

**Course Preparation Checklist  
Spring 2024**

Task	Steps
<b>OCTOBER</b>	
<p>The online curriculum guide is made public at <a href="http://law.columbia.edu/courses">law.columbia.edu/courses</a>. This is how students will begin considering classes and exploring instructors in advance of pre-registration.</p>	
Publish textbook information	<p>Federal law requires textbook information to be made available to students in advance of pre-registration. Required and recommended textbook information should be posted to CourseWorks; see instructions <a href="#">here</a>.</p> <p>NOTE: Textbooks entered into CourseWorks will be automatically transmitted to the Columbia University Bookstore for ordering.</p>
<b>NOVEMBER</b>	
<p>Students begin pre-registration. During pre-registration, students select their classes and instructors in order of preference in advance of the course selection lottery. The Office of Registration Services will run a lottery to determine class assignments based on preferences expressed during the pre-registration process. After assignments are made, provisional class rosters, wait lists, and seating charts will become available in LawNet.</p>	
Secure Copyright Permissions	<p>All copyrighted material, whether it be posted to CourseWorks, printed in course packs, or handed out in class, must be cleared prior to use. If you plan to utilize copyrighted materials in your course, please contact the Secretariat at <a href="mailto:copyright@law.columbia.edu">copyright@law.columbia.edu</a>.</p>
Familiarize yourself with CourseWorks	<p>Begin to familiarize yourself with CourseWorks, Columbia's learning management system powered by Canvas. <a href="#">Login</a> using your UNI and password to see your course(s) and begin to familiarize yourself with the system's tools, features, and settings. You can learn more <a href="#">here</a>.</p> <p>Your faculty assistant has been trained on the use of CourseWorks and can assist you in getting started as well as in posting materials on the course website throughout the semester.</p> <p>For adjunct faculty members, please contact the Secretariat at <a href="mailto:secretariat@law.columbia.edu">secretariat@law.columbia.edu</a> for assistance.</p>
Create and order course packs	<p>If you wish to make a course pack (reader) available to students please email a single print-ready PDF file to <a href="mailto:clsprinting@law.columbia.edu">clsprinting@law.columbia.edu</a> or deliver a hard copy to the Secretariat (Room 711, Jerome Greene Hall).</p>

	Course packs will be sold by the Columbia University Bookstore.
Request textbooks to be placed on reserve at the Law Library	If you would like any books, treatises, or other materials added to the please fill out the form provided in an email from the Law Library with the subject: <i>Course Reserves for Spring 2024</i>
<b>DECEMBER</b>	
Prepare your CourseWorks site	Prepare your CourseWorks site for the start of the semester. Upload relevant documents to the course website, configure assignments as appropriate.
Familiarize yourself with Law School policies and procedures	Visit the <a href="#">Faculty Resources website</a> to familiarize yourselves with the relevant Law School policies and procedures related to teaching, grading, etc.
Verify class location	The Office of Registration Services posts classroom assignments less than one week in advance of the start of classes. Log into <a href="#">LawNet</a> to view your classroom assignment.
Determine A/V and recording needs	If you wish to have your class sessions recorded, or if you have been instructed to do so by the Office of Registration Services, which manages student disability accommodations, please contact <a href="mailto:avrequest@law.columbia.edu">avrequest@law.columbia.edu</a> . The Instructional and Event Technology team also supports classroom technology, including built-in computers, projectors, etc.
Review and edit your faculty profile website	All faculty members have a faculty profile on <a href="#">Columbia Law School's Faculty Directory website</a> . In advance of the semester, review your profile to ensure it is up to date and accurate.
<b>JANUARY</b>	
Attend New and Visiting Faculty Orientation	Prior to each semester, the Law School holds an orientation for new and visiting faculty who teach. The orientation provides an overview of various resources and administrative offices at Columbia Law School.
Secure teaching and research assistants	Faculty often choose to hire research assistants to help with a range of research-related tasks for a defined project or period of time or teaching assistants to help with classroom support. Consult the <a href="#">Faculty Resources website</a> for the policy and guidance on hiring RAs and TAs.
Communicate with	Prior to the first day of class, use the Mailtool in CourseWorks to

your class	communicate with your class.
Create seating charts	If a seating chart is available for the classroom you will be teaching in, you have the option to create an electronic seating chart in LawNet.