



FACULTY OF LAW

UNIVERSITY OF ALBERTA

TEACHING RESOURCE MANUAL

2011-2012

1. GENERAL & FACILITIES RELATED INFORMATION	1
1.1 Faculty Business Hours	1
1.2 Administrative Responsibilities	1
1.3 Important Contacts	2
1.4 Academic Schedule	2
1.5 Textbook Orders	2
1.6 Audiovisual Services	2
1.7 Duplicating Services	3
1.8 TWEN	3
1.9 CCID and ONEcard	4
1.10 Library Services	4
1.11 Payroll Information	4
1.12 Parking	6
1.13 Faculty Club	6
2. TEACHING RESOURCES	6
2.1 Faculty Resources	6
2.2 University Teaching Resources	5
2.3 Course Requirements, Evaluation Procedures, and Grading	7
2.3.1 Course Outlines and Course Rules	7
2.4 Research Ethics	11
2.5 Examinations	11
2.5.1 Setting Examinations	11
2.5.2 Final & Term Assessments	11
2.5.3 Invigilation	12
2.5.4 Anonymous Marking	12
2.6 Grading System and Marking	12
2.6.1 Grading System	12
2.6.2 Grade Distributions	13
2.6.3 Final Grades	13
2.7 Registration	14
2.7.1 Course Changes	14
2.7.2 Audit Students	14
2.8 Make-up Classes and Cancellations	15
2.9 Student Problems	15
2.10 Student Evaluation of Teaching	15
2.11 Law Faculty Council	16
APPENDIX A: FACULTY OF LAW ACADEMIC SCHEDULE 2008/2009	16
APPENDIX B: GRADING AND GRADE DISTRIBUTION	22
APPENDIX C: CONFIRMATION OF ASSESSMENT OF EXAMINATION	24
APPENDIX D: EXCERPTS FROM THE LAW FACULTY COUNCIL POLICY MANUAL	23

1. General & Facilities Related Information

1.1. Faculty Business Hours

- The Faculty of Law General Office and Deans' Suite are located on the fourth floor of the Law Centre at 111 Street and 89 Avenue.
- Winter hours 8:30 a.m. – 4:30 p.m. (September 1 – April 30)
- Summer hours 8:00 a.m. – 4:00 p.m. (May 1 – August 31)
- Lunch Hour Closure 12:00 p.m. – 1:00 p.m.

1.2. Administrative Responsibilities

Dean Philip Bryden (780) 492-5590	External relations (on campus and in the community) Fundraising activities Strategic decision making for the future of the Faculty
Vice-Dean John Law (780) 492-2151 jlw@law.ualberta.ca	Academic Counselling Curriculum Development Examinations/Appeals Internationalization M.B.A./L.L.B. Program Sessionals Student Discipline Timetable
Associate Dean (Graduate Studies) Russ Brown (780) 492-1962 rsbrown@law.ualberta.ca	Graduate funding Graduate policies and procedures Graduate recruitment, admissions and curriculum Student/supervisor issues
Associate Dean (Research) Barbara Billingsley (780) 492-1793 bbilling@law.ualberta.ca	Promotes research in the Faculty Identification of research opportunities Research policies and procedures Promotes recognition of Faculty research accomplishments
Assistant Dean Melissa Hartley (780) 492-3151 mhartley@law.ualberta.ca	Budget and financial affairs Capital Equipment Facilities Renovations Human Resources Law Faculty Council Moots Payroll Supervisor for non-academic staff

1.3. Important Contacts

- **Executive Assistant to the Dean** Elsie Philips
Phone: (780) 492-5590
Email: deansec@law.ualberta.ca

- **Assistant to the Vice Dean** Linda Szeto
Phone: (780) 492-2151
Email: vicedean@law.ualberta.ca

1.4. Academic Schedule

The academic schedule is set out in Appendix A. Please review the schedule to familiarize yourself with dates and deadlines respecting classes, examinations, holidays, and class cancellations. A few dates to keep in mind for the coming year:

2011

- September 7** - First day of classes
- September 23** - Career Day (no upper year classes [classes may be made up])
- October 10** - Thanksgiving Day (University closed)
- November 10** - Fall Term Break (no classes for all students)
- November 11** - Remembrance Day (University closed)
- December 7** - Last day of fall term classes

2012

- January 9** - First day of classes
- February 20** - Statutory Provincial Holiday
- February 21 - 24** - Reading Week (no classes for all students)
- April 13** - Last day of classes

1.5. Textbook Orders

Instructors place their own book orders by completing a form online at the following address: <http://www.bookstore.ualberta.ca/index.cfm?index=ADOPTIONS/HOME>. Any inquiries regarding book orders should be directed to the Bookstore at 782-492-0433 or by email to paul.wilde@ualberta.ca.

1.6. Audiovisual Services

Most of our classrooms are now Smart Classrooms meaning they have been electronically enhanced. These rooms offer built-in technology such as data projector, sound system, VCR, DVD/CD player, wireless microphones, and document cameras.

If you are assigned a regular classroom that is not a Smart Classroom, DVD players, VCRs, audio players, and other equipment are available from Classroom Support.

Instructors may contact Classroom Support directly to book equipment at (780) 492-3923 or by email at audviseq@ualberta.ca. Please ensure that you give Classroom Support ample notice so it can comply with your equipment requests.

If you are teaching in one of our “smart” classrooms (Rooms LC 101, LC 105, LC 193, LC 197, LC 201, LC 207, LC 231, LC 237) and require technical assistance, please contact our Manager of Information Technology, Salim Kassam at (780) 492-5893 or by email to skassam@law.ualberta.ca.

1.7. Duplicating Services

In-house duplication services are available. To submit materials, contact Renee Hunt at (780) 492-5332 or by email to rhunt@law.ualberta.ca.

- (a) **Re: Casebooks** – Casebooks should be submitted at least two months prior to the start of the relevant term.
- (b) **Re: handouts, assignments, and other small jobs** – Small jobs should be submitted at least seven days before the date that they are required to be available for distribution.
- (c) **Another point re: handouts, assignments, and other small jobs** – Consider making these materials electronically available to students (if they are available electronically to you). Materials could be e-mailed to your students. Alternatively, they could be posted on your TWEN site (see below).
- (d) **Re: Copyrights** – Due to a change in the University’s policies, you are no longer allowed to photocopy printed material for handouts (i.e. journal articles, essays or chapters) without first obtaining proper copyright clearance. If this material is available electronically, you may post it electronically using the TWEN website. Alternatively, if the material you wish to distribute is only available in hardcopy, you may place these materials on reserve with the library where students may access them. For more information about the University of Alberta copyright policy please visit www.copyright.ualberta.ca/. You may also contact us directly should you have any questions.
- (e) Copying is done on a first-in, first-out basis.

1.8. TWEN

A TWEN (“The West Education Network”) website may be established for your course. TWEN websites provide easy ways to post material and to communicate effectively with students.

If you are interested in establishing a TWEN site, please contact our IT and TWEN Support, Tim Young, at (780) 492-9148 or by email at tyoung@law.ualberta.ca.

1.9. CCID and ONEcard

Each University employee is assigned a Campus Computing ID (CCID) for the duration of his or her contract. In Law, the teaching contracts are generally four to eight months. A CCID provides access to several important University services including email, online databases, and employee pay information through Bear Tracks

(<https://www.beartracks.ualberta.ca/servlets/iclientservlet/uahebprd/?cmd=login>).

[See 1.11 below for payroll information]

The University ONEcard facilitates library access and is valid for the duration of a teaching contract. Once a contract is active in the Human Resources system, a ONEcard can be obtained at the ONEcard Office:

B-12 Cameron Library University of Alberta

At the end of a contract, all privileges associated with the CCID and ONEcard are suspended.

1.10. Library Services

The John A. Weir Memorial Law Library is located on the second floor of the Law Centre. More information about the Law Library can be found at

<http://www.library.ualberta.ca/aboutus/law/index.cfm>.

Library staff can be contacted at the following numbers:

Law Librarian Kathryn Arbuckle (780) 492-3717 kathryn.arbuckle@ualberta.ca	Administrative Matters Individual Research Consultation with a librarian
Public Service Librarian Grant Kayler (780) 492-3305 grant.kayler@ualberta.ca	
Circulation/Reserve Shelley Brown (780) 492-1445 shelley.brown@ualberta.ca	Circulation Services
Collections Barbara Burrows (780) 492-5560 barbara.burrows@ualberta.ca	Individual Research Consultation with a librarian
Public Service/Collections Scott Davies (780) 492-1451	

sdavies@library.ualberta.ca	
Public Service Amanda Nagyl (780) 492-8989 amanda.nagyl@ualberta.ca	
Research Service Wanda Quoika-Stanka (780) 492-1448 wanda.quoika-stanka@ualberta.ca	Individual Research Consultation with a librarian
Acquisitions Rosita Salvador (780) 492-1442 rosita.salvador@ualberta.ca	
Support Staff Lily Choi (780) 492-1447 lily.choi@ualberta.ca Ina Kwok (780) 192-1443 ina.kwok@ualberta.ca Tamara Dabrowski (780) 492-3371 tamara.dabrowski@ualberta.ca	Reserve Materials
Service Desk 780-492-3371	Reference and Circulation
Inter-Library Loans Service 780-492-3795	

Other Library Services:

- Library Book Orders - please complete the online request form at http://www.library.ualberta.ca/recommend_purchase/index.cfm
- Library Databases (accessible with a CCID) <http://www.library.ualberta.ca/databases/>

1.11. Payroll Information

Employee pay information can be viewed online through the University's Bear Tracks application at <https://www.beartracks.ualberta.ca>. A Campus Computing ID (CCID) is required for this application. Contracted employees will receive payments on a monthly basis. Current University employees will see their sessional teaching salary added to their monthly remuneration.

Personal information, including mailing address for T4 purposes, can be updated on the Bear Tracks site.

Banking information for direct deposit is available on Bear Tracks.

For further payroll information, please contact our Administrative and Payroll Assistant, Sandra Teves, by phone at (780) 492-7417 or by email at steves@law.ualberta.ca.

1.12. Parking

Parking coupons will be provided for the days you are teaching. Any questions about parking should be directed to our Administrative and Payroll Assistant, Sandra Teves, by phone at (780) 492-7417 or by email at steves@law.ualberta.ca.

1.13. Faculty Club

Sessional instructors may become members of the Faculty Club for the year in which they are employed as a sessional instructor. The Faculty Club provides restaurant, dining room and bar service to its members and their guests Monday through Saturday. Please call (780) 492-4231 for membership information or visit their website at <http://www.uofafacultyclub.ca/index.html>.

2. Teaching Resources

2.1. Faculty Resources

We instituted a teaching orientation session in 2007. Teaching orientation materials will be provided on request or at the 2011 session if you are scheduled to teach in the first term of the coming academic year. If you have any questions respecting courses or teaching issues, or if you have any ideas respecting programming that would assist Sessionals, please contact the Vice Dean, or the Assistant to the Vice-Dean.

2.2. University Teaching Resources

University Teaching Services (UTS) of the University of Alberta offers orientation sessions for instructors on campus. Further information is available on the UTS website <http://www.ualberta.ca/UTS/index.html> or by contacting UTS directly at (780) 492-5763.

The Effective Writing Resources Centre on campus, located at 2-703 SUB (Students' Union Building) conducts workshops designed for instructors who wish to improve their ability to evaluate student skills. The workshops are designed to address the following topics:

- setting clear and relevant assignments
- evaluating structure and paragraphing skills
- making comments meaningful to students
- designing time saving feedback forms

Please contact the Effective Writing Resources Centre at (780) 492-2682 if you are interested in participating in a workshop.

2.3. Course Requirements, Evaluation Procedures, and Grading

2.3.1. Course Outlines and Course Rules

(A) The Rules

The following guidelines have been mandated by GFC (General Faculties Council) (see Calendar 23.4(2)) and therefore apply to all Faculties and instructional staff. Your students will be expecting course outlines containing the indicated information. Providing a GFC Policy-compliant course outline will help forestall disputes:

- (a) At the beginning of each course, instructors must provide a course outline including the following:
 - 1) A statement of the course objectives and general content;
 - 2) a list of the required textbooks and other major course materials;
 - 3) a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs;
 - 4) an indication of how and when students have access to the instructor;
 - 5) the distribution of weight between term work and final examination;
 - 6) identification of all course activities worth 10% or more of the overall course mark;
 - 7) whether marks are given for class participation and other in-class activities as well as the weight of such participation;
 - 8) dates of any examination and course assignments with a weight of 10% or more of the overall course mark;
 - 9) the manner in which the official University grading system is to be implemented in that particular course or section, i.e., whether a particular distribution is to be used to determine grades, or whether there are absolute measures or marks which will determine them, or whether a combination of the two will be used. Instructors should refer to the University of Alberta Marking and Grading Guidelines;
 - 10) an indication of how students will be given access to past or representative evaluative course material.
- (b) Every course outline should contain the following statement: “Policy about course outlines can be found in §23.4(2) of the University Calendar.”
- (c) **Every course outline should contain the following statement:** “The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online a

www.uofaweb.ualberta.ca/secretariat/studentappeals.cfm) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

- (d) Nothing in any course outline, syllabus, or course web-site may override or contravene any Calendar regulation or GFC policy. In resolving any discrepancy, GFC policy and Calendar regulations will take precedence.
- (e) All applications for deferred exams should be directed to the Vice Dean’s office. Typically, deferred exams are written in February before Reading Week for Fall term exams and in the second week of June for Winter term exams. See §23.5.6.
- (f) Instructors should discuss with the class their expectations with respect to academic honesty issues and outline both permitted and prohibited behaviour.
- (g) Instructors must follow copyright regulations as established by the University from time to time in the duplication of course material. Please visit www.copyright.ualberta.ca/ for more information.
- (h) Instructors should allow students a reasonable time in which to complete an assignment, bearing in mind its weight.
- (i) Instructors should mark and return to students with reasonable dispatch all term examinations and, provided the students submit them by the due date, all course projects, assignments, essays, etc.
- (j) All projects, assignments, essays, etc., should be returned on or by the last day of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which should be returned by the date of the scheduled final examinations or, in non-examination courses, by the last day of the examination period.
- (k) Upon request, instructors are required to provide the method which was used to translate final and, where appropriate, term marks into grades.

(B) Comments

- (a) You must provide a course outline containing the indicated information.

The “course outline” is a document that is separate from the Calendar description for the course and from the course description that was used for registration purposes. Typically, the course outline is merged with the “syllabus”, which sets out topics to be covered and correlated class dates.

- (b) Note that you are required to provide to students “an indication of how students will be given access to past or representative evaluative course material.” Under GFC Policy (52.8.1), “evaluative course material” means “any final examination paper, any mid-term examination paper and any other examination paper which counts towards a student's course grade.”

You could send sample exams or other evaluative material to the Assistant to the Vice-Dean - we can ensure that the material is posted. Alternatively, you could post this sort of material on the TWEN site for your course.

- (c) Re: class participation marks: This is frequently a source of discord. If class participation is marked and contributes to the grade, be sure to keep records for every class. The amount of detail kept is discretionary; what you want is a record to which you can appeal when a student says, "Why did I get that mark for class participation?" You can be sure that the student's recollection of his/her contributions will be different than yours, and the student's assessment of his/her contributions will likely give a high weight to those contributions. If you can appeal to a contemporaneous personal record, you'll have an objective basis for your assessment.
- (d) Re: marking, generally: A problem may arise if a class has a number of term assignments - this has occurred frequently in skills-based courses. The problem occurs if term work marks are tightly clustered. At the end of the term, when grades are assigned, students are surprised that they got a low mark, while others got a high mark: "But I was doing very well throughout the term - I had no idea that I was at a C level!" The mistake that some instructors make is leaving the differentiation of students to the end of the term, rather than doing it throughout the term. The drawback to differentiating early is that an adverse emotional reaction may occur early; the benefit to differentiating early is that you'll reduce the likelihood of complaints about grading and therefore about the way the class was conducted in its entirety.

Another problem with leaving the term work marks clustered is that the final grade ends up depending too much on the final assignment/project/exercise. In effect, it becomes the 100% final, because no one was differentiated prior to it.

- (e) Getting things marked in a timely way - paragraphs (i) and (j): It's important to get term work marked quickly, so that students know where they stand in the class and in relation to their understanding of the material, and so that they can take any required remedial measures before any final examination or assignment. We do understand that sessionals - in particular - have real lives and real commitments outside of teaching. Late submission of term results, however, is a sure way to engender complaints.

- (f) The course outline should indicate whether an examination is open book or closed book. If it is an open book examination, the course outline should indicate any restrictions on materials that can be brought into the examination room and whether the materials can be highlighted, marked or annotated. As well, the course outline should address whether deferred examinations and re-examinations are open or closed book, and, if open book, any restrictions on materials that may be brought into the examination.
- (g) It is strongly recommended that your course outline specify as precisely as possible any penalties associated with late submission of assignments or papers. If extensions are given to students, the precise terms of the extension, date and time, and consequences of failure to submit the paper or assignment within the extended period should also be specified.

Students should also be sent to the Vice-Dean if they claim that their papers or portions of their papers have been lost due to a computer problem. In this regard you will be doing your students a service if you explain to them that it is essential to regularly and prudently backup files containing their papers.

- (h) On occasion, students will be prevented from writing examinations during exam week or turning in paper/essay submissions by the last day of class or any earlier date set for the submission of the final term assignment. **All requests for deferrals should be sent to the Vice Dean.** Section 23.5.3(6) provides as follows:

The grade of “incomplete” (IN) is normally awarded when an undergraduate student is prevented by illness, domestic affliction, or other extreme circumstance from submitting an assignment by the end of term. When a grade of IN is awarded, the student is required to submit the assignment within 10 days after the end of the final examination period of the term for the course. At the request of the [instructor] concerned, the [Vice-Dean] may grant an extension of time to a maximum of four months after the end of the term. If the assignment is not submitted by the prescribed deadline, the Registrar will record a grade of “NC” or a grade of “F” plus a remark of “1”, as appropriate. Before finalizing the student’s grade the Office of the Registrar and Student Awards will give 30 days written notice to the student’s Faculty ... in which the course is offered.

- (i) If a student claims that his or her paper has been lost due to a computer problem, please advise the student that an appointment with the Faculty’s IT department must be made so that the student’s paper may be salvaged and so that the student’s account may be confirmed. Please contact Salim Kassam (our Manager

of Information Technology, at skassam@law.ualberta.ca) and advise him of the issues and of the need to set up an appointment with the student.

2.4. Research Ethics

If “research involving humans” is a component of a course instructors should also outline University policy relating to Human Research Ethics in the course outline or in a separate handout.

Generally, “research involving humans” involves gathering personal information from individuals. The most common types of “research involving humans” in Law classes are interview and questionnaire research. Students often seek to pursue this type of research in paper courses, such as Professional Responsibility. Participant observation research, which could occur in practicum courses, is also research that requires ethics approval. Students must have research approval before performing human research as defined in University policy.

Compliance with research ethics rules is a responsibility of both students and instructors.

For further information, please see the Research Ethics section on the Faculty website (click on “Research” on the left-hand menu).

2.5. Examinations

2.5.1. Setting Examinations

Instructors must not use previous examination papers or portions of previous papers verbatim for final examinations, deferreds, re-examinations, and special examinations.

Examinations must be submitted to the Vice-Dean for Assessment and Duplication at least seven working days prior to the scheduled examination.

All examinations must be accompanied by a Confirmation of Assessment of Examination (Appendix D). Because of the colour of paper that is used for this form, this process is often referred to as "green-sheeting".

Unless the Vice-Dean otherwise permits, green sheeting must be done by an independent full-time Faculty member (not by another lawyer in your office). However, if you have another subject matter expert in your office, by all means have him or her take a look at the exam – another set of eyes can’t hurt (but we do require a faculty set of eyes).

2.5.2. Final & Term Assessments

The method of evaluation is at the discretion of the instructors. Instructors are required to advise the Dean which method they have chosen. Please keep in mind most students expect or appreciate feedback on their performance during the term. This prevents unwelcome surprises

following a 100% final examination. (Such “surprises” often induce recourse to post-examination remedies available to students.) Portions of the grade may be earned for performance in class, mid-term exam(s), term paper(s), or other assignments.

The general University rule is that final exams can have a weight of not less than 30% and not more than 70% of the final grade (Calendar, S. 23.4(1))

Instructors in multi-sectioned courses should liaise with other instructors to ensure that there is not a great variance in the weighting or evaluation procedures used among various sections in any course.

2.5.3. Invigilation

Sessional instructors are expected to invigilate their own examinations. Should this be impossible, please notify Linda Szeto well in advance. It is important that you be present at the start of the examination to issue any special instructions, answer questions about the paper and, also, at the conclusion of the examination, to ensure students follow instructions to stop writing.

Even the most thoughtfully prepared examination can yield unexpected issues while it is being written. Your presence as invigilator is an important “insurance policy” if the interpretation of the examination process takes an unexpected twist.

Instructors invigilating a laptop exam will be joined by one of the IT team members at the beginning and at the end of the exam. IT staff will ensure the laptop exam is properly setup and working for each student before the exam begins. They will also be present at the end of the exam to ensure every student’s exam has been properly uploaded to the system. The IT Manager, Salim Kassam, will then print off the exams and will send these to the instructor by courier.

2.5.4. Anonymous Marking

See Appendix B & C, 31.24 - 31.25

2.6. Grading System and Marking

2.6.1. Grading System

Under the Alpha-numeric grading system, marking (raw scores) and grading are distinct exercises. At the grading stage it is important to keep in mind that grades are not standard. There will be some variation in grades both from course to course and even within a course, from section to section. However, this permitted variation does not mean that instructors may allocate grades on an unfettered basis. The Law School utilizes a standardized and quite strict grade distribution system which generally standardizes distributions of grades by instructors. The grading rules are, however, somewhat flexible and permit instructors to distinguish between and reward different levels of class and individual performance.

For a large class, examiners should mark their papers, record raw scores, sort the papers in order of merit, presumably based on the various raw scores, and decide whether the class as a whole is average, above average or below average. Instructors should then determine what grades are to be assigned to the raw scores keeping in mind the University description of each grade and the permitted distribution under the applicable standardized grading rule.

In small classes, instructors should mark in terms of raw score, rank the papers in order of merit, and with due attention to the verbal descriptions of the various grades and the permissible grade distribution, assign an appropriate grade to each paper.

The Alpha-numeric system with corresponding word descriptors and the grade point value of each letter grade can be found in Appendix B.

We recommend that you do not assign grades (as opposed to marks – you should, of course, mark term work as it is submitted) until all assignments - including the final examination - have been marked. That is, do not give mid-terms or other course work a grade (A, B, C, etc.): save the grade until all marks are in. This procedure does not preclude giving students ongoing feedback based on their marks and the provision to students of class averages and median grades. Under this approach, at the end of the term, instructors will have a record of every student's mark (raw scores) for all assignments and examinations with the percentage weight assigned to each. An overall, or term result, may then be computed in terms of marks, taking into account all assignments and examinations. Students can then be ranked in order of merit based on their relative marks and final grades can then be assigned, keeping in mind the word descriptors, one's sense of the quality of the overall class, and the limits of the applicable standard grade distribution rule.

2.6.2. Grade Distributions

NOTE: The grade distribution rules are LFC (Law Faculty Council) policy. Deviation from the rules requires the authorization of the Vice-Dean. Deviation is permitted only very rarely, for compelling reasons – the instructor bears a heavy burden to justify a deviation. The rigidity of the rules is to ensure fairness to students across different courses and across different sections of the same courses.

Grade distribution rules vary with the size of a class and the “primary method” of evaluation. The term “primary” as utilized in the following rules “means at least seventy percent (70%) of the total grade.”

Grade distribution rules are found in Appendix B.

2.6.3. Final Grades

Final grades must be submitted to our Admissions/Records Coordinator, Kim Wilson, in the Student Records office within **seven (7) days** of the date of the examination. You may contact Kim by phone at 780-492-3067 or by email to kjwilson@law.ualberta.ca. This is particularly important for courses ending in April, since processing must be completed in time for the May

LFC (Law Faculty Council) Meeting and Convocation. (Students articling in British Columbia often require grades as soon after the end of April as is possible, due to Law Society of British Columbia requirements.) See Appendices B & C for details of marking and grading.

2.7. Registration

2.7.1. Course Changes

Students may change sections in a course, and add or drop courses up to the deadline date set out in the academic schedule (Appendix A). As this deadline occurs after the first day of class, your class size may fluctuate in the early part of the term. Soon after the deadline for changes, class lists will be distributed in a Class Record Book.

It is very important for instructors **to read the Class List to the class to alert students who are improperly registered (you may have students who think they're registered, but they're not; you may also have students who are registered but think they're not – the latter case is harder to detect early, and reading the class list may not help, because they won't be there).** Your cooperation will enable the student to take early steps to rectify registration errors.

**** NOTE ****

The University of Alberta, including the Faculty of Law, now uses an internet based registration system that among other things, is designed to promote fairness and equal opportunity for access to all courses. It is NOT possible for an instructor to give permission for a student to register in his or her course once the registration maximum has been reached. Students making such requests should be directed to the Vice-Dean. It is possible, however, subject to availability of classroom space, for an instructor to increase the maximum number of students who may register in a class. If the maximum for a course is raised, then subject to exceptional cases, all students will have an equal opportunity to register in that course. If an instructor wishes to raise the registration maximum, he or she should contact the Vice-Dean.

and if you provide written consent on a University of Alberta form. A student may be granted audit status only if the course enrolment is below the course maximum. For further information regarding the rights or responsibilities of auditors, please see the (UofA) University of Alberta Calendar.

Because of the high potential auditing demand, the unsuitability of Law courses for students without an appropriate disciplinary background, and the high price of law courses for LLB students (a price not borne by auditors), the Vice-Dean permits auditing in rare cases.

Occasionally a student or other person will request permission to "sit-in" and attend your class, without officially registering as an audit student or credit student in the course. The Faculty does not sanction this practice.

2.8. Make-up Classes and Cancellations

Class cancellation should be avoided. We have only very limited time and space available for make-ups, and scheduling make-ups can be extremely difficult, particularly as the term progresses.

One technique that may work to cover an unavoidable absence would be to schedule a guest lecturer – this may be a faculty member, a lawyer with a specialty in the scheduled topic, or a member of a relevant governmental agency, board, or enforcement unit.

If you know that you will have to cancel a class, the class should be made up prior to the cancellation. If you cancel a class on short notice, the class cancelled should be made up as soon as possible after the cancellation. Please ensure that you contact Linda Szeto at 780-492-2151 or Kim Cordeiro at 780-492-0278 to advise of cancellations as soon as possible to ensure students are given notice of the cancellation by the Faculty.

Tuesdays and Thursdays between 12:00 p.m. and 2:00 p.m. (when not otherwise being used for Law Faculty Council or faculty-organized activities for students) and Friday afternoons are set aside for make-up classes. To book a make-up class, please contact Kim Cordeiro at 780-492-0278. If make-up classes cannot be scheduled during this time, please contact the Vice-Dean.

No make-up classes shall occur during the two weeks immediately prior to the commencement of final examinations.

If classes are cancelled for Careers Day (September 23, 2011) or pursuant to a resolution of General Faculties Council, instructors may – at their discretion – hold a make-up class (or not).

For details regarding make-up classes, see Appendix C, sections 28.10 - 28.13.

2.9. Student Problems

Inquiries relating to student problems (i.e. attendance, withdrawals, program changes, medical, or any other concerns), or the interpretation of academic policies, should be directed to the Vice Dean at vicedean@law.ualberta.ca.

Any emergencies can be dealt with on a 24-hour basis by calling (780) 492-5555. Campus security can also be reached by calling (780) 492-5050 or (780) 492-5252.

PLAGIARISM - This is most frequently a concern in paper courses. Tips for instructors in dealing with cheating and plagiarism are included in the publication “Academic Integrity Handbook”, together with extracts from the Code of Student Behaviour. Please review the Code of Student Behaviour with your students as early as possible in the term.

2.10. Student Evaluation of Teaching

Student evaluations of your course and your performance as an instructor are an important source of feedback. Student evaluation of teaching typically occurs in the last three weeks in each course. Evaluation forms and instructions will be provided by the Vice-Dean near the end of term. In general, the instructor must ensure the evaluations are completed in due form and according to established procedures. If the instructor has not completed the evaluation process by the final week of classes, the Vice-Dean will assume responsibility for the completion of the evaluations. Please note that instructors may ADD further questions. Additional questions should be initiated at least 7 weeks prior to the end of a course so that these additions may be incorporated into the printed forms. Those wishing to avail themselves of this option should contact the Vice-Dean.

2.11. Law Faculty Council

The Law Faculty Council has been formed under the authority of the Post-Secondary Learning Act and GFC Policy. LFC is empowered to:

- (a) Determine the programs of study;
- (b) appoint examiners and conduct examinations;
- (c) provide for student admission;
- (d) determine conditions applicable to student withdrawals;
- (e) authorize the granting of degrees.

Law Faculty Council normally meets at 12:15 p.m. on the following dates:

- The first Tuesday of October;
- the third Tuesday of November;
- the first Tuesday of February;
- the third Tuesday of March;
- and on a specified date in the last two weeks of May.

Regular meetings end at 1:45 p.m. Special meetings may be called from time to time. Sessionals have their voice on LFC through their Sessional representative. If you have any questions respecting Faculty or University rules, regulations, or policies, please contact the Assistant Dean.

FACULTY OF LAW ACADEMIC SCHEDULE 2011/2012

2011

AUG.

- 1 **HERITAGE DAY** - University Closed
- 2 **SUMMER TERM REFUND DEADLINE (FOR THREE-WEEK COURSES):** Students withdrawing from courses taught in the last three weeks of summer term after this date will be assessed full fees.
- 5 **LAST DAY FOR WITHDRAWAL FROM COURSES TAUGHT IN THE LAST THREE WEEKS OF SUMMER TERM.**
- 15 **LAST DAY FOR PAYMENT OF NON-REFUNDABLE REGISTRATION DEPOSIT FOR FALL TERM BY UNDERGRADUATE STUDENTS WHO HAVE COMMENCED REGISTERING PRIOR TO AUGUST 1.** Registrants who register on or after August 1 must pay the deposit within 14 days of first registration, or by the confirmation deposit deadline (September 10, whichever comes first. **Registrants who have not paid the deposit will have their registrations cancelled.**

SEPT.

- 1 **LAST DAY FOR PAYMENT OF NON-REFUNDABLE DEPOSIT TO CONFIRM REGISTRATION FOR FALL TERM FOR UNDERGRADUATE STUDENTS WHO COMMENCED REGISTERING LATER THAN AUGUST 19.** **Registrants who have not paid the deposit will have their registrations cancelled.**
- 5 **LABOUR DAY** - University Closed
- 6 **ORIENTATION** - First Year Students
- 7 **ALL LAW STUDENTS - CLASSES BEGIN**
- 13 **OUT-OF-FACULTY COURSE APPROVAL DEADLINE**
- 20 **FALL TERM REGISTRATION DEADLINE**
- 20 **LAST DAY TO ADD OR DROP FALL TERM AND FALL/WINTER TERM COURSES.** Students withdrawing after this date through November 9 will be assessed 50% fees **and** will have a “W” appear on their transcript. ***(Please Note: In the Faculty of Law you require the Vice-Dean's approval to ADD a course after this date.)***

- 21-27 **REGISTRATIONS BY UNDERGRADUATE STUDENTS TO AUDIT OR TO CHANGE FROM ‘CREDIT’ TO ‘AUDIT’ IN FALL TERM AND FALL/WINTER TERM COURSES WILL BE ACCEPTED ONLY DURING THIS PERIOD.**
- 23 **CAREER DAY** - No classes for Upper Year Law Students
- 30 **PAYMENT DEADLINE: LAST DAY FOR PAYMENT OF FALL TERM FEES.** Students who have not paid their fees or who have not made alternate arrangements will be assessed late penalty charges.
- OCT.**
- 7 **FALL TERM REFUND DEADLINE.** Students withdrawing after this date will be assessed full fees.
- 10 **THANKSGIVING** - University Closed
- 22 **UNIVERSITY OF ALBERTA OPEN HOUSE**
- NOV.**
- 9 **LAST DAY FOR WITHDRAWAL FROM FALL TERM COURSES**
- 10 **FALL TERM CLASS BREAK** - No classes
- 11 **REMEMBRANCE DAY** - University Closed
- 16 **FALL CONVOCATION** - Part I
- 17 **FALL CONVOCATION** - Part II and III
- DEC.**
- 7 **LAST DAY OF FALL TERM CLASSES**
- 12-22 **FALL TERM EXAMINATIONS**
- 15 **LAST DAY FOR PAYMENT OF NON-REFUNDABLE REGISTRATION DEPOSIT BY UNDERGRADUATE STUDENTS REGISTERED IN WINTER TERM ONLY WHO HAVE COMMENCED REGISTERING PRIOR TO DEC 1.** Registrants who register on or after December 1 must pay the deposit within 14 days of first registration, or by the confirmation deposit deadline (January 4), whichever comes first. **Registrants who have not paid the deposit will have their registrations cancelled.**
- 25-31 **CHRISTMAS HOLIDAYS** - University Closed

2012

- JAN.**
- 2 **NEW YEAR'S HOLIDAY** - University Closed
- 3 **LAST DAY FOR PAYMENT OF NON-REFUNDABLE DEPOSIT TO CONFIRM REGISTRATION FOR UNDERGRADUATE STUDENTS REGISTERED IN WINTER TERM ONLY WHO COMMENCED REGISTERING LATER THAN DECEMBER 25.**
Registrants who have not paid the deposit will have their registration cancelled.
- 9 **WINTER TERM CLASSES BEGIN - ALL LAW STUDENTS**
- 13 **OUT-OF-FACULTY COURSE APPROVAL DEADLINE**
- 20 **WINTER TERM REGISTRATION DEADLINE**
- 20 **LAST DAY TO ADD OR DROP WINTER TERM COURSES THROUGH WEB REGISTRATION.** Students withdrawing after this date through February 8 will be assessed 50% fees and will have a “W” appear on their transcript. *(Please Note: In the Faculty of Law you require the Vice-Dean's approval to ADD a course after this date.)*
- 20 **LAST DAY FOR WITHDRAWAL FROM FALL/WINTER TWO-TERM COURSES**
- 23-27 **REGISTRATIONS BY UNDERGRADUATE STUDENTS TO AUDIT OR TO CHANGE FROM ‘CREDIT’ TO ‘AUDIT’ IN WINTER TERM COURSES WILL BE ACCEPTED ONLY DURING THIS PERIOD.**
- 31 **PAYMENT DEADLINE: LAST DAY FOR PAYMENT OF WINTER TERM FEES.** Students who have not paid their fees or who have not made alternate arrangements will be assessed late penalty charges.
- FEB.**
- 1 **LAST DAY FOR APPLICATION FOR RE-APPRAISAL OF FINAL EXAMS FOR FALL TERM COURSES**
- 1 **LAST DAY FOR UNDERGRADUATE STUDENTS TO APPLY THROUGH BEAR TRACKS FOR PERMISSION TO GRADUATE AT SPRING CONVOCATION.**

- 8 **WINTER TERM REFUND DEADLINE:** Students withdrawing after this date will be assessed full fees..
- 20 **FAMILY DAY** - University Closed
- 21-24 **READING WEEK**
- MAR.** 16 **LAST DAY FOR WITHDRAWAL FROM WINTER TERM**
- APR.** 6 **GOOD FRIDAY** - University Closed
- 9 **EASTER MONDAY** - University Closed
- 13 **LAST DAY OF WINTER TERM CLASSES - ALL LAW STUDENTS**
- 16-30 **FINAL EXAMINATIONS**
- MAY** 21 **VICTORIA DAY** - University Closed
- 25 **LAST DAY FOR APPLICATION FOR RE-APPRAISAL OF FINAL EXAMS FOR WINTER TERM AND FALL/WINTER TERM COURSES**
- 25 **LAST DAY FOR APPLICATION FOR RE-EXAMINATIONS**
- JUNE** 5-8 **SPRING CONVOCATION PARTS I TO IV**
(Dates may be subject to change)
- 7-11 **SPRING CONVOCATION PARTS V TO XI**
(Dates may be subject to change)
- 7-11 **DEFERRED EXAMINATIONS AND RE-EXAMINATIONS WRITTEN**
- 15 **LAST DAY TO FILE NOTICE OF STUDENT APPEAL WITH VICE- DEAN**
- 21-22 **APPEAL COMMITTEE HEARINGS**

GRADING AND GRADE DISTRIBUTION

Grading for Undergraduate Students:

Course Grades Attained by Undergraduate Students		
Word Descriptors	Letter Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Poor	D+	1.3
Minimal Pass	D	1.0
Fail	F	0

Note:

Within the context of the Law School, a D or better is regarded as a passing grade. However, a student must have an overall G.P.A. of 2.0 in order to proceed to the next academic year or graduate. Accordingly, any grade below a C could have a negative impact on a student's academic standing. There is no grade of D-.

Grading for Graduate Students:

Course Grades Attained by Graduate Students		
Word Descriptors	Letter Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
Satisfactory	B-	2.7
	C+	2.3
Failure	C	2.0
	C-	1.7
	D+	1.3
	D	1.0
	F	0.0
	(incl. incomplete failure)	

Note:

For graduate students, a passing grade is C+. Accordingly, any grade below a C+ will have a negative impact on a graduate student's academic standing.

Grade Distributions

Grade Distribution where class has 25 or less or non-examination course

- Where a course has twenty-five (25) or less students, or examination is not the primary method of evaluation, the class average is to be between “2.3” and “3.3”.

Grade Distribution for first year classes of 26 or more students

- Where a first year course has more than twenty-five (25) students and examinations are the primary means of evaluation, the course average must fall between “2.7a” and “3.0a”. In addition, the number of students receiving a failing grade “F” must not exceed five percent (5%) of the class, and the number of students receiving grades of “F, D, and D+” must not exceed fifteen percent (15%) of the class.

Grade Distribution for upper year class of 26 or more students

- Where an upper year course has more than twenty-five (25) students and examinations are the primary means of evaluation, the course average must fall between “2.9a” and “3.2a”. In addition, the number of students receiving a failing grade “F” must not exceed five percent (5%) of the class, and the number of students receiving grades of “F, D, and D+” must not exceed ten percent (10%) of the class.

Grade Distribution for classes of 5 or less students

- For Classes of five (5) students or less, no distribution is recommended.

Graduate Students are excluded from Grade Distribution rules

- Graduate students (specifically LL.M., PhD, and Postgraduate Diploma students) are excluded from the grade distribution rules. This is a longstanding rule. Since these students are evaluated on the basis of the higher standards of the Faculty of Graduate Studies and Research (see chart above), they must be identified by their instructors and their papers, assignments and exams separated so that they can be evaluated in accordance with the standards of the Faculty of Graduate Studies and Research.

FACULTY OF LAW
CONFIRMATION OF ASSESSMENT OF EXAMINATION

1. (a) I will provide
- ___ A copy of the marking scheme or
 - ___ A sample exam answer or
 - ___ A copy of the best paper (with student's permission)
- to be placed with this exam during the student exam viewing period.
- (b) I give my permission to place this exam on electronic reserve. Paper copies will no longer be made available. Please ensure you maintain this electronic version for submission following the academic year:
- YES NO

Exams which will not be placed on reserve must not be permitted to leave the examination room or be made available to students by any other means. Instructors who are not placing their exam on reserve are encouraged to submit sample questions to the reserve.

(Signature of Instructor)

2. 30.2 Every examination, except a common examination, which comprises part of a student's final grade must be reviewed by a person chosen by the instructor or if necessary appointed by the Associate Dean.
- 30.3 The reviewer should assess the:
- (i) intelligibility of the examination;
 - (ii) fairness of the examination in terms of length and course coverage;
 - (iii) suitability of the examination to levels of understanding and knowledge demanded;
 - (iv) appropriateness of the examining technique.

I HAVE REVIEWED the examination of _____ in
(Instructor)

_____ with the terms of reference set out in mind. I BELIEVE
(Course)

the examination is satisfactory.

(Signature)

(Please Print Name)

EXCERPTS FROM THE LAW FACULTY COUNCIL **POLICY MANUAL**

MAKE - UP CLASSES

- 28.10 If circumstances dictate that a class must be cancelled, and if the event which precipitates the cancellation is known beforehand, the class should be made up prior to the cancellation taking place. If the event which precipitates the cancellation is not known beforehand, the cancelled class should be made up as soon as conveniently possible after the cancellation.
- 28.11 No make-up classes shall occur during the two weeks immediately prior to the commencement of final examinations in the first and second terms.
- 28.12 Tuesdays and Thursdays between 12:00 noon and 2:00 p.m. (when not otherwise being used for Law Faculty Council) shall be set aside for the scheduling of make-up classes and organized student activities. No other time shall be used for the scheduling of make-up classes except by majority agreement of those class members present.
- 28.13 When classes are cancelled for Careers Day or other student activities, or where classes are cancelled pursuant to a resolution of the General Faculties Council, instructors may at their discretion, hold a make-up class.
- 28.14 All courses with an enrolment of 26 students or more require a casebook or consolidation of cases and materials available.

REAPPRAISAL PROCEDURE

- 30.56 First term courses shall be reappraised at the end of the first term.
- 30.57 Second term and full session courses shall be reappraised at the end of the second term.
- 30.58 The Faculty, upon receiving notification from the Registrar of a reappraisal, shall make arrangements for the reappraisal as soon as possible after the prescribed deadline for applications has expired.
- 30.59 The Faculty Administrator in consultation with the Vice-Dean will arrange for a reappraiser for each course affected. The reappraiser appointed shall not be or include the original examiner but shall, in the opinion of the Vice-Dean or Dean, have an appropriate degree of expertise in the area of Law involved.
- 30.60 All of the examination answer booklets in the relevant course shall be made available to the reappraiser in order that a sample may be made for the purpose of verifying the standards applied.

- 30.61 The reappraiser shall consult with the original marker as to the following:
- (i) the content of the course and the degree of emphasis placed on the various parts,
 - (ii) the original marker's method of evaluation
 - (iii) the marking scheme used for the material re-appraised,
 - (iv) any other relevant matters with respect to the course and examination in general.
- 30.61.1 The reappraiser shall consider
- (i) The marks assigned by the original marker for answers given in the examination being reappraised;
 - (ii) The marks assigned by the original marker for answers given in the examinations used as a sample under s. 30.60;
 - (iii) Any comments written by the original marker on the examination being reappraised.
- 30.62 The reappraiser shall not consult the original marker with specific reference to the particular exam(s) being reappraised.
- 30.63 The Dean or Vice-Dean will insure that the consultation takes place as prescribed.
- 30.64 The rules as to anonymity which are applied to grading in the first instance shall also to the extent possible be applied to the reappraisal process.
- 30.65 The reappraiser shall determine whether the original marker made a significant error in marking of the examination being reappraised and assign the grade that the reappraiser considers appropriate for the examination being reappraised, with particular regard to the matters referred to in ss. 30.61 and 30.61.1. The reappraiser shall then return the examination being reappraised to the office of the Vice-Dean, with an indication of the grade awarded by the reappraiser.
- 30.66 In the event of a difference of opinion between the original marker and the reappraiser, as to the grade which is merited, the reappraiser and the original marker should consult with a view to resolving the difference. If the difference of opinion persists after the consultation, or if consultation is not reasonably possible, the matter shall be referred to the Dean for resolution.

INSTRUCTORS AUTHORITY

- 31.6 It is the initial responsibility of the instructor or the delegate of the Dean to determine final grades in a course. The Faculty Council through which the course is offered has the ultimate responsibility to determine examination and final grades.
- 31.7 Instructors are required to announce at the beginning of a course the manner in which the official University grading system is to be implemented in that

particular course or section, i.e., whether a particular distribution is to be used to determine grades, or whether there are absolute measures or marks which will determine them, or whether a combination of the two will be used. Instructors should refer to the University of Alberta Marking and Grading Guidelines.

GRADING STANDARDS

- 31.7 At the beginning of each academic year, the Dean shall bring the matter of grade distribution to the attention of all instructors to familiarize them with the necessity of the distribution scheme and adherence to it.
- 31.8 Instructors are to allocate grades according to the class average ranges, and then determine whether the resulting distribution fairly reflects the performance of the class.
- 31.11 A Grade Distribution form showing the distribution for the section and the class average shall be submitted to the Associate Dean by the instructor along with the Official Class List.
- 31.12 The Vice-Dean shall require an instructor who submits grades which do not comply with the suggested average to justify the deviant grades. It is an acceptable justification if the class performance was unusually good or bad. This must be established by the instructor. The onus of proving this is heavy and must be discharged to the Committee's satisfaction.
- 31.13 Section 31.13 does not preclude other justifications for deviation deemed acceptable by the Vice-Dean.
- 31.14 Where the grades submitted deviate from the suggested average and no reasonable justification for deviation has been provided, the Vice-Dean shall take such steps as may be required to make the grades fall within the suggested distribution; including submitting the papers to other instructors for reappraisal and changing the grades.
- 31.15 Law Faculty Council Marks Meeting shall consider the Grade Distribution Report and if they deem it appropriate, approve the report presented by the Vice-Dean.
- 31.16 Law Faculty Council shall have final approval of grades.
- 31.18 Where a course has 25 or less students, or examination is not the primary method of evaluation, the class average is to be between "2.3" and "3.3";
- 31.19 Where a first year course has more than 25 students and examinations are the primary means of evaluation the course average must fall between "2.7" and "3.0". In addition, the number of students receiving a failing grade "F" must not exceed five percent (5%) of the class, and the number of students receiving grades of "F, D, and D+" must not exceed fifteen percent (15%) of the class.

- 31.20 Where an upper year course has more than 25 students and examinations are the primary means of evaluation, the course average must fall between "2.9" and "3.2". In addition, the number of students receiving a failing grade "F" must not exceed five percent (5%) of the class, and the number of students receiving grades of "F, D, and D+" must not exceed 10% of the class.
- 31.21 "Primary" as used in 31.19 - 31.21 inclusive, shall mean at least 70% of the total grade.
- 31.22 When law graduate students (LLM and Postgraduate Diploma) are registered in Faculty of Law graduate and LLB courses, the graduate students shall be excluded from the class average and grade distribution requirements of LFC Policy sections 31.20 to 31.22, and the instructor shall grade graduate students enrolled in a course on the basis of Faculty of Graduate Studies and Research requirements and guidelines.
- 31.23 For classes of 5 students or less no distribution is recommended.

ANONYMOUS MARKING

- 31.24 All examinations shall be marked anonymously.
- 31.25 The Assistant Dean is responsible for ensuring that the anonymity of the students is maintained.

MARKING

- 31.26 All examinations and assignments shall be marked only by the instructor(s) or by persons expressly authorized by the Dean to mark them.
- 31.27 No instructor going on leave is allowed to take examination papers for marking unless permission has been granted by the Dean. If an instructor applies for leave before the end of a term, it will only be granted on condition that the Dean arranges for the papers to be marked in the usual way.
- 31.28 Instructors should mark and return to students with reasonable dispatch all term examinations and, provided the students submit them by the due date, all course projects, papers, essays, etc.

POSTING AND RELEASE OF GRADES

- 31.44 Unofficial course grades are available to students electronically after the approved Grade Report Form is received by the Office of the Registrar and Student Awards.
- 31.45 For the Faculties of Dentistry, Law, and Medicine grades should be posted no later than the third day of classes in the second term (for first term courses) or May 31 (for second term or full session courses).

CHANGE OF GRADE

- 31.46 After a grade has been recorded on the Registrar's Examination Return Form, no instructor shall alter a grade awarded to a student except with the permission of Law Faculty Council; subject to correction of errors in calculation arising thereafter.

PROCEDURES FOR REGISTERING COMPLAINTS ABOUT MARKING, GRADING AND RELATED ISSUES

- 31.47 Where the above marking and grading guidelines have not been followed or where students have concerns about the instructor's teaching, the student should make the concern known to the appropriate individual in the following sequence:
- 1) Instructor
 - 2) Vice-Dean
 - 3) Dean of the Faculty
- 31.48 A student needing advice on these matters should see the student advisers in the Office of the Dean of Students.
- 31.49 These procedures do not constitute a mechanism for appeals and grievances regarding the academic standing or individual grades of a student. This informal process is meant to precede and to avoid formal appeal, but does not preclude formal appeal to the Faculty Council. (For student academic standing appeals procedures see Part V.)