

**The James E. Beasley School of Law
Temple University**

**ADJUNCT FACULTY
HANDBOOK**

2018-2019

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1. INTRODUCTION

Welcome to the Temple University James E. Beasley School of Law. This Handbook is designed to answer the questions most frequently asked by adjunct faculty members and provide general background information about Law School policies and resources. In addition, the Handbook establishes clear channels of communication to ensure that you will know whom you should contact in order to resolve questions or concerns that are not addressed in this Handbook. Specialized programs in the Law School may have additional handbooks or supplemental materials.

Teaching is ultimately a collaborative effort. As explained in this Handbook, the faculty, administrators, and staff are available to assist you in a variety of ways, whether it be sharing sample syllabi or explaining the new technology in our classrooms. Above all, we value your contribution to the Law School and are interested in your feedback. Please communicate any comments or suggestions regarding this Handbook to Robert Bartow (fall, summer), Associate Dean for Academic Affairs, 215.204.1276 or robert.bartow@temple.edu ; Donald Harris (spring), Associate Dean for Academic Affairs, 215.204.0542 or donald.harris@temple.edu.

1.1 The Law School

Founded in 1895, the Law School began with a handful of students who studied law in the evening. The part-time program, which is ranked as one of the best in the nation, remains central to our mission of making legal education accessible to those who might not otherwise have the opportunity. The Law School has students enrolled in both day and evening programs. In addition to the J.D. degree, students can pursue a dual J.D. degrees, and a variety of Master of Laws (LL.M.) degrees. The Law School has a semester abroad program in Tokyo, a summer abroad program in Rome and exchange programs with University College Cork, in Ireland; Universidad Pontificia Comillas in Spain; Università Bocconi, Milan, Italy; University of Lucerne School of Law, in Switzerland; Inter American University in Puerto Rico; Utrecht University, in the Netherlands; Tel Aviv University, in Israel; Jindal Global Law School, in India; University of Münster, in Germany; Tsinghua University, in Beijing, China; and Colegio Mayor del Rosario University, in Bogotá, Columbia.

The Law School pursues a unique and forward-looking approach to legal education. Our innovative curriculum pairs theory with practice in award-winning trial advocacy and transactional programs designed to equip our students for the demanding world of practice. The trial advocacy program is consistently rated as one of the best in the nation. That distinction has also been earned by our healthcare law program and our legal research and writing program. To prepare our students for emerging markets, we have enhanced our upper level course offerings in intellectual property and tax law. In addition, elective courses in these and other areas have been made available to first-year students. In light of increasing globalization, the Law School and the faculty have built upon our tradition of offering highly successful study abroad programs by creating the Institute for International Law and Public Policy and, also, an LL.M. program in

Beijing for Chinese lawyers. International law is another area in which Temple receives a high national ranking. Our most recent major initiatives are the establishment of a Health Law Policy Center; The Sheller Center for Social Justice; the Center for Compliance and Ethics; and the Tax Center.

In a recent survey conducted by U.S. News Temple Law School ranked #47 among all law schools nationwide. This is our highest ranking yet! In addition, U.S. News ranked us #2 in Trial Advocacy; #15 in International Law; #17 in Legal Research and Writing; #24 in Health Law; and #6 in Part-time Programs.

Other rankings include: #34 for Go-To-Schools by the National Law Journal; named Best Value Law School by National Jurist; and least-expensive Top-100 Law School in the Northeast.

The Law School is located on the main campus of Temple University in Philadelphia. Law School classes are held in Klein Hall and Barrack Hall. The Charles Klein Law Building is the main law school building, located at 1719 North Broad Street, between Cecil B. Moore Boulevard and Montgomery Avenue. All faculty offices, the Dean's Office, and the Office of the Associate Deans for Academic Affairs and the Associate Dean for Research are located in Klein Hall. The Morris and Sylvia Barrack Hall is located one block north of Klein Hall at 1819 North Broad Street, between Montgomery Avenue and Norris Street (just north of Wachman Hall, the University's computer building). In addition to classrooms, Barrack Hall is home to the Office of Student Affairs; the Admissions Office; Academic Affairs Office; and the Career Services Office.

The Law School administration is led by the following:

Gregory Mandel, Dean
215.204.2381
gmandel@temple.edu

Robert Bartow, Associate Dean for Academic Affairs (fall and summer)
215.204.1276
rbartow@temple.edu

Jennifer Bretschneider, Assistant Dean for Students
215.204.2380
jennifer.bretschneider@temple.edu

Donald Harris, Associate Dean for Academic Affairs (spring)
215.204.0542
donald.harris@temple.edu

Jaya Ramji-Nogales, Associate Dean for Academic Affairs
215.204.6430

jayarn@temple.edu

In addition, Deborah Feldman is Assistant Dean for External Affairs; John Smagula is Assistant Dean for Graduate & International Programs; Johanne Johnston is Assistant Dean for Admissions and Financial Aid; Shyam Nair is Assistant Dean for Computer and Information Technology; and Melissa Lennon is Assistant Dean for Career Services.

1.2 Our Student Body

Temple students are bright, dynamic and diverse. They come from a variety of backgrounds and disciplines. Many have traveled and lived in other countries, and their real-life experiences vitalize classroom discussions. The entering class hailed from 118 colleges and universities, and from 29 states and foreign countries. Twelve percent had earned advanced degrees before entering law school. Students of color made up 33 percent of the class, and 54 percent were women. Admission to the Law School continues to be competitive. We received 2,231 applications for the 2018 entering class. The incoming class had a median GPA of 3.54, and its median LSAT of 161 represents the 82nd percentile nationally.

1.3 Temple University

Dr. Russell H. Conwell founded the institution in 1884, and it was chartered as Temple College in 1888 and incorporated as Temple University in 1907. In 1965, by an Act of Legislature of the Commonwealth of Pennsylvania, Temple University became a state-related institution in the Commonwealth System of Higher Education.

Temple University provides many settings in which to learn. In addition to the flagship Main Campus, Philadelphia-area campuses include the Health Sciences Campus, the Center City Campus in Philadelphia and a major suburban campus at Temple University Ambler. The university has education centers in Harrisburg and Fort Washington and international campuses in Tokyo, Rome, and Beijing. Temple also offers undergraduate programs in: France, Greece, Great Britain, and Ireland, as well as opportunities to participate in study abroad programs worldwide with partner colleges and universities.

Temple is a world-class center of teaching, research, and health care. The university is identified in the Carnegie Classification of Institutions of Higher Education as one of only a hundred or so public institutions nationally (and one of seven in Pennsylvania) that are designated as a “Research Extensive University.” Temple serves as a vital research center for the United States government and is one of the three national survey research facilities.

Through its 16 schools and colleges, Temple University offers academic programs on both undergraduate and graduate levels. There are 2 associate degree programs, 149 bachelor’s

programs, 148 master's programs, 51 doctoral programs, and 8 first professional programs. In addition, there are 24 post-secondary certificates; 76 graduate certificates; and 14 doctoral practice degrees.

2. ADJUNCT FACULTY AT THE LAW SCHOOL

Adjunct faculty have always been an integral part of the Law School. You keep the Law School connected to the world of practice and grounded in experience. We value the expertise you bring to the classroom, whether it be to an Introductory Trial Advocacy course or a highly specialized course in Intellectual Property. Our students flock to your courses and benefit greatly from your insights and informal career counseling. Your willingness to set aside time from the practice of law to help educate the next generation of lawyers illustrates our profession's longstanding commitment to pro bono service and continuing legal education. It provides an excellent example for our students.

2.1 Appointment Letters

All adjunct faculty are appointed by the Dean on a semester-by-semester basis. Appointment letters are sent by the Taleo system at the start of the semester. This is a new university-wide electronic applicant tracking system. Each new candidate will need to complete a Profile online through the Taleo system. You will receive your new appointment letter and information regarding your appointment via the email you supplied on your Profile. Returning adjuncts' letters will be delivered via TU mail accessible through TU Portal. The letters outline teaching responsibilities and, if applicable, the compensation payment schedule. The format of the appointment letters is prescribed by a University policy which requires all adjunct faculty to provide certain information to the Law School regarding professional qualifications. If you have any questions concerning the terms of your appointment letter or the information requested, please contact Gwen Deal at 215.204.8985 or gdeal@temple.edu.

2.2 The Supervisors and Coordinators of Adjunct Faculty

Adjunct faculty members who teach in specialized programs are supervised and coordinated by the Directors of those programs. Associate Dean for Academic Affairs Robert Bartow is responsible for the supervision and coordination of all other adjunct faculty teaching in the J.D. program (fall and summer this academic year) and Associate Dean Donald Harris is responsible in the spring semester.

- J.D. Trial Advocacy Program

Jules Epstein, Professor of Law and
Director of Advocacy Programs
215.204.6288
jules.epstein@temple.edu

Sara Jacobson, Associate Professor of Law and

Director of Trial Advocacy Programs
215.204.0661
sjacobso@temple.edu

Mary Beth Wilson*
Program Coordinator
215.204.1857
mwilson6@temple.edu

- Clinical Programs

Jaya Ramji-Nogales
Associate Dean for Academic Affairs
215.204.6430
jayarn@temple.edu

- LL.M. Tax Program

Kathy Mandelbaum, Associate Professor of Law
and Director, Graduate Tax Program
215.204.5382
kathy.mandelbaum@temple.edu

Farlistcity El, Office Manager*
Graduate and International Programs
215.204.1073
farlistcity.el@temple.edu

- LL.M. Trial Advocacy

Jules Epstein, Professor of Law and
Director of Advocacy Programs
215.204.6288
jules.epstein@temple.edu

Marian Braccia, Practice Professor of Law and
Director, LL.M. in Trial Advocacy
215.204.2738
bashcrof@temple.edu

Joel Houkom*
Senior Legal Assistant
215.204.8990
jhoukom@temple.edu

- All Other J.D. Courses

Gwendolyn Deal*
Senior Administrative Specialist
to Associate Deans
215.204.8985

gdeal@temple.edu

(* denotes Program Coordinator)

2.3 Contact Persons for FAQs

From time to time, adjunct faculty have specific requests or questions regarding Law School resources or procedures. The following list is offered to assist you in directing your requests or questions to the appropriate person.

Media Services; Classroom technology questions; Canvas training. Media requests are handled through a shared e-mail system. If you need assistance in setting-up or using our “smart” classrooms, please e-mail your request to tlawav@temple.edu. If necessary, you can also reach the individual members of the computer and av team by contacting them individually:

Ed Myers
Senior Application Developer
215.204.5308
ed.myers@temple.edu

John Beene
Assistant Media Services Coordinator
215.204.5181
john.beene@temple.edu

Amber Bethune
Information Resources Coordinator (Canvas)
215.204.3099
amber.bethune@temple.edu

Book orders:

Contact your specific Program Coordinator

Jenn Caruso
Manager, Barnes & Noble
215.204.0514 or 215.204.0502
sm353@bncollege.com

Class lists; Canvas postings; class cancellations; parking; seating charts; general questions:

Contact your specific Program Coordinator

Scheduling make-up classes; room requests:

Dorothy Lee
Director, Special Events
215.204.5009
dlee3@temple.edu
(email strongly preferred)

Dimitri Ferrell

Dept. Coordinator, Special Events
215.204.6897
dimitri.ferrell@temple.edu

Computer and technology needs;

Shyam Nair
Assistant Dean for Computer &
Information Technology
215.204.1273
snair@temple.edu

Vu Nguyen
Technical Support Specialist
215.204.4071
vu.nguyen@temple.edu

Nam Tang
Computer Support Specialist
215.204.4981
ntang@temple.edu

Exams; anonymous grading:

Jennifer Bretschneider, Assistant Dean
for Student Affairs
215.204.2380
jennifer.bretschneider@temple.edu

Course Scheduling:

Contact your specific Program Coordinator

Paychecks; direct deposit:

Cynthia Gale
Budget Analyst
215.204.6721
cgale@temple.edu

**Parking authorization/ passes;
IDs:**

Contact your specific Program Coordinator

Registrar; grades; transcript notations:

Rukiya Harris, Director of Financial Aid and
Academic Records
215.204.3515
rukiya.harris@temple.edu

**Self-generated course materials;
copyright clearance**

Contact your specific Program Coordinator

Classroom maintenance issues: Iris Sanders
Manager, Operational Services
215.204.4535
isanders@temple.edu

WestLaw accounts; LexisNexis Noa Kaumeheiwa, Interim Director
of Law Library
215.204.5865
noa@temple.edu

2.4 Responsibilities of Adjunct Faculty Members

Your appointment letter outlines your teaching responsibilities as an adjunct faculty member. In addition to your teaching responsibilities, the University policy on adjunct faculty requires all adjunct faculty to be available at least one hour per week to meet with students. Many adjunct faculty routinely meet with students immediately before or immediately after class. The policy also requires adjunct faculty to provide reasonable opportunities for students to reach them apart from class time and/or office hours, such as by email or telephone.

The University policy on adjunct faculty and many other instructional policies are available online at policies.temple.edu.

2.5 Representing the Law School and the University

Adjunct faculty may use their faculty title as a form of identification in professional or academic endeavors, such as presentations, papers, publications, and other creative or scholarly works. Adjunct faculty members should not, however, use faculty titles to purport to represent the Law School or the University; to seek to solicit clients, business relationships, or other economic arrangements; or to advocate or endorse causes that are not part of their Law School-related academic assignments.

2.6 Conflict of Interest Policy

Adjunct faculty members are expected to avoid any conflict, or appearance of conflict, between their personal interest and the interest of the University in dealing with any organization or individual having, or seeking to have, any business relationship with the University or with any organization or individual whose objectives or interest may be adverse to University interests. The University policy on Conflict of Interest is available online at policies.temple.edu.

3. GETTING STARTED AT THE LAW SCHOOL

3.1 Building Passes and Temple Identification Cards

As an adjunct faculty member, you are required to have a Temple University photo identification card. The University ID card identifies the cardholder by picture, name and function. If you would like more information on how to obtain a University ID card, please contact the Supervisor/Coordinator of your respective program. Temporary building access may be issued to guest lecturers. Please give advance notice as they will have to be cleared to enter the building now that we have installed the “swipe” card system.

3.2 University Email Accounts

The vast majority of adjunct faculty choose to use their personal email accounts to communicate with students or the administration. However, all adjunct faculty are entitled to a temple.edu email account. The TU email account connects you to TU Portal where you will find connections to your appointment letter, Canvas, courses evaluations, etc. If you would like more information concerning Temple University email accounts, please contact Shyam Nair at 215.204.1273 or snair@temple.edu.

3.3 Office Space

Our limited resources permit us to assign limited office space to adjunct faculty members. The Faculty Lounge is accessible for any adjunct. Please contact your Supervisor/Coordinator for a key.

3.4 Parking Authorization/Reservations

Adjunct faculty who commute to the Law School by car are entitled to parking authorization. With your appointment letter, through TU mail, you will receive instructions on how to obtain parking. Parking passes are no longer in use. The parking lots are clearly indicated on the map of the Main Campus described below in section 9. Adjuncts mainly park in the Liacouras Garage. If you require additional information on parking, please contact the Supervisor/Coordinator of your respective program. Also, parking reservations may be issued to guest lecturers. Please give advance notice at the beginning of the semester as to how many guest lecturers you may require for your course and the dates and times of their arrival and departure.

4. ORIENTATION AND TRAINING SESSIONS

The Law School holds one or more adjunct faculty training sessions each year. (Each program may run separate sessions). Although new adjunct faculty are particularly encouraged to attend, these training sessions are open to all adjunct faculty members and will address issues pertaining to different levels of teaching experience. In addition, these sessions will include a review of the Law School Adjunct Faculty Handbook, pertinent instructional policies, sources of assistance for students, and resources for adjunct faculty.

5. PLANNING YOUR COURSE

Your primary responsibility is teaching. When planning and preparing for your teaching responsibilities, you need to be aware of several policies and procedures that guide the instructional activities of all faculty, including members of the adjunct faculty.

5.1 The Syllabus

All instructors are required to provide students with a complete syllabus during the first week of classes. In addition to listing course requirements and assignments, the syllabus should spell out the policies regarding attendance, class participation, time spent engaged with the materials outside of class, grading, and exams. The University's syllabus policy is available on the University's website at policies.temple.edu. A reference guide for faculty and students which sets forth the rules is available on the Law School's website www.law.temple.edu under "Academics/Academic Policies." The syllabus should indicate any instances where the policies applicable to your particular course differ from those listed under "Academic Policies."

Some of the specialized programs in which adjunct faculty teach provide standard syllabi. If you are not provided with a standard syllabus for your course, before you finalize your syllabus, please review the following list of requirements. If you have any questions concerning what should be included on your syllabus, please contact the Supervisor/Coordinator of your program or an Associate Dean for Academic Affairs.

- 1. Instructor's name and contact information.** This should include your contact information, office hours, email address, and phone number.
- 2. Name of the course and course number.** This is listed in your appointment letter.
- 3. Prerequisites, co-requisites, or any other special skills or knowledge required for effective participation.** These matters are handled automatically by our registration system, and so do not need to be on your syllabus. However, you should familiarize yourself with how they relate to your course.
- 4. A disability disclosure statement.** The policy requires a statement on course syllabi

inviting students with disabilities to disclose their needs. At the Law School, the Office of Student Affairs handles requests for both non-academic and academic accommodations. The following is a sample disclosure statement:

Persons with disabilities are entitled to reasonable accommodations and academic adjustments. Any law student who requires accommodation based on the impact of a disability should contact the Law School Office of Student Affairs (215.204.8574) located in Barrack Hall.

5. Course calendar, including due dates and special activities. Most courses follow the Law School calendar which is found on the Law School's website www.law.temple.edu under "Academics." If your course has a beginning and/or ending date that does not adhere to the law school calendar, you should include this information in your course syllabus. You should also indicate any specific due dates for student work. Finally, you should give reasonable advance notice when changing the due dates for academic requirements.

6. Statement of course learning outcomes and assessment methods. To comply with new ABA Standards, we have a new policy that requires all faculty to include in their syllabi a description of learning outcomes, both course-based and institutional, and assessment methods, both formative and summative. If you are teaching a course in Spring 2019, you are strongly encouraged to include this information in your syllabus. Inclusion of this information will be mandatory commencing with the Fall 2019 semester. The Law School's Student Learning Outcomes and Performance Criteria are found on the Law School's website www.law.temple.edu under "Academics." Your Program Supervisor or an Associate Dean for Academic Affairs will be happy to assist you in complying with this requirement.

7. Complete list of required and recommended texts. If any of your course materials are not available at the law school bookstore, you should indicate where the students can access or acquire the materials (e.g., the materials are on reserve in the library, or available on Canvas, the course website system).

8. Assigned readings and other assigned work. This requirement is satisfied by including a full listing of the assignments for the course. You should also include any student presentations, group projects, papers, practice mid-terms, simulations or other required activities.

9. Time engaged with the material outside of class. ABA Standard 310 and Law School policy requires students to engage with the material, including class time and time spent outside of class, for a total of 42.5 hours for each course credit. The following is sample language to be included on syllabi to explain that requirement for exam courses. If your course does not have an exam, please contact the Supervisor/Coordinator of your

program or an Associate Dean for Academic Affairs for assistance in drafting appropriate language.

[Please tailor the language to the specific requirements in your course]:

American Bar Association Standards and Law School Policy require that students spend on average at least two hours engaged with the materials outside of class for every hour of class. Accordingly, the assigned readings [if you have other out-of-class assignments, add them here; for example, “the assigned problems and the other out-of-class exercises”] are designed with that requirement in mind, taking into account the time you should also spend reviewing and outlining material already covered in class, and preparing for the exam [if you provide old exams for practice, you may add that here; for example, “including working through the practice exam(s) that will be made available to you”].

10. Grading. Law School policy requires that in exam courses, the exam must be graded anonymously and must constitute at least sixty percent (60%) of the final grade. The faculty member may elect to include in the final grade any combination of anonymously or non-anonymously graded quizzes (of other forms of examination), exercises, papers, or, except in courses in the mandated First Year Curriculum, class participation, which together shall not constitute more than forty percent (40%) of the final grade. If the faculty member elects to include graded class participation in the final grade, it shall not constitute more than ten percent (10%) of the final grade. (See 6.6 for additional details.) The final grade for every student in the course must be calculated using the same method and notice of that method must be included in the syllabus and must be announced during the first class meeting.

If you are teaching a course which does not have an exam, the grading method you will be using must be included in your syllabus and you must announce the method in the first class meeting.

11. Exams. For exam courses, the syllabus should indicate whether the exam will be “open book” or “closed book” and whether any other special rules will apply. If the exam will be, or might be, given as a “take-home exam” that should be indicated on the syllabus and should be announced in class during the first week of classes. The Supervisor/Coordinator of your program or an Associate Dean for Academic Affairs should also be notified. A final decision on whether the exam will be “take-home” must be communicated to the students and to Assistant Dean for Students Jen Bretschneider no later than the end of the fourth week of the semester.

12. Policies on attendance, lateness, and participation. The Law School has a general policy on attendance which is clearly stated in “Academic Policies,” and is based on ABA accreditation rules. If you impose a more restrictive policy than that set forth in “Academic Policies,” then you should state it in your course syllabus. You should also state any policies regarding lateness or class preparedness. See the discussion regarding

class participation below.

5.2 Case Book Selection

Well in advance of the start of the semester, you will be contacted by the Law School to determine what course materials you plan to use. In order to ensure that the materials are available to our students by the beginning of the semester, it is very important that you provide the requested information in a timely manner. Assistance and guidance regarding case book selection is always available from the Supervisor/Coordinator of your program or one of the Associate Deans for Academic Affairs.

Required course materials are sold in the Barnes & Noble bookstore, located at the corner of Broad Street & Cecil B. Moore Avenue. Law School course materials are not sold at the main University bookstore, located at 13th Street & Montgomery Avenue in the Gittis Student Center. Please contact the Supervisor/Coordinator of your specific program for ordering details.

5.3 Self-Generated Course Materials

Some faculty members compile their own course materials rather than use a traditional case book. Others supplement the case book with a collection of additional materials. Most faculty who use such materials make them available to their students through Canvas, which is discussed below, in order to save their students from the cost of purchasing duplicated materials. However, if you want your students to use hard copy materials, Temple University Digital Document Services, located at 1700 North Broad Street, Room 209, will package your self-generated course materials to be sold to the students and will provide you with a complimentary copy. These materials will be sold by the Barnes and Noble bookstore. Whichever method you choose for making your materials available to your students, we can assist you in putting the materials together and obtaining necessary copyright approval. Be aware, however, of the need to secure copyright clearance before Temple University Digital Document Services will copy and package your course materials or before your materials can be posted on Canvas. Therefore, please be prompt in submitting such requests.

If you plan to produce self-generated course materials, please contact the Supervisor/Coordinator of your specific program.

5.4 Canvas

Canvas has now replaced Blackboard. It is an e-learning platform used by the Law School and University to deliver and manage course-related material and communication on the web. It provides an easy mechanism to send emails or to host an electronic “discussion” and it allows you to make news and other information available to your students in a timely manner. We urge all faculty members to use Canvas to post announcements, place syllabi and course materials on the web and to communicate with their students through email. Canvas also enables you to provide

your students with links to assigned cases and statutes. Canvas offers numerous additional functions that are covered in the Canvas training session available to all adjunct faculty.

To access Canvas, you will need an AccessNet account. This is obtained when you create an account for TUPortal upon receipt of your appointment letter. For information regarding Canvas or to schedule a training session, please contact Amber Bethune at 215.204.3099 or at amber.bethune@temple.edu.

5.5 TUPortal

TUPortal is the University's web platform for providing information to students, faculty and staff. General information is available to all users. Other information is available only to the individual user. Probably you will be most interested in the TUPortal features which enable you to access your profile, appointment letter, class list and photos of your students (see 6.2). TU Portal also provides you with a link to Self-Service Banner, which you will use to report grades (see 6.9), and a link to your course evaluations (SFFs) (see 6.11). You access TUPortal with the same AccessNet user name and password as Canvas. For further information on how to obtain an AccessNet user name and TUsecure password, please go to accounts.temple.edu.

5.6 Law Library

For an overview of the resources offered by the Law Library, please refer to the Law Library Faculty Guide. Copies of the Law Library Faculty Guide are available upon request from Noa Kaumeheiwa, Interim Director of the Law Library, at 215.204.5865 or noa@temple.edu.

5.7 Disability Resources and Services

Persons with disabilities at the Law School are entitled to reasonable accommodations and academic adjustments under Section 504 of the Rehabilitation Act of 1973 that states: "... no otherwise qualified individual ... shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." As required by the Americans with Disabilities Act of 1990 (ADA), the Law School strives to offer equal opportunities and access to all programs, activities, and services for students and other persons with disabilities. All faculty are required to provide their students with a disability disclosure statement on their syllabi that invites students to disclose their needs to the Office of Student Affairs. All adjunct faculty members are strongly encouraged to become familiar with the Temple University Disability and Services General Resources which can be found at <https://disabilityresources.temple.edu>.

6. TEACHING YOUR COURSE

6.1 Enrollment

You do not have authority to admit individual students into your course. For different reasons, the enrollment in some courses is capped at a certain number of students. Our initial registration process gives priority based on a student's class (fourth year Evening Division, third year Day Division, etc.). Students in a particular class have the same opportunity to gain an available seat in any particular course. Our drop/add process operates on a first-come-first-served basis. When a seat becomes available as the result of a drop, it is assigned to the first student who logs into the system, sees the available seat, and requests it. To avoid undermining this process, teachers may not honor requests by students for admittance into courses.

6.2 Class Lists

A roster of the students registered for your course is available through TUPortal (see 5.5). Click on "Class Lists" on the left side of the home page. Photos of your students are available there, as well. A roster is also available on Canvas (see 5.4). If you prefer, you may contact your specific Program Coordinator for assistance in obtaining a class list. Before the start of the semester, class lists are preliminary. After the first week of class, during which students may drop or add courses, the final class list will be available. (The results of drop/add take a couple days to be posted to Canvas, which can be confusing at the beginning of the semester since that affects not only the accuracy of the class list, but also a student's ability to access the Canvas site.)

6.3 Class Attendance

Students must attend a minimum of 80% of the regularly scheduled class hours in a course to be considered in regular attendance. You may impose more stringent attendance requirements for a particular course provided you give enrolled students reasonable advance notice of your specific attendance policies. The requirement of advance notice would be satisfied by announcing the policy during the first class and including the policy in the course syllabus.

In determining whether or not a student has complied with the 80% attendance requirement, all absences count. Therefore, whether a student's absences are excused or not, the total number of absences cannot exceed 20% of the regularly scheduled classes.

A student who fails to regularly attend will be prohibited from taking the exam and will receive a grade of FA (failure for absence) for that course. When a faculty member identifies a student whose absences exceed the 20% limit, the faculty member should contact Assistant Dean Jennifer Bretschneider as soon as possible at 215.204.2380 or jennifer.bretschneider@temple.edu.

A warning should be given to any student who is in danger of exceeding the 20% limit. You may warn the student directly or you may inform Assistant Dean Jennifer Bretschneider of the situation. Dean Bretschneider **must** be notified before classes end for the semester if you wish to assign the grade FA.

6.4 Class Participation

In accordance with Law School Faculty regulations, faculty members teaching a course in which an exam is given may consider class participation in determining the final grade, if certain procedures are followed. If you are not familiar with the procedures, please consult with one of the Associate Deans prior to the start of the semester. Our regulations require that you announce your intention to take class participation into account to your students during the first week of classes. It should also be clearly stated on your course syllabus. When considering class participation, the faculty member must individually evaluate the participation of each student, compare that evaluation with the student's grade on the final examination, and raise or lower the grade on the final examination by one step if there is a substantial difference between the examination and class participation grades. This is done by submitting a copy of the grades recorded from the exam scores only to Academic Records, along with a record of your evaluation of class participation, whether that record is formal or informal. The Academic Records Office will then provide you with each student's exam number so you can apply the class participation increase/decrease as applicable. After this is completed, you will then submit your final grade list on the Self-Service Banner System (see 6.9).

6.5 Class Cancellation, Scheduling Make-up Classes and Review Sessions

Please notify the Supervisor/Coordinator of your respective program ASAP if you need to cancel a class. The times set aside for a make-up class or an additional review session are 11:45 am-1:00 pm Monday through Thursday and Friday 11:45 am-4:00 pm. If your class is scheduled to begin at 4 pm or later, these times are not ideal because of the employment obligations of the Evening Division students in your course. The class schedule after 4 pm is very tight and does not permit setting aside a regular time for make-up or review classes. If yours is the last class of the evening, you may add minutes to the regular class time. Otherwise, unless by chance there is some other time when none of your students have another class, the only option is to schedule the make-up or review class during a noon hour, on Friday afternoon or on the weekend, understanding that some of your students will be unable to attend. In these circumstances, you should inform your students that the class will be recorded and the recording will be posted on Canvas. Notify Media Services by e-mail at tlawav@temple.edu to arrange for the recording.

If you would like to schedule a make-up class or check on the availability of a room, please contact Dorothy Lee or her assistant, Dimitri Ferrell. If possible, please contact Dorothy Lee by email at dlee3@temple.edu, and/or her assistant Dimitri Ferrell at dimitri.ferrell@temple.edu because it permits us to have a record of the request. If you do not have access to email, you can contact Dorothy Lee at 215.204.5009, or her assistant Dimitri Ferrell at 215.204.6897. The notice of the cancellation or the date and time of the rescheduled class will appear on the monitors located throughout the Law School buildings. You may also want to send a notice of any class cancellation or make-up class to all students registered for your course by using the email function on Canvas.

6.6 Grading Policy

Law School policy requires that in exam courses, the exam must be graded anonymously and must constitute at least sixty percent (60%) of the final grade. The faculty member may elect to include in the final grade any combination of anonymously or non-anonymously graded quizzes (or other forms of examination), exercises, papers, or, except in courses in the mandated First Year Curriculum, class participation, which together must not constitute more than forty percent (40%) of the final grade. If the faculty member elects to include graded class participation in the final, it must not constitute more than ten percent (10%) of the final grade. The final grade for every student in the course must be calculated using the same method and notice of that method must be included in the syllabus and must be announced during the first class meeting. The grade earned on such graded quizzes (or other forms of examination), exercise, and/or papers, if the faculty member elects to have any, must be communicated to the students in a timely manner in order to provide formative feedback.

A faculty member who has elected to include graded class performance and/or graded quizzes, exercises or papers in the final grade must file with the Director of Academic Records, Rukiya Harris, the grades awarded for the final exams, as well as the grades awarded for class participation and/or quizzes, exercises or papers, prior to the breaking of the anonymous code. After receiving the broken anonymous code, the faculty member will calculate final grades in accordance with the method announced in the syllabus and during the first class meeting.

The final grades in your course, whether based solely on the final exams or also on graded class performance and/or graded quizzes, exercises or papers, should conform with the policy adopted by the faculty which sets the target class mean of 3.05 in all exam courses. Since it will not always be practical to reach the target class mean exactly, a mean between 3.00 and 3.10 will be considered to be in compliance with this policy. Faculty are expected to use a range of grades to reflect the range of performances, which should usually result in at least 20% of the grades in the A- and above range and at least 20% of the grades in the C+ and below range. The grade of F is included in the calculation of the class mean.

If you elect to include graded class performance and/or graded quizzes, exercises or papers in the final grade, you should discuss this with an Associate Dean for Academic Affairs prior to the beginning of the semester to ensure familiarity with the applicable requirements discussed above.

If you are teaching a course which does not have an exam, the grading method you will be using must be included in your syllabus and you must announce the method in the first class meeting. While the target mean of 3.05, discussed above, does not apply to courses which do not have an exam, you should nonetheless use a range of grades to reflect the range of performances in your course.

6.7 Grading Scale

GRADE	GRADE POINT VALUE
A+	4.00

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
F	0.00
FA	0.00

S+ Distinguished performance in an ungraded course. Not computed in grade point average, but counted toward graduation credit hours.

S Satisfactory performance in an ungraded course. Not computed in grade point average, but counted toward graduation credit hours.

S- Less than Satisfactory performance in an ungraded course, but not failing. Not computed in grade point average, but counted toward graduation credit hours. Does not apply to International LL.M. students.

U Unsatisfactory performance in ungraded course. Treated like an F, and computed in grade point average (grade point value 0.00).

The grade FA represents *Failure for Absence*, which is given when a student has registered for a course but has irregularly attended class. A warning should be given to any student in danger of being reported for irregular attendance. Assistant Dean Jennifer Bretschneider **must** be notified before classes end for the semester if you wish to assign the grade FA. FA can also be entered for failure to take the final exam or to turn in required work.

For exam courses, there are 50 minutes of class per week for each credit hour. Class time for non-exam courses varies to reflect the nature of the course. If your course is taught in a two-hour block, it will appear on the schedule for one hour and fifty minutes. You may either teach straight through for 100 minutes (one hour and forty minutes) or take a 10-minute break and teach two 50-minute segments.

6.8 Transcript Notations

In addition to grades, instructors may award a limited variety of transcript notations. Instructors may award “Best Paper” for the best paper or examination in a particular course. There can be equally good papers and both can receive “Tie-Best Paper” notations. In addition, instructors may

award one or more students “Distinguished Class Performance.” Instructors who teach courses in which oral advocacy is a required component, including Introduction to Trial Advocacy and Advanced Trial Advocacy, may commend students for “Outstanding Oral Advocacy.” Instructors who teach Introduction to Trial Advocacy and Trial Advocacy in the integrated program may indicate the student with the best overall performance in each section as the “Barrister Award Winner” for that section.

6.9 Reporting Final Grades

Grades are to be submitted by using the Self-Service Banner system, which is accessed through TUPortal (see 5.5). You will be provided with instructions for using this feature on Self-Service Banner. Contact the Supervisor/Coordinator of your respective program if you have any questions or need any assistance.

Please make sure that the Director of Academic Records, Rukiya Harris, has your correct mailing address, telephone numbers and emergency contact information. Feel free to email Rukiya Harris at rukiya.harris@temple.edu with that information and/or any questions you may have. She can also be reached at 215.204.3515.

Graduating senior grades are due as soon as possible after your exam is given and no later than three days before graduation; non-senior grades are due 30 days after the date of the last final examination. You will receive specific instructions and dates each semester.

Please submit your grades in a timely fashion. It greatly disadvantages our students when they have a late grade. It means that they have to submit incomplete transcripts to potential employers, it delays determining their academic status; delays the processing of school-wide reports; and has other administrative implications for all students in the Law School.

6.10 Grade Changes

Grades that have been recorded are considered final. Students are not entitled to a grade change simply because they or you believe that the grade fails to reflect either their knowledge of the subject or their performance on the exam. In general, a grade may be changed only upon proof of a clerical or mathematical error in computing or in recording the grade. If you determine that such error occurred, you should contact Assistant Dean for Students Jen Bretschneider. There is a procedure for challenging a grade on the grounds of “fundamental unfairness” in the grading process. In order to prevail, the student must make the case that some impermissible factor unfairly infected the grading process. An example might be the situation where the professor announced a requirement but imposed it unevenly, granting an after-the-fact allowance for students who did not comply. The procedure for filing a Grade Grievance is explained in detail on the Law School’s website www.law.temple.edu under the heading, “Resources and Services/Policies and Procedures/Grading/Academic Grievances.”

6.11 Course Evaluations (Student Feedback Forms)

Every instructor - full-time and part-time - is required to have their teaching evaluated by their students at the end of every semester. The University uses online electronic Student Feedback Forms (“e-SFFs”) for this purpose. You will be sent an email near the end of the semester alerting you that the e-SFFs are available for your students to complete online. Attached to the email will be instructions and FAQs. You should provide your students with a few minutes of class time to complete the e-SFFs and you should announce in advance when this will occur. There is also an Instructor Form which you should complete online. Results of the e-SFFs can be viewed through TUPortal once all grading for the semester is completed, which will usually be a least a month after the end of the final exam period.

7. THE EXAM PROCESS

Student Services is responsible, in conjunction with the Associate Deans for Academic Affairs, for establishing the Examination Schedule. During the first month of the semester, you will need to determine whether you will give a Take Home Exam (see below). The Examination Schedule is usually completed and published about eight weeks after the start of the semester. Once the schedule is published, you will receive additional information to assist you in your exam preparation. We will provide you with sample formatting and suggested student instructions. In addition, we will inform you of the deadline for submission of your exam for copying. If you are interested in seeing examples of exams given in past semesters, you should contact one of the Associate Deans for Academic Affairs.

Student Services is responsible for the administration of the exams. The office handles the reproduction of exams, the actual administration of the exams, and the delivery of completed exams to the instructor. Kathleen Wilson, will be happy to assist you with any procedural questions you might have. She can be reached by phone at 215.204.8574 or by email at kilson@temple.edu.

Students’ conduct during examinations is subject to the Law School’s Code of Student Conduct and Disciplinary Procedures. The Code is available on the Law School’s website www.law.temple.edu under “Resources & Services/Policies & Procedure/Code of Conduct.”

7.1 Anonymous Grading

The Law School uses an anonymous grading system for exams, but not for courses which do not have an exam. Each semester, students are issued a four-digit exam number and are instructed that their exam numbers are the only the identifying information that can be used on exams. Both instructors and students must take special care not to exchange any information that could enable an instructor to identify the student author of an exam. Accordingly, you should advise your students well in advance of the exam that they should refer all questions about exam procedures, exceptions, accommodations, illness, or emergencies to Student Services at 251.205.8574.

7.2 Scheduled and Unscheduled Exams

Unless you plan to give a Take Home Exam, your exam will be taken by students in a timed, supervised setting at the Law School. We try to “schedule” most exams for a specific time and date while attempting to minimize conflicts or tight study schedules for most students.

Accordingly, most exams are Scheduled Exams (often called In-Class Exams). When efforts to “schedule” an exam result in a high number of conflicts for students, which is often the case for courses that begin between 4:00 p.m. and 6:00 p.m., the exam is handled as an Unscheduled Exam (often called a Free Slot Exam). Unscheduled Exams are taken in the Law School at a date and time of the student’s discretion during one of the scheduled “free slots” listed on the Examination Schedule.

Scheduled and Unscheduled Exams should be drafted in the same way. They are timed exams and may be open book or closed book, at the discretion of the instructor. Because Scheduled Exams are given on a date certain, the bulk of them are usually available to the instructor within a day or so after they are administered. With Scheduled Exams, some conflicts inevitably occur. We resolve these conflicts by giving the student permission to take the exam in a later time slot. Unscheduled Exams may be taken by students on any day during the exam period. As a result, instructors must submit such exams to Student Services several days before the start of the exam period and most of the exams may not be available to the instructor until the end of the exam period.

7.3. Take Home Exams

The Law School Policy on Take Home Exams requires that faculty notify students during the first week of class (corresponding to the drop/add period) if there is a possibility that the examination for the course will be a take-home examination. Faculty who decide to give a take-home examination must notify the students, and Assistant Dean for Students, Jennifer Bretschneider, before the end of the fourth week of the course.

For Evening Division courses, two formats are available: a time period of not less than one week, or a 74-hour timed exam. For Day Division courses, two additional formats are available: a 48-hour timed exam, or a 24-hour timed exam.

7.4 Exams Taken on Laptop Computers

Students have the option to take Scheduled and Unscheduled Exams on their laptop computers instead of handwriting them in the traditional blue book. Accordingly, you will receive both handwritten and typewritten answers. The Law School requires that exam security software be installed on the computers of students who elect to take their exams on their laptop computers. This software ensures that the student cannot access any other files on his or her computer, or connect to outside sources, while he or she is taking an exam.

7.5 Limits on Length of Exam Answers

If you impose limits on the length of answers to exam questions, you should clearly articulate those limits on the cover page of your exam. We use the following as a standard measure of comparison: a full blue book page is approximately 250 words. Because students can elect to either handwrite or use a computer, it is best to articulate answer length limits in terms of both word count and number of blue book pages, e.g., “Please limit the length of your answer to 1,000 words or 4 blue book pages”.

8. TEACHING RESOURCES

All adjunct faculty members at Temple University are encouraged to seek help from colleagues and administrators with questions they may have about courses, teaching, and other relevant matters. You should feel free to contact the Supervisor/Coordinator of your program, or any one of the Associate Deans with any questions.

8.1 Computer Services and Support

The Assistant Dean for Computer and Information Technology, Shyam Nair, coordinates all computer and information technology resources and media services at the Law School. If you have general questions about our technology services, contact Shyam Nair at 215.204.1273 or shyam@temple.edu; Vu Nguyen at 215.204.4071 or vu.nguyen@temple.edu; and Nam Tang at 215.204.4981 or ntang@temple.edu.

8.2 Classroom Support Services

Media Services requests are handled online at: <https://www.law.temple.edu/resources/technology/av-setup-requests/>. If you need immediate assistance in setting-up or using our “smart” classrooms, please call 215.204.5863. If necessary, you can also reach individual members of the computer and audio/visual team as follows: Ed Myers and his assistant, John Beene, are available to assist with your media and technology needs. They can also answer your questions concerning the technological capabilities of the classrooms. Ed can be reached at 215.204.5308 or ed.myers@temple.edu. John can be reached at 215.204.5181 or john.beene@temple.edu.

8.3 Missing Items and Maintenance Problems in the Classroom

For classroom supplies such as whiteboard markers and erasers, you should contact Iris Sanders at 215.204.4535 or isanders@temple.edu. If you encounter maintenance problems in your classroom that require attention (such as faulty lighting or broken fixtures), you should also report these problems to Iris Sanders as soon as possible.

8.4 Temple Law Library

For an overview of the resources offered by the Law Library refer to the Law Library Faculty Guide. Copies of the Law Library Faculty Guide are available upon request to Noa Kaumeheiwa, Interim Director of the Law Library, at 215.204.5865 or noa@temple.edu

8.5 Temple University Libraries

Temple University Libraries bring together collections, people and services to facilitate teaching, learning and research success. We rank among the top university research libraries in North America and hold membership in the prestigious Association of Research Libraries.

Together Temple's libraries hold more than four million bound volume equivalents, care for thousands of special collections of rare books and primary archival sources and provide a full range of services for faculty, students and community members.

With world-class collection and services, our libraries serve as indispensable partners in study, teaching and research. To take advantage of these services, you must present a valid Temple Identification card.

The University also makes available interdisciplinary databases through the E-Resources of the Diamond catalog. Particularly useful to law faculty are the Tax Analysts and CCH Tax databases, the Constitutions of the Countries of the World and the legal periodical database Heinonline. These databases can be accessed anywhere with your Temple Access net account. Also, the full collection of BNA databases are available through the Law Library homepage. These databases, however, must be used at the Law School.

As an Adjunct Professor at Temple Law School, you are entitled to a password to use Lexis and Westlaw without incurring a usage fee. As you can imagine, Lexis and Westlaw make this resource available for course-related research only. In that regard, both Lexis and Westlaw retain copies of searches and conduct periodic account reviews. Therefore, we ask that you use this resource in the manner intended.

If you would like a Lexis and/or Westlaw password, or for further information about Library services, please contact Noa Kaumeheiwa, Interim Director of the Law Library, at 215.204.5865 or noa@temple.edu.

9. SECURITY AND TRANSPORTATION ISSUES

9.1 Security Considerations

Personal safety is a joint responsibility of the Temple University community and Campus Safety Services. You can help protect yourself by remembering that the best defense against crime is prevention. Use common sense and good judgment in your day-to-day activities and do not become overconfident about your safety.

Temple University has implemented a new emergency communication system throughout Main Campus with strategically placed Code Blue emergency communication stations. These stations provide a highly visible deterrent to would-be criminals, while giving faculty, staff, and students the added sense of security that comes from knowing assistance is right at hand. With the push of a button, the Code Blue system allows two-way conversation between a person needing assistance and security personnel. The security staff instantly knows the location of the caller, so officers can be quickly deployed.

Temple University maintains an emergency alert system to notify the university community of security problems on or near campus. You can register for these alerts at: <https://safety.temple.edu/emergency-preparedness/programs-services/tualert>.

Escort and shuttle bus services run by Temple University Facilities Management are also available to you. Campus Police recommend using shuttle buses, but Campus Police will provide an escort in the event that you find it is necessary. Simply dial 1-TRIP (1-1234) from any University phone or 215.204.1234 from your cell phone. This security escort service is available seven days a week, dusk to dawn, for everyone associated with Temple. Keep in mind that sometimes an officer is not immediately available, but be patient, and the escort will arrive as soon as possible.

Please note that the emergency on-campus phone number for contacting campus police is also 1-1234 using any University phone or 215.204.1234 from your cell phone. For more information about campus police services, please visit their website at: <https://safety.temple.edu>.

9.2 Inter and Intra-Campus Shuttle Service

The Office of Facilities Management offers an intra-campus shuttle service. To take advantage of this service, you must show a valid University ID Card to the driver. Information on different shuttle bus service and schedules is available by accessing the Office of Facilities Management main website at <https://campusoperations.temple.edu/parking-transportation>. There is a Shuttle Info. Line for all Temple shuttle services. Anyone can access this information by calling 215.204.7377, 24/7. An updated recorded message will give current status of shuttle schedules.

9.3 Maps of the Main Campus

Maps of the Main Campus are available at the following website: www.temple.edu/maps-and-directions. You may also request copies of a map of the Main Campus from your program Supervisor/Coordinator.

9.4 Public Transportation

The Main Campus is accessible by a variety of public transportation routes. All local Broad Street subway trains stop at Cecil B. Moore Station, located at Broad Street and Cecil B. Moore Avenue. The express subway trains do not stop at the Cecil B. Moore station. In addition, the "4 and 16" buses stop on Broad Street and Montgomery Avenue. Most of the SEPTA Regional Rail lines stop at the Temple University Station which is located at 10th and Berks Streets. Please check individual schedules accordingly.

10. WHERE TO REFER STUDENTS

10.1 Law School Student Services

Student Services, located in Suite 103 in Barrack Hall, 215.204.8574, handles a variety of issues concerning the student body. The office is responsible for academic counseling and accommodating students with special needs. Student Services should be a student's first stop. If the office is unable to help, it can be counted on for a reliable reference.

10.2 University Counseling Center

Temple University students are entitled to free access to the Tuttleman Counseling Services. Assistance is confidential and free of charge. The Counseling Center provides an atmosphere that is informal and professional where students can feel safe and comfortable seeking help. For additional information, call 215.204.7276 or <https://counseling.temple.edu/counseling>

A wide range of assistance is available including counseling, support groups, literature, and educational programs and outreach events.

10.3 Disability Resources and Services

The Law School and the University are committed to serving the needs of a diverse population which includes students and staff members with disabilities. The Disability Resources and Services Office assists students who may require academic or non-academic support services. Law students who may need physical access or academic accommodations because of disabilities are asked to contact Student Services, Suite 103, Barrack Hall, 215. 204.8574. Student Services works with the University Disability Resources and Services Office to counsel, assist, and accommodate law students.

11. ADDITIONAL POLICIES AND INFORMATION

11.1 Law School Website

The Law School Website provides information regarding events at the Law School, class schedules, course descriptions, and general information related to the Law School. It is available at www.law.temple.edu.

11.2 Temple University Policies on the Web

Temple University has developed policies that reaffirm its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the University community. These include, but are not limited to, the following:

- Sexual Assault Policy
- Sexual Harassment Policy
- AIDS Policy
- Children on Campus Policy

In addition, the University has developed academic policies that assure the quality of teaching and learning at Temple. Policies are available at policies.temple.edu

11.3 Temple University Adjunct Faculty Handbook

The University has produced an Adjunct Faculty Handbook for Adjunct Faculty that deals with many of the issues discussed in this Handbook from a broader University perspective. The University Adjunct Faculty Handbook is available upon request from Gwen Deal at 215.204.8985 or gdeal@temple.edu.

12. INCLEMENT WEATHER POLICY

The policy of the Law School is that classes for the Law School will not be canceled unless classes are canceled for the entire University. Information on class cancellations due to inclement weather conditions is provided via the University's main web site at www.temple.edu or the Law School's website, www.law.temple.edu. Please note that day classes are those beginning before 4 p.m. and evening classes are those beginning at/or after 4 p.m.

Individual adjunct faculty members who must cancel class should notify the Supervisor/Coordinator of their respective program.

13. ACADEMIC CALENDAR

The calendar for each academic year and the following summer session is available on the Quick Links drop-down menu on the Law School's website: www.law.temple.edu under "Academics." Classes for the Fall 2018 semester begin on August 27th and end on December 5th; classes for the Spring 2019 semester begin on January 7th and end on April 22nd; classes for the Summer 2019 semester begin on May 20th and end on July 3rd.