

Updated: 3/4/2022

## Model Syllabus Template

This is Maine Law's model syllabus template. It should be used in all classes and adapted for each class. See the ABA Managing Director's Guidance Memo dated May 2016, p. 2. The **blue** text provides notes of guidance for you (which should be deleted when you finish using the template; *including this note to you!*). The **red** text is language that you will fill-in or change based on your own information. The **black** text should remain as is in your final syllabus.

---

### Course Number – Course Title Semester, Year

#### Instructor Information

Instructor: **name**  
Email: **email** [maine.edu email]  
Office:  
Phone: **home or cell phone**  
Office Hours: **office hours** [some professors say "after class or by appointment"]

#### Course Information

Meetings: **time/day**  
Location:  
Credit Hours: **Enter number of credit hours here**

#### Textbook/Course Materials

**List required texts and materials here (e.g. textbooks, readings, clickers, etc.).**

#### Course Management System

**Add reference to course management system (Brightspace) and any details regarding use of the system to support your course (e.g., checking for relevant news, assignments or updates).**  
Please note that students are not guaranteed access to any Brightspace course page after the end of the grade contesting period for the course.

#### Course Description

**Add course description here.**

#### Course Goals & Learning Objectives

[Consider this table of goals and objectives in your syllabus. In thinking about this, it may be helpful to consider your answers to the Skills Learning Outcomes Survey (attached at the end of this document, which you should fill out and give to the Associate Dean for Academic Affairs—but which does not need to be part of the syllabus). The Skills Learning Outcomes Survey answers will be placed on the portal with each course description), which is also a useful tool in thinking about what your goals and expectations are for the course]

GOALS	OBJECTIVES	ASSESSMENTS
Upon successful completion of this course, students will know/understand:	Upon successful completion of this course, students will be able to:	How the student will be assessed on these learning objectives:
<i>Include broad course goals in this column using the verbs “know” and “understand”</i>	<i>Include skills that students will learn through the course in this column</i>	<i>Include examples such as assignments, group presentations, discussions, etc. in this column</i>
<i>Add more lines as needed</i>		

[Faculty: this table helps assure that your course is “instructionally aligned” – that you measure what students practice/learn and you have students practice/learn what you define as course goals.]

### **Assignments/Exams/Papers/Projects**

Students will be evaluated in the following areas: **Briefly describe assignments and assignment weights, if any.**

### **Grading/Evaluation**

[Faculty: you need to inform students of the factors that will be considered in determining grades and the specific weight to be assigned. Please be specific to avoid problems and complaints later. If you have a penalty for late work, include it here.] **Describe grading details here.**

### **Course Expectations & Requirements**

Class preparation is extremely important. The American Bar Association standards require that students spend a very significant amount of time in out-of-class academic activities, per credit that is awarded. Maine Law has adopted a policy, consistent with the ABA’s policy, that students are required to complete approximately 30 hours 20 minutes of out-of-class work per credit per semester. Therefore, you should spend approximately 2 hours 20 minutes on academic work out of class per credit per week.

[Faculty: Fill in the specifics of the amount of credits and out of class work-time expected with each syllabus you prepare. Syllabi need to be reviewed by the Associate Dean for Academic Affairs per ABA Standard 310.] **Describe any relevant course policies here.**

## COURSE POLICIES

### Academic Integrity Policy

Each student should know the standards of conduct and expectations of academic integrity. Violations of academic integrity include any actions that attempt to promote or enhance the academic standing of any student by dishonest means. Cheating on an examination, plagiarism, making statements known to be false or misleading, falsifying the results of one's research, improperly using library materials or computer files, or altering or forging academic records are examples of violations of this policy. Acts that violate academic integrity disrupt the educational process and are not acceptable.

Evidence of a violation of the academic integrity policy will normally result in disciplinary action, including referral to the UMS Student Conduct Code process. A copy of the complete Academic Integrity Policy is available on the [University of Maine System website](#) or the [MyLaw Portal](#).

### Attendance & Participation Policy

Please include your attendance policy for the class consistent with Maine Law School's attendance policy (see the Student Handbook). [Faculty: You may want to use the word "participation" instead of the word "attendance" as a student can attend without being present/learning from the class.

COVID-19-Related Attendance Policy: If you have any concern about your own health or that of your immediate family, please do not come into the Law School. A health-concern based absence will not count against your grade during the COVID-19 pandemic.

### Inclement Weather Policy

Maine Law uses its own emergency alert system which will notify you when the Maine Law building is closed. When the Maine Law building is closed, classes will be held remotely on Zoom and the Zoom link will be sent to you via Brightspace. If class is canceled, I will notify you and class will be made up at a later date.

### Class Recording Policy

As a general rule, the recording of all classes is prohibited without permission. If you will be absent from class and wish to record a missed class session, you must first contact me for permission. If permission is granted, you must arrange for a classmate to facilitate the recording. (Suggested mobile apps for self-directed audio recording can be found in the MyLaw Portal.) All class recordings are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the prior consent of the professor. If permission is denied, then you must find an alternative method for making up the missed material.

If you are requesting the recording of classes pursuant to the Americans with Disabilities Act or in the case of exceptional circumstances, such as severe illness or hospitalization, you should contact the Dean of Students.

If you are requesting the recording of classes for reasons related to COVID-19 isolation, quarantine, or family care, please contact me before the class to request the recording. Recordings will be provided by me for absences in these cases. If you anticipate missing multiple sessions of a class for health, family care, quarantine, or other reasons, please contact the Dean of Students.

### **Past Examination Policy**

[If your course has a final exam, please include the following.]

Past examinations and/or model examination answers are made available at the instructor's discretion via a Past Exam module in the Brightspace page for the class. If provided, past examinations and/or model examination answers should be used solely for the purpose of your own preparation for the examination and should not be shared or distributed without the instructor's consent.

[The following are policies that you might wish to include in your syllabus – including them is at your option.]

### **Classroom Etiquette**

I encourage you to ask questions during class. Your questions are helpful to the learning process for all. However, I may defer answers to questions until after class or to the next class in the interests of time or for other reasons. Learning is a collaborative process. To increase the prospect that all of you will learn in a comfortable environment, I expect you to be in class on time, treat each other with respect, and avoid distractions from the subject matter at hand.

### **Laptop/Technology Policy**

To minimize distractions from the subject matters at hand in class (a) all cell phones and similar electronic devices must be turned off, and (b) minimize your use of a laptop during class. Laptops interfere with face-to-face connectivity, and a growing number of studies demonstrate that taking handwritten notes increases how much your brain processes information and thus increases how much you are likely to remember later. So bring those legal pads (they are called that for a reason). When using a laptop in class, you may not use it for email, chatting, internet searching or any non-class discussion uses; it is not only disrespectful and unprofessional, but also is distracting to your fellow classmates. Anyone found doing so will be penalized.

### **Teaching Methods**

I will use different teaching methods throughout the course. I will provide guidance on the material we study in each class, engage in a question and answer format with you to highlight and analyze important points in your text and supplementary materials, and have you work on problems. I will expect you to have extracted the law (and any policy motivating the law) in advance of class so that we can use some of our class time applying what you have mastered from the reading to new factual settings. This method gives you an opportunity to engage in a process that attorneys employ every day. At various points in the course, I will have you work with other classmates, just as you will one day regularly discuss legal issues with your colleagues.

### **Zoom Etiquette (If your class or make-up will be taught via ZOOM.)**

Remind students to log into Zoom prior to the scheduled class meeting time, and to make sure their headsets, camera, and microphones are working properly. Remind students to make sure that their background is appropriate while sharing video, along with how their image is displayed to the rest of the class. Explain how you want students to request an opportunity to speak. For example, raise hands or submit a question via chat box. Set ground rules for use of text chat. Discourage "side conversations" that will distract students from the ongoing conversation. Explain what is and isn't appropriate for them to post.

## **MAINE LAW POLICIES AND RESOURCES**

### **Disability Accommodations**

The Law School is committed to providing students with disabilities equal access to all programs and services. If you think you have a disability and would like to request accommodations, please contact the Disability Services Center (DSC). Timely notification is essential. The Disability Services Center can be reached by calling 207-780-4706 or by email [dsc-usm@maine.edu](mailto:dsc-usm@maine.edu). If you have already received an accommodation letter from the Disability Services Center and would like to discuss your accommodations for this course, please contact Dean of Students Scheherazade Mason who serves as the liaison to the DSC. If you would like to discuss your accommodations with me, you can email me directly.

### **Wellness Resources for Maine Law Students**

Maintaining your physical and mental health is essential to learning the law and succeeding in law school. Law school is a setting where mental health or substance use struggles can be exacerbated. If you ever find yourself struggling, do not hesitate to ask for help. Maine Law is committed to promoting wellness for all students. I encourage all of you to review the [Health & Wellness Resources](#) listed on the MyLaw Portal. The resources include confidential counseling through USM Counseling Services (207-780-4050) and the Maine Assistance Program for Lawyers and Law Students (207-266-5951). You can also contact the Maine Law [Office of Student Affairs](#). Please let me know if you have any questions.

If you are facing illness, injury, the birth of a child, death in the family, or other extraordinary circumstances that may impact your participation in this course, you should contact me in advance of missing classes or any assignment deadlines. Stressful situations like these may lead to diminished academic performance or may reduce your ability to participate in daily classroom activities. Law School services are available to assist students with handling these stressful events. In an emergency situation and in cases of unforeseen circumstances, you should contact the Dean of Students Scheherazade Mason as soon as possible. *For examination conflicts or emergency situations during the examination period, please see the Registrar.*

### **Statement on Religious Observance for Maine Law Students**

Maine Law respects the religious beliefs of all members of the community, affirms their rights to observe significant religious holy days, and will make reasonable accommodations, upon request, for such observances. If your religious observance is in conflict with the academic

experience, you should inform me of the class or other functions that will be affected. It is your responsibility to make the necessary arrangements and follow our agreed upon accommodation.

### **Title IX Statement**

The University of Maine School of Law is committed to making our campuses safer places for students. Because of this commitment, and our federal obligations, faculty and other employees are considered mandated reporters when it comes to experiences of interpersonal violence (sexual assault, sexual harassment, dating or domestic violence, and stalking). Disclosures of interpersonal violence must be passed along to members of the University of Maine System's Title IX team who can help provide support and academic remedies for students who have been impacted. More information can be found online at <https://mainelaw.maine.edu/student-life/title-ix/>. You may contact USM's Deputy Title IX Coordinator, Sarah E. Holmes at [usm.TitleIX@maine.edu](mailto:usm.TitleIX@maine.edu) or 207-780-5767 or the UMS Title IX Coordinator, Liz Lavoie at [titleix@maine.edu](mailto:titleix@maine.edu) or 207-581-5866. You can also reach out to Maine Law's Office of Student Affairs for support and referrals.

If students want to speak with someone confidentially, the following resources are available on and off campus: University Counseling Services (207-780-4050); 24 Hour Sexual Assault Hotline (1-800-871-7741); 24 Hour Domestic Violence Hotline (1-866-834-4357).

## **COURSE SCHEDULE**

[Faculty: Provide students with a list of dates that the course is meeting and related readings and assignments that you would like students to complete before coming to class. The generic statement in red reminds students about possible changes.]

The schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

<b>Date</b>	<b>General Topic</b>	<b>Reading Assignment/Other Assignment</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

8.		
9.		
10.		
11.		
12.		
13.		
14.	Final Exam Date & Time	