



*MU School of Law*  
*Frequently Asked Questions—August, 2009 Version*

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## **Introduction:**

Each year, a number of questions repeat themselves. The purpose of this lengthy FAQ is to provide, in one place, a resource for answering many of those questions. While you may not need to print out this document, you are encouraged to save to your hard drive and be able to refer to it when you have questions about these topics.

### **1. How is the law school going to communicate with me? Am I responsible for knowing all this?**

- The primary method for communicating important Notices to you is through University of Missouri email.
  - **All email notices are sent ONLY to your OFFICIAL University of Missouri email account;**
  - **You must check that email on a regular basis.**
  - **Failing to regularly check email is NOT an excuse for missing a deadline.**
- If you are NOT receiving regular notices from the School of Law, such as weekly calendars, there is a problem. Contact the IT Help Desk on the second floor of the library IMMEDIATELY: 884-7800, [mulawhelpdesk@missouri.edu](mailto:mulawhelpdesk@missouri.edu).
- Occasionally, students do not want to be on the University of Missouri email list. That is, of course, your choice. Not being on the email list, however, does not excuse you from the content of any notices posted on an official MU email list. You may also contact the Law IT Help Desk in room 225 on the second floor of the library, calling 884-7800 or by emailing the Law IT Help Desk at [mulawhelpdesk@missouri.edu](mailto:mulawhelpdesk@missouri.edu).
- When possible, notices are also posted on the law school website. For items on the law school calendar, the law school website is the primary source of notification.
- Daily notices are often posted on the Digital Signs posted both in the Library and outside Room 103. Check those signs often.
- In some situations, mailings may be placed in your student mailboxes.
- Finally, when time does not permit other notice, such as late cancellation of a class, notices may be placed on the middle entrance doors to Hulston Hall.
- ***It is very important that you keep abreast of all of these notices. Not only are you responsible for all of them, checking the law school website, your regular university email, your mailbox downstairs, the digital signs, and the few notices on the doors of the building will really help you navigate your way through the School of Law***

### **2. What about Emergency Notices?**

- The law school participates in the campus Emergency Management System's Emergency notification system operated by Everbridge;
- Your participation is your choice. If, however, we need to get out an emergency notification, including one when the building is occupied, we will send it out using this emergency notification system. If you are a participant, the notice will come both to your campus email, to any secondary email you have identified in the system AND, if you have text messaging, as a TEXT message to your cell phone. If you previously signed up for this notification system, you do not need to do so again. If you wish to do so, you can complete all the forms very quickly

at <http://mualert.missouri.edu/resources/notification-system.php> and follow the directions to update your contact information so that you will be included. REMEMBER, standard rates will apply for any messages we send via TEXT. If you have elected to not receive email from the university, you will likewise NOT receive any emergency notification.

- The emergency notification system within the law school will be used ONLY in the event of a true emergency within our building and to notify you in the event we must close the law school because of some weather or other emergency;
- We will, however, also test this system once in the fall and once in the spring—and will provide you several days notice that we are testing the system;

### 3. **Does the Law School Notify Using FACEBOOK and TWITTER?**

Yes: Whenever possible, emergency and other important notices will be posted on the Associate Dean's Facebook and Twitter pages:

- **FACEBOOK:** From your own Facebook page, type in MU Law Associate Dean in the "Search" box on the top right and you can find our Group page. Bookmark that page and you can get our notices;
- **TWITTER:** Messages that can be done in 140 letters or less (the Associate Dean does NOT "Tweet") will appear on the Associate Dean's Twitter page: <http://twitter.com/MULawAssocDean>

### 4. **What about Notices for Law School Events?**

- The Official Law School Calendar of events is posted on the law school webpage. <http://www.law.missouri.edu/calendar/>. You should visit it often.
- Every Thursday, you will receive an email from Robin Nichols advising you of the next two weeks events as they exist on the law school calendar.
- Obviously, the calendar changes often so consult it regularly.
- If you wish to have an event posted on the Law School website, please see Robin in Room 227, the Dean's Suite or contact her at (882-6381), [nicholsrkn@missouri.edu](mailto:nicholsrkn@missouri.edu);
- All events posted on the online Calendar are also posted on the Digital Sign outside Room 103.

### 5. **When can we schedule an Event? How are the Free Hours used?**

- The Free hour in the law school calendar is designed for both faculty and student groups/events;
- Mondays and Wednesdays are RESERVED for Student Events and events related to Admissions and Career Services. Thus, faculty members can schedule review classes during the free hour on those two days under truly extraordinary circumstances;
- Tuesdays and Thursdays are RESERVED for Faculty Events. Thus, student events can be scheduled on these days reserved for make-up classes only in truly extraordinary circumstances;
- Student/Faculty events (including make-up classes) can also be scheduled at the end of the day following completion of ALL classes for that day;
  - The law school has a large number of student groups competing for meeting and event times. As a courtesy to all other student groups, when your group is getting ready to schedule and event, send an email to

[mulawstudentleaders@missouri.edu](mailto:mulawstudentleaders@missouri.edu) and alert the other student groups to your plans. Please wait several days to hear back from those groups with which you may have conflicting use of the same free hour;

## **6. How do we Schedule a Room?**

- All rooms are scheduled by Heather Kalb in Room 203.
- After you have contacted other Student Leaders and advised of your plans, and waited for their conflicts, you can reach Heather at 884-8930, email: [kalbh@missouri.edu](mailto:kalbh@missouri.edu).
- If you have an event, you **MUST** visit Heather to obtain a room for that event, regardless of whether this is a student or faculty event.

## **7. When is the law school open? How do I get in after hours? What kind of security do we have?**

- As soon as you have a University of Missouri I.D., the law school building and library are accessible to you 24 hours a day, seven days a week.
- With this access comes responsibility. After the building is locked you may enter using your encoded student ID. You may enter through the west and east entrance doors and must reuse your card if you wish to enter the library or if you exit the building and wish to re-enter.
- **Only you** may enter, and **only you** may use your ID for that purpose!
- **Allowing someone to enter after hours without use of their ID, or using your ID could be dangerous to you and your colleagues and could result in the termination of your privileges to enter after hours as well as further disciplinary action.**
- If an emergency occurs after hours, contact the University of Missouri Police at 911 or the UMPD dispatcher at 882-720.
  - Remember; if it does not look right—it probably is not right.
  - Do not hesitate to contact Dean Devine or someone else when something in our building appears amiss.

## **8. When are the main office, Room 203, and Faculty Offices open?**

- Room 203 is open from **8:00 a.m. to 5:00 p.m.**
- Access to the 2<sup>nd</sup> and 3<sup>rd</sup> floors, where faculty and administrative offices are located, is restricted after 5 p.m and all weekends.
- The stairwell doors to the 2<sup>nd</sup> and 3<sup>rd</sup> floors are locked at approximately 4:40 p.m.
- The elevator is locked at 5:00 p.m., but can still be used between the basement and the 1<sup>st</sup> floor.
- The stairwell doors and the elevator are unlocked by 7:30 a.m. on week days.

## **9. What is my Official GPA and How do I get it and/or a Transcript?**

- All of your Grades and your GPA are kept in the campus' MyZou System;
- In conjunction with the MyZou system, all OFFICIAL TRANSCRIPTS MUST COME FROM MyZou;
- Use your PawPrint to go to MyZou;
- Select Self-Service;
- You will be able to select an Unofficial Academic Record—this is the new MyZou equivalent to your law school Record of Grades;

## **10. When will I get my class rank? When do my Summer School Grades show up in my class rank?**

- Class ranks are also generated from the MyZou system, BUT
- Class ranks are calculated following both the Fall and Spring semester—they are NOT recalculated after summer school.
- Any grades earned in summer school will immediately appear in your law school cumulative GPA on MyZou, but they will not be reflected in your class rank until the end of the Fall semester.
- “Preliminary” Class ranks post as soon as possible after grades are released on the MyZou system following both the Fall and Spring semesters.
- All grades are hand-entered into the system from numbers provided by the faculty. There is thus the possibility of error. While great care is used when entering grade data, both by the faculty and by the staff, it is highly likely there will be at least one of the almost 2000 grades per semester that will be entered incorrectly. When that happens, and a grade must change, that single grade revision changes the cumulative GPA of the student involved and that, of course, has a ripple effect throughout the class rank list.
- At least once a year, all grades are further reviewed by hand and any errors are corrected. It is only after this later review, which may sometimes take several months, that class ranks are “final”.
- You should thus use “preliminary” class rank data for your purposes as needed; but you should be careful to indicate that this data is “preliminary”.

## **11. The law school grading scale seems weird to me. Can you explain it? Do all faculty have to use it? Are there mandatory curves?**

- Beginning in the fall of 2007, the law school moved from a 55-100 grading scale to a 65-100 grading scale. This Grading Scale has more of a “Graduate School” feel to it than did the prior 55-100 scale.
- To be eligible to graduate from the law school, you must have a cumulative average of 77.5 at the conclusion of your law school studies.
- The lowest passing grade under this scale is 70. Thus, any grade of 65-69 inclusive is a Failing grade and, in required courses, may require the course to be repeated.
- Individual grades are, and will remain, the exclusive province of the individual faculty member. The faculty, however, tends to follow some guidelines in first year courses and required upper level courses. The median grades in those courses tend towards:
  - First Year Courses, both semesters—Median of **83.5**
  - Upper level required courses (Constitutional Law; Evidence; Professional Responsibility; Criminal Procedure—Median of **84**
- Below are the law school’s rules regarding dismissal and probation under the CURRENT grading scale:
  - A student is dismissed at the end of the first semester, and is not eligible to return until the following year, if the average is below **75.3**;
  - A student is dismissed at the end of the first semester, but is eligible to petition for readmission, if the average is below **76.4**;

- A student is dismissed at the end of the first year if the cumulative grade point average is less than **76.4**;
- A student is dismissed at the end of any semester after the student's first year if the grade point average for that semester is less than **76.4**;
- A student is dismissed at the end of any semester during which the student has been on probation if his or her grade point average for that semester is less than **77.5**;
- A student is dismissed at the end of any semester during which the student has been on probation if his or her grade point average for that semester is not sufficient to raise the cumulative grade point average to graduation level, **77.5**, if continued in future semesters until the remaining requirements for graduation have been satisfied;
- **A student is placed or continued on probation:**
  - at the end of the student's first year if his or her cumulative grade point average is from **76.4** to **77.4** inclusive; or at the end of any semester after the student's first year, if his or her grade point average for that semester is from **76.4** to **77.4** inclusive;
  - a student who is on probation will be continued on probation if his or her cumulative grade point average is less than **77.5**, but the semester grade point average is sufficient to raise his or her cumulative grade point average to graduation level **77.5** if continued in future semesters until the remaining requirements for graduation have been satisfied.
- A student ceases to be on probation at the end of a semester when his or her cumulative grade point average and grade point average for that semester are both **77.5** or higher.

## **12. I am confused about Writing Section rules. What are they?**

- Generally, a Writing Section is a course specifically designated for that purpose;
- A course can be so designated if it requires a paper of at least 20 double-spaced pages; AND
- The course requires that after a draft of the paper is completed, there is a meeting between faculty member and student about the paper; AND
- There is then a redraft of the paper.
- For law journal members, the journal writing requirement can count as writing credit if:
  - The writing requirement of the journal requires a paper of at least 20 double-spaced pages; AND
  - The paper must be reviewed by and discussed with a faculty member; AND
  - There is a required redraft of the paper; AND
  - The faculty advisor agrees that the paper completes the writing requirement;
- An independent study can also count as a completion of the writing section if it contains a paper of at least 20 double spaced pages, a meeting with the faculty member to discuss that paper, and a redraft of the paper.

- All students in the School of Law must complete an upper level writing requirement.

### **13. What is the Professional Perspectives Requirement? How do I comply?**

- As lawyers, each of you will be required to complete a required number of Continuing Legal Education requirements each year. In Missouri, for example, you will be required to complete 15 hours of additional education each year, among which, 3 hours each three years must be related to Professional Responsibility.
- As law students at MU, you have a similar requirement.
- You **MUST** complete a certain number of Professional Perspective hours each year to remain in good standing and to ultimately be eligible to graduate.
- Professional Perspectives' hours are designed to further your legal knowledge by presenting you with information about current legal events; from current practitioners, including judges; and about other legal or legally-related matters. These hours are also designed to present you with needed information about career planning, the job market, and professional employment;
  - As a result, matters counting for Professional Perspectives credit are broken into two categories:
    - **Professional Perspectives** are those programs that give students a new or different prospective on the law or its practice;
    - **Career Development** are those programs that give students information about professional planning and development and career strategies for legal and other marketplaces;
  - Any program approved for credit will designate the category applicable to that program;
  - Only programs that take place under the sponsorship of the School of Law, one of its organizations, or that occur in Hulston Hall and are sponsored by a cooperating organization can count towards the Perspectives Requirement;
- Matters qualifying for Professional Perspectives credit will appear **on the School of Law Calendar and the Digital Sign outside Room 103. Please consult both calendars/signs for these events.**
- Many programs sponsored by the School of Law automatically qualify for Professional Perspectives credit. When listed on the law school calendar, qualifying programs are so designated.
- Programs sponsored by student or other groups may qualify for Professional Perspectives credit, but **ONLY** if an application for credit is filed, in advance, of the event, with the Associate Dean. Application forms are available in Room 227.
- The organizers of any event for which Professional Perspectives credit is offered **MUST** maintain an attendance record for that event.
- Because Professional Perspectives credit is required, it is an event for which attendance counts. As a result, you may not misrepresent your own or another person's attendance or absence from such an event. This would include signing in for an event and then leaving before the conclusion of that event.
- The Professional Perspectives **requirement** for each class of students is as follows:
  - **For First Year Law Students:**
    - 1 Professional Perspectives program in the fall semester;
    - 1 Career Development program in the fall semester;

- 1 Professional Perspectives program in the winter semester;
- 1 Career Development program in the winter semester;
- *For Second and Third Year Law Students:*
- 2 Programs each semester. **Unlike your cell phone provider, there are NO ROLLOVERS. 2 Programs each semester means just that;**
- At least **two** of the programs during the **year** **MUST** be from the Professional Perspectives series;
- At least **one** program during the **year** **MUST** be from the Career Development series.

#### **14. What is the Law School Honor Code?**

- In May, 2005, the faculty adopted a new Honor Code, an Honor Code proposed by a group of students and faculty.
- All allegations involving breaches of the law school's honor rules are investigated by the Associate Dean, but may be heard by a panel of 3 students and 2 faculty members, one of whom will be the chair.
- The complete Honor Code is available at the on-line student handbook at <http://www.law.missouri.edu/students/handbook/honesty.html>. Please review this very important document. Generally offenses under the Honor Code fall into the following categories:

- **Cheating.**
- **Dishonesty.**
- **Obstructing the Work of Another.**
- **Impeding the Administration of the Honor Code.**
- **Word Plagiarism.**
- **Idea Plagiarism.**
- **Professional Misconduct.**
- **Obstruction of the Performance of Law School Functions**
- **M-Book Violations.**
- **Promoting or Facilitating Prohibited Conduct.**
- **Attempting to Commit Prohibited Conduct.**

All of these offenses are defined in the honor code. **You should review the elements of each violation.**

**These are some additional items you should know about the Honor Code:**

- As a practicing lawyer, you will be **obligated** to report a violation of the Code of Professional Conduct. **This obligation begins now**, with the law school's honor code.
- **The Honor Code has specific provisions dealing with EXAM WRITING:**
  - A particular problem exists each year regarding when to start writing and when to stop writing on certain law school papers and exams. Let's be clear:
    - *You shall not begin writing or typing on the exam, including the bluebooks, any attached pages or on scratch paper, or making notes to yourself until you have been told that you can do so by the person or persons administering the exam. You must stop writing when time is called or when the time limit ends in rooms where you are self-timed. If you write before you are told to do so or after the exam time has expired—whether it be to put your name on the paper,*

***number the pages or finish a sentence—it is overtime writing, and is a potential Honor Code violation.***

- Rescheduled/Take-home Exams:
  - If you are taking a make-up or take-home exam, time begins when you pick up your exam in Room 203 and ends when you turn it in to Room 203.
  - The **only clock** that matters is the clock in Room 203.
- **PLAGIARISM:**
  - Be aware that plagiarism is a serious offense that often requires ***no intent***.
  - Please refer to the Honor Code to see examples.
- **FALSE ATTENDANCE INFORMATION:**
  - Be aware that it is an offense to provide false attendance information;
  - This rule applies not only in your regular classes, but to other events at which attendance counts, such as events that form part of the School of Law's Perspective Requirement.

### **15. What can you tell me about the Room 203, Deans' Office, and Library Staff?**

- The School of Law has the most qualified/nicest/easy to get along with staff of any law school in the country.
- If you don't know them, you should get to know our Room 203 Staff: Denise Boessen, Cheryl Poelling, Carol DeHoyos, Heather Kalb;
- The Dean's Office Staff: Judy Tayloe, Robin Nichols;
- The Financial Staff: Alisha Rychnovsky, Joy Naeger, Elaine Litwiller;
- They are professionals at what they do.
- You will find that if you treat them with the respect they deserve, they will pull your butt out of the fire whenever it is humanly possible to do so.
- Do not, however, ever leave a paper/test/request/document on the desk in Room 203 without handing it to one of the staff. **When you are required to turn in a paper/test/document to Room 203, it is ONLY turned in when it is handed to an appropriate staff person.** The test/paper/document is best turned in when it is done with a smile. 😊
- All of the above are equally applicable to the staff of the Law Library and apply in any of your dealings with them, including the occasional paper/test/document turned into the law library.

### **16. Are there any security problems? Can I just leave my "stuff" wherever?**

- Each year at the beginning and end of the term we experience a number of thefts.
  - Some or all of the following may help:
    - Lock your locker at all times;
    - Never leave books, belongings, briefcases, purses unattended in any part of the building, **particularly the library.**
    - Never leave your laptop anyplace. You can purchase a lock for your laptop that allows you to secure your laptop the way you would secure a bicycle—

- but do not deceive yourself. You may delay theft, but you probably cannot prevent the disappearance of an unattended laptop;
- If you are in the building or the library after the building has been locked, and you leave the library/building, make sure the building/library door locks behind you.
  - In the past, there have been thefts of equipment from the classrooms, as well as student and faculty items.
    - Help to prevent these thefts!
    - Report suspicious conduct!
    - Report classrooms or other doors that are open/unlocked when you know they should not be unlocked;
  - The same rules should apply to you personally. While the campus is generally safe, Columbia is a town of 100,000 people (before the students arrive). If you are working late and need to walk to a parking garage, you are always safer when somebody accompanies you. Do not take chances.

### **17. What are the eating, drinking, smoking rules?**

- Subject to an individual faculty member refusing to allow eating/drinking in their own classroom, it is generally permissible to eat and to drink in the classrooms but:
  - It is NOT permissible to fail to clean up after yourself.
  - This is your home and the home of your colleagues for three years. Let's work together to keep it looking good.
- Hulston Hall is a no smoking building. If you wish to smoke, please do so outside the building.
- Under Campus rules, **ALL smoking outside the building must be at least 20 feet from any entry door.**

### **18. When can I use the tables that I see around the building?**

- The law school has several 6' tables for general use in the building.
- When you or your group uses these tables, *they must* be returned to the storage area at the end of the hall outside Room 6;
- These tables *may not* be kept in any student office area.

### **19. Can my group post signs and notices pretty much any place we want?**

- No posters, signs, announcements or notices of any kind are to be attached to the brickwork, pillars, walls, classroom doors, restroom doors or glass in the building (unless posted there by a person in authority at the School of Law).
- Notices may be placed on the student bulletin boards or student office areas.
- Temporary, small (i.e. 8 ½ x 11), important notices may be placed on the middle entrance doors and the Northeast entrance doors **only—but no sooner than two days in advance of an event.**
  - You **MAY NOT** use Duct Tape, Masking Tape, or Packing Tape to post these notices;
  - You **MUST** use Removable Tape for them. The Office in 203 has removable tape and will provide it for you if you do not have it.
- All permitted signs must be removed immediately after the event.

- If you wish to have your event posted on the Digital Sign outside Room 103, please see Robin Nichols ([nicholsrkn@missouri.edu](mailto:nicholsrkn@missouri.edu)). Such posting is always discretionary depending on what other events are posted—but you should still ask.
- You should also see Robin Nichols to have your event listed on the law school calendar.
- Finally, simply because you have listed your event on the law school calendar DOES NOT guarantee a room for that event. You MUST contact Heather Kalb in room 203 to arrange a room for your event.

## **20. What's the deal with handouts and class materials?**

- The law school's Student Faculty Committee recommended to the faculty, and the faculty adopted a rule regarding handouts for the first day of classes:
  - Any first class assignments;
  - Any first class handouts;
  - Most Syllabi will now be posted several days before the start of classes on the "Class Bulletin Board" maintained by the library. You can find the Course Bulletin Board at: <http://www.law.missouri.edu/students/bulletinboard/>;
- As to other handouts, they generally come in two forms:
  - Handouts of very few pages may either be placed in boxes located between the dining lounge and the student lounge or they may be posted on an individual faculty member's course page;
  - More extensive handouts are generally sold in the Quick Copy Center located on the first floor of Ellis Library.

## **21. I need to work. Are there any problems with that?**

- The following American Bar Association regulation applies to the School of Law: "The Law School shall not award full-time residency credit to a student who does not devote substantially all of the student's working hours to the study of law or engages in employment for more than 20 hours per week, whether outside or inside the Law School." This is not the School of Law's rule. We are, however, required to honor it.
- As a result, the following rule is applicable to **all MU School of Law Students**:

**For all law students who are employed by the School of Law in any capacity, including research assistant or other part-time student employment, the School of Law cannot process for payment time sheets which indicate more than 20 hours per week of work. Law School faculty and staff are not authorized to permit or require law student employees to work more than 20 hours per week. Each student will be required to sign a certificate promising to not be employed for more than 20 hours per week in a capacity.**

## **22. Do we have an evacuation plan?**

- The law school has developed an evacuation plan to be followed in case of fire or other emergency.
- The plan is located on the law school website at: <http://law.missouri.edu/about/evacuation.html>.
- Please familiarize yourself with the evacuation;
- Information about a needed evacuation could come to you via Text message or email from the law school's emergency notification system. That message probably will not have time to tell you which exit to use. An ORDERLY exit from the law

school in an emergency, however, is essential to the safety of all. Thus, it is important that everyone in our building be familiar with these evacuation plans.

### **23. Where can I find the student handbook?**

- The School of Law's Student Handbook is available online. The index to the Handbook is at: <http://www.law.missouri.edu/students/>
- As law students, you are also students of the University of Missouri. As a result, you need to be aware of the provisions of the University's M-Book. The M-Book is available at: <http://www.missouri.edu/~mbook/>.
- As prospective attorneys, you are also subject to the Rules of Professional Conduct for attorneys. The current Missouri Rules of Professional Conduct are available on line at:  
<http://www.courts.mo.gov/sup/index.nsf/9F4CD5A463E4C22386256AC4004A490F/FB60E740A3398CEA86256F0B005AEAE?OpenDocument>

### **24. What do I do if I have a disability and need accommodations?**

- Any student with a special need addressed by the Americans with Disabilities Act should review information at:  
<http://www.law.missouri.edu/students/handbook/disabilities.html>.
- Each semester, a disability MUST be verified by the Office of Disability Services, located, <http://disabilityservices.missouri.edu>, S5 Memorial Union, 882-4696. Any student who believes they qualify for accommodations should contact the Office of Disability Service as soon as possible after the start of the semester.
- That office will then make a determination and advise the law school of the type of accommodation needed.

### **25. What are acceptable uses of the university's computer resources?**

- The University has policies on acceptable use of computers. Information on such policies is available on the IATS website at: <https://iatservices.missouri.edu/my/>.
- The law school itself has an IT department and help desk which is accessible only to law school faculty, staff, and students.
  - The Law IT Help Desk is located in 225 Hulston Hall on the second floor of the law library.
  - The Law IT Helpdesk phone number is: 884-7800
  - The Law IT Help Desk email address is: [mulawhelpdesk@missouri.edu](mailto:mulawhelpdesk@missouri.edu)
- Use of computers in class is determined by the individual faculty member, who may permit, permit with restrictions, or not permit such use.
- Like cell phone usage during class, use of a computer during class for text messaging; email; web surfing is simply rude.
- Use of a computer on examinations is, in the first instance, determined by the individual instructor and is then subject to the law school's rules, available online.

### **26. What are acceptable uses of law school email?**

- All mass email from anyone in the School of Law Building is automatically sent to:
  - All law school deans;
  - All of the administrative staff in Room 203

- Information Technologies Coordinator

- Thus, when you want to announce a party at your house over the weekend; when you want to unleash a profanity-laced tirade on someone or something; when you want to sell your personal collection of Mickey Mantle baseball cards; or you just want to mess around, use of mass email is probably not a good idea.
- If you or a group of students want to create your own list, blog, website, you are welcome to do so using any of the non-University related list, blog or website tools that are available. If you want to publicize your list, blog or website by using mass email within the building ONE time, that is certainly permissible.
- It is permissible for law school organizations to use mass email to announce their events. When the law school “Intergalactic Law” club schedules a meeting and sends out a separate email every 10 minutes for the hour before that meeting starts, however, those 6 emails are neither likely to increase membership nor make new friends for the IGL. During the 2008-2009 school year, there were 1,069 separate emails from law school organizations to the student body. While every one of those emails was undoubtedly critical, each organization should try to understand the impact of the total mass email traffic.

## **27. What are acceptable uses of cell phones?**

- There is NO rule dealing with cell phones during class or law school presentations;
  - That is because no rule is necessary;
    - Use of a cell phone during a law school class or presentation is simply rude beyond the pale;
    - Please either turn off or put cell phones on vibrate during class;
      - Occasionally, there will be slip-ups. When a slip-up happens to you, please turn the phone off as quickly as possible;
      - Sometimes a family issue requires keeping a cell phone on during class. That is understandable;
        - ✓ Do not hesitate to mention this fact to your faculty member;
        - ✓ If you must take a call during class, please leave the classroom to do so;
- Use of a cell phone to provide another student in the class with an answer to a class question, whether by text messaging or otherwise, is permissible ONLY with the consent of the instructor—which may NOT be implied or inferred from the fact that the faculty member does not specifically say the practice is not permitted;
- Use of cell phones to surf the internet to find cases, answers to class room questions, or to otherwise gain an advantage over other students in the class is also not permissible;
- Students **MAY NOT** have cell phones (or any other electronic devices including PDA’s) in their possession during examinations, even if those cell phones are not directly on the student’s person or are turned off. All cell phones are collected at the beginning of an exam and are returned at the conclusion of the exam.

## **28. Any advice on Facebook and Twitter use?**

- Facebook, Twitter and other social networking sites are wonderful ways for students to stay in touch—with each other and with non-law school friends.
- Whatever you post on one of these sites, however: ASSUME that a member of the faculty/staff or prospective employer will read. Even when you restrict access to

your “friends,” you have no guarantee that your rant opposing the legal system or your running commentary of your weekend tour of downtown establishments will not be forwarded to either others in our building or others who you would want to be part of your employment future.

- As a PROFESSIONAL in the law school, you need to act like one even when you are in your social networking mode.

### **29. When can I park in front of the building?**

- The west entrance to the building is used by those with a disability (because there is ramp access to the street).
- The west entrance also has a marked crosswalk, the signs for which are on both sides of the street.
- The street in front of the west entrance is heavily traveled with car and truck traffic.
- When you park in front of the building, you may be blocking access to someone with a disability and you may be blocking the line of sight for drivers of the crosswalk signs.
- The campus police regularly ticket AND TOW cars parked in front of the building.

**Leaving your emergency blinker lights on does nothing of substance to prevent any of the above.**

### **30. Where do I file my complaints/concerns?**

- If you have concerns, complaints, suggestions or other matters to discuss, please do not hesitate to contact me by phone, in person, or by email. I really do want to hear those concerns. I read email until about 10:30 at night and you will note that my cell phone number is at the bottom of every email I send.
- You may contact me with questions.
- You may contact me with concerns.
- You may contact me with security or other issues—particularly in off hours:
  - My office is Room 232;
  - My office phone is 573-882-7453
  - My cell phone is 573-356-6918
  - My email address is: devinej@missouri.edu



**Good luck in the upcoming school year!**