

## Support for Sessional Instructors and Logistical Information

**To: Sessional Instructors**

**From: Nancy Somers, Manager, Academic Program**  
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**Office 512, Macdonald Hall**

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### 1) Support for Sessional Instructors

I am looking forward to working with you to ensure your teaching needs are met. I will be responsible for matters such as scheduling, room reservations, ordering textbooks, and putting course materials on the website.

All requests for assistance should be addressed to: [somersn@queensu.ca](mailto:somersn@queensu.ca). This email account will be monitored during business hours. Please give me sufficient notice of course material requests. Notification will be sent when the task is completed.

### 2) Office Space

If you require the use of an office for before and after your class, please speak to Amber Oomen, the Dean's Assistant, in Room 509 or at [amber.oomen@queensu.ca](mailto:amber.oomen@queensu.ca).

### 3) Mailbox

You will be assigned a mailbox in the mailroom on the fifth floor of Macdonald Hall (Room 516) during the term you are teaching. If you will be at the law school during office hours, please check your mailbox while you are here. If you will be teaching after office hours, you will not be able to access the fifth floor. Please contact Nancy Somers ([somersn@queensu.ca](mailto:somersn@queensu.ca)) to make arrangements to receive your mail. It can be left for you in our library on the second floor, which is open after hours, or you may prefer to have it mailed to you at your office.

### 4) Audio-Visual Needs

The Faculty has audio-visual equipment and there is no need for you to bring or rent such equipment. Please contact Ron Murdock ([murdockr@queensu.ca](mailto:murdockr@queensu.ca); Tel. (613) 533-6000 ext. 74299) to book the equipment you require for your class. As there is always heavy demand and the equipment supply is limited, please give Ron as much notice as possible.

## 5) Communication with Students

A class listserv (ie. mailing distribution list) will be set up for each course at the end of the add/drop period at the beginning of each term. The instructor for the course, the students enrolled in the course and myself will be subscribers to your class listserv. Attachments are allowed. If you have an office assistant at your firm you wish to be added to your class listserv please let me know. You must be a subscriber (ie. added to listserv by myself) in order to receive and send messages. The listserv is easy to use!

It is also our policy to provide students with your email address. During the first class of the term, some lecturers provide their students with a memo and/or course syllabus which provides their office number and email address, etc., which is very helpful to the students.

## 6) Class Cancellations

If a class cancellation is necessary, please notify your students as soon as possible. Please use your class listserv for this purpose. In case of an emergency, please contact me by telephone or email and I will advise the students of the cancellation. Please also let me know if there will be a make-up class, or you wish to notify your students about reading assignments, etc.

## 7) Course Material

If you are preparing your own course material, it must be submitted to our Campus Bookstore as soon as possible (i.e. by early July for a Fall course) in order to be ready for the start of term. The material is checked for Cancopy clearance. The bookstore reproduces the material and the students purchase the course book at the bookstore. A master (original) copy will be returned to your office for you to retain.

The Campus Bookstore's Printer will not reproduce a casebook if the following information is not submitted at the same time:

1. A signed Cancopy Authorization Form
2. A memo listing all pages subject to Cancopy
3. A Table of Contents (or memo) which identifies the author, source of the material, and page number in casebook

If you are using a printed textbook for your class that you wish to be stocked at the bookstore, you must fax an order form to the campus bookstore or order the book on the bookstore's website ([www.campusbookstore.com](http://www.campusbookstore.com)). The email address is [frontdesk@campusbookstore.com](mailto:frontdesk@campusbookstore.com). The bookstore requires two months' notice to order books and have them stocked in time for the start of lectures.