

COURSE MATERIALS

Using a Commercial Casebook

If your students are required to purchase a **commercial textbook** for your course, **IT IS THE RESPONSIBILITY OF THE INSTRUCTOR TO ENSURE THAT the necessary FORM (available on this website) is COMPLETED and SENT to our Campus Bookstore 6 to 8 weeks IN ADVANCE OF THE START OF TERM!**

Using Your Own Casebook

If you have a casebook which needs to be reproduced for your students, please contact our Campus Bookstore **AS SOON AS POSSIBLE** to ensure that it is sent to them. As well, all material sent must be reviewed on site for CANCOPY cost before it is forwarded to the printer. Casebooks are subject to CANCOPY and this can dramatically increase the price of the casebook. A **CANCOPY form** (available on this website) **must** accompany this material. The Campus Bookstore will print the materials, set the price and sell the casebook to the students enrolled in the class.

Using the Web

NOTE: IT IS THE RESPONSIBILITY OF THE INSTRUCTOR TO ENSURE THAT COPYRIGHT PERMISSION HAS BEEN OBTAINED FOR ANY MATERIALS PLACED ON THE WEB.

The creation of an electronic course homepage has become the standard means for students to access course-related information here at Queen's Faculty of Law. The Faculty of Law's Electronic Course Materials are heavily used. Our students are quite comfortable in using this technology to acquire course materials. Course syllabuses, outlines, lecture notes, required and additional readings are some of the items which can be linked from a course webpage.

We encourage all faculty members and sessionals to keep homepages simple as not all students have state-of-the-art computer equipment and they use a variety of access methods (i.e., dial-up modems, telephone lines, cable, etc.)

PLEASE NOTE:

Access to our Electronic Course Materials (<http://law.queensu.ca/students/jdProgram/2010-2011upperYearProgram.html>) is restricted to the Queen's community (faculty, staff, students). Password access can be arranged for other authorized users (i.e., sessional instructors). Please contact Nancy Somers (somersn@queensu.ca) if you would like access to our electronic course materials.

Please contact Nancy Somers (somersn@queensu.ca) to discuss your course webpage options.

During the term should you require additional material to be placed on your homepage, we would ask that sufficient notice is given (***minimum of 3 working days preferred***) to allow us to put the material on the web. Every effort will be made to put it up on the web as soon as possible after receiving it.

Please direct all web course material requests to: somersn@queensu.ca

Law Library Reserve

If you have articles, etc. that cannot be obtained electronically, please provide us with several copies which will be put on Reserve under your course name for students to access. Please contact Gary Wilson (wilsong@queensu.ca) in the Law Library to have this material placed on reserve.