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Welcome to the Michael E. Moritz College of Law at The Ohio State University.

Success matters—in particular your success. As a new faculty member at Moritz we, and I am speaking on behalf of the entire faculty, are committed to making your first year as smooth and successful as possible. We created this handbook to provide some information and a reference tool for your first semesters at Moritz.

Of course no manual can provide all of the answers. I highly encourage you to reach out to your fellow faculty members for guidance when you have a question.

Any time you have a question that is not addressed in this handbook, please do not hesitate to contact me or the Associate Dean for Faculty, Cinnamon Carlarne. Both Cinnamon and I can be reached through our assistant, Kaiti Curtin, at 614-688-3552 or curtin.61@osu.edu. Our respective emails are carlarne.1@osu.edu and rose.933@osu.edu.

As this handbook is a relatively new endeavor, I am open to any feedback you may have, especially as it relates to some of the more informal aspects of your teaching experience.

On behalf of Dean Michaels and the entire faculty, we are excited to have you join us and look forward to getting to know you better.

Sincerely,

Paul Rose
Associate Dean for Academic Affairs,
Frank E. and Virginia H. Bazler Designated Professor in Business Law,
and Executive Director, Law Finance & Governance @Ohio State
OSU Nondiscrimination Policy

The Ohio State University is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality workforce, to reflect human diversity, and to improve opportunities for minorities and women. The university embraces human diversity and is committed to equal employment opportunities, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited. Title IX of the Education Amendments of 1972 prohibits sex discrimination. Title I and Title II of the Americans with Disabilities Act (ADA) of 1990 provide equal employment opportunities and reasonable accommodation, and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in educational programs and activities. Equal access to employment opportunities, admission, educational programs, and all other university activities is extended to all persons.
# Academic Calendar 2016-2017

## Summer 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16</td>
<td>Mon</td>
<td>First Day of Summer Classes</td>
</tr>
<tr>
<td>May 30</td>
<td>Mon</td>
<td>Memorial Day - Offices Closed - No Classes</td>
</tr>
<tr>
<td>Jul. 4</td>
<td>Mon</td>
<td>Independence Day - Offices Closed - No Classes</td>
</tr>
<tr>
<td>Jul. 5</td>
<td>Tues</td>
<td>Constructive Monday</td>
</tr>
<tr>
<td>Jul. 6</td>
<td>Wed</td>
<td>Exams Begin</td>
</tr>
<tr>
<td>Jul. 8</td>
<td>Fri</td>
<td>Exams End</td>
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## Fall 2016

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<tbody>
<tr>
<td>Aug. 16-19</td>
<td>Tues-Fri</td>
<td>1L/LL.M. Orientation</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>Mon</td>
<td>First Day of Fall Classes</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Mon</td>
<td>Labor Day - Offices Closed - No Classes</td>
</tr>
<tr>
<td>Oct. 13-14</td>
<td>Thu-Fri</td>
<td>Professional Development Days - Offices Open - No Classes</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Fri</td>
<td>Veterans Day - Offices Closed - No Classes</td>
</tr>
<tr>
<td>Nov. 22</td>
<td>Tue</td>
<td>Constructive Friday</td>
</tr>
<tr>
<td>Nov. 23</td>
<td>Wed</td>
<td>Thanksgiving Break - Offices Open - No Classes</td>
</tr>
<tr>
<td>Nov. 24-25</td>
<td>Thu-Fri</td>
<td>Thanksgiving Break - Offices Closed - No Classes</td>
</tr>
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<td>Dec. 5</td>
<td>Mon</td>
<td>Constructive Thursday</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>Tue</td>
<td>Constructive Friday/Last Day of Classes</td>
</tr>
<tr>
<td>Dec. 7</td>
<td>Wed</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Thu</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Dec. 9</td>
<td>Fri</td>
<td>Exam Day (U/L); Reading Day (1L)</td>
</tr>
<tr>
<td>Dec. 12</td>
<td>Mon</td>
<td>Exam Day (1L); Reading Day (U/L)</td>
</tr>
<tr>
<td>Dec. 13</td>
<td>Tue</td>
<td>Exam Day (U/L); Reading Day (1L)</td>
</tr>
<tr>
<td>Dec. 14</td>
<td>Wed</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Dec. 15</td>
<td>Thu</td>
<td>Exam Day (1L); Reading Day (U/L)</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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<tr>
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</tr>
<tr>
<td>Dec. 16</td>
<td>Fri</td>
<td>Exam Day (U/L); Reading Day (1L)</td>
</tr>
<tr>
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<tr>
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<tr>
<td>Dec. 21</td>
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**Spring 2017**

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<tr>
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<td>Mon</td>
<td>First Day of Spring Classes</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Mon</td>
<td>MLK Day - Offices Closed - No Classes</td>
</tr>
<tr>
<td>Mar. 13-17</td>
<td>Mon-Fri</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Apr. 24</td>
<td>Mon</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Apr. 25</td>
<td>Tue</td>
<td>Reading Day</td>
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<tr>
<td>Apr. 26</td>
<td>Wed</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Apr. 27</td>
<td>Thu</td>
<td>Exam Day (U/L); Reading Day (1L)</td>
</tr>
<tr>
<td>Apr. 28</td>
<td>Fri</td>
<td>Exam Day (1L); Reading Day (U/L)</td>
</tr>
<tr>
<td>May 1</td>
<td>Mon</td>
<td>Exam Day (U/L); Reading Day (1L)</td>
</tr>
<tr>
<td>May 2</td>
<td>Tue</td>
<td>Exam Day (1L); Reading Day (U/L)</td>
</tr>
<tr>
<td>May 3</td>
<td>Wed</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 4</td>
<td>Thu</td>
<td>Exam Day (U/L); Reading Day (1L)</td>
</tr>
<tr>
<td>May 5</td>
<td>Fri</td>
<td>Exam Day (1L); Reading Day (U/L)</td>
</tr>
<tr>
<td>May 8</td>
<td>Mon</td>
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<tr>
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<td>Reading Day</td>
</tr>
<tr>
<td>May 10</td>
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<td>Exam Day (U/L)</td>
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<tr>
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<td>Make-up day</td>
</tr>
<tr>
<td>May 12</td>
<td>Fri</td>
<td>Hooding</td>
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To view the most complete and current calendar please visit the Moritz Website at: [http://moritzlaw.osu.edu/registrar/academic-information/academic-calendar/](http://moritzlaw.osu.edu/registrar/academic-information/academic-calendar/).
Key Contact Information

The following list represents the individuals most often mentioned in this guide and with whom you will most likely need to interact to address specific logistical issues.

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Point Person for:</th>
<th>Rm.</th>
<th>Phone (614)</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Kevin Carey</td>
<td>Building Problems</td>
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<td>292-5898</td>
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</tr>
<tr>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Cinnamon Carlarne</td>
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<td>247-6347</td>
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<tr>
<td>Associate Dean for Faculty</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Matt Cooper</td>
<td>Reference Services</td>
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<td>688-0052</td>
<td><a href="mailto:cooper.373@osu.edu">cooper.373@osu.edu</a></td>
</tr>
<tr>
<td>Assistant Director for Public Services</td>
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</tr>
<tr>
<td>Kaiti Curtin</td>
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<td>220</td>
<td>688-3552</td>
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</tr>
<tr>
<td>Assistant to Associate Deans</td>
<td>Evaluation Forms</td>
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<tr>
<td>Carlarne, Northern, and Rose</td>
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<tr>
<td>Laura Dean</td>
<td>Textbooks; Room Scheduling; Grade</td>
<td>122</td>
<td>292-5992</td>
<td><a href="mailto:dean.201@osu.edu">dean.201@osu.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>Submissions; Cancelled Classes; ADA Exam Accommodations</td>
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<tr>
<td>Paul Gatz</td>
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<td>292-6691</td>
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<tr>
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<td>Westlaw</td>
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<tr>
<td>Katy Gullo</td>
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<td>326</td>
<td>292-5918</td>
<td><a href="mailto:gullo.7@osu.edu">gullo.7@osu.edu</a></td>
</tr>
<tr>
<td>Office Staff Coordinator</td>
<td></td>
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<tr>
<td>Kylee Gonzalez</td>
<td>Room Reservations and College</td>
<td>104</td>
<td>247-7805</td>
<td><a href="mailto:gonzalez.571@osu.edu">gonzalez.571@osu.edu</a></td>
</tr>
<tr>
<td>Office Associate for Student Services</td>
<td>Calendar</td>
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<tr>
<td>Linda Sheer Jones</td>
<td>Job Postings for Research Asstts.</td>
<td>104</td>
<td>688-8669</td>
<td><a href="mailto:jones.2609@osu.edu">jones.2609@osu.edu</a></td>
</tr>
<tr>
<td>Senior Director, Career Services</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Renatta Laney</td>
<td>Room Keys</td>
<td>220H</td>
<td>292-2227</td>
<td><a href="mailto:laney.14@osu.edu">laney.14@osu.edu</a></td>
</tr>
<tr>
<td>Human Resources Associate</td>
<td>Hiring Research Assts.</td>
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<tr>
<td>Barb Lang</td>
<td>Faculty Appointment Letters</td>
<td>220B</td>
<td>292-0574</td>
<td><a href="mailto:lang.295@osu.edu">lang.295@osu.edu</a></td>
</tr>
<tr>
<td>Executive Assistant to the Dean</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Department/Services</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>---------------------------</td>
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</tr>
<tr>
<td>Laju Mansukhani</td>
<td>Systems Specialist</td>
<td>Academic &amp; Classroom Technology; Email Access</td>
<td>282</td>
<td><a href="mailto:mansukhani.7@osu.edu">mansukhani.7@osu.edu</a></td>
</tr>
<tr>
<td>Alan Michaels</td>
<td>Dean</td>
<td>Committee Appointments; End of Year Evaluation</td>
<td>220B</td>
<td><a href="mailto:michaels.23@osu.edu">michaels.23@osu.edu</a></td>
</tr>
<tr>
<td>Kathy Northern</td>
<td>Associate Dean for Admissions</td>
<td>Honor Code Violations</td>
<td>220F</td>
<td><a href="mailto:northern.1@osu.edu">northern.1@osu.edu</a></td>
</tr>
<tr>
<td>Dawn Parker</td>
<td>Office Associate/Printing Machine Operator</td>
<td>Copy Services</td>
<td>146</td>
<td><a href="mailto:parker.90@osu.edu">parker.90@osu.edu</a></td>
</tr>
<tr>
<td>Vicki Payne</td>
<td>Secretary for Assistant Dean for Information Services and Director of Law Library</td>
<td>OSU BuckID Activation to use in the swipe card entrances</td>
<td>274</td>
<td><a href="mailto:payne.119@osu.edu">payne.119@osu.edu</a></td>
</tr>
<tr>
<td>Paul Rose</td>
<td>Associate Dean for Academic Affairs</td>
<td>Curriculum</td>
<td>220D</td>
<td><a href="mailto:rose.933@osu.edu">rose.933@osu.edu</a></td>
</tr>
<tr>
<td>Tara Scott</td>
<td>Human Resources Manager</td>
<td>Contracts; Payroll; Parking Tag Letter; BuckID; Research Assistants</td>
<td>220G</td>
<td><a href="mailto:scott.20@osu.edu">scott.20@osu.edu</a></td>
</tr>
<tr>
<td>Monte Smith</td>
<td>Assistant Dean for Academic Affairs</td>
<td>Student Support Services; ADA Accommodations</td>
<td>104S</td>
<td><a href="mailto:smith.747@osu.edu">smith.747@osu.edu</a></td>
</tr>
<tr>
<td>Steven Tran</td>
<td>System Specialist</td>
<td>Email Configuration; Computer Troubleshooting</td>
<td>282</td>
<td><a href="mailto:tran.296@osu.edu">tran.296@osu.edu</a></td>
</tr>
<tr>
<td>Merida Weinstein</td>
<td>Procurement Coordinator</td>
<td>Travel Logistics (T-Numbers) and Reimbursement</td>
<td>220</td>
<td><a href="mailto:weinstein.46@osu.edu">weinstein.46@osu.edu</a></td>
</tr>
<tr>
<td>Vacant</td>
<td>Director of Finance and Administration</td>
<td>Travel Approval and Reimbursement</td>
<td>220K</td>
<td></td>
</tr>
</tbody>
</table>

Additionally, two comprehensive directories may be found on the Moritz website:
1. For a complete staff directory visit: [http://moritzlaw.osu.edu/about/about-moritzdepartmental-directory/](http://moritzlaw.osu.edu/about/about-moritzdepartmental-directory/).
2. For a complete faculty directory visit: [http://moritzlaw.osu.edu/faculty/professor/type/full-time/](http://moritzlaw.osu.edu/faculty/professor/type/full-time/).
I. Working at The Ohio State University Moritz College of Law

The Moritz College of Law is one of 14 colleges at The Ohio State University, one of America’s largest and most comprehensive universities. More than 55,000 students select from 175 undergraduate majors, and 240 masters, doctoral, and professional degree programs. An additional 8,200 students attend Ohio State’s regional campuses in Lima, Mansfield, Marion, and Newark, and the Agricultural Technical Institute in Wooster. Its legacy extends to more than 465,000 living alumni.

A. Getting Started

As you might imagine, as faculty members of The Ohio State University Moritz College of Law, as well as employees of the State of Ohio, we are subject to a variety of rules, regulations, and procedures that come from the College, the University, and the State. If you have any questions about policies or procedures, the administrative staff, including the Associate Deans, Director of Finance and Administration, and the Human Resources Manager, are terrific resources.

1. New Faculty Toolkit

The Ohio State University provides a web-based resource for new faculty called the Faculty Toolkit. The entire list of what is covered on their website is included in Appendix B. To view the webpage, visit http://oaa.osu.edu/facultytoolkit.html.

New faculty may also benefit from the relocation expense policy at http://hr.osu.edu/public/documents/policy/policy230.pdf.

2. Faculty Rules of the College of Law

The Faculty Rules constitute the basic rules for the governance (or patterns of Administration) of the College of Law. While some pertain solely to matters affecting the faculty (Chapter 14), most concern student conduct. Chapters 5, 6, 7, and 9 address academic standing, examinations, graduation requirements, and the instructional program, respectively. A more thorough overview of the Faculty Rules may be obtained by reviewing the table of contents to the Rules.

The Rules may be downloaded from the Moritz College of Law website at http://moritzlaw.osu.edu/registrar/faculty-rules/ and are printed in the Directory/Handbook released each October.

B. Evaluation and Expectations During Your First Year

At the end of every Spring semester the Dean evaluates each faculty member, conducting an individual review of teaching, service, and scholarship. For untenured faculty, the Dean’s evaluation will be influenced by the progress report produced by the Promotion and Tenure committee for tenure-track faculty or the Clinical Faculty Review Committee for clinical-track
You will also be asked to provide an updated CV and a narrative to the dean that details your accomplishments in the areas of teaching, service, and scholarship. The length of this narrative varies by professor (some may write no more than 1-2 pages annually, while others may write more).

1. Teaching

At Moritz, quality teaching is a serious expectation and among the most important priorities of the College when considering promotion and/or tenure. Faculty Rule 14.06.B.1. states that “No person shall be recommended for promotion to any rank or tenure unless that person is an effective teacher.” Clinical faculty are held to equal expectations regarding the quality of their teaching. Your teaching will be evaluated by visits from members of the faculty (including a formal visit arranged by the Promotion and Tenure Committee for tenure-track faculty or the Clinical Faculty Review Committee for clinical faculty) as well as close scrutiny of your teaching evaluations. To ensure a focus on teaching, those new to law school teaching on the tenure-track are granted a 3-credit hour reduction during their first year to focus on teaching.

There are a number of great resources available to assist you in your preparation. The first and most accessible are your colleagues, including several active members of the faculty who have won teaching awards. Please reach out and talk to your colleagues about how they prepare for class, create syllabi, in-class exercises, exams, and other pedagogical practices that enhance the classroom experience for students. The culture at Moritz is very inviting, and some junior faculty have sat in on the classes of senior colleagues to observe peers teaching. A second resource is the Ohio State the University Center for the Advancement of Teaching which is located in the Younkin Success Center (a 10-minute walk). The center hosts frequent workshops on how to improve and assess the quality of your teaching. Visit http://ucat.osu.edu/ for more information.

AALS Workshop for New Law School Teachers

The Moritz administration highly encourages and financially supports any new faculty—tenure track or clinical—who would like to attend the Annual American Association of Legal Scholars Workshop for New Law School Teachers in Washington, D.C. (held each June). Travel expenses connected with this particular workshop are not counted against your annual research budget. Faculty new to teaching may attend in either the summer before their first year of teaching or the summer immediately following the first year of teaching. Information about workshops will likely be sent to you by the Associate Dean for Academic Affairs as it becomes available, but you are encouraged to view information about the workshop at the AALS website (http://www.aals.org/aals-events/). Please see section (V) Research and Travel Budget, to learn about required travel procedures.

2. Scholarship

Of course, for tenure-track faculty, scholarship is considered an integral part of our work at a research university. For new tenure-track faculty, Faculty Rule 14.06.B.2 states that “even in the

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1Faculty Rule 14.04.A and 14.04.B. specifically relates to untenured faculty on the tenure track and 14A.07 for clinical track faculty.
first year of an Assistant Professorship, when most of the teacher’s time will be spent preparing for the classroom, the teacher ought to be identifying and formulating questions for research. It is highly desirable that research should begin no later than the summer after the first year, with a view to producing various drafts culminating in a publishable product in the second year.”

According to our faculty rules, clinical-track faculty members are not required to produce scholarship. Clinical faculty members are evaluated based on a number of factors, one of which may include “expanding understanding of the law through preparation of written materials.” Therefore, if a clinical faculty member is interested in writing scholarship then he or she is welcome to do so, but the production of written scholarship is not required or expected. Such work might include law review articles, articles in Bar publications, published research reports, or published teaching materials and supplemental study aids.

Additional information about faculty scholarship can be found in section (V) Research and Scholarship, in this handbook.

3. Service

Both tenure-track and clinical-track faculty are evaluated for promotion based on the quality of their service both to the College of Law and to the legal profession and/or general public. 2

Committee Assignments

The Dean will make committee assignments each summer for the following academic year. The standing committees are: Academic Affairs, Administration, Admissions, Appointments, Long Range Planning, Promotion and Tenure, Diversity & Inclusion, Honor Council, and LL.M. & International Affairs. Generally, all faculty are assigned to serve on a standing committee, and some individual faculty may also be asked to serve on a second, ad-hoc committee as needed.

Faculty Meetings

Faculty meetings are held the first Thursday of every month in the Faculty Lounge, room 314. A formal schedule for the academic year will be released by the Assistant to the Dean. The meeting begins at 12:10 p.m. and ends no later than 2:15 p.m. (Classes taught by governing faculty are not assigned during that time period; if you’ve been inadvertently assigned a class during that period, please let the Associate Dean for Faculty know immediately.) Due to the gift of an anonymous donor, lunch is provided at each meeting.

Absent exceptional circumstances or conflicts, all faculty are expected to attend faculty meetings to exercise the governance role of the faculty. Most meetings begin with a Dean’s Report update, and include time for general business of the faculty, usually brought by the committees. Some important matters that regularly occur in faculty meetings include approval of the graduates, making faculty appointments, promotion and tenure recommendations, approval of new courses or program changes, among others matters.

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2 See Faculty Rule 14.06(B)(3) for tenure-track and 14A.07(C)(i) for clinical track.
C. Human Resources

1. General Human Resources Questions

Please direct any general Human Resources questions to Tara Scott, Human Resources Manager. Her office is located on the second floor in the Dean’s Suite, room 220G.

2. Faculty Resources and the College of Law Website

You will find that the College of Law website (http://moritzlaw.osu.edu/) provides a wealth of information about Moritz and specific information for each constituency group within the law school community. The Faculty Resources page, at http://moritzlaw.osu.edu/faculty/resources.php, (accessible from the left-hand links on the Registrar’s page, http://moritzlaw.osu.edu/registrar/registrar/) provides links to many helpful resources. These include, among others, student photographs, the summer research grant application, the book assignments form, technical support links, and other HR forms.

3. Payment of Salary

Payroll checks are issued on the last working day of the month. If you choose not to enroll in direct deposit, your check will be mailed to your home address.

Enrollment in direct deposit can be done by filling out a paper form provided by Tara Scott, or by visiting the Office of the Controller’s website at http://controller.osu.edu/pay/pay-dirdep.shtm. This is also the same web address you can use to access your W-2 statement.

4. Keys and OSU BuckID Card

Renatta Laney, Human Resources Administrative Associate, will provide you with your office key, an exterior building door key, and a sub-master key that can access many internal doors, classroom doors, and the door to the third-floor mail room. Her office is located on the second floor in the Dean’s Suite, room 220H.

To obtain a BuckID, see Tara Scott for the appropriate paper work. You can obtain your BuckID in the Ohio Union BuckID office (located directly across the street on the 3rd floor). Your ID card can be configured to open several exterior doors, as well as the library. See Vicki Payne, Secretary for the Assistant Dean for Information Services and Director of the Law Library, to activate this service. Please note that University policy prohibits employees from sending their BuckID number through email. More information about BuckIDs can be found at https://buckid.osu.edu/.

5. Travel Procedures

Travel for conferences, workshops, meetings and/or research may become part of your annual routine as a faculty member at Moritz. Your faculty budget provides reimbursement for expenses related to travel including mileage, parking, food costs, lodging, registration fees and business
related expenses. As a public employee of the State of Ohio and a faculty member at The Ohio State University, there are certain specific guidelines you must follow.

a. Approval

All travel must ultimately be approved by the Associate Dean for Faculty. For standard travel (academic conferences, workshops, etc.) faculty may presume approval and proceed directly to the processing by (1) receiving a T-Number in advance and (2) submitting reimbursement request. If you have unusual travel requests that you wish to use your faculty budget to cover, please consult with Associate Dean Carlarne and the Director of Finance and Administration beforehand.

b. T-Number

Before embarking on any business travel (whether you will be seeking reimbursement or be reimbursed by another institution), you MUST contact the Director of Finance and Administration and/or the Procurement Coordinator, Merida Weinstein, both located in the Administrative Suite, room 220 on the second floor, to generate a trip number (T-number) by the University to ensure that you will be reimbursed for any expenses. Most faculty ask their office associate to help them with this process. A request should include:

- Business Purpose of Trip (include business itinerary or conference brochure, if available)
- Departure Location (if different than Columbus)
- Destination(s)
- The exact dates you will be traveling
- How you will be traveling (e.g., flying or driving)
- Funding Source (e.g., your research budget or some other source) and
- Indicate if part of the costs are being paid for by an external organization.

Please note that in the absence of a T-number you will not be reimbursed for expenses incurred while traveling for work. As a matter of practice, you should obtain a T-number even if another institution will pay or provide reimbursement for the trip. This is especially salient in instances where they may be a nominal expense declined by another organization but eligible for reimbursement under Ohio State policies.

c. Reimbursement: 90 Days

Once you return from your travel, you have 90-days from the date of departure to submit your expenses to Merida. Your office associates have a copy of the reimbursement form if you prefer to prepare the forms yourself, or they can do this for you. This includes all relevant itemized receipts and mileage.

The University uses a per diem system with a maximum reimbursement for various activities based on geographic location. If you wish to consult with Merida on reimbursement rates prior to your trip, she will be happy to assist you.

A copy of the University travel policy can be accessed online at https://osutravel.osu.edu/policy/.
D. Faculty Offices, Office Associates, and Other Spaces

1. Your Office and Computer

You will be assigned an office upon your arrival, including ample desk and bookshelf space, chairs, a telephone, and a desktop computer. All offices print to a shared printer. Basic office supplies are available through your assigned faculty office associate. Some faculty have chosen to purchase their own printers to keep in their offices. If you choose to do so, the Moritz IT staff will set up/configure the printer and your office associate may purchase replacement toner on the College’s account, as needed.

On the first day of your arrival, a member of IT support will arrive to set up your computer. If you will be using your own computer, please be sure to contact Laju Mansukhani or Steven Tran, Systems Specialists in the IT department, to ensure that you have the correct wireless password and to configure your printing settings.

The College will also provide software and configuration support for any personal laptop that you may use at home to conduct OSU related work. Again, Laju or Steven are available for assistance.

2. Faculty Office Associates

A faculty office associate is made available to all faculty. Your assistant is determined by the location of your office. They are able to assist with general administrative issues related to Ohio State and Moritz, student appointments, travel reimbursements, class preparation, basic word-processing, meeting coordination, etc. They are not available to proctor exams or to engage in activities that take them away from their office for extended periods of time. Each faculty office associate supports approximately 10 faculty members.

<table>
<thead>
<tr>
<th>Faculty Office Associates</th>
<th>Drinko 215, 326, 453</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Latonga Croomes</strong></td>
<td>292-6820</td>
</tr>
<tr>
<td>Office Associate for 4th Floor Faculty</td>
<td><a href="mailto:croomes.2@osu.edu">croomes.2@osu.edu</a></td>
</tr>
<tr>
<td><strong>Katy Gullo</strong></td>
<td>292-5918</td>
</tr>
<tr>
<td>Office Staff Coordinator; Office Associate for 3rd Floor Faculty</td>
<td><a href="mailto:gullo.7@osu.edu">gullo.7@osu.edu</a></td>
</tr>
<tr>
<td><strong>Malako Hampton</strong></td>
<td>247-8188</td>
</tr>
<tr>
<td>Office Associate for 2nd Floor Faculty</td>
<td><a href="mailto:hampton.49@osu.edu">hampton.49@osu.edu</a></td>
</tr>
<tr>
<td><strong>Allyson Hennelly</strong></td>
<td>292-2518</td>
</tr>
<tr>
<td>Office Associate for 3rd Floor Faculty</td>
<td><a href="mailto:hennelly.8@osu.edu">hennelly.8@osu.edu</a></td>
</tr>
<tr>
<td><strong>Lynda Seelie</strong></td>
<td>292-6821</td>
</tr>
<tr>
<td>Office Manager, Clinical Programs</td>
<td><a href="mailto:seelie.2@osu.edu">seelie.2@osu.edu</a></td>
</tr>
<tr>
<td>Gabrielle Stephens</td>
<td>292-0388</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
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</tr>
<tr>
<td>Office Associate for 2nd Floor Faculty</td>
<td></td>
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</tbody>
</table>

3. **Faculty Lounge – Room 314**

The Faculty Lounge is located on the third floor of Drinko Hall. A kitchen with a microwave is available for your use, as is coffee and filtered water. Each morning a community copy of the New York Times, Wall Street Journal, and USA Today are delivered to the Faculty Lounge. Please do not remove these copies as they are meant to remain in the lounge. Classroom seating charts are also available in the Faculty Lounge. Should you need to reserve the Faculty Lounge for a special event, contact Kylee Gonzalez (gonzalez.571@osu.edu), the office associate in the first floor administrative suite, who manages the College calendar and room reservations.

E. **Internal Communication**

1. **Email**

Outside of class time, mail serves as the primary medium for communication between students and faculty. We hope that all faculty will use their best efforts to respond to reasonable student email requests within at least 48 hours, Monday through Friday. If you know that your schedule will make this prohibitive at any point during the semester, please acknowledge that in your syllabus and during the first class meeting.

The College will use the OSU email address as a primary means of communication. If you wish to use another system, you are free to forward your email to another account. Email accounts can only be activated once the College HR Manager has fully submitted all of your new hire paperwork to the University. This process usually occurs 6-8 weeks prior to the start of employment.

You will receive an email from the Office of the Chief Information Officer (OCIO) to activate your OSU email account. If you need assistance please contact the Moritz IT Help Desk (247-6885 or moritzhelp@osu.edu). The lastname.# and password associated with email accounts are the keys to accessing several other electronic resources, including the Moritz intranet and online class rosters.

2. **Snail Mail and Mailboxes**

Your faculty mailbox will be located on the third floor in room 324, which is to the right of the faculty services office. Faculty mailboxes are located alphabetically along the right-hand wall. If you do not see your mailbox, please talk to Katy Gullo in room 326.

Student mailboxes are located in the lockers in the Dinsmore & Shohl Student Commons on the first floor. The lockers are organized alphabetically by class year and each has a mail slot.

The address to be used for all correspondence and communication is:
3. Voicemail and Phones

All faculty are provided with an office phone with voicemail. You will need to follow a certain procedure to set up your voicemail, described at the Office of Institutional Technology website: http://ocio.osu.edu/services/service-details/phone/instructions/vm/vm-guide/.

You will receive a six-digit authorization code to make long distance phone calls. In accordance with policies of the State of Ohio, at the end of each month you will receive an itemized statement from Renatta Laney asking you to identify each call as business related or personal. The cost of all personal calls must be reimbursed to the College (at the rate on the itemized statement).

To avoid the hassle of sorting through the list each month, some faculty members have received a second authorization code from OCIO to be billed directly for personal calls. The second code permits a faculty member to use the assigned College code exclusively for business related calls and the second code for personal use. As a result, the College’s statement will only contain business calls and save one the hassle of trying to recall (weeks after the fact) the nature of each phone call. By maintaining two codes, the business/personal distinction is made at the time of the call rather than weeks later. The personal code billing is directed to you from OCIO and requires direct payment to that department. If you need additional assistance please contact Tara Scott or Renatta Laney.

4. Course Management Websites: TWEN and Alternatives

TWEN is an online classroom tool hosted by Westlaw used by many current faculty to assist with their classes. TWEN provides a full range of online classroom management tools, including document postings and discussion boards. If you would like an overview of how TWEN works or need to establish a TWEN account, please consult with Law Librarian Paul Gatz at gatz.9@osu.edu or (614) 292-6691.

Lexis also maintains a course management site, and The Ohio State University offers CARMEN for course management.

5. Internal List Serves

Shortly after your arrival at Moritz you will begin to receive general updates from two separate list serves. One is unique to faculty, while the other is focused on the broader Moritz community. The list serves are:

lawfaculty@lists.service.ohio-state.edu (including emeriti and visitors)
lawfacstaf@lists.service.ohio-state.edu (faculty and staff combined)

To post to a list serve, simply use one of the addresses above. If you have difficulty, please contact Steven Tran or Laju Mansukhani.

F. Parking and Transportation

All of the parking spaces surrounding Drinko Hall require payment or an OSU parking pass. Most faculty will purchase an “A” pass for the year, which allows access to any ground lot, including those closest to Drinko Hall, and to the Ohio Union and South Campus Gateway Garages. Information regarding various permits for OSU parking lots can be found at http://www.campusparc.com/osu/. Ground lot spaces do fill up fairly early, so having the option to park in the Union or Gateway garages ensures that parking is always available at a reasonable distance. Meter parking is often available on W. 11th Ave in front of the Panera for short term needs (under two hours).

If you do not wish to drive, the most common non-driving option used by faculty and staff is to take the COTA bus (Central Ohio Transit Authority). The COTA website has a complete list of routes available at their website: http://www.cota.com/. Faculty and staff have the option of purchasing a reduced-price monthly bus pass linked to your BuckID, through payroll deduction. You may sign up at www.controller.osu.edu/pay/pay-COTABusAccess.shtm. Discounted monthly COTA bus passes are $58 per month for local routes. (Discounted monthly express passes are not available through the program.)

A complete list of alternative transit information is available at: http://ttm.osu.edu/alternate-transit.

G. Other Pertinent Information

1. Copy Services

Dawn Parker, Printing Machine Operator
Phone: (614) 292-7171
Email: parker.90@osu.edu
Office: Drinko 146

Dawn Parker prepares all duplicated materials and exams. For course packs, please provide notice at least four to six weeks prior to the beginning of the semester, if possible. Throughout the semester, every effort should be made to provide materials at least three business days before copies are required. Typically, the copy center is open from 8 a.m. to 12 p.m., Monday through Friday.

2. Bookstores

Two bookstores near Drinko Hall order and sell law books, supplements, and study aids. All book requests should be submitted to the Registrar via the online form at
https://moritzlaw.osu.edu/intranet/faculty/classinfo.php. All requests are posted on the web and provided to CollegeTown and Barnes & Noble.

3. **Emergency Phone Numbers**

The main Moritz phone number is (614) 292-2631.

**Emergency Procedures and Safety Information**

**9-1-1 For Emergencies**
- Public Safety Administration........... 247-6300
- University Security Services............ 292-7677
- University Police......................... 292-2121

4. **Building Problems**

Please report any building problems to Kevin Carey at (614) 292-5898, carey.107@osu.edu. Kevin, who works in the law library, also serves as the building liaison to the University’s facilities department.

5. **Inclement Weather Policy and the Buckeye Alert System**

When the University needs to close due to bad weather or an emergency, local television and radio media are notified. Media announcements of a closure can be confirmed at WOSU AM Radio, 89.7 FM, or at wosu.org.

The buckeye alert system is an automated, text-based system to which faculty may voluntarily subscribe that will deliver up-to-date information regarding weather, crime, or other local emergencies. To register for the buckeye alert system, visit the Moritz website at http://moritzlaw.osu.edu/faculty/resources.php. The buckeye alert registration link is listed under “Additional Resources.”

6. **Your Faculty Profile**

You will be contacted by Barbara Peck, Chief Communications Officer at Moritz, to provide a comprehensive faculty profile which can include the following biographical information:

- A 200-500 word biographical statement
- Your educational history
- Your Curriculum Vitae

7. **Business Cards**

Please consult with the faculty office associate in your area or Merida Weinstein, in the administration suite, to arrange for the production of your business cards.
II. Curriculum Overview

A. First-Year Curriculum

Our first-year is a required curriculum. In the Fall semester, each student takes Civil Procedure I (4 credit hours), Torts (4 credit hours), Criminal Law (4 credit hours), and Legal Analysis and Writing I (LAW I) (2 credit hours). In the fall, each student will be assigned to a small section of about thirty-five students for one of these classes (in addition to LAW I). The small section atmosphere provides students an additional opportunity for more interaction with the professor and other students. According to Faculty Rule 9.05, all fall small section courses must administer an in-class midterm exam “that contributes to the student’s final grade and offers some type of feedback before the semester ends.” Professors teaching small section classes receive a memorandum from the Associate Dean for Academic Affairs before the start of the semester, which provides more details.

In the Spring semester, each student takes Property (4 credit hours), Contracts (4 credit hours), Legislation (3 credit hours), Constitutional Law (4 credit hours), and Legal Analysis and Writing II (LAW II) (2 credit hours). All first-year courses must be completed with a passing grade in order to graduate. It is important to note that each of the first-year courses encompasses a national perspective on the subject areas in question—as a national law school we do not specifically teach Ohio law. For select students who did not perform as well as hoped in the first semester, the College offers a specialized course, Legal Methods (3 credit hours), to help students strengthen their analytical skills. Students are invited in late January; if they choose to enroll they must drop Legislation or Constitutional Law. The dropped course must be retaken in the second or third year. Faculty new to teaching in the legal writing program or teaching Contracts will receive a memorandum from the Associate Dean for Academic Affairs outlining the learning goals and objectives.

B. Graduation Requirements

1. Hours Required

Under Faculty Rule 5.04, a student must successfully complete 88 semester hours of credit in order to graduate. This averages out to approximately fourteen hours a semester in the four semesters of the second and third year. First-year students who have load-lightened must average slightly more credit hours in their second and third years in order to complete the required first-year curriculum and the appropriate number of upper-level credit hours.

2. Regular Classroom Hours of Credit Required

In addition to the 88 law credits required to earn the J.D., students must complete at least 70 credits in regularly scheduled law classes (or at least 67 credits must be in regularly scheduled law school classes for dual-degree students).
Regularly scheduled law school classes include:

- Moritz College of Law courses and seminars;
- Moritz College of Law clinics;
- In-class credits completed at another law school, including transfer credits and credits completed by students visiting away at another school; and
- Credits from approved study in a foreign exchange program.

Regularly scheduled law school classes do not include:

- Independent study work;
- Journal or moot court;
- Non-law classes (even those taken by dual-degree students); and
- Externships.

3. Residency Requirements

Under Faculty Rules 5.01 and 5.02, a student must have six semesters of full-time residence, or the equivalent, in order to graduate. Full-time residence is defined as ten semester hours or more of Moritz College of Law work in a semester, excluding a summer session. A summer session (regardless of the number of hours taken) or a regular academic year semester with less than 10 semester hours counts as a part-time semester of residence. Rule 5.02 provides in part as follows:

If a student takes fewer than ten semester hours of work in courses scheduled in the Moritz College of Law during any semester or summer session, each hour will count as one tenth of a full semester for purposes of determining whether the full semester requirements for graduation are met. However, no more than three sessions (semester or summer session) may be aggregated during a student’s law school career for purposes of meeting the full semester requirements for graduation, and students seeking to aggregate semesters or sessions of fewer than 10 hours to more than one full semester must secure the approval of the Academic Affairs Committee.

Students who wish to accelerate their studies and graduate in December of their third year must take summer courses both summers, together totaling at least ten semester hours, to fulfill the six semester requirement, because a single summer alone, regardless of the number of hours taken, cannot constitute a full-time semester. In addition, if a student seeks to combine two summer sessions into a full-time semester, the student must be sure that the summer sessions together contain at least 65 days of classes. A number of summer programs, particularly programs involving study abroad, do not contain a sufficient number of class days to allow students to accelerate graduation. This includes the University of Oxford-Ohio State University Summer Law Program. A student attending the Oxford Program (or another summer abroad program) who desires to use the attendance at that program to accelerate graduation must also attend other classes of a sufficient number of class days to meet the “class day” requirements. This is also true of the one-hour mini-courses offered during the summer; students receive residency credit only for class days on which those classes actually meet.
Additional graduation requirements may be found in Faculty Rule 5.13, which provides that “the requirements for completion of the J.D. degree shall be completed within a maximum total of seven semesters of enrollment, whether that enrollment is part-time or full-time, and shall be completed within a maximum total of five calendar years from the date of first matriculation in the Moritz College of Law. This limitation on the maximum numbers of semesters does not apply to students enrolled in a dual-degree program.”

4. Seminar Requirement

Faculty Rule 5.07 requires all students to take a seminar. Seminars have relatively small enrollments and significant writing components. The seminar requirement may be satisfied during either the second or third year. With the exception of the Mediation Clinic (when taught by Cohen, Cole, or Deason), which satisfies the seminar requirement, all seminars bear 8896 course numbers. Note that the Mediation Clinic cannot be used to satisfy both the seminar requirement and the experiential course requirement (described below).

A variety of seminars are offered each year. Professors new to teaching a seminar are sent a memorandum from the Associate Dean for Academic Affairs, which provides more details about the standards and expectations.

5. Experiential and Simulated Courses Requirement

Faculty Rule 5.06 outlines the requirements related to experiential and simulated courses. Students who completed their first year of law school at Moritz, will be required to take at least two hours of credit from a specified list of courses, which includes clinics, simulation courses, and externships. The Mediation Clinic may be used to satisfy the seminar requirement (when taught by Cohen, Cole, or Deason) or experiential course requirement, but cannot satisfy both. Transfer students who did not complete their first-year courses at Moritz may be required to take a total of four credit hours of skills courses, depending on the transfer of credits.

Students may not use the same course to satisfy both the seminar requirement and the experiential and simulated courses requirement. The list of courses that satisfy this requirement can be found in Appendix C and is posted in the Guide to the Upper Class Curriculum or can be obtained from the Registrar’s office. Available courses vary from year to year. This requirement does not apply to students graduating prior to July 1, 2017.

6. Legal Profession Requirement

Faculty Rule 5.08 (and most bar admitting authorities) requires every student to complete a Professional Responsibility course (also sometimes referred to as a Legal Profession course). The Professional Responsibility requirement may be satisfied during either the second or the third year. Students may satisfy this requirement by taking the Professional Responsibility course. The requirement can also be satisfied by taking the Comparative Legal Professions course in the Oxford Summer Program, or the Ethics of Washington Lawyering course in the D.C. summer program. However, neither of those courses will provide the session on substance
abuse required for the Ohio bar examination. Students satisfying the Professional Responsibility requirement in connection with the Oxford or D.C. summer programs will have an opportunity to separately attend the one hour substance abuse session.

Faculty teaching a course in Professional Responsibility will receive a memorandum from the Associate Dean for Academic Affairs with more instruction on the substance abuse session and content of the course.

7. Appellate Advocacy/Transactional Practice

Faculty Rule 5.06 requires every student to complete either Appellate Advocacy I or Transactional Practice. This course requirement is usually satisfied during the second year. Only one of the two courses may apply toward the completion of the J.D. degree.

8. Other Graduation Requirements

The Faculty Rules contain certain other graduation requirements relating to class attendance, necessary grade point average, limitations on the number of failing grades, and the like. See Faculty Rules 5.10, 5.11, and 9.08. There are also particular requirements that apply to students enrolled in dual-degree programs and to students who take courses outside the Moritz College of Law for J.D. credit. A student who falls into either of these categories should see Faculty Rules 3.06 and 9.47.

Some state bar authorities require completion of particular law school courses. Students can check these requirements in the reference guide in the Office of Career Services. Some bars require students to register during their first year or pay a late fee.

C. Upper-Level Curriculum

The College produces an Upper-Level Curriculum Guide (prepared by the Academic Affairs committee in 1994 and revised annually by the Associate Dean for Academic Affairs) about the courses available to upper-level students during their second and third years of law school. It is divided into sections that represent areas of interest. Each section represents advice from the faculty teaching courses related to that area on how a student who is particularly interested in an area should arrange courses. A complete copy of the Upper-Level Curriculum Guide is available on the Moritz website at: http://moritzlaw.osu.edu/registrar/registrar/.

1. Second-Year Preference Courses

Registration for courses in the Moritz College of Law is done primarily on a priority basis. Normally, third-year students have priority over second-year students. Four courses, however, are designated as second-year preference courses, and second-year students are given a preference in enrollment. These courses are Business Associations, Civil Procedure II, Evidence, and Federal Income Tax. Each student may express a special interest in one course per year and will be given a “first choice” preference in registration for that course among students in that student’s year in school.
Students are responsible for checking prerequisites and exclusions for courses. This information is available from the course descriptions (listed at http://moritzlaw.osu.edu/registrar/registrar/) and the Assistant Dean for Academic Affairs.

2. **Individual Study Course**

Registration for an Individual Study course requires the student to submit, at the time of registration, materials consisting of a brief explanation of work to be done, the number of credit hours, and the semester in which the student proposes to complete the work. The supervising faculty member and the Assistant Dean for Academic Affairs must approve the independent study. Students may earn a total of no more than four hours of credit toward the J.D. degree for independent study projects.

2. **Certificate Programs**

The Moritz College of Law currently offers three certificate programs: a Certificate in International Trade and Development, a Certificate in Dispute Resolution, and a Certificate in Children’s Studies. More detailed information about these programs can be found in the Student Directory/Handbook.

3. **Clinical Course Offerings**

The Moritz College of Law Clinical Program offers courses designed to teach basic lawyering skills. The courses include clinics in which students represent clients or mediate cases under the supervision of Clinical Program faculty. They also include classroom-based courses in which client representation and litigation are taught through classroom simulations of the various phases of litigation, mediation, negotiation, and document preparation. These courses are valuable to all students because they provide skills-related learning opportunities in a supervised setting that is not generally available after graduation.

**Civil Clinic**

This course is a traditional teaching clinic in which students represent clients in civil cases while supervised by a member of the Clinical Program faculty. It is open to third-year students who have accumulated a sufficient number of credits to qualify for a legal intern certificate issued by the Supreme Court of Ohio. The course is offered each semester.

**Criminal Defense Clinic**

This course is a traditional teaching clinic in which students represent clients who are being prosecuted in misdemeanor cases. The representation is supervised by Clinical Program faculty. It is open to third-year students who are eligible for legal intern certificates issued by the Ohio Supreme Court. The course is offered each year.
**Entrepreneurial Business Law Clinic**

This clinic serves start-up and emerging businesses that need transactional legal assistance. Students are provided the opportunity to represent entrepreneurs and their businesses while simultaneously supporting and furthering Ohio’s mission of sustained economic growth. Third-year students may enroll in this course, which is offered each semester.

**Justice for Children Clinic**

In this course, students, under the supervision of Clinical Program faculty, represent children who are being prosecuted for misdemeanor delinquency, traffic, and unruly offenses in the juvenile courts. Students may also represent children who have been identified by the state as abused, neglected, or dependent. The course is open to third-year students who are eligible for legal intern certificates issued by the Supreme Court of Ohio. The course is offered in the fall and spring semesters.

**Legislation Clinic**

In this course, students are placed in various offices around the Ohio Statehouse, including the four leadership caucuses and the Legislative Services Commission. The classroom component focuses on issues related to the legislative process in Ohio. The course allows law students to observe and participate with others in the process of legislative lawyering. The course is open to second- and third-year students. It is offered in the fall and spring semesters.

**Mediation Clinic and Seminar**

This course provides students with an opportunity to learn mediation skills. It combines classroom instruction in mediation with opportunities to serve as mediators in cases pending in the Columbus municipal courts. The course is offered each year.

**Multiparty Case Mediation Clinic**

This course provides students with an opportunity to learn mediation skills for multiparty cases. It combines classroom instruction with opportunities to co-mediate a large dispute in the community. The course is offered each year.

**Prosecution Clinic**

In this course, Clinical Program faculty and students who have legal intern certificates are appointed as special prosecutors in Delaware, Ohio. They prosecute misdemeanor defendants. This course is offered each year.

4. **Lawyering Skills Offerings**

Moritz offers a number of courses focused on developing practical lawyering skills. Some courses are taught almost exclusively as “skills” courses, such as Trial Practice, Pretrial Litigation, Legal Negotiations, among others, and some integrate skills training with an emphasis on doctrine such as Special Education Advocacy, Dispute Systems Design Workshop, among others.
In addition, one-credit intensive courses in Mediation, Depositions, Jury Selection, and Negotiation are offered for one- or two-week periods during the summer session or other breaks.

**Moot Court and Lawyering Skills Competition Program**

The Moot Court and Lawyering Skills Program provides students with a variety of opportunities to develop one of a lawyer’s most important tools, the art of persuasion. In addition, those who serve on the Moot Court and Lawyering Skills Governing Board acquire valuable leadership experience.

**Appellate Advocacy Courses and Competitions:** During the first semester of their second year, all students are required to take either Appellate Advocacy I or Transactional Practice. Students who choose to take Appellate Advocacy I learn how to prepare to handle a case in a court of appeals. Under the supervision of Professor Mary Beth Beazley and experienced attorneys, students write a brief and then argue the case before a panel acting as a court of appeals bench. The panels comprise real world judges, practicing litigators, and members of Moritz’s travel competitions teams. In addition, a small number of outstanding Appellate Advocacy I students are eligible to compete for a place on a “travel team” (see below) during their second year. Appellate Advocacy I students receive two semester hours of credit.

On satisfactory completion of Appellate Advocacy I, students may elect to participate in a range of other Moot Court and Lawyering Skills competitions. Perennial intramural competitions include the James K.L. Lawrence Negotiations Competition and the Moritz Representation in Mediation Competition. The winners of these two competitions go on to represent Moritz at ABA competitions, for which they receive one semester hour of credit.

The annual Herman Competition is the foremost intramural appellate advocacy competition, open only to second-year students who have successfully completed Appellate Advocacy I, and to qualified LL.M. students. Herman competitors write briefs and present arguments to a mock Supreme Court. The competition culminates with showcase arguments for the four finalists before a prestigious panel of judges. Students who compete in the Herman Competition are deemed enrolled in Appellate Advocacy II. Second-year students receive one hour of credit for successfully completing Appellate Advocacy II, the Herman Competition.

Superior performance in both brief writing and oral argument in the Herman Competition (Appellate Advocacy II) earn students the privilege of representing Moritz at regional and national moot court competitions in their third year (the “travel team” program). In recent years, Moritz has sent teams to the National Moot Court Competition; the ABA National Appellate Advocacy Competition; the Civil Rights Moot Court Competition; the John J. Gibbons National Criminal Procedure Moot Court Competition; the Dean Jerome Prince Memorial Evidence Competition; the Frederick Douglass Moot Court Competition; the Jessup International Law Moot Court Competition; the Robert F. Wagner Sr. Labor Law Moot Court Competition; and the Ruby R. Vale Interschool Corporate Law Moot Court Competition, among others. All members of Moritz travel teams are required to take Appellate Advocacy III, a full-year, two-hour graded course. Team members may also receive one credit hour for participation on the team upon approval of the team’s faculty advisor. Subject to approval, travel team members may be able to fulfill a writing requirement through preparation of the team’s brief.
The College offers opportunities to compete in trial practice as well. The intramural Michael F. Colley Trial Practice Competition allows second- and third-year students the chance to compete in a full mock trial during spring semester. Winners of that competition earn monetary awards. In addition, the College’s Director of Trial Practice, Professor Robert M. Krivoshey, holds a competition annually to select a team that will travel to the National Trial Competition. Students on Professor Krivoshey’s team earn one credit for their participation.

Service on the Moot Court and Lawyering Skills Program Board: The board, under the supervision of the Program’s Director, Elizabeth Sherowski, oversees and manages most aspects of the Moot Court and Lawyering Skills Program. Student board members work as members of a model law office to organize intramural competitions, prepare problems, grade briefs, assist travel teams in their preparations, and develop new opportunities for Moritz students to hone their practice skills. The board, made up of several associate justices, is led by the chief justice. Each spring, outgoing board members select their successors, with approval of the director. Board members serve for a full academic year and are eligible to receive two credit hours for successful completion of their responsibilities.

The Director of the Moot Court and Lawyering Skills Program is Elizabeth Sherowski (sherowski.2@osu.edu).

5. Semester in Oxford Program

The Ohio State-Georgia law semester program at Oxford runs for 15 weeks, from early January to late April. The program is jointly conducted by The Ohio State University Moritz College of Law and the University of Georgia School of Law and has been approved for accreditation by the American Bar Association.

The program typically enrolls 20 students each year (3-5 from Ohio State and the remainder from Georgia). The program is open to both second- and third-year law students, although preference goes to 3Ls if there are more applicants than spaces available.

Students will take four courses and receive 12 credit hours toward their J.D. degrees. Three of the four courses will address comparative law subjects, and will be taught in a “traditional” small group classroom setting. The fourth course will be a supervised research tutorial, in which each student will write a lengthy research paper on a comparative or international law topic of his or her own choosing.

The research tutorial and one traditional format course are taught by members of the law faculty at Oxford. The other two traditional format courses will be taught by a law professor from Georgia.

Students are associate members of St. Anne’s College, one of the 40 colleges that make up the University of Oxford. They have access to dining, computer, library, sports, and all other student-related facilities at the college.
Students reside for most of their stays in a spacious Victorian house in north Oxford, and for a shorter period in comfortable flats in the North Oxford area. All housing is within walking distance of St. Anne’s and of the entire University complex. Students have library privileges at the University’s Bodleian Library, one of the world’s most famous research libraries.

The Assistant Dean for International and Graduate Affairs is the point person for the Oxford study abroad program.

6. **Courses Outside the Law School**

Faculty Rule 9.46 allows law students to enroll in courses and seminars offered by other graduate-level programs outside the college for up to a total of five semester credit hours toward graduation. In order to enroll, the student must present a petition to a law faculty member. The law faculty member must then certify in writing that the course or seminar will be useful and relevant to the student’s professional interest and that there is no unacceptable overlap with offerings available in the Moritz College of Law. Courses and seminars so approved will count toward fulfillment of the College’s hour requirement for graduation if the approving faculty member reviews the student’s participation in the course or seminar at least once each quarter to determine that it is achieving its educational objective, and if the student receives a passing grade. However, grades earned in such courses or seminars are not included in computing the student’s cumulative grade point average in the Moritz College of Law.

Assistant Dean for Academic Affairs, Monte Smith (smith.747@osu.edu), is the point person for students interested in registering for courses offered outside the law school.

7. **Exterships**

**Judicial Externship Program**

The Moritz College of Law offers a judicial externship program for credit during both semesters of the academic year and during the summer session. Students typically are placed with judges on the United States Court of Appeals for the Sixth Circuit sitting in Columbus; the United States District Court for the Southern District of Ohio, Eastern Division; the Bankruptcy Court for the Southern District of Ohio; the Magistrate Judges for the Southern District of Ohio, Eastern Division; the Domestic Relations Division of the Common Pleas Court; and with justices of the Ohio Supreme Court. The judicial externship provides an excellent opportunity to observe the workings of a court from the inside, to interact with judges, and to engage in closely supervised research and writing.

The judicial externship carries three semester hours of academic credit during the academic year and two semester hours during the summer session. This externship provides participating students with clerkship experience under the direct supervision of one of the participating judges and his or her clerks. It requires a student’s presence in the judge’s chambers eight hours per week for each week of the semester, plus significant additional work. Second- and third-year students may apply for selection, with preference given to third-year students.
**Public Interest and Government Externship Program**

The Public Interest and Government Externship Program places students in state and federal governmental agencies and with non-profit organizations in Ohio. For example, partner organizations throughout the state include the Federal Public Defenders’ Office, the Cuyahoga County Prosecutor’s Office, the Franklin County Public Defender, the Legal Aid Society of Columbus, and the Ohio Children’s Defense Fund. In addition to these and other placements, students have the opportunity to find their own placements. The program runs the full 14 weeks of the fall and spring semesters and 8 weeks of the summer semester. Students receive three credits in fall and winter and their choice of two or four credits for the summer semester. The course is graded on a “satisfactory” or “unsatisfactory” basis.

The Assistant Dean for Academic Affairs, Monte Smith (smith.747@osu.edu), is responsible for all externships.

8. **Dual-Degree Programs**

A student may pursue both a law degree and another advanced degree by enrolling concurrently in the Moritz College of Law and in a graduate program. Such a dual-degree program must be approved by the Moritz College of Law and by the graduate school. The J.D./M.B.A., J.D./M.D., J.D./M.P.A., and J.D./M.H.A. (Master of Hospital Administration) are popular structured interdisciplinary programs, but over 100 others are available on an individually designed basis. Dual-degree students take no graduate degree courses during the first year of law school. In the past few years, Moritz students have pursued, or are in the process of pursuing, individually designed joint Master or Ph.D. degrees in African-American Studies, Education, City and Regional Planning, Political Science, Philosophy, Molecular Genetics, Slavic Languages, Sports Management, and Women’s Studies. Faculty Rule 3.07 presents the opportunity for a student to pursue both a Juris Doctor degree and a graduate degree.

Assistant Dean for Academic Affairs Monte Smith, smith.747@osu.edu is the contact for those interested in dual-degrees.

9. **Summer Programs**

**Oxford Program**

The Oxford Program runs for five weeks at St. Anne’s College at Oxford University in Oxford, England. Students generally take two courses for a total of six credit hours. Classes meet Mondays through Fridays. Visits are made to the Inns of Court, the Houses of Parliament, the Central Criminal Court (“Old Bailey”) in London, and other courts in London and Oxford. Because the program lasts only five weeks, there is an opportunity for students to arrange their own travel throughout the British Isles and Europe before or after the program. Because the Oxford program lasts only five weeks, it cannot be used alone as one of the two summers required of students who desire to graduate early (see Residency Requirements).
Washington, D.C. Program

In the summer, approximately 20 students have the opportunity to take part in the Washington, D.C., Summer Program. Students work in substantive externships in D.C., accompanied by a high-quality academic program and a summer in the nation’s capital. Students will take a 2-credit course on The Ethics of Washington Lawyering, as well as a 3-credit externship seminar. In previous years, students have worked in major federal agencies and nonprofit groups that are often national leaders in their fields. Several trips have also been included in past years, such as classes in 2012 at the White House and with the chairman of the Federal Trade Commission.

D. Academic Policies

1. Student Employment Policy

The Moritz College of Law has a long-standing policy stating that first-year students will not work. The College recognizes that many students worked during their undergraduate careers. However, the first year of law school is very different from undergraduate school or holding a job. The demands of the curriculum are inconsistent with outside employment. In addition, students could not take full advantage of the educational experience that law school affords while maintaining outside jobs. Exceptions to this policy are made at the discretion of the Assistant Dean for Academic Affairs for exceptional circumstances, such as serious financial need, familial obligations, personal health issues, or as a disability accommodation.

The American Bar Association, American Association of Law Schools, and the League of Ohio Law Schools impose a twenty-hour maximum on the number of hours a second- or third-year student may work in a week. Students are asked to fill out employment report forms, which must be updated, with the office of the Associate Dean for Academic Affairs. Students are advised that, under the accreditation standards of the American Bar Association, a student who works more than 20 hours a week cannot be considered a full-time student. Because students complete a certain number of full-time semesters in order to graduate, and because students must complete their graduation requirements within a certain number of semesters, working more than 20 hours a week can result in a delay or inability to graduate.

2. Load-Lightening

Under some circumstances, first-year students may take less than the full 31-hour course load required for the first-year curriculum. See Faculty Rule 9.20. A student wishing to load-lighten must seek permission from the Academic Affairs Committee. The student must file a written petition with the Academic Affairs Committee setting forth his or her reasons for requesting permission to light-load. The Committee may grant permission because of childcare or other dependent family difficulties, disability accommodations, personal problems, or academic difficulty. If a student elects to load-lighten, he or she must make up the course the following year. The student may not delay to the third year satisfying first-year course requirements.
Load-lightening has a number of consequences. First, students who load-lighten during their first years will have to “make up” the hours for the dropped course and will be “behind” their classmates in accumulated hours. These hours, however, can be made up relatively easily. Some students choose to take courses during the summer session. Another alternative, less frequently employed, is to take an additional semester to finish law school. This is particularly advantageous if the student needs to have a relatively light course load throughout law school. Finally, by averaging roughly fifteen credit hours per semester during the second and third years, rather than the approximately fourteen hours per semester that other students must average, these hours can be made up.

The second consequence is that load-lightening occasionally makes upper-level scheduling slightly less flexible. For example, the first-year course that the student must make up during the second year might be offered at the same time as an upper-level course he or she wants to take. The student may have to defer the upper-class course to a later semester or the following year or take it with a different professor. The course that must be made up might be a prerequisite to an upper-level course that the student might want to take, and he or she may not be able to take the course until the third year. The college administration, however, schedules its courses with these considerations in mind, and load-lightening should not preclude a student from taking a particular course at some time during law school.

Finally, load-lightening may have some financial repercussions. Because load-lighteners remain full-time students, their tuition remains the same for fall and spring semesters. If the student makes up these hours during the summer session, he or she will, of course, have to pay tuition for the summer session. Also, if a load-lightener does go below full-time status of ten hours, the student will not be eligible for full financial aid and may have to repay immediately any excess award.

For more information on load lightening contact the Assistant Dean for Academic Affairs, Monte Smith (smith.747@osu.edu).
III. Course Responsibilities

This section is divided into three sections:
- Section A: Preparing to Teach
- Section B: Conducting the Class
- Section C: Conclusion of the Class
- Section D: Offering a New Course

A. Preparing to Teach

1. Academic Calendar/Class Periods

A copy of the academic calendar is available on our website at [http://moritzlaw.osu.edu/registrar/academic-information/academic-calendar/](http://moritzlaw.osu.edu/registrar/academic-information/academic-calendar/) and in the beginning of this handbook.

Most courses at Moritz will meet between 50 and 70 minutes. Clinics typically meet for 120 minutes at a time, once per week. Daytime classes can begin as early as 8 a.m. and classes may be scheduled to end as late as 7 p.m. Evening classes are rare. Two-hour classes include a 10-minute break, while three-hour courses include a 15-minute break.

2. Teaching Load and Assignments

The normal teaching load for tenure-track faculty is 10 credit-hours per year. Load reductions are available to tenure-track faculty entering law teaching, tenure-track faculty about to go up for promotion, and faculty seeking research credit assignments pursuant to Faculty Rule 13.06. Teaching loads for clinical faculty are determined by the Dean and Associate Dean for Academic Affairs at the time of hire.

**Credit Banking**

Tenure-track faculty may “bank” credits, either running a surplus or deficit in a given year. The principles of credit banking are outlined below:

1) The standard teaching load is ten credits (except as noted above).

2) Faculty may “bank” teaching credits. This means that a year in which one taught 11 credits would put 1 credit in the bank; a year in which one taught 12 credits would put 2 credits in the bank; etc.

3) Normally, a faculty member may not accumulate more than 4 total banked credits. Above that level, banked credits generally will not be preserved.

4) Faculty may run a deficit. However, the following general rules apply: (i) a deficit may not exceed more than two credits; (ii) a faculty member may not be in deficit at the end of more than two consecutive years (i.e., if a faculty member taught 8 credits in year 1 and 10 credits in...
year 2, years 1 and 2 would be the two consecutive years in two credit deficit, and the faculty member would be obligated to teach 12 credits in year 3); (iii) research assignments normally may not be deposited (i.e., faculty members may not improve their balances in any year in which they have a research assignment without the prior approval of the Academic Affairs committee and the Associate Dean responsible for the curriculum); (iv) faculty are obligated to “pay off” all deficits, and would sign an agreement to remain/return to do so, modeled on the sabbatical agreement.

5) The ability to spend banked credits and to borrow credits into deficit in any particular case is subject to the faculty’s commitment to offering a full and rich curriculum to students; any such withdrawal or borrowing may be delayed due to curricular need. Allowing the use of banked credits will take precedence over allowing credits to be borrowed when curricular need does not permit both to occur.

3. Obtaining Your Class List

You can obtain an initial class list through Buckeye Link. Visit [http://buckeyelink.osu.edu/](http://buckeyelink.osu.edu/) (the link is available at in the upper right-hand corner of every OSU webpage). There are four tabs at the top of the screen (Students; Future Students; Faculty/Staff; Alumni). Click on the Faculty/Staff tab. The third block down is labeled “Rosters.” Click on “Class Rosters (for faculty),” find the correct class, and click on the class roster icon next to the class. The roster may change throughout the add/drop period, which lasts through the first week of regular scheduled classes. The most accurate list will be available through Buckeye Link. If you need assistance please contact Laura Dean, the Registrar.

4. Course Design: The Syllabus

Each course that is taught at Moritz must have a course syllabus. Each student should receive a syllabus on the first day of class, or it can be posted through TWEN, an online classroom tool hosted by Westlaw.

A syllabus should contain the following:

- The course name and number;
- An overview of the course content and expected student learning outcomes for the course;
- A summary of the grading assignments, the value of each assignment, and the attendance policy for the course;
- An overview/schedule of weekly course topics and lectures;
- A schedule of important dates, including the dates of any examinations and cancelled or rescheduled classes;
- Information on how to contact the instructor, the location of the instructor’s office, office hours; and
- The following statement about students with disabilities:
Moritz is committed to providing an environment that ensures that no individual is discriminated against on the basis of her/his disability. Students with disabilities, as defined under the Americans with Disabilities Act of 1990 (ADA), and who may need special academic accommodations, should notify the Assistant Dean for Academic Affairs as soon as possible. The Assistant Dean will work with the student, the Office of Disability Services, and the course instructor to coordinate reasonable accommodations for students with documented disabilities.

The University requires that the College administration keep a copy of all syllabi for every course taught each semester. Each semester, faculty must submit one copy of the complete syllabus for every course taught during that semester. Syllabi can be submitted online at: http://moritzlaw.osu.edu/faculty/syllabus/. Please fill out the appropriate information, upload, and submit your full syllabus for each class you teach. (Note the syllabus should be substantially complete, covering the entire semester.) Upon submission you will receive a confirmation email. You may also contact Kaiti Curtin (curtin.61@osu.edu) with questions. You are welcome to submit your syllabus prior to the start of the semester if it is complete. Otherwise, all fall syllabi should be submitted no later than November 1 and all spring syllabi should be submitted by April 1.

5. Course Readings

Textbooks
Textbooks are normally ordered a month or two in advance. Faculty should submit their textbook information (author, title, publisher, edition and ISBN) by logging on to our web page, at http://moritzlaw.osu.edu/faculty/resources.php with your OSU user name (last name.#) and password. Choose “Update Class Information” (the 3rd link on the page and the first in the registrar’s section). If you do not have a book assignment, you can post that in the “Additional Book Information”—students’ inquiring minds will want to know. If you have any questions, please contact Laura Dean.

Electronic Readings
Additional readings may be placed on reserve in the Moritz library or on your course’s TWEN course site. For questions on how to use TWEN please contact Reference Librarian Paul Gatz.

Photocopied Readings/Case Books
Faculty who want to provide students with duplicated materials should contact Dawn Parker in Copy Services well in advance of the semester, preferably at least six to eight weeks before the first day of classes.

6. Classroom Laptop and Electronic Recording Policy

Unless otherwise determined and stated by the professor, students are allowed to use laptops in class for academic purposes. It is within your discretion to advise students should you require a
more stringent policy regarding laptop usage. Your personal policy should be made clear in the syllabus and should be reviewed the first day of class. Below is an example taken from an actual syllabus:

You are welcome to use computers in class to take notes. Students who choose to use a computer in class may do so only if they agree to adhere to my computer policy on surfing and game playing in class. I believe that using your computer in class for other purposes (i.e., email, surfing, game playing) is rude to both your classmates and to me. You are expected to refrain from such use during my class. To make it clear, you are prohibited from using your computer for non-class purposes while in class.

Students may only record a classroom session with express permission from the professor, per Faculty Rule 9.33: Class Recording Prohibited:

No student of the College of Law shall, in any course offered by the College of Law, record in class, by any means other than handwriting or use of the computer, the content, either verbatim or in substance, of all or any part of any lecture, discussion, or demonstration, without first obtaining the approval of the instructor concerned. A computer may not be used if the instructor so informs the student.

7. Number of Assignments and Grading

Most law classes will evaluate student performance with a single 3-4 hour exam at the end of the semester. Others may employ a single large paper, involved exercises, short papers, or other forms of evaluation. How you choose to evaluate students is likely a matter of personal preference, time, and the subject matter under review.

Some faculty will use class participation and attendance as means to adjust the final exam grade rather than counting it as a percentage of the overall grade.

Students in all upper-level classes are graded on a curve determined by the past average letter grade performance of the students as a whole who registered for a particular course. This curve is not released until the last few weeks of the semester. This makes traditional grading impossible, since not all students can receive an “A” or “B”. You are encouraged to grade each assignment with this curve in mind. This is especially relevant for courses with multiple assignments, rather than with a single exam.

A more detailed discussion of grading is discussed an upcoming section.

8. Providing Regular Student Feedback

Education research repeatedly demonstrates the importance of regular feedback: Students learn better when they receive regular feedback. Students learn more slowly without regular feedback.

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We encourage faculty members to pursue opportunities for increasing feedback to students. Suggestions for increasing feedback include:

1. Using collaborative exercises to reduce feedback burdens. If 60 students work in 4-person team to produce a written exercise, the professor needs to offer feedback on only 15 papers. Students may benefit from both the collaboration and the feedback.

2. We encourage faculty members to consider opportunities for individualized feedback in any course that enrolls fewer than 30 students. Even a doctrinal lecture course might support feedback on at least one student project.

3. Harnessing technology for feedback. Several faculty member use online quizzes, electronic comments on practice exams, computerized instructions, and in-class “clicker” questions to give students more regular feedback. Students endorse these efforts, finding them almost uniformly helpful. Many of these tools require little faculty time, while allowing students to test themselves and obtain regular feedback on their progress.

4. Modifying evaluation within individual courses. Although the typical law school course evaluates students with a single 3-4 hour exam, individual faculty members could choose different models. A professor, for example, could divide the same grading effort among three 1-hour exercises spaced throughout the semester. Obtaining feedback on smaller chunks of work could improve student performance.

B. Conducting the Class

1. Drop/Add Requests

Drop/Add requests are handled electronically through the University’s student enrollment system. For closed courses, students on a waitlist are enrolled on a first on/first off basis as students drop. You should not admit students to your closed class without first consulting with Laura Dean, the Registrar, to determine whether or not the student can be granted access ahead of others on the waitlist. If you are approached by a student about adding or dropping a class, you should direct him or her to the Registrar’s Office in suite 104 on the first floor.

2. Withdrawals

Students wishing to drop a closed course, seminar, trial practice class, or clinic may do so by the end of the first week of classes without instructor permission. After the first week, students may drop the above-mentioned courses with instructor permission. For all other classes, students have until the sixth week of the semester to drop. After the sixth week, students can only drop with the permission of the instructor.
3. Faculty Attendance, Cancelled Classes and Office Hours

Faculty are expected to be in attendance at all scheduled class sessions. Each course is scheduled to ensure that a predetermined minimum number of instructional minutes are provided in compliance with the ABA regulations. (Some courses may, however, have extra minutes built into the semester. Check with the Associate Dean for Academic Affairs to determine if this is the case for your class.) Accordingly, it is imperative that any cancelled classes be made up. For further information, please have a discussion with the Associate Dean for Academic Affairs.

All faculty are encouraged to plan to arrive a few minutes before class and to stay a few minutes after class to handle student questions and problems. Appropriate contact information should be included on the course syllabus detailing the best way for students to contact you with questions. Faculty are expected to be present at all class meetings, including those with guest lecturers, unless other arrangements have been previously made with the Associate Dean for Academic Affairs.

If an emergency causes you to miss class, you should notify your students as quickly as possible. You may email them directly or contact Laura Dean, who will be able to email the students and post a notice outside of the classroom door. You may also ask your office associate to post a notice outside the classroom door.

Of course, planned conflicts may also arise. When classes need to be rescheduled due to unavoidable work/personal conflicts or a religious holiday observance, faculty should provide students as much advance notice as possible. Cancelled class hours, of course, should be made up at other points in the semester. If the conflict is known in advance, the cancellation and rescheduling may be noted on the syllabus. If the conflict arises during the semester, an announcement during class is sufficient. The College does not have a designated make-up time for classes, but the best times (when there are no competing class conflicts) are weekdays between 12:10-1:20 p.m. (student groups have meetings during that time and there are occasional guest lectures, but no regularly scheduled courses) and Friday afternoons (a time with few class conflicts). If you need assistance reserving a classroom for a special make-up session, please contact the Room Reservation Coordinator, Kylee Gonzalez. On some occasions, faculty members have made alternative arrangements for guests lecturers to cover their class at its regularly scheduled time.

Office hours should be posted outside of your office door and noted on your syllabus. Faculty typically provide one hour of office-hour availability per class or by appointment. Please detail for your students how you prefer appointments to be made (e.g., thorough email, through your office associate, etc.). Some faculty also allow for office hours which are “open door” and may let students know when they are typically in their offices and comfortable meeting with students.

4. Room Assignments

Scheduling of classrooms is done by the Registrar, Laura Dean, in consultation with Associate Dean Rose, when the schedule is developed in March of the previous year. Requests for
additional classroom space or space for a rescheduled class should be directed to the Registrar. If you wish to permanently change the room assigned for your class, that request should also be directed to Laura Dean, who will consult with Associate Dean Rose. To view a complete list of room assignments and when others are teaching, visit the Registrar’s home page at: http://moritzlaw.osu.edu/registrar/registrar/. The second section on the page lists the Fall and Spring Room Grids.

5. Classroom Technology

Our “smart” classrooms include computer projection, DVD players, and document projection cameras (VCR players in some rooms). Quick guides for each classroom can be found at http://moritzlaw.osu.edu/tech/classtech/. Please contact Systems Specialist Laju Mansukhani to schedule a one-on-one training session concerning the classroom equipment or if you encounter a problem with any of the institutional technology. We recommend doing this prior to your first class meeting.

6. First Day of Class Assignments

If you have an assignment due the first day of class, please submit it before the start of the semester via the form under faculty resources on the Registrar’s website (https://moritzlaw.osu.edu/intranet/faculty/classinfo.php). To view examples from other professors, please visit our website at: https://moritzlaw.osu.edu/registrar/assignments.php?semester=1158.

7. Class Set-Up

There are no bells or other external signals of class starting and ending times, so you need to pay particular attention to the times listed on the schedule. If you wish to use a seating chart for your class, you will find seating charts that match your room in the Faculty Lounge on the third floor.

8. Student Attendance

You may set your own classroom attendance policy. Some faculty take regular attendance in a formal way. Most faculty reserve the right to penalize students for extraordinarily poor attendance (points off grade or refusal to allow students to take exam). We recommend that you be clear with students about your attendance policy during the first class meeting and in your syllabus. If you notice a problem, you might issue a warning before taking further action.

If you are going to establish an attendance policy, you should post a rule governing student attendance by the first week of the semester, pursuant to College Faculty Rule 9.08 (listed below). The best way to do this is to include the attendance policy in the syllabus. In general, the College, our accrediting agency, and various state bars expect students to diligently attend their law classes. Persistent absences should be reported to Monte Smith, the Assistant Dean for Academic Affairs.
Faculty Rule 9.08 (approved March 11, 1981)⁴:

A faculty member may establish a rule of attendance by announcement no later than the first week of the semester. Continued enrollment may be conditioned upon compliance with the rule of the faculty member and the final grade adjusted for noncompliance with the rule. Whether or not a faculty member has established a rule of attendance, continued enrollment is conditioned upon and the final grade may be adjusted for failure to comply with the rules and regulations of the University and of bar-admitting authorities or with the standards of accrediting organizations.

Each year a majority of the faculty sign a memo indicating their support for the attendance policy. The memo is then posted on campus (see Appendix D). If you would like to have your name included, please contact Kaiti Curtin, Assistant to Associate Deans.

9. What to do if you suspect a student is in crisis

Moritz students are special. They are accomplished, intelligent and hardworking. They are not, unfortunately, immune from troubles that affect so many students: health issues, mental health problems, abusive relationships, financial distress, substance abuse, and gambling addictions, to name a few. Resources are available to help Moritz students with these issues. Often the first (and regrettabl) indication we receive that a student is in crisis comes when an instructor informs us of excessive absences or odd/unacceptable behavior in class. You should not hesitate to communicate concerns about a student’s well-being to the Moritz administration. Your first contact should be with the Assistant Dean for Academic Affairs, Monte Smith. If Dean Smith is not available, please contact Associate Dean Paul Rose.

Given the highly personal nature of these interactions, every effort will be made to keep these discussions discrete both for your benefit and for the students’.

C. Conclusion of the Class

1. Student Evaluations

Course evaluations are completed by students during class at the end of the semester. It is critical that these evaluations be distributed. About three weeks prior to the end of semester you will receive in your faculty mailbox a large manila envelope containing the evaluation forms and a set of instructions. Pencils to complete the forms are available in the College’s administration suite, room 220, or in room 326, directly next to the faculty mailroom. Please provide students with (1) adequate time to fill out the evaluations and (2) certain codes that will be on the label of the envelope. You should leave the room while students complete the evaluations and designate a student to collect the evaluations in the same manila envelope and return them to Kaiti Curtin in room 220.

http://moritzlaw.osu.edu/registrar/faculty-rules/.

⁴To view a copy of the faculty rules visit the Moritz website at:
According to our faculty rules, the results of student evaluations are made available to faculty members after grades have been submitted, approved, and released. You are encouraged to review the evaluations, but may do so only after grades have been finalized.

The completion of student evaluations is mandatory under our faculty rules (See Rule 14.04(3)). If your last class meeting is approaching and you have not received the forms, contact Kaiti Curtin (curtin.61@osu.edu) in the Dean’s Office immediately.

2. Final Examinations

Overview

Final exam dates are assigned in the summer of the preceding academic year. To see a list of exam times visit our website at: http://moritzlaw.osu.edu/registrar/registrar/exam-information/. All upper-level course exams are scheduled to start at 1:30 p.m. While many faculty use an in-class, timed exam, that format is not required. If you wish to assign a take-home exam, a paper, or some other mode of assessment, please inform Laura Dean, the Registrar, so that the final exam schedule can be corrected.

The format of the exam is up to you. Very few faculty give objective-only exams (i.e., multiple choice). A sizeable percentage offer a combination of essay and multiple choice questions, but the majority employ essay-only. If you choose to do a combination, we suggest at least 50% essay. You may also choose to assign a take-home exam.

The average traditional (in a classroom) exam length is between 3-4 hours. You may use your discretion, but we like exams to be within that range (obviously, take-home exams are often longer). Once written, the exam should be delivered to Katy Gullo, in room 326, who will prepare it for distribution. Remember to write clear instructions. Current faculty tend to be proprietary about their exams, so it is difficult to provide samples. Please contact the Associate Dean for Academic Affairs if you have any questions regarding the crafting of your exam.

In most classes, there will likely be a number of “special takers” for your exam. Special takers are students who do not take the exam with most students because of ADA accommodations or scheduling conflicts that require special exam administration adjustments. All students seeking exam accommodations are required to contact the Registrar’s Office to make arrangements. Please refrain from discussing the logistics regarding special circumstances with students and direct them to Laura Dean, the Registrar.

At Moritz, each professor is responsible for the administration of his/her own exam. We do not use proctors, but most faculty rely on the Honor Code, so you will not have to sit in the exam for the duration. You will pick up the exam from Monte Smith in the Student Services Suite, hand it out, deliver the instructions, and come back to pick it up at the end.

College Honor Code

The following honor code statement is attached to every exam by Katy Gullo for you:
Faculty Rule 8.03 governs the honor pledge:

A. There shall be printed on each examination blue book and each objective examination the following “HONOR PLEDGE: I have not been guilty of cheating, or assisting others to cheat, nor have I seen any cheating during the course of this examination.” A student taking an examination under the Honor System shall sign such pledge with the examination number assigned to him or her or report to the Associate Dean for Academic Affairs or his or her designate any reason why the student cannot conscientiously so sign such pledge. A faculty member receiving an unsigned honor pledge shall report the exam number for that student to the Associate Dean for Academic Affairs, or his or her designate, for further inquiry.

B. Unless other arrangements are made by the Professor beforehand, on all graded written assignments, the student shall sign and date, or report to the Associate Dean for Academic Affairs or his or her designate any reason why the student cannot conscientiously do so, the following Honor Pledge: “I have not been guilty of cheating, plagiarism or assisting others to cheat or plagiarize, nor have I seen any cheating or plagiarism during the course of this writing assignment.”

C. Prior to the examination, the Professor or his or her designate should explain the Honor Pledge to the class and should reiterate what can or cannot be done or used during the exam.

If you have any concerns about the honor pledge or suspicions that a student may be in violation of the pledge, you should first contact the Associate Dean for Admissions, Kathy Northern (292-7750, northern.1@osu.edu, room 220F). If Dean Northern is not available please contact Dean Rose, Associate Dean for Academic Affairs, or Dean Smith, Assistant Dean for Academic Affairs.

**Prior to Exams**

**Understand Exam 4 Software Limitations and Write Clear Directions.** It is important that your directions are clear and that students understand what is expected of them. Our move to exam software a few years ago impacts the format options and setting directions for students. In Appendix E you will find a short memo from our Registrar Laura Dean explaining some of the limitations and options associated with the Exam4 software, which will help you prepare your exam instructions.

As students log in to the exam software, they will be asked to select a security mode. Please be sure to tell them which security mode to select. There are four options, as listed below. “CLOSED” is considered the default selection.

- **CLOSED**: Students have access only to the exam being typed. They may not access the computer’s hard drive, applications, or the internet. Once a student ends the exam, they
may not go back and re-edit it. The computer will run through a 1-2 minute security check prior to beginning.

- **OPEN**: Students may access their hard drive and other applications, but do not have access to the internet. Exam4 prohibits cutting and pasting from any external document into the exam screen. Once students end their exam, they may not go back and re-edit it.

- **OPEN + NETWORK**: Students have access to their hard drive, applications, and the internet. Exam4 prohibits cutting and pasting from any external document into the exam screen. Once the students end their exam, they may not go back and re-edit it.

- **TAKEHOME**: Students may access their hard drive, other applications and the internet. Students will be able to cut and paste external text into your exam. Students may go into and out of this exam as many times as they want during the exam window.

Please see Laura Dean with any questions.

**Submit Your Exam in a Timely Fashion.** Please look for an email from Katy Gullo indicating the deadline by which she needs to receive your exam. While it may not seem like it, it does take substantial time to photocopy, format, Bates stamp, process, prepare for special takers, and double check our work. Given the enormity of this task, these are not “artificial” deadlines. Please do your best to meet the deadline provided. If you need a short extension, please update Katy on your progress frequently, so that we can plan accordingly. If you are giving a take-home exam, you should submit an electronic copy of it to Katy Gullo, who will retain a copy for our records.

**Don’t Honor Any Student Special Requests.** If a student asks you about rescheduling an exam, please do not comment on your willingness to honor the request or on the reasonableness of the request. All decisions regarding exam scheduling and re-scheduling are made by the Registrar’s Office in consultation with Assistant Dean Monte Smith or Associate Dean Paul Rose. It is important that our policies and decisions remain consistent and are applied uniformly. Accordingly, if it is an in-class or take-home exam, just send the student to the Registrar’s Office. (With respect to final papers or other written coursework, however, our practice is to leave decisions on extensions up to the discretion of the professor.)

**During Exams**

**Proctoring Exams.** Our practice is that professors are responsible for proctoring their own exams. In recent years, some faculty members have expressed concern about this practice with regard to anonymity, because in some instances only a small number of students choose to handwrite exams.

If you have concerns about anonymity, you can switch proctoring duties with another faculty member. If you will be out of town or are unable to make it to campus for your exam, you bear full responsibility in finding another faculty member to proctor your exam. Please also remember that, under our policy, office associates should not be asked to proctor exams.

**Please Remember To Place Blue Books In The Front of Each Classroom.** If students encounter computer problems during the exam, they have been instructed to move immediately
to handwriting in a blue book if they do not wish to lose time. Accordingly, it is important that a sufficient number of blank blue books be placed at the front of each examination room (for both computer users and hand-writers). Extra blue books will provided with exam copies.

**Announcing Changes in Printed Instructions During Exam Administration.** If you make any verbal announcements changing your exam instructions during the exam administration (e.g., correct a typo in a question, decide to give the students additional time, etc.) *please remember you must also immediately convey those same instructions, in person, to Laura Dean, Monte Smith, or Paul Rose* so that we can notify the accommodated students taking your exam. This is critically important because virtually every course has some number of special takers (who may be taking your exam in a different location) scattered around the building who will need the same information without delay. We will know where those students are located and can give them the information in a timely fashion.

**Be Reachable on Your Exam Administration Day, Earlier Than You Think.** It is important that we be able to reach you with any substantive question/problem that might arise with your exam (e.g., Is there a typo or error in the question? Are the party names mixed up? Was the wrong state named?, etc.). Regardless of whether you proctor your exam or not, questions may arise that only the author of the exam is capable of answering. Most importantly, remember that special takers in upper-level courses frequently start their 1:30 p.m. exams as early as 9:00 a.m. Unless we have been given alternate instructions, we will use the office, home, and mobile telephone numbers listed on the Moritz Faculty/Staff Directory. Please make sure that we are able to reach you in an emergency.

**Handling Hand-Writers.** After every exam’s administration, the professor should email the Registrar’s Office (Laura Dean; dean.201@osu.edu) with the exam numbers of any hand-writers (or “scribes”). With this information, we can determine whether a particular student has taken a given exam and whether or not a particular exam is in the custody of the professor. This information will help ensure the accuracy of our logging system, establish a chain of custody, and identify problems early when they can still be handled quickly.

**Computer Printed Exam Pick-Ups.** Computer-written exams will be printed and made available to faculty on the first business day after an exam’s administration. On that day, you should expect an email from Laura Dean offering two options:

- **Option A:** You may pick up the available exams, with an understanding that some of the exams will be missing (i.e., late special takers). In this case, you will likely receive a group of exams at a later date.
- **Option B:** If you would prefer to receive all of your exams at once, the Registrar’s Office will gladly hold the exams until all of your exams are in. Please note that the deadlines to submit grades are based on the scheduled date of the exam’s administration, NOT the date on which one picks up the exams. See Faculty Rule 9.48.
**Exam Archiving**

Faculty are required to retain final exams for three years. Exams may be kept by individual faculty members for that time, or they may be given to Katy Gullo who will store them at the law school. At the end of the three-year period, the exams are securely shredded. If you would like Katy to archive your exams for you, please take them to her in room 326 after your grades have been submitted and approved.

3. **Grading**

**Timing.** It is important that you deliver your grades as soon as possible. Our Faculty Rules provide that faculty should “make every effort to submit final grades within 21 days” of the date of the final examination or the date of submission of final work. You may also receive an email from the Associate Dean for Academic Affairs establishing a deadline that supersedes the one established in the faculty rules so that the College can certify students for graduation or the bar exam. Please plan accordingly to meet the applicable deadline.

**LL.M. and M.S.L. exam numbers and grading.** Our LL.M. students are graded on a different system and apart from the J.D. curve. To facilitate LL.M. grading, we have reserved the 900-1500 series of exam number for those students. So, LL.M. exams will be easily identifiable based on the number. LL.M. students are graded on a separate curve with a separate numbering system. The policy governing LL.M. grading is printed in the Student Directory/Handbook. Students in the LL.M. and M.S.L. programs are assigned letter grades only.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Letter Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
</tr>
</tbody>
</table>

There is no faculty policy regulating the proportion of A, B, or C grades a faculty member may give to LL.M. students. Instead, faculty members determine grades based on the quality of the individual student’s work, applying the graduate school standards described in the Faculty Rules. LL.M. students need a minimum grade point average of C+ (2.3 GPA) for graduation. Therefore, a grade of C or below signals work deemed less than satisfactory. LL.M. students do not receive a class ranking.

In 2015 the faculty approved a proposal to allow qualified LL.M. students to apply to transfer into the J.D. program. Successful applicants are able to receive credit towards a J.D. degree for every class the student completed in the LL.M. program for which the student received a J.D.
scale grade. In December the Assistant Dean for International and Graduate Affairs will notify professors teaching joint LL.M./J.D. classes if any of the LL.M. students in their classes have indicated an intention to apply for a transfer into the J.D. program. If a professor receives such notification, then in addition to calculating grades according to the LL.M. scale, instructors will also assign a grade to the student on the J.D. scale, which would become the student’s final grade upon acceptance and transfer into the J.D. program. The email sent in early December will provide additional information. Faculty Rule 3.09(E) outlines the LL.M. grading standards.

We also offer a Master in the Study of Law (M.S.L.) degree designed to help professionals in other disciplines expand their knowledge of legal principles and the U.S. legal system. M.S.L. students join J.D. candidates in first-year and advanced courses. The range of 2000-2500 exam numbers is reserved for non-J.D. graduate students taking law classes, including M.S.L. students, who are not graded on the J.D. curve. As with LL.M. candidates, there is no faculty policy regulating the proportion of A, B, or C grades a faculty member may give to M.S.L. students. Instead, faculty members determine grades solely on the quality of the individual student’s work, applying the graduate school standards as described in the Faculty Rules. M.S.L. students must attain a minimum grade point average of 3.0 to remain in good standing.

**J.D. Grading Policy.** In 2009, the faculty voted to change our grading policy. We expect complete compliance with this policy. To facilitate compliance, you will receive an individual course profile (for upper-level courses) from Laura Dean via electronic mail.

Moritz J.D. students receive letter and number grades as follow:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>Letter Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>60-64</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Grading Procedures**

*Anonymous Grading*

Except in seminars, practica, clinics, or other classes where anonymous grading is not appropriate, all grading at Moritz is done anonymously. Students are assigned a three-digit exam number by the Registrar. Instructors who need to adjust grades for participation or attendance can request the identity of specific students only after raw scores or penultimate grades are delivered to the Registrar. Alternatively, faculty can provide their office associate with a list of students and the necessary adjustments, and the office associate will make the grade changes.
This method extends anonymity through final grades. Most Moritz faculty prefer to have their assistant adjust for participation and attendance, but either method is acceptable.

Curve

The first-year grade curve is:
As  30%
Bs  60%
Cs  10%
Ds and Es are never required under the curve and should be given only when inferior performance is clearly demonstrated.

Upper-level courses are not subject to the first-year curve. To guide professors of these courses with appropriate grade distribution, each semester, Laura Dean prepares profiles for each upper-level course based on the past average letter grade performance of the students as a whole who registered for a particular course. Each profile sets forth the number of As, Bs, and Cs that should be awarded in a particular class based on the students’ previous grades. The curve for the class would then be based on that profile.

The profile does NOT predict grades for individual students; thus, a student who earned all As their first year is not in any way entitled to an A for their upper-level classes. Moreover, a straight-C student can earn As during their second and third year. All the profile does is set the limits for the number of grades a professor can award in each category. It in no way suggests which students should earn what grades.

The following is an actual grade profile for a course taught during fall semester 2011.

The grade profile for course 700.00L (Class number 55555) is:

Number of students enrolled minus LL.M. students: 22

Percentage of As: 37.70%
Percentage of Bs: 59.51%
Percentage of Cs: 2.78%
Percentage of Ds: 0.00%
Percentage of Es: (discretionary): 0.00%

(Ds and Es are never required and together should not equal more than .04 of the class)

Total As: 8
Total Bs: 13
Total Cs: 1
Total Ds: 0
Total Es: 0
Seminars, practica, clinics, and classes with means of assessment that are similar have more flexibility under the profile.

In those courses, irrespective of size, where professors have substantial discretion to deviate from the profile (i.e., seminars, clinical/practica offerings, and classes whose method of evaluation is, in the judgment of the Associate Dean for Academic Affairs, primarily the same as seminars or clinics), professors are advised that the number of As should not exceed the greater of (a) the profile percentage of As, or (b)(1) in the case of seminars, 70 percent; (2) in the case of clinics and practica, 75 percent; and (3) in the similarly evaluated courses, 70 percent. Professors determine the grade distribution and the percentage of As within the applicable range based on their evaluations of individual student performance. The Associate Dean for Academic Affairs will review the grades with these faculty-approved ranges in mind.

The Assistant Dean for Academic Affairs, Monte Smith, or Laura Dean, the Registrar, will distribute the profile along with a roster of exam numbers assigned to enrolled students (without names, of course) at the end of each semester but prior to the first exam date. Questions about the profile should be directed to the Assistant Dean for Academic Affairs.

**Calculating Grades**

If you require assistance converting raw scores to final grades, your office associate is trained to provide assistance with the College’s computer program. The program converts raw scores into final grades that comply with the curve or upper-class profile as appropriate.

If you are seeking this assistance, you should submit raw scores in an MS Excel spreadsheet in which the first column is the student exam number and subsequent columns are the corresponding raw scores. Instructors should include detailed instructions on how to weigh each score.

When your office associate finishes converting raw scores to grades, they will be delivered to you for review. While you are not obligated to award the grades provided by the program, significant changes that affect the distribution of letter grades suggested by the profile should be limited. Please see the Registrar or the Associate Dean for Academic Affairs if you have questions or need assistance.

**Grade Approval**

**Turning-in grades.** Once you have determined final grades, please submit them to Laura Dean in the Registrar’s Office. She will enter the grades and submit them to Associate Dean Paul Rose for approval. Our goal is to process grades within 48 hours of receipt. Grades must include your signature and date of approval. If grades are sent electronically, in lieu of a signature, you may note in the email that the grades attached are final grades. Please do not tell the students that your grades are “in.” This causes problems for the Registrar’s Office.

**Distribution of grades to students.** Grades for upper-level courses are released to students upon approval by the Associate Dean. For first-year students, we will collect and prepare grades as we
receive them but they will be released to students on a pre-determined date in January or upon approval after the last final exam in May.

**Incompletes.** Instructors MUST submit a grade for EVERY student in their course. You can submit a grade of “I” for students who have not completed all required work. An “I” is a temporary grade. Faculty should communicate in writing to the student (email is sufficient) a date certain by which all work must be completed. The latest possible date is the last day of the subsequent semester. After that date, an “I” automatically changes to an “E” or 60.

**Grade Changes and Challenges**

A student who is unhappy with his or her grade should make an appointment to review the grade with the instructor. During this review it is often helpful for instructors to compare the student’s exam, paper, or other means of assessment with one from a higher performing student. This may help a student understand that while his/her performance was good, a higher grade required spotting additional issues, providing a more cogent and critical analysis, or reaching a different and more accurate conclusion. Such reviews often satisfy the student, while providing him/her with insight on how to improve performance for subsequent classes. Instructors should not reveal the identity of the student used as an example.

As a general rule, grade changes are only authorized if a mathematical error has occurred. We actively discourage faculty from re-grading individual exams. If a student still has concerns about their grade, he or she should be referred to the Associate Dean for Academic Affairs.

**D. Offering a New Course**

Please see Associate Dean Rose regarding new course proposals. New course proposals require the completion of three main components, which are outlined in Appendix F.
IV. Library

The Moritz College of law library is available for your academic use. The home page for the library is: http://moritzlaw.osu.edu/lib/.

All phone numbers are in the 614 area code:
- Circulation Desk: 292-3987
- Reference Desk: 292-9463
- Administrative Office: 292-6691

The Moritz reference librarians are available and happy to support faculty in their research. Each faculty member is assigned a liaison to the library and receives a faculty research report customized to his or her individual research, typically sent on a monthly basis by email.

A. Hours

Regular Law Library Hours (2016-2017 Academic Year):
- Monday – Thursday: 8:00 a.m. – 9:00 p.m.*
- Friday: 8:00 a.m. – 7:00 p.m.*
- Saturday: 10:00 a.m. – 7:00 p.m.*
- Sunday: 12 p.m. – 9:00 p.m.*

*The main building entrance is locked one hour prior to closing each day, but is accessible with an exterior door key or BuckID, with access granted by Vicki Payne (payne.119@osu.edu; Drinko 274). Therefore, faculty have 24-hour access to both the building and the library.

Regular Reference Hours:
Reference Librarians are on duty at the following times during regular hours:
- Monday – Friday: 10 a.m. – 5 p.m.
- Saturday: No reference librarian available
- Sunday: 1 p.m. – 5 p.m.

For a complete list of Holiday Hours visit the website at: http://moritzlaw.osu.edu/lib/exam-archives/hours-location/.

B. Westlaw/TWEN, Lexis, and Bloomberg

For assistance with Westlaw, Lexis, or Bloomberg, you should contact Law Librarian Paul Gatz (Room 280D, 292-6691, gatz.9@osu.edu). He will create an account for you and email you the relevant information.

Another resource available to you is TWEN, an online classroom tool hosted by Westlaw used by many current faculty. TWEN provides a full range of online classroom management tools, including document postings and discussion boards. If you would like an overview of TWEN, please consult with Law Librarian Paul Gatz. You may also access TWEN’s user guide at: http://lscontent.westlaw.com/images/content/documentation/AdminTWENGuide2013.pdf.
V. Research and Scholarship

A. Research and Travel Budget

Both tenure and clinical-track faculty are provided with a $4,000 annual research and travel budget. Faculty may use the budget to travel to annual conferences or workshops or for other professional development activities. If you have questions please direct them to the Associate Dean for Faculty or the Director of Administration and Finance.

Budgets can be used for:
- Travel (food, lodging, mileage, airfare, etc.)
- Workshop or Conference Registration Fees
- Business or Professional Services: Transcription, data analysis, etc.
- Hiring a Research Assistant (see below)
- Books: Please note that any books purchased with the research budget become the property of the College of Law. In most instances (beyond approximately $200 a year), the administration would prefer that faculty consult with the law library, which is often quite willing to purchase books suggested by faculty, about adding to the library collection.

Budget cannot be used for:
- Office Furniture: If you require special furniture for an accommodation, please ask the Associate Dean for Faculty.
- Computer Software/Hardware: Please check with the Moritz IT Staff to see if what you require already exists. Approval may be granted by the Associate Dean for Faculty.
- Food for Students: You may not use your research budget to purchase food for your class.

Conferences

In addition to the AALS Conference for New Law School Teachers (see section I.B.1.), our faculty have often participated in the Big Ten unTENured Conference and the semi-annual Ohio Legal Scholars Workshop, among others.

Research Assistants

Your funds may be used to hire a Research Assistant(s) throughout the regular academic year or the summer semester. If you are considering hiring an assistant, the best place to start is with the Senior Director in Career Services, Linda Sheer Jones. You should craft a short job description (a few examples are listed below). Generally, all RAs are paid at the same standard rate set by the College. Please note that a student researcher must be approved by the Human Resources Department before they can start working and receiving pay. Please contact Human Resources Manager Tara Scott to begin the process once you have finalized the description with Career Services. Please see Appendix G for more information on the hiring process.

\[^5\] RA salary exceptions are made when non-law students with special skills are required (e.g., foreign language translation, statistical analysis, etc.).
Each faculty member who hires an RA is deemed to be the manager of a College employee. Accordingly, the faculty member will be required to comply with University regulations and approvals (including timely completion of the online approval of hours worked using the mandatory University system).

Sample Job Descriptions

**Professor Deborah Merritt**

*Posted from 4/12/12 until 4/25/12*

The work for the hired Research Assistants will include research related to hearsay and the confrontation clause, as well as several empirical projects focused on changes in law practice and job opportunities for recent law graduates. In addition to seeking assistants with good legal research and writing skills, Professor Merritt seeks assistants who are comfortable gathering, entering, and tabulating data. Some of the work, for example, will involve gathering statistics about salaries, employment rates, and other job-related outcomes. Assistants do not need any knowledge of statistics, but they should be comfortable gathering, entering, and proofreading numerical data. Familiarity with Excel is useful, but not required.

Hours are flexible; much work can be done online. Pay is the standard hourly pay for Moritz research assistants.

If you are interested, please send Professor Merritt an email noting any special background or interest, outlining your availability over the summer, and attaching a recent resume to merritt.52@osu.edu.

**Professor Daniel Chow**

*Posted from 2/3/12 until 2/8/12

*This was posted as a resume collect.*

Professor Chow is looking for a research assistant to work on the second edition of his International Trade Law casebook. Work would be part-time during the months of May and June.

**Professor Cinnamon Carlarne**

*Posted from 9/2/11 until 9/16/11*

Professor Carlarne seeks a research assistant to work 5-10 hours a week. She is looking for someone with interest and background in the fields of international and/or environmental law to help her with substantive research in the general field of international environmental law.

Prefers applicants with knowledge in fields of international and/or environmental law.
B. Summer Research Grants

All tenure-track faculty are eligible to apply for a non-competitive Summer Research Grant of $12,500. Faculty must commit to being in residence for at least 9 weeks during the summer. In late spring an electronic announcement will be made by the Associate Dean for Faculty regarding the application. Short by design, the application is available on the web and currently asks three open ended narrative questions. If you have questions regarding the summer research grant please direct them to the Associate Dean for Faculty.

C. Various Resources

SSRN
Social Science Research Network (SSRN) (http://www.ssrn.com/en/) is devoted to the rapid worldwide dissemination of social science research and is composed of a number of specialized research networks in each of the social sciences. Each of SSRN's networks encourages the early distribution of research results by distributing submitted abstracts and by soliciting abstracts of top quality research papers around the world.

Works-in-progress can be posted to SSRN by submitting an online form to Cathy Thompson through the Moritz website at https://moritzlaw.osu.edu/intranet/faculty/ssrn.php (found on the Faculty/Staff Resources page under Academic Affairs). Usually the work will be posted within 2-3 days, at which time an email will be sent to the faculty announcing the posting.

Users may search for papers by author, institution, title, codes, or keywords and so faculty are encouraged to prove as much information as possible by submitting through the online form. The form uses the specific codes designated by SSRN, which will maximize the search capabilities, and also provides a space to designate the eJournals in which you would like your paper to appear. For more information, contact either Professor Chris Walker (walker.1432@osu.edu) or Cathy Thompson (thompson.35@osu.edu).

Legal Scholarship Blog
The Moritz Law Library helps run the Legal Scholarship Blog (http://legalscholarshipblog.com) in conjunction with a few other schools. The blog helps law professors stay aware of conferences, workshops, and other scholarship opportunities.

Junior Faculty Workshops
In recent years the junior faculty (those with seven years of teaching or less) have infrequently gathered together on an informal basis to present early drafts of work.

D. Centers and Programs

The Moritz College of Law is proud to host a variety of Centers and Programs, which enrich the academic life of the College. They vary in subject matter, several are interdisciplinary in nature, and they all boast the many experts on the Moritz faculty.
Alternative Dispute Resolution Program

Moritz Law is widely regarded as having one of the nation’s finest programs in the area of Alternative Dispute Resolution (ADR). The program was established in recognition of the need for future lawyers to be trained in an array of dispute resolution methods beyond litigation, including negotiation, mediation, and arbitration. The importance of alternative dispute resolution methods continues to increase as courts explore other means of solving the volume of cases before them. [ADR Program web site]

Center for Interdisciplinary Law and Policy Studies

The Center for Interdisciplinary Law and Policy Studies at The Ohio State University Moritz College of Law is committed to the promotion of interdisciplinary research, teaching, and public outreach designed to shed light on the nature and operation of law and legal institutions, as well as the impacts of law on society and culture. [CILPS web site]

Democracy Studies

The Democracy Studies Program is a collaboration among The Ohio State University Moritz College of Law, the Mershon Center for International Securities Studies, the departments of History and Political Science, and other units at the University. [Democracy Studies web site]

Election Law @ Moritz

Election Law at Moritz is a nonpartisan research, education, and outreach program conducted by faculty and staff of The Ohio State University Moritz College of Law. As a center of election law expertise, Election Law at Moritz is a resource for lawyers, academics and educators, journalists, policymakers and other civic leaders, election administrators and citizens interested in election law issues. [Election Law @ Moritz web site]

Justice for Children Project

The Justice for Children Project engages in research and law reform while providing law students with exciting opportunities to explore the legal issues pertaining to children. [Justice for Children Project web site]

Kirwan Institute for the Study of Race and Ethnicity

The Moritz College of Law is a co-sponsor for the Kirwan Institute for the Study of Race and Ethnicity. The Kirwan Institute is a University-wide interdisciplinary research institute. Its goal is to deepen our understanding of the causes of and solutions to racial and ethnic disparities and hierarchies. This includes an explicit focus on Ohio and the United States, but also the Americas as a whole and our larger global community. [Kirwan Institute web site]

Law, Finance and Governance

Law, Finance and Governance is a nonpartisan program of the Moritz College of Law that links the legal and business knowledge of scholars, industry professionals, and policymakers to stimulate new ideas, encourage knowledge-sharing, support research and foster networks. The focus of the program extends from capital markets to other forms of business activity outside the
public markets, such as insurance, infrastructure, banking and public finance, all of which are important, especially to Moritz’s home communities of Columbus and Ohio.  

Law, Finance and Governance web site

Mentoring and More @ Moritz

Mentoring and More @ Moritz serves as a bridge between the theory and the practice of law. Students learn by example from mentors who care deeply about improving law and its administration, have high expectations for themselves and their colleagues in the profession and are willing to help guide those who follow them into the profession.  Mentor and More @ Moritz web site

Program on Data and Governance

The Program on Data and Governance studies the most effective ways to govern big data analytics and other uses of personal data in order to enhance their contributions to society and reduce their harmful impacts on privacy, cybersecurity and equality. It conducts non-partisan, interdisciplinary research on this topic and hosts conferences and speaker events to examine it.

Program on Law and Leadership

Established in the fall of 2007, the Program on Law and Leadership is the umbrella for all activities related to leadership at the Moritz College of Law. We are deeply committed to the idea that leadership education is a lifelong endeavor combining theoretical knowledge, practice, and applied skills. Program on Law and Leadership web site
VI. Academic Support

A. Academic Freedom

Academic freedom is extremely important to the University and to the College of Law. The University and the Board of Trustees have adopted principles regarding academic freedom. See University Rule 3335-5-01 Academic freedom and responsibility.

Rule 3335-5-01 provides:

(A) The Ohio State University endorses full academic freedom as essential to attain the goal of the free search for truth and its free exposition. Academic freedom and academic responsibility are twin guardians of the integrity of institutions of higher learning. This integrity is essential to the preservation of a free society and explains the willingness of society historically to accept the concept of academic freedom and, in addition, to protect it through the institution of academic tenure.

(B) The principal elements of academic freedom include the freedom of faculty to:
   (1) Teach, conduct research, and publish research findings;
   (2) Discuss in classrooms, in their own manner, any material that is relevant to the subject matter as defined in the course syllabus;
   (3) Exercise their constitutional rights as citizens without institutional censorship or discipline;
   (4) Seek changes in academic and institutional policies through lawful and peaceful means.

(C) Academic freedom carries with it correlative academic responsibilities. The principal elements include the responsibility of faculty to:
   (1) Meet their defined teaching, research, and service obligations;
   (2) Pursue excellence, intellectual honesty, and objectivity in teaching, in conducting research, and in publishing research findings;
   (3) Encourage students and colleagues to engage in free discussion and inquiry;
   (4) Evaluate student and colleague performance on a scholarly basis;
   (5) Refrain from persistently introducing matters that have no bearing on the subject matter of the course;
   (6) Work with appropriate individuals and bodies to provide optimal conditions conducive to the attainment of the free search for truth and its free exposition;
   (7) Differentiate carefully between official activities as faculty and personal activities as citizens, and to act accordingly.

B. Providing Professional Service/Consulting

All faculty members who provide outside professional services are required to file a form to seek approval of outside consulting. Faculty members are required to describe the nature of the services provided, the effective dates of that outside activity, and the estimated hours per week in
which faculty members engage in that activity. Under University rules (http://oaa.osu.edu/handbook.html) faculty members are allowed to engage in such outside activity no more than one day a week or eight hours a week. Requests for outside consulting are reviewed and approved by the Dean of the College of Law.

Outside Consulting Forms can be accessed at: http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf and should be submitted to the Dean’s assistant, Barb Lang (lang.295@osu.edu), for the Dean’s consideration.

C. Royalties and Gifts

As a public employee of the State of Ohio there are ethical considerations regarding the acceptance of gifts (see http://www.ethics.ohio.gov/education/factsheets/InfoSheet7-Gifts.pdf for a complete treatment of the subject). In practice, faculty should not accept any gift with an approximate value over $25. Some faculty have approached this by donating exceptional gifts to the PILF (Public Interest Law Fund) Auction every year. In the case of food items, sharing the gift is acceptable. If in doubt, contact the Associate Dean for Faculty.

In the case of royalties from book sales, faculty who assign their own texts in their own classes are encouraged to donate the proportion of profit they would have received from the sale of their book to a law school or other charity.
VII. Culture and Student/Faculty Relationships

A. Workshops and Symposia

Moritz faculty and students enjoy a professional and collegial environment beyond the classroom. The faculty regularly meet for presentations featuring many academicians from across the country on a variety of scholarly topics and for less-formal brown bag sessions. Moreover, the College hosts several workshops and symposia every year.

B. Student Organizations and Special Events

Our students are a diverse and energetic group who plan a wide range of interesting programming during the school year. Information on student groups can be found at http://moritzlaw.osu.edu/campus-life/student-groups/ and the events calendar can be found at http://moritzlaw.osu.edu/briefing-room/events/.

C. Hooding

The College celebrates the achievements of our graduating students each May. Barring unusual or compelling circumstances, faculty are expected to attend. Our Hooding ceremony is a special event that features the investment of hoods, presentation of student awards, remarks by selected students, announcement of the outstanding professor of the year as voted by the graduating students, and an address by an invited guest. If you have questions regarding the Hooding event please contact the Associate Dean for Academic Affairs. A smaller ceremony is also held in December for early graduates. Generally, faculty only opt to attend this smaller event if they know a particular graduate well.

D. Student Privacy Rights

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. A complete description of Ohio State University’s description of this policy is available at: http://8help.osu.edu/1804.html.

The most common reason that a student may grant a faculty member access to their educational records is to provide a letter of reference for employment, a scholarship, or an academic opportunity.

If you have questions about accessing a student’s record for any reason, please contact the Associate Dean for Academic Affairs.
Appendix A: Current Moritz Administration

Alan C. Michaels  
Dean and Edwin M. Cooperman Chair in Law

Alan Michaels was appointed by The Ohio State University Board of Trustees as Dean of The Ohio State University Moritz College of Law in November 2008. As Dean, he is responsible for the academic, fiscal, and emotional health and well-being of the entire Moritz community and serves as the primary liaison between the College of Law and The Ohio State University. Dean Michaels is an award-winning educator who teaches Criminal Law, Criminal Procedure: Adjudication, White Collar Crime, and Sports Law.

Paul Rose  
Associate Dean for Academic Affairs and Frank E. and Virginia H. Bazler Designated Professor in Business Law

Paul Rose, Associate Dean for Academic Affairs, is responsible for curricular matters at the College. Specifically, Dean Rose has primary responsibility for the curriculum, teaching, scheduling and grading, and adjunct and visiting faculty. Dean Rose also fills in for the Dean when the Dean is out of the office. Additionally, Dean Rose administers the distinguished practitioner in residence program. Dean Rose specializes in sovereign wealth funds, corporate governance, and securities regulation.

Cinnamon Carlarne  
Associate Dean for Faculty and Professor of Law

As Associate Dean for Faculty, Cinnamon Carlarne has responsibility for research-related administration (summer grants, sabbaticals, research assignments, research budgets) and the student journals. She also plays a critical administrative role in shepherding strategic initiatives. Dean Carlarne specializes in environmental law and climate change law and policy.

Kathy S. Northern  
Associate Dean for Admissions, Director of Diversity and Inclusion, and Robert M. Duncan/Jones Day Designated Associate Professor of Law

Kathy Northern is the Associate Dean for Admissions. Dean Northern oversees the College’s admissions and financial aid programs. She is also responsible for Honor Code matters and helps shepherd important College initiatives, including designing and overseeing the Office of Diversity and Inclusion within the College. Dean Northern teaches Torts and Products Liability.

Laura Fernandez  
Assistant Dean for International and Graduate Affairs

Laura Fernandez is responsible for overseeing the College’s International LL.M. and M.S.L. programs. She is the administration’s contact for international programs and activities at the College. She also administers Moritz’s study abroad programs at the University of Oxford.
Sara Sampson  
*Assistant Dean for Information Services, Director of the Law Library, and Senior Lecture*

Sara Sampson is the Assistant Dean for Information Services. She is the chief administrator for computing, technology, and the Moritz Law Library. She is responsible for the library’s budgeting, development, operations, personnel, planning, and services. Dean Sampson teaches in the Legal Analysis and Writing Program.

Monte Smith  
*Assistant Dean for Academic Affairs*

As Assistant Dean for Academic Affairs, Monte Smith oversees student affairs and the Registrar’s Office. His responsibilities include the moot court program, Mentoring and More@Moritz, student advising, orientation, externships, and exam administration. In addition, Dean Smith teaches in the College’s legal writing program.

Michael States  
*Assistant Dean for Admissions and Financial Aid*

Dean States’ responsibilities include overseeing admissions and the financial operation of the College, counseling students and supporting the Dean in a variety of administrative tasks.
Appendix B: New Faculty Toolkit

Please note that in some instances, the Moritz Calendar may differ from the University Calendar. Please refer to the Moritz Calendar at: http://moritzlaw.osu.edu/registrar/academic-information/academic-calendar/.

New Faculty

- Academic Calendar
- Academic Rights and Responsibilities
- Acronyms at Ohio State
- Benefits
  - Employee Assistance Program
  - Benefit Choices Forums
  - Home Ownership Incentives Program
  - Huntington National Bank
  - New employee resources
  - OSU Child Care
  - Retirement Benefits
  - Tuition assistance
  - Wellness program
- Calendar of Events
- Copyright and eLearning
- E-mail accounts
- Emergency Loan Program
- Excellence to Eminence
- Faculty Club
- Med Center Food Truck Guide
- Meetup Group
- MentorNet
- The Ohio State University Values
- Parental Care Guidebook
- Parking Permits
- Promotion and Tenure
- Office of Academic Affairs Lunch for New Faculty
- Office of Outreach and Engagement Faculty and Staff Resources
- Office of Research
  - Research Online
- Roads Scholars Tours
- University Center for the Advancement of Teaching
  - Events on Teaching
- University Libraries
  - Special Collections
Faculty/Student Issues
- Committee on Academic Misconduct
- Family Educational Rights and Privacy Act (FERPA)
- Final Examinations Policy
- Sexual Harassment Policy

Faculty Work/Life Issues
- Comprehensive Equity at Ohio State (Project CEOS)
- Life events
- OSU Child Care
- Parental Care Guidebook
- Promotion Guide for Associate Professors
- Your Plan For Health

Helpful University Links
- Anonymous Reporting Line
- Board of Trustees
- Faculty Ombudsman
- Office of Business and Finance
- Office of Diversity and Inclusion
- Office of Human Resources
- Office of International Affairs
- Office of Research
- The Women’s Place
- University Center for the Advancement of Teaching
- University Senate

About Columbus
- Columbus: Start the journey here
- “33 Things to Know About Columbus Before You Move There”
- CoGo Bike Share
- Columbus Neighborhoods (WOSU)
- Experience Columbus
- Live, Play, Work Columbus
- University District
Appendix C: Approved Experiential and Simulated Courses

to fulfill requirements of Faculty Rule 5.06

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>7006</td>
<td>Advanced Legal Writing</td>
<td>3 credits</td>
</tr>
<tr>
<td>7100</td>
<td>Negotiation and Mediation</td>
<td>2 credits</td>
</tr>
<tr>
<td>7106</td>
<td>Legal Negotiation</td>
<td>3 credits</td>
</tr>
<tr>
<td>7113</td>
<td>Dispute Resolution in Employment</td>
<td>2 credits</td>
</tr>
<tr>
<td>7127</td>
<td>Dispute System Design Workshop</td>
<td>3 credits</td>
</tr>
<tr>
<td>7192</td>
<td>Public Interest and Government Externship</td>
<td>2-4 credits</td>
</tr>
<tr>
<td>7213</td>
<td>Drafting Business Contracts</td>
<td>2 credits</td>
</tr>
<tr>
<td>7509</td>
<td>Special Education Advocacy</td>
<td>3 credits</td>
</tr>
<tr>
<td>8000</td>
<td>Trial Practice</td>
<td>4 credits</td>
</tr>
<tr>
<td>8212</td>
<td>Pretrial Litigation</td>
<td>3 credits</td>
</tr>
<tr>
<td>8603</td>
<td>Real Estate Development</td>
<td>4 credits</td>
</tr>
<tr>
<td>8189.01</td>
<td>Criminal Defense Clinic</td>
<td>4 credits</td>
</tr>
<tr>
<td>8189.02</td>
<td>Civil Law Clinic</td>
<td>4 credits</td>
</tr>
<tr>
<td>8189.03</td>
<td>Criminal Prosecution Clinic</td>
<td>4 credits</td>
</tr>
<tr>
<td>8189.04</td>
<td>Justice for Children Clinic</td>
<td>4 credits</td>
</tr>
<tr>
<td>8189.05</td>
<td>Legislation Clinic</td>
<td>4 credits</td>
</tr>
<tr>
<td>8189.06</td>
<td>Multi-Party Mediation Clinic</td>
<td>4 credits</td>
</tr>
<tr>
<td>8189.07</td>
<td>Mediation Clinic</td>
<td>4 credits</td>
</tr>
<tr>
<td>8189.08</td>
<td>Entrepreneurial Business Law Clinic</td>
<td>4 credits</td>
</tr>
<tr>
<td>8189.30</td>
<td>D.C. Program Externship</td>
<td>3 credits</td>
</tr>
<tr>
<td>8189.20</td>
<td>Judicial Externship</td>
<td>2-3 credits</td>
</tr>
</tbody>
</table>
Appendix D: Student Attendance Policy

MEMORANDUM

August 21, 2015

TO: Moritz Students

FROM: Garry W. Jenkins
      Associate Dean for Academic Affairs

RE: Student Attendance Policy

We, the undersigned faculty members, announce, in conformity with the requirement of College Rule 9.08*, that we expect regular class attendance and preparation for class in the courses we teach. Because we believe these expectations to be shared by most members of the College of Law community, we do not expect to have to police them. We do, however, reserve the right to sanction a failure to meet these expectations by exclusion from the course in question, by reduction in course grade, or by memorandum to a student’s file.

*College Rule 9.08. Class Attendance. A faculty member may establish a rule of attendance by announcement no later than the first week of the semester. Continued enrollment may be conditioned upon compliance with the rule of the faculty member and the final grade adjusted for noncompliance with the rule. Whether or not a faculty member has established a rule of attendance, continued enrollment is conditioned upon and the final grade may be adjusted for failure to comply with the rules and regulations of the University and of bar-admitting authorities or with the standards of accrediting organizations.

DO NOT REMOVE UNTIL JULY 2016
Appendix E: Exam4 Software Memo

Faculty,

As you begin to prepare your final examinations, below are some important exam software (Exam4) items you might want to think about to include or use to revise your current instructions.

• Exam4 software will not allow students to change the font or margin sizes. The exams are automatically printed as 12 point Times New Roman and double spaced.

• Exam4 can accurately give students a word and character count but not a page count. It is strongly recommended that you do not ask for a page limit unless giving a take-home exam where Microsoft Word documents can be used. See Laura Dean for more information about this feature.

• Advise students to use the ‘Insert Answer Separator’ if you want each new exam answer to print at the beginning of a new page.

• There are four types of Security Modes that a student must choose from before they start the exam software and they are:

  - **CLOSED** - Blocks applications and data on hard drive; blocks network access (i.e., Internet). *It will be indicated to students that CLOSED is the default security mode in which to take the exam unless otherwise instructed by the professor in the exam instructions.*
  - **OPEN LAPTOP** - Access to applications and data on hard drive; blocks network access.
  - **OPEN + NETWORK** - Access to data on hard drive, applications, and the internet. Exam4 prohibits cutting and pasting from any external document into the exam screen. Once the students end their exam, they may not go back and re-edit it.
  - **TAKEHOME** - Students may access their hard drive, other applications and the internet. Students will be able to cut and paste external text into your exam. Students may go into and out of this exam as many times as they want during the exam window. This is **not** an option for any exam being given in-class; you must have indicated to the Registrar’s Office that you are giving a take-home exam.

The Registrar’s Office will be alerted during the printing of exams if a student has violated the required security mode so it is important for you to indicate to the students which mode to use if other than closed.

• If students experience technical difficulties during the exam, they are strongly encouraged to start handwriting in a blue book to finish exam. If a student prefers to walk down and seek assistance from the Registrar’s Office they should beware that time used getting assistance **will be lost exam time.** This is their personal choice to make.

If you would like to download and complete a demo of the Exam4 software, please contact Laura Dean for further instruction. Thank you.
Appendix F: New Course Proposal Worksheet

Please see Associate Dean Rose regarding required new course proposals. Generally there are three main components to complete for a new course proposal:

1. **Course Proposal Worksheet.** A writeable PDF form has been created to consolidate all elements of required information in providing information to be submitted to the Office of Academic Affairs at OSU, as well as to provide the descriptive components necessary for students on the Moritz website.

2. **Narrative Statement**
   A narrative (often 1-3 pages) statement to the Academic Affairs Committee at Moritz and ultimately to the law faculty about the course should be included. The statement may include:
   - **Rationalization for the course** (e.g., address the current relevancy/need for this course and how it integrates into the overall curriculum at Moritz, etc.).
   - **Limits on enrollment** (e.g., any pedagogy based limits on student enrollment).
   - **Unique features** (e.g. address any distinctive or unique features of the course, such as unusual meeting requirements, space or technology requirements, speakers, projects, etc.)

3. **Draft Syllabus**
   OAA requires new course submissions to include a full draft syllabus for course proposals. The draft syllabus should approximate what will be provided to students enrolled in the course. While the University does not maintain a template for a universal syllabus, we have been advised that the syllabus should likely include:
   - Relevant information about the course and the instructor (contact information etc.).
   - Pedagogical Goals/Learning Objectives.
   - A list of resources to be obtained by the students (i.e., primary assigned reading sources).
   - A statement of the grading criteria.
   - A statement of course policies.
   - A schedule that details course topics to be covered (on a weekly or class period basis), as well as the placement of any assessment activities (e.g., exams, quizzes, papers, deadlines, etc.).
   - The following statement about students with disabilities:
     Moritz is committed to providing an environment that ensures that no individual is discriminated against on the basis of her/his disability. Students with disabilities, as defined under the Americans with Disabilities Act of 1990 (ADA), and who may need special academic accommodations, should notify the Assistant Dean for Academic Affairs as soon as possible. The Assistant Dean will work with the student, the Office of Disability Services, and the course instructor to coordinate reasonable accommodations for students with documented disabilities.
Appendix G: Hiring Research Assistants

MEMORANDUM

September 10, 2013

TO: Faculty

FROM: Christopher M. Fairman
Associate Dean for Faculty

RE: Hiring Research Assistants

As we start a new academic year, I want to remind everyone of the process to follow in hiring student research assistants. After you have selected a research assistant:

1. Before starting to work, student research assistants should schedule an appointment with Renatta Laney by email laney.14@osu.edu or phone 614/292-2227, to complete the necessary hire documents required for the payroll and E-verify process. The appointment will take approximately 15-20 minutes. Frequently a follow-up appointment is necessary to complete the process.

2. After meeting with Renatta and the completion of the necessary paperwork, Renatta will send out a letter to the hiring manager (faculty member) and the student to confirm when the hire process is complete, indicate the rate of pay, and the approved start date. Do not allow the student to work until you receive this letter.

3. Timesheets and approvals are all done electronically. Faculty should watch for emails requesting approval of timesheets and sign in to eTimesheet via https://etimesheet.osu.edu using their OSU name.# and password, to verify the hours entered by their assistants and approve them quickly. If the timesheets are not approved, the student will not get paid. Questions concerning timesheet approval and/or student hires should be directed to Renatta.

Following this process will ensure that your student research assistant is brought onto the payroll in an orderly fashion. Thanks for your cooperation.

C.M.F.