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Adjunct Faculty Responsibilities

- You must conduct all 13 sessions of your class
- If you cancel class, you must schedule a make-up class. Please contact the Registrar’s Office at 312-503-8464 when canceling a class and scheduling a make-up.
- Guest speakers are a wonderful tool, but you must be in the class also.
- Every class should have a syllabus – either given to students or posted online through Blackboard*.
- If you have not done so, send a course description to Jim Rockwell to be posted on the web. If you have not done so, send a course description to Megan Mason to be posted on the web and included in the current course listing.
- Communicate clearly and consistently with your students:
  - Class expectations
  - Exam format
  - Grading criteria
2009-2001 Academic Calendar

FALL 2009

August
31 Fall semester classes begin

September
22 Fall quarter classes being

November
26 - 27 Thanksgiving Holiday, No classes

December
2 Fall semester classes end
5 - 17 Fall semester exams

SPRING 2010

January
4 Spring semester and quarter classes begin
18 Martin Luther King Jr. Day - No classes

March
13 Spring break begins (ITP travel)
29 Spring semester classes resume

April
19 Spring classes end
26 - 30 Spring Semester exams

May
10 - 14 Convocation Week
14 Law School Convocation
Standards for Business Conduct

Northwestern University has a strong commitment to ethics and compliance. The University's "Standards for Business Conduct" provides a framework for administering University resources and establishes guidelines for acceptable standards of behavior. It can be found at:

http://www.northwestern.edu/auditing/how/standards.pdf

Ethics and Compliance

A Northwestern website provides links to various offices where advice on acceptable conduct can be obtained and infractions can be reported. That site is:
http://www.northwestern.edu/ethics/

In addition to these resources, Northwestern has selected an external agency, EthicsPoint, to provide members of the community with a simple way to report activities that may involve misconduct or violations of University policy. Reports may be filed by dialing 866 294 3545 or by filing an online report at:


This service is not a substitute for, nor does it supersede, other methods or protocols already in place at Northwestern for reporting suspected problems or complaints. Instead, the EthicsPoint system provides an additional means of reporting such issues. Any suspected problems or complaints reported via EthicsPoint will be reviewed in accordance with current University procedures, including those described in the Faculty, Staff, or Student Handbooks. Northwestern policy prohibits the taking of retaliatory action against anyone for reporting or inquiring about potential breaches of University policy or for seeking guidance on how to handle suspected breaches.

Honor Code Overview

A copy of the Honor Code of the Students of Northwestern University School of has been provided in the Handbook. It is recommended you review the enclosed honor code policy with your students. The Honor Code is an included article in the Law School’s Rules and Regulations which can be found:

http://www.law.northwestern.edu/studentaffairs/private/rules-regs/
Copyright Clearance Procedures

1. Faculty member determines material to be reproduced for course packs and provides the information to their appropriate Faculty Assistant.

2. Faculty Assistant obtains course information from Registrar’s Office. This information has been requested by the right holders in order to know the dates and purpose of usage.
   a. Course number
   b. Course description
   c. Instructor
   d. Semester

3. Faculty Assistant completes Course Pack/Copyright Request Form, which must include the following information for each item requested for reproduction.
   a. Title
   b. Author
   c. Source
   d. Year of publication
   e. Pages requested (___ to ___)
   f. ISBN/ISSN number

4. Faculty Assistant completes a Copy Center job ticket.

5. Faculty Assistant attaches both the job ticket and Course Pack/Copyright Request Forms to the course pack and submits them to the Copy Center.

6. After receiving the job, Copy Center contacts the Copyright Clearance Center, Inc., (CCC) via fax or online to begin the permissions process. CCC will respond back to the Copy Center in the same manner in which the request was made. All the information on the Course Pack/Copyright Request Form will be submitted to CCC. The timeframe for permissions granted depends upon how fast the publisher or copyright holder grants the information. Response time can vary from instantly to up to several weeks.

7. Copy Center will hold the job until permissions has been granted from CCC.

8. Once permissions are granted, Copy Center will call Faculty Assistant with the information that is made available by CCC.
9. Faculty member determines which material requested will be used to include in the course pack based on information obtained from CCC.

10. Faculty Assistant notifies Copy Center by checking off the appropriate boxes on the Course Pack/Copyright Request Form authorizing reproduction of material.

11. Copy Center duplicates packs for distribution to students.

12. Copy Center determines cost of packs based on number of pages and information obtained from CCC.

13. Copy Center sells course packs to students.

14. Copy Center will devise a system in order to monitor items actually used for CCC tracking and royalty fees (system not currently in place).

15. Royalty fees are paid to CCC.
Course Pack Duplication Policy

The Law School recognizes the importance of and follows the applicable copyright laws of the United States including the right of faculty to make “fair use” of copyrighted materials for all educational purposes, including use in course packs.

Faculty wishing to have materials duplicated by the Law School Copy Center for use in courses must adhere to the Course Pack Duplication Policy. Because of the difficulty sometimes encountered in identifying and obtaining permission for the copyright holder, faculty must deliver to the Copy Center copyrighted material as soon as possible.

To avoid potential liability for copyright infringement in the duplication and distribution of faculty-prepared course packs, the Law School has adopted the following policy which will be revised as necessary.

1. All Law School course packs must be duplicated by the Copy Center. Since in some instances, this process could take a few weeks, please submit your course packs to the Copy Center as soon as possible.

2. All requests to duplicate course packs must be submitted on the Course Pack/Copyright Request Form and all materials to be duplicated, whether copyrighted or not, must be listed on the form. Please note: Title, Author, Publisher, Year, ISBN/ISSN numbers and Page Numbers are required. Incomplete or inaccurate information may delay processing.

3. The following items are not copyrighted and clearance is therefore unnecessary:
   - Items which were authored more than 95 years ago.
   - Items which are publications of the federal government. This includes:
     - Official statutes
     - Reports of cases (not including West editorial matters such as headnotes)
     - Agency reports
     - Legislative materials
   - Items in which the author explicitly disclaims copyright.

4. For certain types of materials, Abby McCullough, Faculty Coordinator will determine whether the Law School has blanket permission to use specific items in course packs (the Law School is seeking limited blanket permissions to use selected materials from LEXIS and Westlaw as well as selected materials from West Group reporters and statutory publications).

   Additionally, many Law Reviews have explicitly provided that royalties will not be charged for copies made for classroom use that will be sold to students at cost. Those policies are generally stated in the informational section of the Law Review’s table of contents.
5. For copyrighted materials for which the Law School does not have blanket permission to duplicate, Abby McCullough, Faculty Coordinator will review the materials to determine whether they fall within the fair use exemption (17 U.S.C. §107) using the following general guidelines:

- A single article from an issue of a journal or periodical may be duplicated without seeking permission.
- Several charts, graphs, illustrations and other similarly small parts of a work may be duplicated without seeking permission.
- Notwithstanding the above guidelines, the same copyrighted material may not be used in the same course more than one semester without obtaining permission.

6. The Copy Center will seek permission to use copyrighted materials that do not meet these guidelines. Once copyright permission is cleared and royalty fee notification is made to the faculty member requesting duplication, approval for material duplication may begin. All royalty payments required by copyright holders are included in the cost of the duplicated course packs. Because of the copyright requirements, the cost of course packs can be substantially higher. Therefore, you may want to avoid using color copies or bound (spiral) finishing as these additional charges are passed on to the students. The Copy Center prints all course packs on 3-hole punched paper, double sided.

7. All copyrighted materials reproduced in course packs will include the appropriate copyright notices, citations and attributions to their sources.

8. Many faculty members have found it useful to use Blackboard course management software available to all faculty teaching in the law school, to distribute class readings. (Blackboard sites are automatically created for each class taught at the law school). Faculty wishing to provide links to any of the materials available to the students in the Westlaw, LEXIS, Hein Online, and JSTOR databases (to name only a few) can do so under the terms of the library’s license with the providers and bypass the copyright permissions process (because the students access the materials directly). If you would like to know more about how Blackboard can be used to distribute course readings or would like instruction on how to construct links to Westlaw, LEXIS, Hein Online, JSTOR, and other library-licensed information resources, please contact Julie Phelan, Webmaster, at 3-0607, email - (j-phelan@law.northwestern.edu) or Jim McMasters, Research and Instructional Services Librarian, at 3-8449, email - (j-mcmasters@law.northwestern.edu). Online information is available at http://www.law.northwestern.edu/infosys/web/blackboard/courselinks.htm.

9. This and additional information can be obtained from the copyright section of our website at www.law.northwestern.edu/depts/adserv/support/index.htm
Course Packets and Textbooks

- Course materials and copyright clearance requests may be directed to Aggie Collins (312-503-8502) in University Services (Medical School’s Searle Building, LL B-407).

- Send all course materials to University Services along with the Course Packet/Copyright Request Form, which can be located at: (http://www.law.northwestern.edu/adserv/support/CoursePktCopyrightRequest.doc). Indicate on the form that you are an adjunct professor.

- Because some materials available electronically may already be licensed by the Law School, please contact Jim McMasters (312-503-8449) regarding specifics.

- Copyright permissions can take a few days to several weeks to obtain clearance on certain materials. Once completed, Aggie will copy and produce the materials.

- Course materials linked directly to Blackboard, Westlaw or Lexis-Nexis do not need clearance.

- Textbook orders should be emailed to SM776@bncollege.com
Grading Policy, Exams, Curve

Authorized Grades
Beginning fall semester 2000, all course work at Northwestern University School of Law will be graded on a 4.33 grading scale. The authorized letter grades and their assigned numerical values are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Authorized grade entries also include:

- W - Withdrawal
- CR - Credit
- NC - No credit
- I - Incomplete (Exam not yet taken or research paper not yet submitted)
- IP - In progress (Grade not yet received. Delay approved by faculty and Dean of Students)

Exam Process

- Students take self-scheduled exams.

- Seminars will require a paper for students to earn 2 credits.
  - Students can earn 3 credits by submitting two drafts of the paper.
  - Students may also ask to do a third draft
    - This will go toward their graduation requirement and will not earn them another credit.
**Mandatory Curve Policy**
A mandatory curve is applied to all courses with more than 40 students enrolled. A professor in such a course must distribute the grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Maximum %</th>
<th>Minimum %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>A</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>A-</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>B+</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>B</td>
<td>35</td>
<td>20</td>
</tr>
<tr>
<td>B-</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>C+</td>
<td>7.5</td>
<td>0</td>
</tr>
<tr>
<td>C</td>
<td>7.5</td>
<td>0</td>
</tr>
<tr>
<td>D/F</td>
<td>7</td>
<td>0</td>
</tr>
</tbody>
</table>

Note that compliance includes both the high and low range.
Campus Maps
Various Chicago and Evanston campus maps are available on the Northwestern website at http://www.northwestern.edu/campus/maps.html.

A map of the Chicago campus is also included in the Supplemental Materials section of the Handbook.

Intercampus Shuttle
University Services provides a shuttle that runs from early morning into late evening between the Chicago and Evanston campuses Monday through Friday (except for University holidays). The shuttle schedule and pick up/drop off locations are listed at http://www.univsvcs.northwestern.edu/shuttles/inter.htm

There is no charge for the shuttle service; anyone with a WildCARD (including spouses/partners) can use it. Travel time between campuses varies upon time of day. Please present your WildCARD when boarding the shuttle. Contact University Services at (312) 503-8129 with any questions or for further information.

Other Chicago Shuttle Bus Services
The Northwestern Campus train shuttle runs in the morning and afternoon between Northwestern Memorial Hospital, Union Station, the Ogilvie Transportation Center (widely known as the Northwestern station) and the LaSalle and Randolph train stations. The shuttles run approximately every 10 to 15 minutes, but delays may be caused by heavy traffic or special events which often take place on Friday afternoon. The shuttle costs $11 for ten rides or $35 for a monthly pass. Tickets may be purchased from any Northwestern Memorial Hospital cashier or in the University Services Office at Abbott Hall, Room 100.

More information is available at http://www.univsvcs.northwestern.edu/shuttles/train.htm.
WildCARD

One of your first steps as you settle into the Northwestern community should be obtaining a Northwestern WildCARD. This campus ID card can be used to gain entrance to University facilities and events. You can also use it to make purchases from on-campus vending machines, at the University Bookstore and other on- and off-campus locations.
More important, the WildCARD is generally needed to:
• establish an email account
• check out library materials
• gain access to Chicago campus parking lots/garages
• ride the intercampus shuttle
• gain admittance to the Evanston library during restricted hours
• cash checks at the Bursar or in Norris University Center
• enter the Henry Crown Sports Pavilion and Norris Aquatics Center
• use the Academic Technologies computer labs
• purchase tickets for music and theater performances at discounted rates
• obtain discounts from local merchants (WildCARD Advantage Program)

How to Obtain a WildCARD

Before you obtain a WildCARD, you must have a record established in the Human Resources Information System (HRIS—the payroll system). To be entered into HRIS, you must complete the following documents: 1) a Personal Data Form with your demographic information; 2) the Federal and State Withholding Allowance Forms – W4s; and 3) the Employment Eligibility Form (I9). In addition, your department must have completed a Position/Appointment Form and submitted the payroll forms to the Payroll Department. This information is reviewed by Payroll and entered into the HRIS system. Please allow anywhere from 48 to 72 hours before visiting a WildCARD office to ensure your information is in the WildCard system. Until these steps have been completed, the WildCARD Office cannot issue a WildCARD.

Once your HRIS record is established, you may obtain a WildCARD at the WildCARD office located in Abbott Hall, Room 100 on the Chicago Campus. For a current schedule of hours, call the Chicago WildCARD office at (312) 503-0548.
Faculty-Staff Assistance Program

From time to time individuals experience personal problems that can become overwhelming. These problems can include:

- Family problems
- Concerns about children or aging parents
- Financial or legal issues
- Depression
- Struggles with an addiction or everyday stress

This service is designed to offer confidential and professional help without charge for faculty, staff, and members of their families who need assistance with personal problems. Confidential evaluation, counseling and referral services are provided at no cost to faculty or staff or their family members. The provider of these services is *PERSPECTIVES, Ltd.*

**Important Features**

A Northwestern University benefit for all faculty and staff and their family members

- Voluntary
- Confidential
- Assessment, Referral and Short-term Counseling
- Supervisory and Management Training Sessions
- Faculty and Staff Orientations - including sessions for new faculty and staff
- Management and Supervisory Consultation
- Critical Incident Intervention with departments
- Wellness Seminars

**The Faculty and Staff Assistance Program deals with two types of referrals**

Self-referrals: These occur on the initiative of the faculty or staff member or family member experiencing a personal or family problem. This problem may or may not be affecting an individual's job performance in any way. Therefore, it is completely CONFIDENTIAL between the individual and the Perspectives Counselor. No feedback is given to the University.

Supervisory Referrals: These occur when a supervisor or manager refers a faculty or staff member to the Faculty and Staff Assistance Program in situations where job performance problems may be affected by personal problems.
Supervisory and Management Consultation: Consultation is available for supervisors or managers. In this situation, the Perspectives Counselor will guide the supervisor or manager step by step through the referral process.

For additional information or for an appointment

PERSPECTIVES, Ltd.
630-932-8008 or
800-456-6327

Office locations:

- Evanston and Chicago campuses
- Metropolitan Chicagoland area
- Northwestern Indiana

In the case of an emergency, counselors are available at the above phone numbers 24 hours a day.

http://www.northwestern.edu/hr/benefits/plans/fsap/index.html
Audio-Visual

All classrooms are equipped with a chalkboard or whiteboard and a helpline phone. Dial ext. 3-7001 from any helpline phone or dial 312-503-7001 from any other type of phone for assistance. Assistance is available M-TH 7:30am – 6:30pm and Friday 7:30am-5pm.

- Please call the phone number listed above 24 hours in advance of your class for AV setup in any of the following rooms.

- The following rooms are equipped with a computer, an LCD projector, VHS and DVD:
  - Rubloff 140, 105 and 339
  - Levy Mayer 204 (Booth Hall) and 317
  - McCormick 195 (Strawn Hall)

- The following rooms are equipped with a projector, screen, VHS and DVD but no computer:
  - Rubloff 175 and 180
  - McCormick 175, 185, 375 and 381

- For more information on classroom equipment and/or to reserve equipment for your class, please contact your faculty assistant, Jane Brock, at 3-8544 or janebrock@law.northwestern.edu

Information Technology, Technical Support

By building and maintaining a strong technological infrastructure, the Northwestern Law Information Technology Department sets a standard among Law Schools in quality service. The department provides responsive, service-oriented technology to support the Northwestern Law community and aid in the delivery of scholarship and learning through the use of technology.

- For general IT questions and concerns, please e-mail law-admins@law.northwestern.edu

- McCormick B71- 312-503-7000 (on campus dial 3-7000)

- Office Hours- Monday-Friday 8:30am-5:00pm

- After hours, call the Evanston IT office at (847) 461-HELP.
BUILDING ACCESS

For safety reasons, all Law School building entrances are locked according to the following schedule:

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Access Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubloff</td>
<td>375 East Chicago</td>
<td>Seven days/week locked at 10:00pm</td>
</tr>
<tr>
<td>McCormick</td>
<td>350 East Superior</td>
<td>Mon-Fri locked at 7:00pm Sat-Sun locked all day</td>
</tr>
<tr>
<td>Levy Mayer</td>
<td>357 East Chicago</td>
<td>Mon-Fri locked at 7:00pm Sat-Sun locked all day</td>
</tr>
</tbody>
</table>

Law School policies regarding building access:

1. A WILDCARD will work in the Rubloff and McCormick entrance readers for 24-hour access.
2. The Superior Street reader is located on the outside, middle-left door of the McCormick Hall entrance doors. Once the WILDCARD is touched to the reader, a buzz will sound for 5 seconds. At this time the middle-right door can be opened.
3. The Chicago Avenue reader is located on the post outside the doors of the Rubloff building. Touch your WILDACRD to the reader and proceed when you see a green light on the reader. For the Rubloff entrance, put your WildCard near the reader, wait for the light to turn green, and then push the handicap accessible button for the door to open.
4. Staff should not lend their WILDCARD to another party for access.
5. Doors may not be propped open. Propping open doors compromises your safety and the safety of the Law School community.

These policies have been designed for your safety. Please help us by following them.

Questions should be directed to Administrative Services, Levy Mayer Mezzanine 88, or 3-8463.

Thank you!
General Law School information: http://www.law.northwestern.edu

The full telephone extension should be used when dialing from off campus (312-503-xxxx)

**Academic Affairs: Curriculum**
3-8460 (Jim Lupo, Associate Dean)

**Academic Affairs Support 3-1188**  
(Abby McCullough, Faculty Coordinator)  
Troubleshooting with existing NetIDs & Wildcards, parking, office assignments,

**Administrative Services and Finance** (Levy Mayer Mezzanine)  
3-8463 (Rita Winters, Associate Dean)  
Facility, Faculty Secretaries, Finance/Budget, Training, Keys, Building & Library Access

**Admissions and Financial Aid** (Rubloff 160)  
3-8465 (Donald Rebstock, Associate Dean)  
Admissions, Advertising, Applications, Applicant Interviews, Campus Tours, Financial Aid, Directions

**Bluhm Legal Clinic** (McCormick 375)  
3-8576 (Thomas Geraghty, Associate Dean and Director)  
Coordination of live client and simulation case representation by students to enhance skills.

**Bookstore** (Abbott, 1st floor)  
3-8486  
Textbooks, stationery, greeting cards, NU merchandise

**Career Strategy and Advancement, Center for** (Levy Mayer 124)  
3-8438 (William Chamberlain, Associate Dean and Director)  
Coordination of clerkships and graduates into full-time employment

**Development & Alumni Relations** (Levy Mayer 4th floor)  
3-7609 (Jaci Thiede, Associate Dean)

**Firm and Corporate Relations** (Rubloff 5th floor)  
3-8457 (Erin Veazey, Director)  
Firm and corporation sponsorship of Law School events

**Professional Education** (Rubloff 5th floor)  
3-0192 (Juliann Cecchi, Director)  
Coordination of non-degree programs providing CLE and executive education seminars

**Information Technology/Services** (McCormick Basement 71)  
3-7000 (Lois Remeikis, Associate Dean)  
AV equipment & requests, Software installation, upgrades, network administration, web management, student notebook program, training
Pritzker Legal Research Center (Law Library)
3-8450 Reference Desk
3-8451 Circulation Desk

Registrar’s Office (Levy Mayer 105)
3-8464 (Jim Rockwell, Registrar)
Course registration, room scheduling, exam schedule/procedure, academic calendar, grading

Student Affairs (McCormick 166)
3-0785 (Cliff Zimmerman, Associate Dean)
Student academic status and counseling, student activities and organizations, orientation and graduation

University Police/Security
3-8314 Information and Service
456 Emergency (on-campus)
COPYRIGHT PERMISSION REQUEST

Permission is requested to use the following material in a course pack identified below:

Book (chapter)/ journal (article)/
Excerpt/ magazine (article)/
Table/ chart/ other material:

Volume or Edition:

Author or Editor:

Publisher:

Date of Publication:

Pages to be photocopied:

For Course Title and Number:

Professor:

Start of term: Number of Photocopies Required:

Contact Name:

Phone: Fax: E-mail: @law.northwestern.edu

Please check the appropriate response and fax to contact person above.

____ 1. The Northwestern University School of Law has my permission to reproduce without charge copies of the listed materials to be distributed for classroom use.

____ 2. Repeat permission. These copies may also be used in future years.

____ 3. Permission is granted to reproduce ____ copies for classroom use. Fee: _____ per copy.

____ 4. Permission is not granted to reproduce copies.

____ 5. We would prefer to supply reprints at a cost of $______.

Signature: ___________________________ Date: ___________________

Printed Name: ______________________ Publisher: ___________________
Northwestern University
Course Management System

Faculty Tutorial: What is Northwestern’s Course Management System?

What is a course site?
Every course taught at NU has a secure course website accessible only to professors and their students. The course website allows instructors to make their course materials—including documents, presentations, sound and video clips—available to their students on the World Wide Web. Most importantly, instructors are able to create and manage their course sites without having to learn HTML or other programming languages. All course sites are accessible through Northwestern’s Blackboard-based Course Management System.

How do I use the Course Management System?
To activate your course site, you will need:

- Your Northwestern NetID
  - Your Northwestern University Network Identifier (NetID) and password identify you to the NU network and allow you to access a variety of resources and services such as NU calendar, NU email, library resources, IT lab printing, Blackboard and CAESAR.
  - All students, faculty and staff are automatically assigned a NetID. To find out yours, please contact the Information Technologies Help Desk at 847-491-HELP

- Your Northwestern password
  - This is a password that you use in conjunction with your NetID to access secure online resources from Northwestern.
  - If you do not know or have forgotten your Northwestern password, please contact either the Information Technologies Information Center on the Evanston campus (Kresge Hall Room 57, phone number 847-491-4357) or the

Once you have this information,

1. Go to https://courses.northwestern.edu
2. Log in using your NetID and password
3. Click on the Courses tab at the top of the screen
4. On this page, you should a list of all of the courses you are teaching. Next to the names of your new course sites, you should see text reading “[unavailable].” This indicates that your students do not yet have access to this course site.

To make your course site available to your students,

1. Log in to https://courses.northwestern.edu
2. In the courses box, click on the name of the course site you wish to make available
3. Click control panel
4. Click Settings in the Course Options area
5. Click Course Availability
6. Click the radio button left of Yes and click Submit

For more information or to sign up for a tutorial, please see the Course Management System help & support site located at http://course-management.northwestern.edu.

Support personnel can also be reached by email at course-management@northwestern.edu or telephone at (847) 491-4044

Abbott Hall Convenience Center on the Chicago campus (Abbott Hall, suite 600, phone number 312-503-3682).
NORTHWESTERN UNIVERSITY'S POLICY ON SEXUAL HARASSMENT

It is the policy of Northwestern University that no male or female member of the Northwestern community - students, faculty, administrators, or staff - may sexually harass any other member of the community. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when any of the following occurs:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense is an intimidating, hostile, or offensive employment, educational, or living environment.

Some examples of sexual harassment may include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, patting, or hugging
- Pressure for or forced sexual activity
- Unnecessary and unwelcome references to various parts of the body
- Belittling remarks about a person's gender or sexual orientation
- Inappropriate sexual innuendoes or humor
- Obscene gestures
- Offensive sexual graffiti, pictures, or posters
- E-mail and Internet use that violates this policy

ADDITIONAL GUIDANCE

Investigation and Confidentiality

All reports describing conduct that is inconsistent with Northwestern’s Sexual Harassment policy will be promptly and thoroughly investigated. All parties involved in the investigation are expected to cooperate in a truthful manner with the investigation process. Please refer to the Complaint Resolution Guidelines for additional information regarding the investigation process.

The University cannot promise complete confidentiality in its handling of harassment complaints. Northwestern makes every reasonable effort to handle inquiries, complaints, and related proceedings in a manner that protects the confidentiality of all parties. Each situation is resolved as discreetly as possible, with information shared only with those who need to know in order to investigate and resolve the matter. In certain circumstances, the University may be able to address harassment concerns and stop problematic behavior without revealing to the alleged harasser the identity of the person who complained. However, this is not possible in every matter, as some situations require the disclosure of the complainant’s identity in order to fully investigate the matter and/or to enable the accused harasser to fully respond to the allegations against him or her.
In its investigation, the University will be sensitive to the feelings and situation of the alleged victim and/or reporter of sexual harassment. Nonetheless, the University has a compelling interest to address all allegations of sexual harassment brought to its attention. Northwestern reserves the right to take appropriate action in such circumstances, even in cases when the complainant is reluctant to proceed.

Confidential counselors are available to discuss harassment issues on a confidential basis. Because of the confidential nature of the counselor/complainant relationship, seeking advice from a confidential counselor does not constitute reporting an incident of harassment. To find a confidential counselor, visit: http://www.northwestern.edu/sexual-harassment/counselors/index.html

Retaliation
Northwestern prohibits retaliation against anyone for inquiring about suspected breaches of University policy, registering a complaint pursuant to its policies, assisting another person in making a complaint, or participating in an investigation under its policies. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to one of the individuals listed under “Where to Get Advice and Help.” http://www.northwestern.edu/sexual-harassment/help/index.html

Resolution
If a complaint of sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the University, consistent with University procedure. Please refer to the Complaint Resolution Guidelines for additional information. http://www.northwestern.edu/sexual-harassment/guidelines/index.html

Your Responsibilities
All members of the University community are responsible for creating a working, learning and living environment that is free of discrimination and harassment, including sexual harassment. It is important to contact one of the individuals listed under “Where to Get Advice and Help,” if any of the following occurs:

- You believe you have been subjected to conduct that may violate this policy;
- You believe you have been retaliated against in violation of this policy; or
- You hold a supervisory, management or teaching position, and have been told about or witnessed conduct that you think may violate this policy.

Vendors, Contractors and Third Parties
The University's policies on discrimination and harassment, including sexual harassment, apply to the conduct of vendors, contractors and third parties. If a member of the University community believes that he or she has been subjected to conduct by a vendor, contractor or third party that violates this policy, the community member should contact one of the individuals listed under “Where to Get Advice and Help.” The University will respond as appropriate, given the nature of its relationship to the vendor, contractor or third party.

Academic Freedom
Northwestern University is committed to the principles of free inquiry and free expression – to providing an environment that encourages the exploration and exchange of ideas. The University's
discrimination and harassment policies are not intended to stifle this freedom, nor will they be permitted to do so. Prohibited discrimination and harassment, however, are neither legally protected expression nor the proper exercise of academic freedom; and such conduct is incompatible with the values of University.

If you are discriminated against or harassed . . .

- Know that discrimination, harassment, and sexual harassment are against University policy and may be against the law.
- Get help by contacting one of the resource people listed in “Where To Get Advice And Help.”
- Review the Sexual Harassment Policy and Additional Resources to learn more about sexual harassment.
- Don't blame yourself.
- Keep a written, dated record of events.
- Don't delay.

If you think you may have offended or harassed someone . . .

- Change your behavior.
- Apologize as soon as possible.
- Get advice from one of the resource people listed in "Where to Get Advice and Help."
- Educate yourself about the University’s policies and about sexual harassment.
- Don’t assume others will tell you when they feel offended or harassed by what you say or do.
- Examine how others respond to what you say and do.
- Consider how your behavior affects others’ self-esteem or attitudes toward their work or education.

If you are a manager, administrator, or faculty member . . .

- Contact the Sexual Harassment Prevention Office as soon as possible if a member of the University community comes to you with a harassment-related concern
- Familiarize yourself with the University’s Sexual Harassment Policy
- Consider enrolling in a sexual harassment seminar or training program
- Model appropriate behavior at all times
- See “Additional Resources” and “Special Guidance for Managers, Administrators, and Individuals in Teaching Positions” for additional guidance on preventing and addressing harassment.
Where to Get Advice and Help

For Inquiries Relating to Sexual Harassment:
University Sexual Harassment Prevention Office
Rebecca Crown Center
Room 2-636 (East Tower)
633 Clark Street
Evanston Campus
(847) 491-3745
sexual-harassment@northwestern.edu

For Inquiries Relating to Student-to-Student Harassment or Misconduct:
Mary Desler
Associate Vice President for Student Affairs and Dean of Students
Scott Hall, Room 36
601 University Place
Evanston Campus
(847) 491-8430
m-desler@northwestern.edu

For Inquiries Relating to Non-Sex-Based Discrimination or Harassment:
Pamela Pirtle
Director, Office of Equal Employment Opportunity, Affirmative Action, and Disability Services
720 University Place
Evanston Campus
(847) 491-7458
p-pirtle@northwestern.edu

Discrimination and Harassment Prevention Advisers
In addition to these resources, each school or unit of the University has advisers on the faculty and staff who have been trained to receive complaints and to answer questions about the University’s Discrimination, Harassment, and Sexual Harassment policies. The Advisers on the list are available for all Northwestern students, faculty, and staff. You do not need to select an Adviser from your particular school or department. If the individual you are trying to reach is unavailable, please contact the Sexual Harassment Prevention Office or select another Adviser from the list. To find an adviser, visit http://www.northwestern.edu/sexual-harassment/advisers/index.html

Confidential Counselors
If you wish to speak with someone who is legally privileged to keep communications confidential, you may contact a confidential counselor. After consulting with a confidential counselor, you may decide to take no further action; such a decision is completely within your discretion. Because of the confidential nature of the counselor/complainant relationship, seeking advice from a confidential counselor does not constitute reporting an incident. To find a confidential counselor, visit http://www.northwestern.edu/sexual-harassment/counselors/index.html
EthicsPoint

Northwestern has selected EthicsPoint to provide you with a simple way to report activities that may involve misconduct or violations of University policy. You may file a report here (https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7325) or by dialing 866-294-3545. This service is not a substitute for, nor does it supersede, any existing reporting methods or protocols already in place at Northwestern for reporting suspected problems or complaints. Instead, the EthicsPoint system provides an additional means of reporting such issues. Any suspected problems or complaints reported via EthicsPoint will be reviewed in accordance with current University procedures, including those described in the Faculty, Staff, and Student Handbooks.