

TO: Spring 2016 Adjuncts
FROM: Bridget Klink
DATE: November 16, 2015
RE: Administrative Issues, Spring 2016

Welcome! My name is Bridget Klink. I am the adjunct faculty support contact person at Loyola Law School. This memo will provide you with some basic information pertaining to your teaching at Loyola. Please keep a copy of this memo for future reference.

A good place to start would be the [Adjunct Information](#) page on our web site. If you don't have a password, start at the top with IDM section and work your way down – you'll be able to sign into your LLS email.

For your convenience the following documents are most helpful:

- [Spring 2016 Critical Dates/Academic Calendar](#) (click on link in email)
- LLS Telephone Extensions List (attached)
- [Campus Map](#) (click on link in email)

Spring Semester Deadlines:

For those of you who haven't turned in your textbook orders yet, please get in contact with Nick Hagen soon. And if you recommend any additional materials, please let him know by email (hagenn@lls.edu) or phone: 213-736-1032.

Supplement course materials for copying (any packets over 50 pages) to Graphics by: **Friday, December 4, 2015**. All requests should be sent to graphics@lls.edu.

First assignment, initial syllabi due to Bridget by: **Tuesday, December 15, 2015**

Fall classes begin: **Monday, January 11, 2016**

Faculty Support

As your faculty support contact person, my main responsibility is to direct you to the appropriate person or department for assistance. However, I am available to assist you with:

1. Posting information to your TWEN course web pages;
2. Communicating with your students by email via TWEN;
3. Pointing you in the right direction with any inquiry you may have; and

4. Accepting your camera ready final exams and forwarding to the Office of the Registrar (OTR)

Unfortunately, I cannot provide regular secretarial support for adjunct faculty members. I am a member of Faculty Support Services (Burns, 3d floor); however, my office is located in Founders Hall, 2d floor, room 248. My telephone number is 213-736-1407, and my email address is bridget.klink@lls.edu. Do not hesitate to contact me.

Course Web Pages

It is an institutional practice for professors to post their first reading assignments and initial syllabi on their course web page before classes start. First reading assignments typically identify the required texts and list the assignment for the first week.

Your Spring 2016 Course web page on TWEN will be created by December 18, 2015. The law school uses the TWEN system from Thomson-West for course web page delivery. We recommend the posting of all materials distributed to students throughout the semester so that students have easy access to them.

Although you may already have a Westlaw password/account through your own private practice or employer, an LLS password is necessary to access your TWEN course web page. Let me know when you've registered in TWEN so I can allow you access to your course TWEN page(s) so you can update the web page yourself should you wish to do so.

You may contact our Thomson-West representative, Melissa Hagar, for more information about how to use these features. Melissa can be reached at melissa.hagar@thomsonreuters.com. General questions regarding TWEN should be directed to the staff of Thomson-West. They are available 24/7 at 1-800-850-WEST or west.support@thomson.com.

Reserve materials

If there are materials that you want students to have access to, but which you do not want to reproduce, you may place these materials on reserve at the library for the semester. Students will then be able to check these materials out for specified periods of time. Contact the Circulation Desk at 213-736-1117 or circdesk@lls.edu for reserve materials assistance or david.burch@lls.edu/213-736-1115, the library adjunct liaison.

Reproduction of Course Materials

If you have course materials that need reproducing these should be submitted *directly* to the Graphics Department. Please email ALL requests to graphics@lls.edu.

All course materials must be received pre-edited, paginated and ready for reproduction. The Graphics Department is located in the basement of Founders Hall. Here are some additional details:

- Deadline for submission of materials over 50 pages to Graphics: Spring '16 – **December 4, 2015**
- Hours of operation: M-Th 9:00am – 6:00pm, Fridays 9:00 – 4:00pm
- Telephone: 213-736-1012
- Contact person: [Lawrence Heinen](#) - Manager
- Format: all course materials must be camera-ready.
- Course supplements will be available to students for pick up in the Graphics Department located in the basement of Founders Hall. **You can also place it directly on your TWEN course web page for students to download and/or print themselves if needed.**

Adjunct Faculty Office

An office, located in Burns 234, is available for you to use and meet with your students on a first come, first serve reservation basis. It is located on the 2nd floor of the Burns building. Call ISS at 213-736-1001 to reserve it.

In addition, you have the use of the library faculty room 201 (R201). It is located on the 2d floor of our library. You can gain access to it by using your LLS I.D. card. There is no reason to reserve time to use this office since there are 4 workstations for your use. You may ask at the Circulation Desk for directions to this office. Since the faculty library office is for faculty only, you need to reserve one of the smaller library study rooms to meet with your students or reserve B234 for your meetings.

Meeting Room/Classroom Reservations

The Event/Meeting Room Request Form is available on the Information Support Services (ISS) site [here](#). Again, if you'd like to reserve one of the smaller study rooms, they too are available to reserve online from our library [here](#).

The form should be completed and submitted to reserve classrooms/conference rooms on campus for make-up classes or student/faculty meetings. You may also contact the ISS staff for assistance at 213-736-7440.

Guest Parking – for Adjunct Faculty Guests

When you have guest(s), ask them to take a ticket when they pull into the parking structure. They will have to get that ticket validated at the Info Center – 1st floor of the Burns (yellow) bldg. (Info Ctr. is clearly marked on surrounding glass.) Guest(s) will sign a log with adjunct's name, their own name & class they are visiting. Keep in mind that the Info Ctr. closes at 6:30 pm M-Th. If guest(s) don't

get their ticket validated in time, they will have to use intercom upon exiting the structure. At that point, guest(s) will relay the same info mentioned above—that is, adjunct name, their own name & class name.

Other Assistance

If you have any other questions or concerns or need further assistance please contact me at 213-736-1407. Thank you for your time and I look forward to working with you.

Key Contact People

Registrar: Wesley Holland – (213) 736-1013 – wesley.holland@lls.edu

Assistant Registrar: Jerome Thompson – (213) 736-1016 – jerome.thompson@lls.edu

Faculty Support: Bridget Klink – (213) 736-1407 – bridget.klink@lls.edu

Faculty Support Exec. Dir: Pam Buckles – (213) 736-1076 – pam.buckles@lls.edu

Dean's Office: Byllie Richardson – (213) 736-1038 – byllie.richardson@lls.edu

Dean of Academics: Brietta Clark: (213) 736-1494 – brietta.clark@lls.edu

Instructional Media: Stuart Miller/Arnold Diaz – (213) 736-1111; (Audio taping)
Instructional-technology.dpt@mailman.lls.edu

LLS Information Technology Help Desk (ITD) - (213) 736-1097 - helpdesk@lls.edu

Graphics: (213) 736-1012 – graphics@lls.edu

Library Liaison: David Burch – (213) 736-1115 – david.burch@lls.edu

Bookstore Mgr: Nick Hagen - (213) 736-1032 – hagenn@lls.edu

Bridget A. Klink

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