American Bar Association

Site Evaluation Questionnaire

Loyola University New Orleans College of Law

Written instructions developed by the law school for purpose of orienting training, or guiding part-time faculty

Section III
Program of Legal Education
On-Site 1
TO: Loyola University New Orleans
    College of Law
    Adjunct Faculty for Spring 2008
FROM: Lawrence W. Moore, S.J.
    Associate Dean for Academic Affairs
DATE: November 1, 2007

Thanks again for teaching at Loyola. The University, faculty and students appreciate your generosity in sharing your time and talents with us. To help the semester go more smoothly, I am providing you with an overview of College of Law practices and policies. If you have questions about any of these, please give me a call at 861-5677. If I am not in, my assistant, Helen Barnett, can probably help you. Her phone number is 861-5760.

ADJUNCT FACULTY OFFICE:
The office provided for adjuncts this year is LS 445. A computer and phone will be provided. The combination lock number is 4152.

ASSIGNMENTS:
If you would like to have an assignment for your students posted in advance, simply provide it to my assistant, Helen Barnett via e-mail (hbarnett@loyno.edu). She will see to its distribution. If you are interested in using Blackboard, an on-line course software program, please get in touch with Brian Huddleston, Law Librarian, (861-5486/ bhuddle@loyno.edu) for more information.

ATTENDANCE POLICY:
Please note that it is College of Law policy that students attend class regularly. More specifically, the Loyola Law Bulletin provides that if a student does not attend at least 80% of the classes in a course, then that student is not permitted to take the final exam, receives a grade of UW (unauthorized withdrawal), and does not receive any credit for that course. The faculty have stated, "This attendance requirement is a 'no fault rule'—that is, the professor shall not take account of any medical or other excuses in computing the number of absences that any student may have accumulated in the course." As soon as a student has over-cut your course, report that fact to me. A student who overcuts and wishes to be allowed to take the final exam because of illness or other emergency must file a petition with the Student Petitions Committee shortly after s/he receives the letter from me. You can direct any such student to see me or Associate Dean of Students Stephanie Junonville.

In order to enforce properly this rule, each faculty member should take attendance in every class. In smaller classes, the faculty member will typically visually observe the students and mark down
absentees, or call the roll at the beginning of the class. In larger classes, most faculty members simply circulate a roll sheet which students initial to indicate their attendance on a particular class day. If you have any questions regarding class rolls or rosters, please call the Student Records Office at 861-5557 and speak with Elaine Brooks. Class rosters are also available on LORA (Loyola’s Online Record Access). Helen can provide you with information on how to use LORA.

CLASS CANCELLATION:
If you find it necessary to cancel a class, please call Elaine Brooks at 861-5557, and/or e-mail your class via LORA (with a copy to lmoore@loyo.edu) as far in advance as possible, so that notices can be posted. If you have enough lead time, you should also make an announcement to your class in advance. The decision as to whether to make up a canceled class is left to your informed discretion, based on the amount of material you conscientiously feel should be covered in the course. While unforeseen events sometimes occur, both cancellations and rescheduling should be kept to a bare minimum. Many of our students, particularly in the evening division, have very limited flexibility to reschedule classes on short notice.

EXAM ADMINISTRATION:
Almost every year at least one situation arises where there is some ambiguity about a professor’s final exam. Because of this it is important that each instructor be present to monitor his or her own exam and to be available to resolve any ambiguity or make on the spot adjustments. If you absolutely cannot be present, you are encouraged to get another full or part-time faculty member or a colleague from your office to substitute for you. If even this is not possible, please call me and we will arrange for someone to administer your exam. Usually this will be a full time faculty member who is administering an exam at the same time. At the end of each semester we collect a copy of the final exam for each course taught at the College of Law for the Dean’s file. If you allow, a copy will also be made available for students in the Law Library.

While we do not have scheduled mid-term exams, please feel free to have such additional exams that you deem beneficial.

GRADING:
It is College of Law policy that the final exam and other exams are to be graded anonymously. The Registrar’s Office assigns a unique number to each student for each course. The student is to put his or her exam number (and not a name) on the final exam booklet. Students can now find their exam numbers on LORA.

Obviously, this policy of anonymity does not apply in seminars or other "paper" courses where it is anticipated there will be face to face interaction between the faculty member and the student and in courses where students are graded by performance. Also, even in courses where the final grade is based primarily on an exam, it is permissible for you to raise or lower the final grade based upon class participation. The procedure for doing this is first to turn in to the Student Records Office a list of grades based on the anonymous student numbers. Also, send in a list of those students who should have a “bump-up” or “bump-down” If you have any questions about this procedure please feel free to give me a call.
GRADING DEADLINES:
Please adhere to the grading deadlines. When grades are not turned in on time, this creates considerable hardship for students who are seeking clerkship opportunities. It may also jeopardize your opportunity to teach in the future. Senior grades are due by noon on Thursday, May 15. Other grades are due by noon on Monday, June 3, 2008. The entire University is going “paperless” for grades. The “bubble” sheets are no more. Report your grades on LORA. Please feel free to call my office for additional assistance.

PEER CLASS OBSERVATIONS:
Our accreditation standards require that full-time faculty members periodically sit in and observe classes taught by adjuncts, as well as those of their full-time colleagues. This is done on a rotating basis with about one-third of the adjunct faculty being observed each year.

COLLEGE OF LAW BULLETIN:
The College of Law bulletin is available on line at http://law.loyola.edu/bulletin07-08.

MAIL BOXES:
Each adjunct faculty member teaching this semester has an assigned mailbox on the fourth floor of the College of Law. The mailboxes are located in the alcove next to LS 419 (Prof. Keith Vetter’s office). Please try to check your mailbox regularly. Although we are moving to e-mail as our primary method of communicating with you, there may be specific mail addressed to you as well as general mailings distributed to the entire College of Law and the University community.

MCLE CREDIT:
If you wish to receive Louisiana MCLE credit for your teaching, you need to report this yourself on the form “Request For Continuing Legal Education Teaching Credit.” The College of Law does not report this information.

SYLLABI:
The accrediting agencies require that we have a syllabus for each course taught. Please refer to the enclosed syllabus template. At your convenience please e-mail a copy of your course syllabus to Helen Barnett at hbarnett@loyno.edu.

Thank you for taking the time to read this long memo. Again, if you have any questions, please feel free to call me at 861-5677 or e-mail me at lmoore@loyno.edu. Thank you for all you do for Loyola College of Law.
November 1, 2007

Dear Prof. FIELD(LastName),

Thank you for agreeing to teach the course, FIELD(Course), this spring at Loyola University New Orleans College of Law. Your generous contribution to the school is definitely appreciated.

As you will note from the enclosed course schedule, your course will meet from FIELD(Time) on FIELD(Day). The first day of classes is **Monday, January 7, 2007**. Scheduled holidays for the semester are Martin Luther King, Jr. Day (1/21), Mardi Gras holidays (2/4 - 2/6) and Easter Holidays (3/20 - 3/21). The last day of classes is **Monday, April 21st**, followed by study days on **April 22nd and 23rd**. The final examination period is from **April 24th through May 7th**. **Senior grades are due Thursday, May 15th, and other grades are due by Tuesday, June 3rd**. The academic calendar for the spring semester is enclosed. The exam schedule will be prepared following the drop and add period which ends on January 11th.

Please send your book order information to Elaine Brooks in Law Records ebrooks@loyno.edu or fax: 861-5739. Her phone number is 861-5557.

Also, we need your course syllabus. Please use the enclosed template as a guide. You may e-mail it to Helen hbarnett@loyno.edu or if you prefer you can upload it via LORA.

You are able to check your class roster and report grades electronically on LORA (Loyola Online Records Access). A handout with instructions for using LORA is attached. Some of you have begun using LORA but do not hesitate to call Helen assistance.

A BLACKBOARD course web page is set up automatically for every class. If you are interested in making use of this instructional aid please contact Law Librarian Brian Huddleston (861-5486 or bhuddleC@loyno.edu) or my assistant Helen.

Unpaid adjuncts are provided a complementary parking permit for the semester. Please e-mail Helen with your vehicle license plate number and state of registration so she can obtain the
permit for you. The permits will be available by the first day of class.

Thank you, again, and please call Helen (861-5760) or myself (861-5677) if you have any questions. My e-mail address is lmoore@loyno.edu.

Sincerely,

Lawrence W. Moore, S.J.
Associate Dean for Academic Affairs and
ex officio Philip and Eugenie Brooks
Distinguished Professor of Law

LWM/hb

Enclosures: Academic Calendar and Grid, Adjunct Guidelines, Course Schedule,
LORA instructions, syllabus template.
SPRING 2008
College of Law

JANUARY

TH  3    New Students Arrive
F   4    Registration/Drop/Add for all students continues
         President's Convocation
M   7    Classes Begin
M-F 7-11  Late Registration ($20.00 Fee) & Drop/Add Continues
F   11   Last Day to be Admitted & Registered
         Last Day to Add (LORA will remain open until 9:30 p.m.)
         Last Day to Change to Full-Time Status or to Audit
F   18   Last Day to Drop (LORA will remain open until 9:30 p.m.)
         Last Day for 100% Refund
M   21   Martin Luther King Jr.'s Birthday Holiday

FEBRUARY

M-W 4-6  Mardi Gras Holidays
TH   7    Classes Resume
F   15   Last Day for 50% Refund

MARCH

F  7     Last Day for 25% Refund
         Last Day to Withdraw
TH-F 20-21 Easter Holidays
M   24   Classes Resume

APRIL

M   7    Summer/Fall 2008 Advising & Early Registration Begins
M   21   Last day of Classes
T-W  22-23 Study Days
TH-W 24-May 7 Final Examinations

MAY

F   9    Baccalaureate Mass
SA  10   Commencement
TH   15  Senior Grades Due

JUNE

T  3     Final Grades must be posted by 9:30 p.m.

Above dates are subject to change.
LOYOLA UNIVERSITY NEW ORLEANS

LORA
Instructions for faculty
July 24, 2007

Directions to log on to LORA

1. Go to https://lorasec.loyno.edu
2. Click on "Login to Faculty & Advisor Services (LORAFAC)
3. Enter your Faculty ID: SSN (no dashes).
4. Enter your PIN: YYYYMM (birthyear and month) (Unless you have logged in before and chosen a new PIN.
5. The current term appears in the window, click on "select." If you want another term, then under GENERAL INFO select term needed.

There are several services you can choose: e-mailing your class, grading, etc.

6. To e-mail class: click on "class list."
7. Click on "JUMP TO: E-mail Class."
8. Click here to e-mail entire class " Click on the underlined part of the message. Type your message and click send.
   (If you use Microsoft Outlook you must click on Use Semi-colon delimiters.)
12. It is very important to LOG OFF completely when finished, so scroll up to the top of the page and click on "exit" (right hand side).
13. Then you will need to click on exit again--top right hand side of page.

THAT'S ALL THERE IS TO IT!!

For assistance call:
Helen Barnett: 861-5760