@law.umaryland.edu</a>
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Responsibilities for technology-related activities in the School of Law are divided in this fashion:

Greg Smith, [gsmith@law.umaryland.edu](mailto:gsmith@law.umaryland.edu), is the Associate Director of Information Technology, responsible for the law school network, desktop support, email accounts, and other hardware and software issues.

Media Services, [mediaservices@law.umaryland.edu](mailto:mediaservices@law.umaryland.edu), is responsible for in-class audio and video recordings and other issues such as the use of Powerpoint in the classroom, etc.

Teresa Pucciarella, [tpucciarella@law.umaryland.edu](mailto:tpucciarella@law.umaryland.edu), oversees the Blackboard system.

Nathan Robertson, [nrobertson@law.umaryland.edu](mailto:nrobertson@law.umaryland.edu), is the Director of Information Policy and Management, responsible for information architecture and technical support for the School of Law's website, in addition to information policies such as records management.

<b>If you have a question about . . .</b>	<b>Contact . . .</b>
Blackboard	<a href="#">Academic Technology</a>
Classroom Technology	<a href="#">Academic Technology</a> or <a href="#">Media Services</a>
Courtroom Technology	<a href="#">Academic Technology</a> or <a href="#">Media Services</a>
Electronic Exams	<a href="#">Academic Technology</a>
Laptop Program	<a href="#">Information Technology</a>
Listservs	<a href="#">Information Technology</a>
Microsoft Office	<a href="#">Academic Technology</a>
Networks in the law school	<a href="#">Information Technology</a>
Online assessments	<a href="#">Academic Technology</a>
Office computer	<a href="#">Information Technology</a>
Powerpoint presentations	<a href="#">Academic Technology</a>
Videotaping or audiotaping	<a href="#">Media Services</a>
Videoconferences	<a href="#">Media Services</a> or <a href="#">Academic Technology</a>

## ***XIX. Adjunct Faculty Supplementary Information***

### **A. School of Law Policy on the Employment of Adjunct Faculty**

The School of Law regularly employs Adjunct Faculty to augment our teaching faculty and enhance curricular offerings to our law students. This Policy is designed to comply with the [University System of Maryland Policy II-1.07, Policy on the Employment of Adjunct Faculty \(“UMB Policy”\)](#).

#### **1) Categories of Adjunct Faculty**

Adjunct Faculty shall be designated as either Adjunct Faculty I or Adjunct Faculty II/Senior Adjunct. At the School of Law, Adjunct Faculty II shall be referred to as Senior Adjunct. Adjunct Faculty I shall include all adjunct faculty at the School of Law, except those faculty members who meet the criteria for designation by the School of Law policy as Senior Adjunct. Senior Adjunct faculty members, in addition to the other criteria required by the UMB policy, must

- i. have a consistent record of high-quality instruction as determined by the School of Law;
- ii. have a record of teaching at least three years at the School of Law and a total of 12 courses of two credits or more;

- iii. have a series of high-level performance evaluations over the course of at least twelve full semester courses at the University; and
- iv. have made a written request to the Academic Dean at the School of Law to be re-classified as Senior Adjunct.

## **2) Adjunct I Appointments**

For a new Adjunct Faculty I position, the Academic Dean or his/her designee shall verify the credentials of the applicant and contact a reference (designated by the applicant) who can verify the applicant's substantive knowledge of the area in which the adjunct may teach. All adjunct faculty will also be approved by the Academic Dean in consultation with relevant faculty who will consider the individual's

- i. *Academic and professional background.*  
The School of Law requires all adjunct faculty to hold an advanced degree (J.D. or Ph.D. expected absent exceptional circumstances), and have a minimum of two years of relevant experience in the area in which he/she may teach. Prior teaching experience is preferred, but not required for adjunct faculty.
- ii. *Area of expertise in relation to the School of Law's current curricular needs*  
The Academic Dean will assess curricular needs each semester to determine the demand for adjunct faculty.
- iii. *Past Performance Evaluations* (if applicable).  
The Academic Dean will monitor adjunct faculty teaching performance and will review student evaluations in the current semester for each adjunct.

## **3) Senior Adjunct Appointments**

For promotion to Senior Adjunct, the Academic Dean in consultation with relevant faculty from the Faculty Appointments Sub-Committee on Adjuncts will consider, in addition to the criteria in Section 1 above, the individual's

- i. *Academic and professional background.*  
The School of Law requires all adjuncts to hold an advanced degree (J.D. or Ph.D. expected absent exceptional circumstances). Prior teaching experience is required for Senior Adjunct faculty.
- ii. *Area of expertise in relation to the School of Law's current curricular needs.*
- iii. *Past performance evaluations.*  
The Academic Dean, or his/her designee, will assess the overall competence of the adjunct faculty member, including review of the adjunct faculty's student evaluations as evidence of high-level performance. In addition to the review of student evaluations in the current semester performed by the Academic Dean for each adjunct, the Academic Dean also will review past evaluations and other personnel records when Adjunct Faculty I request promotion to Senior Adjunct. High level performance evaluations will include a series of student evaluations ranking the adjunct faculty at 4.5 or above ("Very Good" or "Superior") in Questions 10 and 11 of the Student Evaluation, which is submitted by students anonymously online each semester through course evaluations.

## B. Frequently Used Phone Numbers

Outside callers use ten digit number (example) -- 410-706-0000 or 410-328-0000

Campus callers use five digit number (example) – 6-0000 or 8-0000

Department/Organization	Room/Address	Phone Number
<b>Fire/Police EMERGENCY</b>		<b>711</b>
Academic Achievement	Room 464	6-2271 (AAP1)
Academic Technology	Room 243	6-5771
Administrative Affairs	Suite 270	6-1524
Administrative Affairs FAX		6-0596
Admissions - Law	Suite 130	6-3492
Admissions - Law FAX		6-1793
Alumni & Development	Suite 260	6-2070
Alumni & Development FAX		6-4045
APALSA	Room 183	6-7920
BLSA	Room 182	6-6069
Book Store	222 N. Pine Street	<b>8-7788</b>
Campus Center	621 W. Lombard Street	6-3782
Campus Only Phone	1st floor across from main staircase	6-5307
Campus Only Phone	Room 1118 - Vending Area	6-8289
<b>Campus Police</b>	<b>Pine Street Station</b>	<b>6-6882</b>
Caravan		6-2826 (CVAN)
Career Development	Suite 208	6-2080
Career Development FAX		6-0870
Cashier's Office	601 W. Lombard Street, 2nd Floor	6-7393
Center for Health & Homeland Security	Rooms 466, 476, Grand Suites 100-130, & 300 Russell St, 2nd and 3rd Floors	6-1014
Center for Health & Homeland Security FAX		6-2726
Clinical Law Program	Suite 360	6-3295
Clinical Law Program FAX		6-5856
Coffee Bar	1st Floor	6-2393
Community Law In Action	MD Bar Center, Suite 140	6-3875
Community Relations/Media Relations - UMB	620 West Lexington Street	6-7820
Copy Center	Room 241	6-6606
Counseling Center	601 W. Lombard St., Room 440	8-8404
Dean's Conference Room	Room 260A	6-7466
Dean's Office	Suite 260	6-7214
Dean's Office FAX		6-4045
East Asian Legal Studies Program	Suite 411	6-3870
East Asian Legal Studies Program FAX		6-1516
Escort Service	Campus Police	6-6882
Faculty 2nd Floor FAX	Room 243	6-0407
Faculty 3rd Floor FAX	Room 343	6-6644
Faculty 4th Floor FAX	Room 443	6-2184
Financial Aid, UMB	601 W. Lombard Street, Suite 221	6-7347
Grand Garage Parking Office	5 N. Paca Street	6-4260
<b>Guard's Desk</b>	<b>Entrance</b>	<b>6-3013</b>

Guard's Desk - Library	Library Entrance	6-5571
Human Resources -UMB	620 West Lexington Street, 3rd Floor	6-7171
Information Technology	Room 248	6-5771
Institutional Advancement	Suite 260	6-2070
International Services	601 W. Lombard Street, Suite 240	6-7480
Journal of Business & Technology Law	Suite 409	6-8171
Journal of Business & Technology Law FAX		6-0072
Journal of Health Care Law & Policy	Suite 410	6-2115
Journal of Health Care Law & Policy FAX		6-2729
Law Journal of Race, Religion, Gender and Class	Room 369 & 387	6-7151
Lawyer Referral	111 N. Calvert	410-539-3112
Legal Aid	500 E. Lexington	410-539-5340
Legal Studies (formerly Paralegal Program)	University College	301-985-7733
Legal Writing Center	Room 400	6-0160
Library - Circulation		6-6502
Library - Director's Office	Room 2202	6-7270
Library - Reference		6-6502
Library - Technical Services	Room 3301	6-7400
LLSA	Room 183	6-7920
Mail Services	Howard Hall, Lower Level	6-3700
Maryland Environmental Law Society	Room 472	6-4132
	387 Technology Drive, College Park MD	
MD Intellectual Property Legal Resource Center	20742	301-314-8572
MD Journal of International Law	Suite 411	6-4105
Maryland Law Review	Suite 406	6-7414
Maryland Law Review FAX		6-0556
Maryland Public Interest Law Project	Room 400A	6-8393
Maryland Series in Contemporary Asian Studies	Suite 411	6-3870
Maryland Series in Contemporary Asian Studies FAX		6-1516
Maryland State Bar Association	520 W. Fayette	410-685-7878
Media Services	Room 308	6-8413
MIPSA	Room 400A	6-3966
Moot Court Board	Room 160E	6-7181
National Trial Team	Room 160E	6-7181
One Card Office	621 W. Lombard Street, Suite 002	6-6943
Parking Liaison - Law	Suite 270	6-1524
Parking Office, UMB	622 W. Fayette, 2nd Floor	6-6603
President's Office	Saratoga Office Building, 14th floor	6-7004
Public Health Law Network Regional Center - FAX	520 W. Fayette Street, Suite 320	6-5920
Registrar - UMB	601 W. Lombard Street, 2nd Floor	6-7480
Registration & Enrollment - Law	Suite 280	6-2045
Registration & Enrollment - Law FAX		6-2103
SECU Credit Union	11 S. Paca	410-296-7328
Student & Employee Health	29 S. Paca	<b>8-6791</b>
Student Accounting	601 W. Lombard Street, Suite 206	6-2930
Student Affairs	Suite 280	6-5235
Student Affairs FAX		6-2103
Student Bar Association	Room 181	6-6739
Student Health Insurance	601 W. Lombard Street, Suite 206	6-2930

Student Health Law Organization	Room 469	6-1479
Student Housing	621 W. Lombard Street, Suite 302	6-7766
The Raven	Room 400A	6-3966
The Tobacco Center	Room 491	6-1294
The Tobacco Center FAX		6-1128
University Student Government Association	621 W. Lombard Street, Suite 302	6-7117
University Fitness at the BioCenter	801 W. Baltimore Street	6-3902
Westminster Hall Kitchen	Guild House Room 107	6-2095
Westminster Hall Rental Info, Manager	Guild House Suite 200	6-2072
Women's Bar Association	Room 182	6-6069
Work Control	Pearl Street Garage	6-7570

### **C. Adjunct Faculty Office & Access Key**

Room 442 is for the use of adjunct faculty. It is equipped with 2 work stations for adjunct use with phones and computers, as well as individual mailboxes for each adjunct faculty member. Please see Rochelle Brimmer (410-706-1524) in the Administrative Affairs Office (Suite 270) if you have not yet picked up your key to this room and the classrooms.

### **D. Biographical Information**

If you have not yet provided biographical information for us to create a web page for you, please do so. An online form (located at <http://www.law.umaryland.edu/facultystaff/resources/>) is available for you to complete and submit to us according to the instructions provided on the form. You may check what is currently posted, if anything, by going to <http://www.law.umaryland.edu/faculty/profiles/index.html?type=adjunct> . In addition, please be sure to keep us up to date with contact information: mailing address, email address, phone number and fax. Updated information may be forwarded to Janice Dixon ([jdixon@law.umaryland.edu](mailto:jdixon@law.umaryland.edu)) or Lowell Wilson ([lwilson@law.umaryland.edu](mailto:lwilson@law.umaryland.edu)), Office of Registration & Enrollment.

### **E. Classroom Technology Training**

For information on how to use the technology in our “smart” classrooms, please contact Media Services at [mediaservices@law.umaryland.edu](mailto:mediaservices@law.umaryland.edu).

### **F. First Class Assignments/Book Lists, Syllabus, Class Lists, and Course Pack Preparation**

## 1) **First Class Assignments/Book Lists**

If you expect students to prepare an assignment for the first meeting of your class, you must post the assignment under the Assignments section on your Blackboard course page. A notice will be posted on the Booklist instructing students to check the Assignments section of Blackboard for assignments which have been posted by faculty. Students have access to their Blackboard course pages approximately six weeks prior to the start of classes. You should post your assignment in a timely fashion to ensure students will be prepared for the first day of class.


The Booklist is integrated into the online course catalog (see below). You can review your booklist entry by clicking on the "COURSE CATALOG" link below and searching for your course. We no longer will provide the booklist in the previous format which listed all courses in one document.

Once the booklist is available online, additions/changes to your booklist entry must be submitted to Janice Dixon ([jdixon@law.umaryland.edu](mailto:jdixon@law.umaryland.edu)) as soon as possible.

### ONLINE [COURSE CATALOG](#) FEATURE

(Instructions for Students to prepare a personalized booklist)

Search for each of your classes, click "Booklist," and then "Add to my Booklist":



**Book List**

**INTERNATIONAL BUSINESS TRANSACTIONS - Reynolds [506C]**

1. Chow and Schoenbaum, *International Business Transactions: Problems, Cases and Materials*  
Aspen, 1st

[Add to My Booklist](#) | [View My Booklist](#) | [Back To Course Description](#)

Once you have done that for each of your classes, "Print this page"--you'll have a handy reference to take with you when you purchase your textbooks:

## Book List

### Selected BookList

#### Added to your booklist

##### REPARATIONS, RECONCILIATION AND RESTORATIVE JUSTICE SEMINAR: LEGAL THEORY AND PRACTICE - Ifill [568K]

1. Martha Minow, *Between Vengeance and Forgiveness: Facing History After Genocide and Mass Violence*  
Beacon Press

#### Other Items On your Booklist

##### INTERNATIONAL BUSINESS TRANSACTIONS - Reynolds [506C]

1. Chow and Schoenbaum, *International Business Transactions: Problems, Cases and Materials*  
Aspen, 1st

##### ESTATES AND TRUSTS - Monopoli [576B]

1. Paula Monopoli, *American Probate: Protecting the Public, Improving the Process*  
Northeastern University Press

[Edit Booklist](#) | [Print this page](#) | [Search for Another Course](#)

You will need to complete your booklist page selections during your online session; any selections made are lost when you close your browser or turn off the computer. You can always create a new booklist if you lose your old one.

## 2) Syllabus

A feature on the course catalog is the opportunity for faculty to provide a draft syllabus for students to review as they consider course selections. You may provide a draft syllabus or not, entirely at your discretion. We are not announcing this feature to students at this time; therefore, students may occasionally find draft syllabi as they search the catalog, but should not expect that you will provide one if you do not choose to do so. As an example of how this feature works, [click here](#) for a sample syllabus from Judge Matricciani's Spring 2009 course Trial and Appellate Judicial Seminar/Practicum. If you wish to

have your syllabus or a draft syllabus posted on a course you will teach in the spring semester, please e-mail it to [law-web@law.umaryland.edu](mailto:law-web@law.umaryland.edu)

Sample course and seminar syllabi can be found online at <http://www.law.umaryland.edu/facultystaff/instruction/>.

### **3) Class Lists**

Class lists may be found on your Blackboard course page.

Instructions:

On the left sidebar (under "Control Panel") click Users and Groups

Then click "Users"

Changes to these class lists due to students adding and dropping will show up on Blackboard 24 hours after that add/drop change is processed.

In addition, initial class lists will be put in faculty mailboxes (or sent to adjuncts) the week before classes begin.

### **4) Course Pack Preparation**

All requests for duplication of course materials (regardless to the number of pages and whether a printed coursepack is required or the material is to be posted on Blackboard) should be submitted directly to the Law Library for copyright clearance prior to photocopying. In order to manage the process in a timely fashion, you should submit your documents to Pamela Bluh, Room 3302 (410-706-2736) or Rachel Hradecky, Room 2204 (410-706-0784) in the Law School Library in sufficient time to have the materials checked, photocopied and available to students well before they will be needed.

The Law Library will deliver all materials to be photocopied to the Copy Center for duplication. All printed coursepacks will be distributed directly to students or (depending on the size of the packet) placed on the Forms Shelf (outside Suite 280) for students to pick up. Details about coursepack distribution (where/when) should be posted on the Blackboard course page.

**G. ID Badges**

At the start of the semester, ID Badges will be put in your adjunct faculty mailbox in Room 442. Once you have picked up your ID, it will not be necessary for you to sign in at the guard's desk when you enter the building.

**H. Library Services for Adjunct Faculty**

Access to Lexis and Westlaw will be provided upon request. Access is available both for course preparation and during the semester in which a course is taught. Please contact David Grahek, [dgrahek@law.umaryland.edu](mailto:dgrahek@law.umaryland.edu), to obtain an individual password.

**I. Parking**

Parking for adjunct faculty is in the Pearl Street Garage (622 West Fayette St.) until 4:00 p.m. After 4:00 p.m. you can park in the Grand Garage, with entrance on Paca Street directly across the street from the School of Law. Adjunct faculty who are already registered with the Parking Office should have a permanent hang tag. Lost hang tags can be replaced for a \$10 fee. Replacements are available in the Parking Office which is located on the second floor of the Pearl Street Garage. Pre-paid parking vouchers are available for registered parkers from Rochelle Brimmer in the Administrative Affairs Office, Suite 270. Please call 410-706-1524 or email Rochelle at [rbrimmer@law.umaryland.edu](mailto:rbrimmer@law.umaryland.edu) to arrange to have vouchers placed in your adjunct faculty mailbox for you or if you have any questions. New adjunct faculty should contact Rochelle for assistance in completing a parking registration form if they have not already been contacted regarding their parking needs.

**J. Other**

- Teaching and Research Assistants  
Except in rare instances, budget constraints do not permit us to offer adjunct faculty either teaching or research assistants.
- Independent Written Work  
Independent Written Work provides students opportunity to work on a subject of particular interest under the direct supervision of a full-time faculty member. Law school policy provides that adjunct faculty may not supervise Independent Written Work, a recognition by the School of Law of the adjunct faculty's more limited responsibilities.
- Additional Exam Information

Information regarding the administration of exams is contained in section IV.B above. In addition, adjunct faculty who request may have their exams sent by messenger to their office of home – normally the day after the exam is administered. Typically several of the exams also will be rescheduled; those exams, too, will be sent by messenger at the request of the instructor.