

UNIVERSITY OF BALTIMORE SCHOOL OF LAW

NAME OF COURSE

FALL 2026

This document is a syllabus template that also contains mandatory university/law school language. Please use this template as a guide when you make your syllabus for the Fall of 2026. Explanatory notes are highlighted in yellow. **An initial version of your syllabus should be posted to Canvas by Monday August 3, 2026 (students gain access on August 4).**

Course Information

Course: Course Name

LAW Course Number.Section Number

Instructor: NAME

CONTACT INFORMATION (This should be your UB email address. Note that you may not require students to provide their cell phone numbers (courses requiring client representation excepted) and you may not communicate course information via text or phone calls.)

OFFICE HOURS (Explain how and when you will be available for students. You can conduct office hours in-person and/or virtually (over Zoom, etc.). If you conduct virtual office hours, please include a Zoom link. Our [policy on office hours is here](#), p. 153.)

Administrative Assistant: NAME

CONTACT INFORMATION (Explain when students should contact your administrative assistant and for what reasons.)

Class Meeting Days/Time: DAYS/TIME (You may not change your scheduled class day and time. Find official course schedules [here](#).)

Course Description

CATALOG DESCRIPTION (Please be sure to use the official catalog description for your course. Course descriptions for all courses appear in course schedules [on UBalt's website](#) (choose Law). Note that the description usually contains information on whether your course is "Open Enrollment" or "Limited Enrollment").

Course Materials

REQUIRED TEXTS [Please include ISBN#, and please double check that the Bookstore is listing the correct books and editions]

RECOMMENDED READING, ETC. [Please include ISBN#]

Student Learning Outcomes:

The learning outcomes for the JD and LLM Tax Programs as a whole are [on our website](#). If you need reference materials on creating learning outcomes for your course, please see [the Excellence in Teaching Canvas site](#); please try to use [Bloom's Taxonomy verbs](#) when you draft your learning outcomes.

SUMMARIZE THE SUBSTANTIVE KNOWLEDGE AND RELATED SKILLS STUDENTS WILL GAIN FROM THE COURSE. **Remember that all required courses now have the same shared minimum learning outcomes.**

Grading

ARTICULATE BASIS FOR GRADING (e.g., quizzes, midterm exam, final exam, paper, presentation, class participation, etc.) AND WEIGHT OF EACH COMPONENT (e.g., midterm 25%, final 65%, participation 10%) (If you change this during the semester, you must update your syllabus to reflect the change.)

***NOTE THAT EVERY DOCTRINAL COURSE (NOT SEMINARS, CLINICS, OR EXPERIENTIAL COURSES) MUST INCLUDE AT LEAST ONE FORMATIVE ASSESSMENT THAT PROVIDES STUDENTS WITH MEANINGFUL, INDIVIDUALIZED FEEDBACK. PLEASE INDICATE THE DATE OF YOUR MIDTERM ASSESSMENT IF RELEVANT.**

**** The midterm exam period for Fall 2026 is Monday, September 21 through Tuesday, October 13. This period falls in weeks 6, 7, and 8 of the semester. We recommend a one-hour exam.**

Course Expectations

American Bar Association Standards for Law Schools establish guidelines for the amount of work students should expect to complete for each credit earned. Students should expect approximately one hour of classroom instruction and two hours of out-of-class work per week for each credit earned in a class, or an equivalent amount of work for other academic activities, such as simulations, externships, clinical supervision, co-curricular activities, and other academic work leading to the award of credit hours. [See ABA Standard 310.](#)

ARTICULATE ANY ADDITIONAL EXPECTATIONS FOR CLASS PREPARATION, PARTICIPATION, AND PROFESSIONALISM. (e.g., You are expected to complete all reading assignments and to consistently participate in class discussion in order to demonstrate that you have read and

Commented [GK1]: Updated link from 2021-22 to 2025-26 ABA Standards Ch. 3

reflected on the issues raised in the assignment.) You may want to link to and review the [Professionalism Principles on p. 8 of the Student Handbook](#).

Course Learning Management System

PROVIDE INFORMATION ABOUT YOUR CANVAS SITE (e.g., This course has a Canvas page with links to this syllabus, announcements, the class assignments, and other class materials. You are responsible for ensuring enrollment and checking the website regularly for course information.)

Zoom and Panopto

[Under the [ABA's definition of a "distance education course," up to 1/3 of your course may be conducted via distance learning](#) (e.g., through recorded lectures located on Panopto, over Zoom, etc.) Explain whether you will use distance learning and how, and provide any guidelines for students on participating through these platforms. Any non-in-person class should have substantially similar rigorous instruction and/or professor/student interaction.]

Class Recording Policy

Please inform students whether it is your policy to record all, some, or no classes.

Note that faculty must follow existing law school policies regarding reasonable accommodations due to qualifying disabilities (which may include allowing a student to record the class for instructional purposes only).

[Please include the following law school and UBalt university statements on recording]

UBalt Law Recording Statement

Any class recordings, audio or video, are for the sole use of that specific class instruction and study and may not be used or reproduced by students for any other purpose. Similarly, students may not capture video, audio, images or chat text from a class without permission from the instructor for use specific to that class instruction and study, and such images may not be used or reproduced by students for any other purpose. Violating these directions is an honor code violation.

UBalt University Recording Statement

All class recordings are for the sole use of the class and may not be reproduced by students for any other purpose. Faculty cannot reproduce students' voices or images from the class for any other purpose without additional student consent. All such recordings are protected by a UB login process based on where they are posted. Students may mute their microphone or turn off their camera if they do not consent to be recorded, but this may mean they need to find additional ways to participate in the class discussion. Students may be required to turn on their cameras and participate in graded class activities. In addition, students who turn off their

camera and do not remain present for the class session may be subject to the Honor Code for misrepresenting attendance.

Class Cancellation

If the instructor must cancel a class, notices will be sent to students via Canvas announcement, which will go to your UBalt email. (To comply with ABA 310 and our own policy, classes that are canceled must be made up.)

Course Reflections

It is a requirement of this course that students complete a course reflection. The reflection will be available later in the semester and is entirely anonymous. Faculty members will not have access to the feedback provided on course evaluations until after all grades are submitted.

Law School and University Policies Applicable to This Course

Academic Integrity

Students are obligated to refrain from acts that they know or, under the circumstances, have reason to know will impair the academic integrity of the University and/or the School of Law. Violations of academic integrity include, but are not limited to: cheating; plagiarism; misuse of library materials; use of another's book or study materials without consent; unapproved multiple submissions; material misrepresentation of one's academic history or standing; misrepresentation of any academic matter; intentionally giving another student false or inaccurate information about class requirements; inappropriate discussion of exams; and misrepresenting or falsifying class attendance reports.

[University of Baltimore School of Law Honor Code](#) (including information about the process)

CHOOSE ONE OF THE THREE SUGGESTED AI POLICIES:

NEW: Use of Artificial Intelligence; faculty can choose (and modify!) one of these three options

(1) MOST PERMISSIVE: Faculty are encouraging the critical use of AI in their courses

Syllabus language:

Artificial intelligence (and generative artificial intelligence) is included within this policy. All submitted work must reflect student understanding and original thought and must verify and cite appropriate sources, including AI sources. Improper reliance on or misuse of AI tools can undermine academic integrity, and result in disciplinary consequences for plagiarism. Students should consult with the professor if they have any questions or uncertainties regarding this policy.

AI is a powerful and increasingly relevant tool in the practice of law, but its true value comes when used thoughtfully and with human oversight. Developing the ability to assess, refine, and enhance AI-generated results is an essential skill for lawyers, strengthening both legal judgment and analytical reasoning. By engaging critically with AI, students can build the expertise necessary to ensure accuracy, competence, and professional excellence in their work.

Therefore, while this course does not prohibit use of these technologies, we require transparency (by noting and/or citing when AI has been used) and self-reflection to take place if/when they are used. When in doubt, ask your professor.

(2) MIDDLE GROUND: FACULTY PERMIT SOME USE OF AI

This gets tricky *quickly*, so think carefully about what you want to put into the highlighted portion, OR let them know you will be allowing AI for specific assignments, and then put that detail on the assignment.

Syllabus language:

While useful, and increasingly relevant to the practice of law, AI is not designed to provide accurate or competent outputs. Over-reliance on AI also hinders the learning that allows students to assess the quality of results generated through AI; that ability to assess, correct, edit, and generally improve upon AI is a critical piece of lawyerly competence.

This course prohibits the use of these technologies on course assignments and assessments with the exception of [Lexis, Westlaw, Grammarly, list others] unless you receive specific permission or clarification from your professor for particular assignments. When in doubt, ask your professor.

(3) MOST PROHIBITIVE

Syllabus language:

While useful, and increasingly relevant to the practice of law, AI is not designed to provide accurate or competent outputs. Over-reliance on AI also hinders the learning that allows students to assess the quality of results generated through AI; that ability to assess, correct, edit, and generally improve upon AI is a critical piece of lawyerly competence.

This course prohibits the use of these technologies on course assignments and assessments unless you receive specific permission or clarification from your professor for particular assignments.

Attendance policy

Class attendance is a critical component of the learning process and reflects professional responsibility. Research demonstrates that students who regularly attend class are more likely to succeed. Additionally, the American Bar Association accreditation standards mandate that a law school adopt, publish, and adhere to a policy for regular class attendance for all students. In alignment with this policy, regular and punctual class attendance is a condition of receiving credit in all courses at the University of Baltimore's School of Law. (Note that attendance at clinics is governed by a separate policy listed in the [J.D. Clinical Law Program—Practical Skills Experience](#) section of the [Student Handbook](#).)

Modality

For a student to be considered present, their attendance must be consistent with the modality of the specific class meeting. For example, if a class meeting is in-person, a student must attend in-person to be considered present. If a class meeting is virtual, a student must attend virtually to be considered present.

Student Attendance Requirements

The number of absences a student may accrue is determined by the total number of times a course is scheduled to meet throughout the semester. For Fall and Spring semesters, classes that meet twice or more per week have a maximum of 4 absences, and classes that meet once per week have a maximum of 2 absences. Summer courses have a maximum of 2 absences.

A student whose accrued absences exceed the limits above will be withdrawn from the course with a grade of FA (failure due to excessive absence) unless they obtain approval for an excused absence from the Office of Student Affairs, up to the following maximums: (1) in the fall and spring semesters, up to 4 additional absences for a course scheduled to meet 2 or more times per week; (2) in the fall and spring semesters, up to 2 additional absences for a course scheduled to meet once per week; (3) in the summer semester, up to 1 additional absence. A student whose accrued absences exceed the extended limit will be withdrawn from the course with a grade of FA.

A student who anticipates accruing excessive absences may be eligible for a Leave of Absence and should contact their advisor in the Office of Student Affairs to discuss available options.

Bases for Extensions

The Office of Student Affairs will receive excused absence requests. The Associate Dean for Student Affairs can extend the number of absences a student may accrue based on a student's religious observances or extraordinary individual circumstances.

Extraordinary individual circumstances include, but are not limited to, the following: bereavement (as defined in the [University of Baltimore Student Bereavement Policy](#)),

significant physical or mental health incidents, and attendance at activities required for academic credit, such as clinic court appearances and moot court competitions.

Minor illnesses, doctor's appointments, traffic, practice rounds for student competitions, personal events, and professional events (including those sponsored by the law school) are examples of circumstances that do not qualify as extraordinary individual circumstances.

A student must provide documentation for extraordinary individual circumstances to the Office of Student Affairs, and must provide advance notice to the faculty member whenever possible.

The form to submit an excused absence request can be found [here](#).

Attendance Tracking Procedures

To keep attendance, this class will use **Qwickly** attendance software, which is hosted on the course Canvas page. With Qwickly, the professor will have a choice to either take attendance manually OR to have you check-in using a pin number generated at the start of class.

To check-in for class using a pin number, you must log into the Canvas site for the course. Click "Qwickly Attendance" on the left side of the navigation bar and enter the pin. Qwickly will automatically email you if you are marked absent for the day. If you believe this email was sent in error, please contact the professor immediately. The professor can change inadvertent absences directly in Qwickly, but this requires you to pay attention and act in a timely fashion.

NOTE ON QWICKLY AND HONOR CODE: It is an honor code violation to sign into a live class via Qwickly if you are not physically in the classroom. Similarly, it is also an honor code violation to provide live-class sign-in codes to students who are not physically in the classroom.

Religious and Faith-Based Observance Policy

It is the policy of the University of Baltimore to [provide reasonable academic accommodations for students to practice sincerely held faith-based or religious beliefs](#).

For Religious Accommodation requests that involve a class absence, students should submit their excused absence request to the Office of Student Affairs via [this form](#) and contact the faculty member for the course they anticipate missing to make alternate arrangements for in-class assessments or assignments. For requests involving Law School final exams, requests should be made only to the Exams Administration team at exams@ubalt.edu.

Disability Policy

The law school works hard to ensure compliance with the Americans with Disabilities Act (ADA). For detailed information on reasonable accommodations, please see the [Student Handbook](#).

If you are a student with a documented disability who requires an accommodation for academic programs, exams, or access to the University's facilities, please contact Erin Brady, the Law School's Director of Student Support, at ebrady@ubalt.edu or the University's Office of

Disability and Access Services at das@ubalt.edu. *Note that classroom accommodation requests should be submitted 6 days before the start of the semester (by August 11, 2026). Exam accommodation requests should be submitted no later than 2 weeks after the start of the semester (by August 31, 2026).*

Accommodations Related to Pregnancy

Title IX also requires that the University provide accommodations to students who are pregnant or experiencing related conditions. [Resources for pregnant students](#).

Title IX Sexual Misconduct and Nondiscrimination Policy

The University of Baltimore's Sexual Misconduct and Nondiscrimination policy is compliant with Federal laws prohibiting discrimination. Title IX requires that faculty, student employees and staff members report to the university any known, learned or rumored incidents of sex discrimination, including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation and/or related experiences or incidents. [Policies and procedures related to Title IX and UB's nondiscrimination policies](#).

Student Well-Being and Success

General Student Issues / Mental Health

For general student issues, students should contact the Office of Student Affairs (osa@ubalt.edu; 410-837-5283). OSA's office is located in the 7th floor Dean's Suite, and someone at the front desk can provide further guidance if needed.

For mental health concerns, students can contact OSA or Tony Dulaney, the University's Clinical Case Manager (tdulaney@ubalt.edu; 410-837-5159). In addition, Chele Ruetsch, LSCW-C, a licensed clinical social worker, will be in the law school building once a week for short-term, in-person counseling. These appointments are free and confidential. To schedule an initial appointment text Ms. Ruetsch at (443) 286-6719 or email her at micheleruetschlscswcubls@gmail.com.

[YOU at UBalt](#) also provides free, confidential, accessible support to manage life's challenges and stay healthy and safe while at UBalt.

Academic Support

For questions about academic challenges including preparing for and participating in your classes, reviewing and outlining for exams, and studying for and taking exams, students can contact Prof. Marta Baffy (mbaffy@ubalt.edu, Room 513) or Prof. Anne Johnson

(ajohnson@ubalt.edu, Room 510). Professors Baffy and Johnson's offices are located on the 5th Floor, on the Charles Street side of the building.

Bar Success

The Office of Bar Success supports students as they prepare for the bar exam and admission to practice, beginning well before graduation. Whether you are years away from sitting for the bar or finalizing your study plan, you are encouraged to reach out early and often. The office also assists with bar applications and admission requirements, including Character and Fitness questions. Students can contact Prof. Neal Kempler, Director of Bar Success (nkempler@ubalt.edu; 410-837-4358). Professor Kempler's office is also located on the 5th Floor, on the Charles Street side of the building (Room 512).

READINGS AND ASSIGNMENTS

Fill in here with your daily/weekly reading and other assignments. You can choose to release your readings/assignments at intervals. Just make sure to update this syllabus accordingly and let your students know when updated versions are available.

[Guidance for accessibility purposes.]

Please:

- use a sans serif font
- Use Word's function to include headings. Click on Home and then select from the headings in the styles pane. You can also double click on the styles pane to open it up and make your own heading styles.
- Check the document's accessibility by clicking on Review, Check Accessibility. But know that this tool does not catch everything!!