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To: Colleen Clish <cclish01@gw.hamline.edu>
Date: 6/13/2012 10:37 AM
Subject: Book orders and syllabi
Attachments: 10 Course syllabus template.doc

This message was sent from the Hamline University email list "law-faculty"
Several people recently asked about the deadline for book orders and syllabi. Here is the "first reminder" email I sent a few weeks ago; it's now the "second reminder":

Dear Colleagues,
Here is your first reminder about book orders and syllabi for fall.

Book order and syllabus deadlines:
Copied below is an email from Alyssa Sommer regarding book orders. Please make every effort to get your book order to Alyssa by June 15 (you may disregard the date noted in the e-mail).

We would like to have all syllabi posted by June 30. Attached to this email is an optional syllabus template. Most important to the students is your contact information, the reading assignments for the classes (as many classes as possible), and information on the factors used in grading and the format of the final exam. Please email your syllabus to Mary Street (mstreet@gw.hamline.edu) and she will have it posted to the website.

Change in class schedule and credit calculation:

Don't forget that we are switching from a 14-week semester for weekday classes to a 13-week semester. Here is a link to the 2012-13 Academic Calendar: http://law.hamline.edu/registrar/calendar_0910.html#12-13.

And remember that class credit hours will now be based on 60 minutes of class per credit per week, rather than 50. Meeting times will not necessarily begin on the hour--be sure to check the start time for your class. And the total meeting time minutes for each class will exceed the ABA minimum by quite a bit (80 minutes per credit--for example, a three credit class will have 240 extra minutes, the equivalent of 4 extra classes). You will have more instructional time to cover your course material, but you also have some flexibility. For example, if you have to cancel a class, you will not be required to make up the class provided you meet the ABA minimum for minutes. You may want to take advantage of this by scheduling a "break" in your syllabus when the class will not meet.

Ed

Email from Alyssa Sommer:
Book orders for Summer and Fall 2012

We are now looking for book orders for the coming terms. Please submit your orders for both Summer and Fall terms by April 15th. Thank you to those of you who have already sent yours in! Summer registration has already started so the Summer orders are certainly the most crucial.

I would like to provide a quick reminder of what is entailed in submitting your book order.

1. You can submit your textbook order in any written format! Having a written record of your order is essential to the accuracy of the textbook ordering process. Please include whenever possible;

ISBN
Title
Author
Edition

whether the book is required, optional, or recommended
whether you'd like to use the most recent edition

There is an online form available at www.hamlineuniversitybookstore.com/textbook_adoptions.asp I can also accept orders via direct email or I can print an adoption form for you, any of these options are acceptable as long as the order is sent to me in writing. I cannot accept book orders over the phone.

2. If you are using the same books as in a previous term simply let me know when you last taught the class and that you'd like to use the same books. I will then send you an email with a full listing of all the titles and any notes about edition changes. I can make a list of those titles available to you prior to your submission, just let me know what information you need.

3. If you are using a text that is widely available in a variety of editions (Hamlet, Heart of Darkness etc.) and it is not important which edition the students have, please specify that in your request and I will look for the cheapest paperback copies.

If you have questions or concerns about any part of this process please do not hesitate to contact me.

I hope your Spring semester goes wonderfully! If there is anything I can do to assist in meeting the April 15th deadline, please let me know.

Thanks!

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Alyssa Sommer Larson
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