Baylor Law.
Faculty & Staff Onboarding Handbook
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Welcome to Baylor Law! We are glad you are here and look forward to working with you. Your Baylor Law staff colleagues created this handbook to help with your transition to the Law School. Please contact your supervisor or any staff member with questions about this handbook or about Baylor Law.

About Baylor Law

Brief History
At Baylor University, the teaching of law began in 1849. Baylor Law was organized in 1857 and, except during the Civil War, operated until 1883. It was re-established in 1920 and has operated continuously to the present, except for three years during World War II. The Law School was accredited by the American Bar Association in 1931 and became a member of the Association of American Law Schools in 1938. The school has approximately 7,500 living graduates. You can find a more detailed history of Baylor Law here.

Mission Statement
Baylor Law School strives, in the context of a Christian commitment, to integrate excellence in teaching and scholarship to develop lawyers who are able to practice law with competence, serve with compassion, and provide effective and ethical leadership.

Core Values
Baylor Law School’s Core Values are listed below. See Appendix A for more information.

Excellence in Teaching within a Supportive Environment
A student-focused legal education requires a diverse faculty of excellent teachers and a dedicated and energetic staff who collectively make students their top priority. Doing so ensures that Baylor Law School takes full advantage of the valuable opportunity, provided by three critical developmental years, to make a difference in students’ lives, and thereby in the lives of their future clients, the life of their communities, and the health and well-being of the legal profession and the public at large.

Promoting a culture of excellence and high expectations in students requires that teachers set high standards for student performance, that those standards be precisely and repeatedly articulated, and that students learn to be self-directed while meeting those high standards.

Meaningful Scholarship
Meaningful scholarship serves an important role in a student-focused legal education that is designed ultimately to serve the public and the profession. It serves the law school’s mission when it informs teaching excellence or makes a substantial contribution to the legal profession.

Professionalism
A central principle of Baylor’s Professional School Model for transforming students into professionals is to cultivate students’ respect for the legal profession, the rule of law, and the justice system, and an appreciation of the diverse society in which they will contribute. This focus on professionalism emphasizes competence, civility, high ethical standards, servant-leadership, work ethic, personal integrity, responsibility, accountability, inclusiveness, and courage required by the actual practice of law.
Service
A student-focused training ground designed to prepare graduates to enter a service-oriented profession should inspire its graduates to become servant-leaders and equip them to be effective in that role. This focus is particularly suited to a law school that is part of a University dedicated to a global Christian mission. Baylor Law School is therefore committed to inspiring a passion for service—to clients, to an increasingly diverse society, and to the profession.

Faculty and Staff Colleagues – “All In”
You are joining a team committed to the mission of Baylor Law and dedicated to excellence in serving all our constituents: students, alumni, and the public. Your role within this organization is important and valued. Thank you for accepting this position and for helping us continue the important work of Baylor Law.

At Baylor Law, we are all a team—faculty and staff colleagues. We have a high profile in the University, in the legal profession and in legal education across the nation because we always work at as a team and hence, we find much success in the program. In our culture, there is one mortal sin: saying that “X is not my job” or “I don’t have time for that” or “X does that, not me.” Any such matter can be handled far more constructively by appropriate discussion about how the matter or task can or should best be accomplished by the team. Everyone must always be “all in.”

Law School Departments
You can find a list of Baylor Law departments and programs online.

Finding Your Way Around Campus

The Sheila & Walter Umphrey Law Center
In 1992, Baylor Law began plans to build a new facility, one that could incorporate current and new technologies as well as allow Baylor to maintain its reputation as a teaching facility. Six years later, the dream started to become a reality when the school announced that Walter and Sheila Umphrey of Beaumont, Harold and Carol Ann Nix of Daingerfield, and John Eddie and Sheridan Williams of Houston had made a transformational collective gift to the Law School. Groundbreaking for the new Sheila and Walter Umphrey Law Center was held in 1999 on the banks of the Brazos River. Many additional major gifts were provided in the capital endowment campaign that not only brought us the law center, but which also substantially enhanced the endowment resources of the Law School.

The law center houses all classrooms, the law library, faculty offices, and administrative offices. For more information, see Appendix B.

Building Hours
You can find the hours that the law center is open to the public here. If you need to enter the building in off hours, you will need to use your ID card as described in the “Building Access” section below.

Building Access
The Law School uses card-reader doors for many entrances, including all the exterior doors, the faculty office main entrance doors, the Law Review Suite, the loading dock, and the Legal Clinics. Most card-reader doors have a regular lock/unlock schedule, although some are always locked. As a Law School faculty or staff member, you should have 24/7 access to the law center exterior doors, faculty doors, loading dock doors, and the first and third floor library doors near the elevator.
The Law School exterior doors are locked every weekend. Faculty and staff may enter the building by swiping their Baylor ID cards in the card readers on the exterior doors.

When you encounter a locked card-reader door, simply swipe your Baylor ID card in the card reader. A light on the card reader should turn green and the door should temporarily unlock for you. When a card-reader door is unlocked, you do not need to swipe in with your card. Additional information:

- You may view door schedule and access information in Appendix C.
- Please keep our building safe. We depend on card-reader doors to provide access for law faculty, staff, and students, while not allowing access to the general public. If the doors are locked, do not allow anyone to “tailgate” you (come in behind you without swiping in). Never use a rock or other item to prop a card-reader door open.
- Card Access Concerns: If you are unable to access a card-reader door with your Baylor ID and you confirmed that the doors were locked, please contact Lela Lam by phone (extension 4184) or email (Lela_Lam@baylor.edu). Include the date(s) and time(s) you were not able to access the area. Also, note if the card reader flashed a red or green light after swiping. Lela will investigate the issue and reach out to the appropriate personnel.

If Lela Lam is out of the office, email the Law IT Team at baylorlawit@baylor.edu, and they will fill your request. Please copy Lela Lam on the email.

- Requests to Change Door Schedule for Events: Before you make a Door Schedule Change Request, check the normal exterior door schedule and access information in Appendix C.

If you need the exterior door schedule to be temporarily changed for a Law School event, please contact Lela Lam by phone (extension 4184) or email (Lela_Lam@baylor.edu). Include the date(s) and time(s) you need the doors locked and unlocked. Please contact Lela at least two days in advance of the event.

Facility Services
For non-emergency routine maintenance work requests, contact Baylor Facility Services at extension 1361. You may also submit a request and find additional information at http://isdhe.webtma.net/baylor/baylorhome.html.

Arthur Cervantes is the Law School building maintenance supervisor. Arthur and his team take good care of the law center, but they have many other responsibilities. Try to give them as much lead time as possible if repairs are needed.

We receive many compliments on the law center. Often visitors who have not been here previously will comment that the law center appears to be new. This is made possible by everyone, every day, doing minor things, e.g., picking up trash wherever seen, inside or outside, reporting building maintenance and repair matters promptly, etc. Please go the extra mile in doing this whenever you encounter something not working properly, damaged or otherwise not in good condition (e.g. reporting no soap, towels, etc. in restrooms, burned out lights, misplaced furniture, etc.). Your reporting matters that need attention is important to maintaining the beauty and functionality of the law center.
Parking
Faculty/Staff parking is designated in the front rows of the Law School. We are not to park in visitor parking, V.I.P. student parking, or on any grassy area. You can add new vehicles or drop vehicles online with parking services.

Game Day Parking: On football home game days, Baylor Law faculty, staff, and students may not park in the law center parking lot until an hour after the game ends. Vehicles without a game-day parking pass will be towed.

Main Campus
If you are not familiar with the main campus, see https://www.baylor.edu/map/ for a campus map. Places we frequent on main campus are:


- Bill Daniel Student Center (“The SUB” or “Student Union Building“): Additional eateries and main campus mail. Across from the bookstore and Bear habitat at 1311 S. 5th Street.

- Student Life Center (SLC, pronounced like “slick“): Health services, exercise equipment, swimming, rock wall. 209 Speight Avenue.

- Pat Neff Hall: President’s Office, Provost’s Office, and General Counsel’s Office. 1320 S. 7th Street.

- Baylor Bookstore: University merchandise with some Baylor Law apparel. 1201 5th Street.

Getting Situated

Your Work Space
We are committed to providing each faculty and staff member with a safe, clean, and comfortable place to work. Please keep your desk and personal area organized, clean and presentable at all times, consistent with Baylor Law being a professional organization.

Please follow all University policies concerning managing risks within your work space, including the following:

- Refrigerators, microwaves, and large printers must be plugged directly into the wall.
- Power strips need to be plugged directly into the wall and cannot be plugged into each other.
- Extension cords cannot be used as permanent wiring.
- Heaters (unless Aramark provided) are not authorized in Baylor facilities.
- You may not store items on top of shelves within 18” (sprinklered) or 24” (non-sprinklered) of the ceiling.
- Coffee pots must be on non-combustible surfaces.
Telephone and Voicemail Information

Microsoft Teams Calls
Microsoft Teams Calls is Baylor’s primary voice communication network. Teams Calls enables you to receive and make telephone calls from within the Microsoft Teams app on your laptop, desktop, or mobile device. Teams Calls includes many standard telephone features (such as placing calls on hold and transferring them) in addition to the ability to consult with someone before transferring a call, setting hours of availability, delegating phone calls to a colleague while out of the office, live captioning, and receiving voicemails in your Outlook inbox. See the Baylor University HelpDesk website for more information and Microsoft Teams Calls training resources.

Local Calls
Beginning April 24, 2021, when calling a number in the 254 area code (the area code assigned to Waco), you should dial all ten digits of the phone number (area code + telephone number). This change is necessary to accommodate emergency calls to 988 as a new abbreviated three-digit dialing code for the National Suicide Prevention Lifeline.

Long Distance Calls
Microsoft Teams Calls does not require a code to call long distance and international calling is available.

Professional Voicemail Greeting
Each faculty and staff member should create a professional voicemail greeting that states their name, job title, and a brief message to the missed caller.

To set up your voicemail, go to settings (click profile picture in top right to see the menu) in Microsoft Teams → Calls → Configure Voicemail → Record a Greeting. Teams will prompt you to record two greetings: 1) A standard voicemail greeting, and 2) an Out of Office greeting.

Accessing Voicemail
When you receive a voicemail, it will appear in Outlook as an audio file attachment. You can listen to the message on your computer or mobile device. You can manage your voicemails within the Microsoft Teams Calls interface by viewing your history.

Answering Calls
During business hours, all phone lines should be covered, and every effort made for calls to main lines (Dean’s Suite, CDO, Alumni, Faculty Suite, Library, Legal Clinics, IT, etc.) to be answered by a member of the Baylor Law team and not sent to voicemail. When answering calls, identify the organization and yourself. Respect the caller’s time and try to get the caller to the correct person or department professionally and quickly. If the appropriate faculty or staff member is not available, take a complete message (name of caller, correct spelling of name, brief reason for their call, and phone number). If you are transferring calls, please hang with callers until they reach their destination.

Callers Requesting Legal Assistance or Lawyer Referral
The Law School receives many calls for legal assistance and lawyer referrals. Law students may not assist with these requests as they are not yet licensed to practice law. Staff members should refrain from referring cases to lawyers and/or recommending lawyers to callers. All telephone requests for legal assistance are to be forwarded to the Legal Clinics at extension 4244.
Email
Outlook 365
Baylor University uses Outlook 365, Microsoft’s cloud-based email service. You can find information about accessing your email, setting up your mobile device, and Outlook web access online [here](#).

Email Signature Block
Baylor Law uses the following standard signature block for faculty and staff:

```
First Last  
Title  
Baylor Law.  
One Bear Place #97288  
Waco, TX 76798-7288  
(Office) 254.710.XXXX (Cell) 254.XXX.XXXX  
Website | Facebook | Twitter
```

You should create your signature block in HTML. If you need help creating your signature block, contact baylorlawit@baylor.edu.

Please do not ever use a signature block or add-on to an e-mail with the words to the effect "please excuse any misspellings or typos." Such language is verboten because it is saying “I don’t care about professionalism or how I present myself to others.”

Dress Code
Baylor Law staff represent the Law School to a variety of constituents and are to dress neatly and appropriately for their jobs at all times. Below are the accepted dress standards for Law School staff.

Business Casual Dress:
- For women, business casual generally refers to dresses, dress slacks or skirts, blouses or sweaters, and professional footwear.
- For men, business casual generally refers to dress slacks, button-down dress shirts or knit shirts with a collar, and professional footwear.

Professional Dress:
- For women, professional dress generally refers to a skirt or pant suit with professional footwear.
- For men, professional dress generally refers to a suit jacket, button-down shirt, suit pants, a tie and professional footwear.

Professional dress may be required every day for some departments within the Law School, but it is encouraged for all staff when Baylor Lawyers and other dignitaries are expected to be on campus.

Spirit Dress Day:
- Each Friday is designated as Baylor Spirit Day. Employees are encouraged to wear business casual attire that highlights Baylor. One exception to the typical business casual attire is permitted on Baylor Spirit Days—neat and appropriate jeans may be worn in place of slacks and skirts.
Meetings, visitors, and events scheduled on Baylor Spirit Day may require Baylor Law staff to
dress more formally on a Baylor Spirit Day. Baylor Law staff are responsible for checking the
Baylor Law events calendar and to use good judgment regarding this matter.

Please abide by the dress code in each of the circumstances indicated in this handbook. There are
indeed periods (during OCI, during Baylor Law internal and hosted competitions, during "Big Trials" in
Practice Court, and during speaker events, etc.) when business casual or professional dress is expected
of all staff colleagues. If in doubt, ask or err on the side of professionalism.

Baylor Law Apparel:
Baylor Law faculty and staff can purchase Baylor Law apparel from the Student Bar Association (SBA).
The SBA takes online orders several times each year. You will receive an email about orders from
Terri_Kroll@baylor.edu. Contact Terri with any questions. Baylor University Bookstore on main campus
also has a limited offering of Baylor Law apparel.

Daily Life at Baylor Law

Work Location
Baylor Law has not approved alternate work locations for faculty or staff in accordance with BU-PP 045.
Faculty members with questions about this policy should speak with Associate Dean Patricia Wilson.
Staff members should speak with Senior Assistant Dean Angela Cruseturner.

Work Product
Much of each day for faculty and staff members is spent communicating with faculty and staff
colleagues, students, alumni, and other constituents in person, via phone or email, or by other means of
written communication. Each communication and interaction should reflect Baylor Law’s commitment
to excellence and to customer service.

All documents, correspondence, memoranda, e-mail and texts that are generated by you in the course
of your work reflect upon Baylor Law as an institution. All such documents and communications should
be proofed and re-proofed prior to being sent to the recipient(s). If you are drafting a document for
review by another person, please take as much pride in the draft as you would in a final version. Do not
take offense when your drafts are corrected once, or even more often. This is quite common in working
with some persons in our community. The objective on all written communications is to have each of us
ask the question “am I proud of this?” before it is sent to any recipient(s).

All team members are to represent themselves professionally via email and other forms of written
communication. In absolutely no circumstance are “flame” or aggressive or sarcastic, etc. e-mail or text
communications (to anyone in the Law School community or beyond) appropriate or to be used.

Hours of Operation
Each Baylor Law office is to remain open and staffed from 8:00 a.m. to 5:00 p.m. Monday through Friday
throughout the year, except on holidays or as directed by Dean Brad Toben or Senior Assistant Dean
Angela Cruseturner. The Law Library often has extended hours of operation. See Law Library hours here.
Tracking Time
Employees are provided with personal, sick, and vacation time, along with holidays. Information about paid time off, accrual rates, and overtime can be found here. If you will be traveling for business purposes, see this page for details on pay and reimbursement. Staff is not reimbursed for choosing to attend a Law School function, unless the staff member is working the event.

Lunch
The Law School Café in the student lounge is open each day from 8:00 a.m. to 2:00 p.m. There is a daily menu, or you can ask to have a specialty sandwich, quesadilla, pizza, etc. made to order. Staff members also gather in the Dean’s Suite Conference Room around noon each day (if it is available). Some bring food from home or lunch from the student lounge to the Dean’s Suite Conference Room. There are also faculty and staff lounges on the third floor, or you can eat in the student lounge or out on the patio. Of course, you may leave campus for lunch, as do many faculty and staff members.

Calendars and Scheduling

Quarter System
The Baylor Law program operates on the quarter system. The academic year, from late August to late April or early May, is divided into three terms: Fall, Winter, and Spring. The program provides a full schedule of classes in the summer term as well. Baylor University operates on the semester system. Our quarter consists of nine weeks, followed by two weeks of reading days, exams, and commencement. Baylor Law matriculates new students during the spring, summer and fall quarters.

Baylor Law Calendars
- You can access the Baylor Law academic calendar, course and exam schedules, Baylor Law events calendar, and the Baylor University calendar online.

Room Reservations and Planning
- All room reservations are made in Astra. To request access to Astra and to find Astra training sessions, see: Baylor University’s Astra webpage.
- Please contact Lela Lam, the Circulation Specialist, before reserving a room in the Law Library, including study rooms.
- As soon as you are aware of an event to be hosted by or at Baylor Law, you should add this event to the planning calendar section (LAW_All Planning Events) in Astra.
- Off-Campus Events: All events hosted by Baylor Law should be added to Astra to notify others of possible conflicts.
- Events not hosted by Baylor Law must be pre-approved by Senior Assistant Dean Angela Cruseturner.
Working with Law Students

Professionalism
As noted in our Mission Statement, Baylor Law is a professional school with an obligation to develop students who have the character, maturity, skills, and values needed to assume leadership positions in a profession charged with responsibility for maintaining and improving our nation’s rule of law and system of justice. Faculty and staff are to model professionalism in daily interactions with students, colleagues, and all constituents.

Title IX
Baylor University and Baylor Law are committed to providing a safe and nondiscriminatory environment for students, staff, and faculty. Learn more about Title IX, resources available to the Baylor community, and reporting Title IX violations at: www.baylor.edu/titleix.

Mental Health and Wellness
A 2016 study of 15 law schools and over 3,300 law students found that “17 percent experienced some level of depression, 14 percent experienced severe anxiety, 23 percent had mild or moderate anxiety, and six percent reported serious suicidal thoughts in the past year. As to alcohol use, 43 percent reported binge drinking at least once in the prior two weeks and nearly one-quarter (22 percent) reported binge-drinking two or more times during that period. One-quarter fell into the category of being at risk for alcoholism for which further screening was recommended.” (https://www.americanbar.org/content/dam/aba/images/abanews/ThePathToLawyerWellBeingReportRevFINAL.pdf) Unfortunately, these statistics do not get better for those who enter the legal profession. Many practicing lawyers face these issues daily.

Students are encouraged to learn about these issues and take initiative to help themselves and others. Baylor Law provides information about these statistics and strategies to address wellness issues through the Professional Development Program.

Baylor Law students have access to the Baylor Counseling Center and can schedule appointments that fit their schedules. Some students worry that meeting with a counselor can impact their application to become a licensed Texas Lawyer (or in some other State). You can assure them that the Board of Law Examiners are only concerned about those who have been “diagnosed with bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder.” Even then, the Board’s major concern is that a treatment plan has been prescribed and is being followed. Students do not need to disclose any other counseling.

Baylor Law faculty, staff, and students can learn about the resources available through the University and Baylor Law here. When a student needs help, faculty and staff should not try to diagnose or counsel the student—we are not professional therapists—rather they should direct the student to the available resources.

Students of Concern
If a faculty or staff member learns of information that causes him or her concern about a student’s physical or mental well-being, the faculty or staff member should follow proper University procedures. If unsure how to handle the situation, the team member should immediately report the information to Associate Dean Patricia Wilson, Senior Assistant Dean Angela Cruseturner, or Assistant Dean Stephen Rispoli.
Emails to the Student Body
A limited number of Baylor Law staff members have access to send emails to the student body with the CurrentLawStudents@baylor.edu email address. If you will need to send emails to the student body, meet with Jerri Cunningham, Registrar, who must approve requests for access to the email account. Jerri will also share guidelines for use of the account, including:

- Baylor Law staff makes every effort to limit the number of emails sent to the student body. Students receive two emails each week: one from the Career Development Office and one with all other student announcements. If you would like to include an announcement in the weekly student announcements email, you must submit it (with the exact heading and wording you want to appear in the email) to Terri Kroll (Terri_Kroll@baylor.edu) by 12:00 p.m. noon on the Friday preceding the Monday when you would like the announcement to be sent.

- Requests for monetary donations, including donations to Baylor Law student fundraisers or other causes, must be pre-approved by Dean Cruseturner.

- Invitations to events not hosted by Baylor University and/or Baylor Law must be pre-approved by Dean Cruseturner.

Working with the Public

Events on Campus
Baylor Law hosts numerous events each year at the law center. See Appendix D for a list of annual events.

Best Practices When Hosting a Guest or an Event
Whether a guest or alumnus is here to judge a competition, speak to students or simply to visit their alma mater, we want to make sure we put our best foot forward to ensure their experience at Baylor Law is exceptional.

- Communication is key for all events. Notify all key faculty and staff colleagues of upcoming events and alumni visits as soon as possible. Notify Meredith Meyer and the Baylor Law IT staff of events that will require rooms, catering, and IT assistance.

- Calendar: Add each event to Astra so others in the building are aware of the event. We want to show that we have good communication and coordination amongst faculty and staff.

- Event Management System: Baylor Law staff members have access to the EPIC event management and registration system and may choose to use it when planning events. See Appendix E for an event planning checklist. See Appendix F for Law Center Classroom Capacity.

- Parking Instructions: Visitors may park anywhere in the Law School lot for one day. If they will be on campus for more than one day, they need to register online (“Visitor Guidelines” at baylor.edu/parking). This is particularly helpful to know if they are a frequent visitor to the Law School.
• Meeting Spot: Be sure your guest knows where to meet you and provide specific directions. If a large group will be arriving, consider directional signage. Ed Nelson, our Director of Marketing and Communications, can help with signage.

• Gifts: If you plan to provide your guest with a thank-you gift, be sure to plan ahead and consider what is appropriate. If you do not have anything, Alumni Relations has various gifts at different price points. You can also find gift bags in the Dean’s Suite.

• Best Use of Time: Consider whether your guests or others in the building would like to connect and coordinate in advance to make sure we are using their time efficiently. It is difficult to get some of our alumni to campus, so we want to maximize their time and experience. We want everyone to leave the school impressed with the way we valued their time.

Guest Wi-Fi
Baylor provides a secure wi-fi network for guests called Bu-Guest. We are required to keep track of guests issued a username and password. You can find wi-fi cards containing login username and access instructions at the reception desk in the Dean’s Suite. In addition, for large events, Law IT provides wi-fi cards for those events specifically. Please contact baylorlawit@baylor.edu for more information.

Members of the Public Requesting Legal Assistance
Members of the public will occasionally visit Baylor Law in hopes of obtaining legal advice or a lawyer referral. Law students may not assist with these requests as they are not yet licensed to practice law. Staff members should refrain from referring cases to lawyers and/or recommending lawyers. All requests for legal assistance are to be forwarded to the Legal Clinics at extension 4244.

Personal Favors
Please do not ever invoke your position at the Law School to ask for, or obtain, personal favors in any matters. Trading on your employment at the Law School can be harmful to the school and it is always inappropriate to invoke your position to seek or ask for any personal favor or advantage (whether dealing with people in the Law School, in the University, or in the community and beyond).

Working with Main Campus
The Law School enjoys an excellent reputation on campus and among the University leaders and members of the Board of Regents. Most staff colleagues will have occasion to deal, on a frequent or at least infrequent basis, with many offices across the University in matters ranging from routine operational matters to matters of policy. In these contacts, please always conduct yourself with the utmost levels of politeness, diplomacy and responsiveness. Also, use your best judgment in determining whether it may be appropriate to involve Dean Toben in the matter (especially in policy matters). How you represent Baylor Law is a critical aspect of your work here. These principles apply whether your contacts are in-person, by e-mail, text, etc.

Unique Aspects of Working for a Law School

Professional School
As has been noted in this handbook, Baylor Law is a professional school with an obligation to prepare students for the practice of law. You will find that we expect more of students than was expected of
them during their undergraduate careers. Staff members are encouraged to be supportive of students but to understand the importance of the Law School’s mission.

**American Bar Association (ABA) Accreditation Process and Site Evaluations**

Under Title 34, Chapter VI, §602 of the Code of Federal Regulations, the Council and the Accreditation Committee of the American Bar Association (ABA) Section of Legal Education and Admissions to the Bar are recognized by the United States Department of Education (DOE) as the accrediting agency for programs that lead to the J.D. degree. In this function, the Council and the Section are separate and independent from the ABA, as required by DOE regulations. The Council of the Section promulgates the Standards and Rules of Procedure for Approval of Law Schools with which law schools must comply in order to be ABA-approved. The Standards establish requirements for providing a sound program of legal education. The law school approval process established by the Council is designed to provide a careful and comprehensive evaluation of a law school and its compliance with the Standards.

The Council is comprised of 21 voting members, no more than 10 of whom may be law school deans or faculty members. Other members of the Council include judges, practicing attorneys, one law student, and at least three public members.

An accredited law school’s compliance with ABA standards is monitored through an Annual Questionnaire and periodic site evaluations. The Annual Questionnaire requests information relevant to continued compliance with the accreditation Standards, including data regarding curriculum, faculty, facilities, fiscal and administrative capacity, student retention, bar passage rates, and student placement.

Law schools undergo a full site evaluation every ten years. Schools undergoing a site visit complete a Self Study, which elicits information about compliance with each Standard and requires schools to complete a Self Assessment. The site evaluation team carefully reviews the materials the school has provided and visits the school for a three-day period, often from Sunday afternoon through Wednesday morning. During that visit, the team meets with the dean and other leaders of the faculty and law school administration, with the president and other university representatives, and tries to have one member of the team meet individually with every member of the faculty. The team also visits as many classes as it can during its visit in order to make judgments concerning the quality of instruction, holds an open meeting with students, and meets with student leaders. In addition, the team meets with alumni and members of the bar and judiciary who are familiar with the school.

**Law School Jargon**

Baylor Law faculty and staff may use words, phrases, or acronyms that are unfamiliar to you, especially if you are new to legal education. We created a Baylor Law jargon cheat sheet with new staff members in mind. See Appendix G.

**Promoting Baylor Law**

**Branding and Style Guide**

The Baylor Law branding and style guide is intended to help maintain consistent usage across Baylor Law publications and to maintain brand standards across our media outlets. See Appendix H.
Social Media Policies and Guidelines
See Appendix I for Baylor Law Social Media Policies and Guidelines, which apply to professional use of social media on behalf of Baylor Law as well as personal use of social media when referencing Baylor Law, or if Baylor Law is referenced in any way in personal accounts, including an individual’s bio, profile or other identifying information.

Advertising Your Department
Depending on the department you are working in and what your role in that department may be, there may be instances where general advertising or event specific advertising may be needed. There are multiple methods/platforms that are available:

- Baylor Law website homepage
- Press release/news story on the Baylor Law website
- Press release/news story pitched to Main Campus and/or external media
- Internal monitors
- Main Campus monitors (limited distribution)
- Email blast
- Baylor Law official social media accounts
- Paid online ads
- Paid print ads
- Printed Direct mail pieces
- Docket Call – Baylor Law’s quarterly alumni magazine
- RocketDocket – Baylor Law’s monthly e-newsletter
- Promotional items/giveaways
- Banners/signs
- Printed flyers/posters/handouts

The specific details of your general/event advertising item will determine which advertising methods/platforms will best provide the results that align with your goals. For consultation and implementation regarding advertising, please contact:

Nick Teixeira  
Senior Graphic, Web, and Marketing Designer  
Nick_Teixeira@baylor.edu  
254-710-4823

or

Ed Nelson  
Director of Marketing and Communications  
Ed_Nelson@baylor.edu  
254-710-6681

Monitors
The internal monitors located in the law center are a great resource for disseminating information to the students, staff, faculty, and visitors of the Law School. Currently, there are four (4) monitors located in the following locations:
• Law Library – South-facing wall on the first-floor entrance
• First Floor Classroom Hall – South-facing wall at main stairwell entrance
• Second Floor Classroom Hall – South-facing wall at main stairwell entrance
• Career Development Office

To request the addition of a monitor graphic for monitors 1-3, please contact:

Nick Teixeira
Senior Graphic, Web, and Marketing Designer
Nick_Teixeira@baylor.edu
254-710-4823

or

Ed Nelson
Director of Marketing and Communications
Ed_Nelson@baylor.edu
254-710-6681

To request the addition of a monitor graphic for the CDO monitor, please contact:

Lauren Porter
Career Development Office Manager
Lauren_Porter@baylor.edu
254.710.1210

Technology

Technology Support
Baylor Law employs three full-time staff members—Rick Sowell, Ricky Lovecky, and Chris Griesemer—in our Information Technology Department who assist with faculty, staff, and student support requests and almost-daily events. As soon as you are aware of a technology need, please schedule the support request via Astra or contact baylorlawit@baylor.edu to request assistance.

If Law IT is unavailable or if you need assistance with your BearID or VPN, contact the Baylor University Help Desk, which can be reached at 710-4357 (HELP). The Help Desk provides support for issues related to computers, networking, telephones, wireless devices, and copiers Monday through Friday, 8:00 a.m. to 5:00 p.m.

Data Security
Baylor recognizes the importance of a robust and secure technology environment fulfilling the University’s academic mission. The University has many systems in place to protect client information including individual accounts, encrypted machines, strong password requirements, compliance of FERPA and HIPPA privacy, and secured networks. Data classification is an important concept to know what type of data you are storing. Please read through this webpage to become more familiar with data
classification. It is also imperative that Law IT be contacted to work with Law departments and ITS security to ensure proper security policies are followed on a given project.

Please be mindful of the security necessary for technology, including securing flash drives (e.g., not letting them lie around on your desk; double-checking the recipients of an e-mail, etc. to avoid mis-sending sensitive information, etc.).

**Technology Tips**

Baylor Law faculty and staff are the first line of defense against cyberthreats to our network. You can learn more about the latest security risks and best practices in computer and personal security in Baylor University’s BearAware Bulletins at: [www.baylor.edu/bearaware](http://www.baylor.edu/bearaware).

- Think twice before clicking on links or opening attachments. Hover over links to reveal the real URL. Only click the link if you are sure it is a link you recognize and trust.

- Do not share your private information or student private information via email. Contact the IT staff for options for sharing sensitive information.

- If you receive a suspicious email, report it to baylorlawit@baylor.edu.

- If you need technology assistance, email Baylor Law IT staff at baylorlawit@baylor.edu.

- VPN is your way do gain access to internal Baylor services (including our file shares) that can make it possible to work away from the office. You do not need VPN for email or box to work. Those are in the cloud.

- As a staff member, you have free access to Office 365. You can load it on any personal system or device (limit of 5 non-Baylor devices). Access Office 365 by logging in at Portal.office.com with your Baylor email address. Look for the install shortcut in the top right corner.

- Staff members have access to Teams, a project management program, via Office 365.

- Set your computer to lock after 5 minutes. You should also lock your computer when you step away from your desk, even for a few minutes.

- You will get pop-ups occasionally from Baylor asking you to reboot your computer. You will need to delay/reboot immediately. Rebooting your computer at least weekly will keep it secure and up-to-date. Signing out completely at the end of the day will allow any overnight updates to be applied.

**Technology Replacement Cycle**

Faculty and staff computers are generally on a three-year replacement cycle. Student worker computers are on a five-year replacement cycle. Printers are on a five-year or more replacement cycle. If you have questions about replacing your computer, contact baylorlawit@baylor.edu.
**Financial Resources**

**Department Spending**
Baylor Law is committed to using our resources effectively and judiciously. All staff members with spending authority are responsible for monitoring expenditures and seeking opportunities to conserve funds. For more information, see Baylor University’s Purchasing Manual [here](#).

**Purchasing Card**
The Purchasing Card was established to provide a more efficient and cost-effective method for purchasing and paying for small dollar items, as well as high-volume and repetitive purchases. This program replaces the traditional requisition process of pricing inquiry, order placement, delivery of goods, invoicing, voucher review, and payment cycle.

Purchasing procedures require that the value of items purchased be $2,500 or less and be from the supplier that provides the best value to Baylor University. It is policy to seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, when making a purchase, the Cardholder should take reasonable steps to ensure that they are receiving the best price. Routine Purchases should be made in the Ignite Marketplace.

The Purchasing Card is a privilege granted to departmental faculty and staff that must be used in a responsible and appropriate manner. Fraudulent or intentional misuse of the card will result in revocation of the card, personnel actions against the Cardholder, and/or possible criminal charges. Baylor University’s Office of Internal Audit will conduct periodic audits of Cardholder’s monthly documentation.

For more information on policies and procedures, as well as how to apply for your purchasing card, see the [Baylor University Purchasing Card webpage](#).

**Travel Card**
The Corporate Travel Card, a personal credit card, is designed to give controlled buying power directly to individuals eliminating many Purchase Orders and Travel Advances.

The Corporate Travel Card is intended for business use. JPMorgan is the provider of the Corporate Travel Card. Visa is readily accepted by most merchants and is a convenient purchase and payment tool for travel.

For more information on policies and procedures, as well as how to apply for your travel card, see the [Baylor University Travel Card webpage](#).

**Resources to Help You in Your Daily Work**

**Video & Webconferencing Services**

- [Zoom](https://baylor.zoom.us) – Accessible via baylor.zoom.us or within Canvas. Zoom offers synchronous, web-based virtual meeting environments. Additional features include two-way audio and video, text chat, application and desktop sharing, breakout rooms, and session recording. In addition to holding classes or meetings virtually, you can record all your Zoom sessions.
We recommend using the Zoom app on your computer or mobile device. More information can be found at [Baylor’s Zoom Page](https://example.com).

- **Microsoft Teams** – Teams is a virtual communications platform that empowers people to work together remotely. Baylor faculty, staff, and students can create Teams to chat, meet, call and collaborate - all in one place. The Teams app is available for Windows, Mac, mobile devices, and on the web. You can download Teams for all platforms at [portal.office.com](https://portal.office.com). [Read more about how to get the most out of Microsoft Teams](https://example.com). Use your full email address to login to Teams.

- **Kaltura** – The Kaltura Media Platform is a set of tools for creating, editing, managing, searching, and delivering video and audio content online. These tools are available to all users within the [Canvas LMS](https://canvas.baylor.edu) and standalone at [Mediaspace.baylor.edu](https://mediaspace.baylor.edu). See Baylor Law IT’s instructions [here](https://example.com) on how to use Kaltura to record a lecture.

- **Cisco Webex** – Accessible through Canvas, Cisco Webex offers synchronous web-based conferencing. Additional features include two-way audio and video, text chat, application and desktop sharing, and session recording. Webex may be used by faculty and staff to conduct meetings, give presentations, or host online webinars. For more information, click [here](https://example.com).

**Staff Professional Development**

Baylor Law encourages staff members to take advantage of training offered by the University and other professional development opportunities. Each staff member should discuss scheduling of training sessions with his or her supervisor. Opportunities available at the University:

- **Ignite Learn** – The Learn module in Ignite contains a growing catalog of professional and leadership development courses and resources for Baylor staff and faculty.

- **LinkedIn.com/learning** – Library of more than 2,500 courses on instructional videos on the latest software and other topics.

- **RightNow Media** – Faith-based video library on topics ranging from leadership, teams, and dealing with change to topics such as marriage, parenting, finances, and recovery.

**Student Workers**

Baylor Law staff members responsible for hiring student workers must work with Baylor University’s Student Employment Program. Follow the steps below:

- Submit [Job Requisition Request form](https://example.com) for processing and await entry in Ignite (you will receive email notification once it is posted or entered).

- Send the student the [External Job Application Link](https://example.com) in which they can apply and create an Ignite profile (if we know who you are hiring).

- Once the student has applied for the position in Ignite, a [Job Offer](https://example.com) will be created by the direct supervisor.
• Job offer will be pushed to Student Employment for review and extended to the student. *If the position requires a background check, the student will need to be cleared in the HireRight background check system before proceeding to onboarding.

• Employment Onboarding process will begin for the student within Ignite.

• Student will come into HR Office to complete Federal I9 Form and the student will be approved to work. Time card access and further onboarding will be assigned within 24 hours after completing the I9.

If you have any questions, contact Suzy Daniel, Office Manager for Registration, in the Dean’s Suite. She will be happy to walk you through the process. You can contact her at: extension 2529 or Suzy_Daniel@baylor.edu.

**Supplies**

Before purchasing supplies, check inventory in the storage room on the third floor. Unless items are labeled with a Law School department name, you may use the supplies for your department.

Routine Purchases should be made in the Ignite Marketplace. The marketplace provides quick and simple access to contracted, negotiated pricing in its online catalogs. Users will be able to log in and browse, search, and comparison shop from a large number of the University’s most commonly used preferred supplier catalogs. Procurement’s Sourcing team will continuously evaluate the marketplace to ensure that the right suppliers are offering the right products at the right prices.

**Copier Support**

Copying Services provides support for the Ricoh brand copiers on campus. Services offered include, but or not limited to, complete break/fix repair for copier equipment, providing consumable supplies (toner and staples) for copier equipment, operator training for copier equipment, and first response service on University fax machines.

For technical assistance or assistance on requesting a facility or multi-departmental copier, call Copying Services (2110).

**Copy Center**
The Baylor University Copy Center is located in Morrison Hall, Suite 121. The Copy Center provides the following copy services:

• Black & White Copies
• Color Copies
• Folding
• Spiral Binding
• Oversize Printing
• Faxing
• Cutting
• Drilling

• Shrink Wrap
• Stapling
• NCR Forms
• Padding
• Laminating
• Booklets
• Colored Papers
Law Library Resources

- Reference Librarian Chris Galeczka can provide legal research assistance during business hours (Monday – Friday, 9:00 a.m. – 6:00 p.m.): Christopher_Galeczka@baylor.edu, extension 4587, Room 104 in Law Library.

- Online collection of Law databases including Lexis and Westlaw: Contact Reference Librarian Chris Galeczka for database research and questions.

- Check out Law Library Reserve and General Collection books:
  - OneSearch Library Catalog: https://onesearch.baylor.edu. Limit search to Law Library.
  - For more information, contact Circulation Specialist Lela Lam: Lela_Lam@baylor.edu, extension 4184, office behind Circulation Desk.

- Use Law Interlibrary Loan to borrow books and articles the Law Library does not have available.
  - Email Circulation Specialist Lela Lam the title, author, and ISBN to request a book.
  - Email Circulation Specialist Lela Lam citation information to request an article.

- Reserve library rooms for events:
  - Contact Circulation Specialist Lela Lam to reserve a library room. Rooms available are: First and Second floor Reading Rooms (seats 42)
    - Jaworski Suite (rm. 205, seats 4)
    - Rare Book Room (rm. 207, seats 4)
    - Study rooms 208, 210, 212, 214, 216, 217 (seat 4) (advance notice required.)

- Access to flat-bed color scanner.

- Access to a microform machine and collection.

Baylor University Libraries Resources

- Baylor Law staff may check out materials at the other Baylor University Libraries, which include:
  - Central Libraries (main Baylor research library—Moody Library and Jones Library)
  - Crouch Fine Arts Library (music and virtual arts collection)
  - Poage Legislative Library (collection and archives documenting religious persecution in society)
  - Texas Collection/University Archives (collection and archives related to Texas and Baylor history)
  - Armstrong Browning Library (collection of British and U.S. literature from 1800 to 1900)

- Access to broad collection of research databases provided by Central Libraries:
  http://erd.bulibtools.net/

Emergency Preparedness and Security

Security
We rely on Baylor Law faculty and staff to help secure the law center and notify proper authorities of any security concerns. Do not keep your law center keys and Baylor University ID card together and avoid identifying keys as belonging to the law center. Lost keys should be reported to Laura Obenoskey at extension 4855 immediately.
Please be sure, if you are the last to leave your area at the end of the day (e.g., the Dean’s Suite, the Faculty Suite, CDO, Alumni Relations, etc.), to properly secure the area by locking any access doors. Individual offices should also be locked.

**Emergencies**

See the [Baylor Law Safety, Security, and Emergencies at Baylor Law Webpage](#), which includes information about the emergency information systems at Baylor, instructions for “Seeking Shelter,” “Evacuating,” and “Sheltering in Place,” medical emergencies, our inclement weather policy, reporting a crime, and more. Also see the Umphrey Law Center emergency preparedness flyer in [Appendix J](#).

**Active Shooter**

Although we hope they will never happen, we must be prepared for emergencies. One such issue is the possibility of an active shooter on campus. In short, the strategy in such an emergency is to Avoid, Deny, and Defend (“ADD”). This stands for avoiding the shooter, denying access to your location, and defending yourself against the shooter. Please take a few minutes to watch the video we created to help prepare faculty, staff, and students learn more at: [https://www.baylor.edu/dps/index.php?id=963826](https://www.baylor.edu/dps/index.php?id=963826). In addition, there are locks on each office, classroom, and courtroom door. Please be sure to learn how each type of lock works.
Appendix A: Baylor Law Core Values

1. **Excellence in Teaching within a Supportive Environment**
   A student-focused legal education requires a diverse faculty of excellent teachers and a dedicated and energetic staff who collectively make students their top priority. Doing so ensures that Baylor Law School takes full advantage of the valuable opportunity, provided by three critical developmental years, to make a difference in students’ lives, and thereby in the lives of their future clients, the life of their communities, and the health and well-being of the legal profession and the public at large.

   Promoting a culture of excellence and high expectations in students requires that teachers set high standards for student performance, that those standards be precisely and repeatedly articulated, and that students learn to be self-directed while meeting those high standards.\(^i\)

2. **Meaningful Scholarship**
   Meaningful scholarship serves an important role in a student-focused legal education that is designed ultimately to serve the public and the profession. It serves the law school’s mission when it informs teaching excellence or makes a substantial contribution to the legal profession.\(^ii\)

3. **Professionalism**
   A central principle of Baylor’s Professional School Model for transforming students into professionals is to cultivate students’ respect for the legal profession, the rule of law, and the justice system, and an appreciation of the diverse society in which they will contribute. This focus on professionalism emphasizes competence, civility, high ethical standards, servant-leadership, work ethic, personal integrity, responsibility, accountability, inclusiveness, and courage required by the actual practice of law.\(^iii\)

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\(^i\) Excellent teaching has many facets, including:
   1. Skilled use of the Socratic method to teach students how to read case law and statutory law critically, and how to analyze legal issues and communicate solutions with precision;
   2. Drawing on professional experience and academic expertise to teach students the structure, the theory, and the practical intricacies of substantive and procedural law;
   3. Training students to acquire fundamental legal skills, and critiquing student performance of those skills, including legal research and writing, alternate methods of dispute resolution, working collaboratively, client counseling, negotiation, transactional planning and drafting, and trial and appellate advocacy;
   4. Modeling and fostering professionalism, especially legal ethics, civility, work ethic, responsibility, accountability, personal character, integrity working collaboratively as part of a team, and treating others with dignity and respect;
   5. Highlighting the important role of the legal profession and the rule of law’s contribution to justice, freedom, and equality, and the challenges to making timely and affordable public access to “justice to all” a reality.

\(^ii\) Meaningful scholarship advances knowledge and the understanding of law and legal institutions, including underlying policies, processes and their impact. At Baylor, we recognize and value a wide range of research, writing and other scholarly activities. A paradigm of the “co-inherence”—where teaching, research, and service, done well, co-exist and inform one another—is foundational. Thoughtful subject-matter exploration generates research, scholarship and engaging, dynamic classroom discussion which collectively serve as a training ground for the ambiguity students will experience beyond graduation.

\(^iii\) At Baylor Law School, the emphasis on professionalism is both organic and intentional throughout the curriculum and in the array of extracurricular offerings, and through required professional development activities that begin at orientation and continue until graduation.
4. Service

A student-focused training ground designed to prepare graduates to enter a service-oriented profession should inspire its graduates to become servant-leaders and equip them to be effective in that role. This focus is particularly suited to a law school that is part of a University dedicated to a global Christian mission. Baylor Law School is therefore committed to inspiring a passion for service—to clients, to an increasingly diverse society, and to the profession.\textsuperscript{iv}

\textsuperscript{iv} A servant-leader is best equipped to lead if trained to be a highly skilled, highly motivated, and creative problem-solver. A servant-leader understands that the commitment to service extends beyond clients to their communities, in which lawyers live and work, to the legal profession, the rule of law and the justice system. Service to clients transcends technical legal representation and advice. It includes a sincere compassion for those in need of legal services and seeing and treating them as human beings and not just legal issues or a source of income.

Service to the community may take the form of offering legal expertise, or, e.g., making a meaningful commitment of time to serve on the board of a non-profit or coach a children’s soccer team. Service to the legal profession may take the form, e.g., of participating in the local, state, or national bar activities, giving CLE lectures, serving on committees proposing changes to legal rules, testifying before a legislative committee, eagerly accepting \textit{pro bono} cases, or speaking on legal topics to civic organizations, and requires modeling upright behavior in all endeavors. A lawyer with a heart for service recognizes that the lens through which most of the public views the courts, the legal profession, and the rule of law is the ever-present opportunity to observe how lawyers live their lives and share their talents and training.
Law School Diagram
The Law School has two components: The library component and the classroom/faculty office component. In the diagram below, our two neighbors are included for a frame of reference.

Law School Room Alphabetical Dictionary
Alumni Offices: Rm. 204, is located between the two second floor components, closer to the Library Component

The “Attic”: Rm. 310, houses federal government documents on the third floor of the Law Library. Also known as the Government Document Room.

Career Development Offices (C.D.O.): Rm. 202, is located between the two second floor components, closer to the Library Component.

Career Development Offices (C.D.O.) Conference Room: Rm. 200C, is located between the two second floor components. Go through the CDO to access this space (rm. 202). To reserve this room, contact the Career Development Office Manager.

Circulation Desk: When you enter the Law Library through the first-floor main library entrance, you will see this desk on the left.

Courtroom 1: Rm. 229, is located near the second-floor elevators in the Classroom/Faculty Office Component. This room may be reserved on Astra.

Courtroom 2: Rm. 230, is located near the second-floor elevators in the Classroom/Faculty Office Component. This room may be reserved on Astra.

Courtroom 3: Rm. 231, is located near the second-floor elevators in the Classroom/Faculty Office Component. This room may be reserved on Astra.

Courtroom 4: Rm. 232, is located near the second-floor elevators in the Classroom/Faculty Office Component. This room may be reserved on Astra.

Courtroom 5: Rm 101A, is located on the first floor between the two components, closer to the Library Component. To find this room, walk towards the library, but turn left in the little hallway near the library that leads to an exterior door facing the Brazos River. This room may be reserved on Astra.
Courtroom 6: Rm 101.B, located in the library component on the first floor, off the first floor Reading Room, to the right. This room may be reserved on Astra.

Courtyard: This garden area is in front of the Law School (facing University Parks Drive). This area may be reserved on Astra.

Dean’s Conference Room: Rm. 218, located on the second-floor between the two components. Go through the Dean’s Suite to access this space. This room may be reserved on Astra.

Dean’s Suite Kitchen: Go through the Dean’s Suite to access this kitchen. The kitchen is located near the Dean’s Conference Room (218). A shade can be opened to connect the Dean’s Suite Kitchen with the Dean’s Conference Room.

Dean’s Suite: Located between the two second floor components, the Dean’s Suite houses a variety of offices including the deans, admissions, the registrar’s office, and the Law P.R. offices. This is often the first stop for guests.

The “Dungeon”: This is a storage room off the corridor between the two third floor components.

Faculty Lounge: Rm. 330, located on the third floor in the Classroom/Faculty Office Component, serves as a break room for faculty. There is also an attached kitchen. This room may be reserved on Astra.

Faculty Offices: The majority of law faculty have their offices on the third floor of the Classroom/Faculty Office Component. The faculty office manager and the faculty assistant also have offices in this area (Rms. 314C and 314D).

First Floor Reading Room: Rm. 100A, located in the library component to the right when you enter the library. Full of large windows and tables, this room offers a nice view of the Brazos River and stadium. To reserve for an event, contact the Circulation Specialist.

Fish Bowl: Rm. 104, which is the Reference Librarian’s office. This office is located on the first floor of the law library across from the Circulation Desk.

Government Document Room: Rm. 310, which houses Federal government documents on the third floor of the Law Library. Also known as “The Attic.”

IT offices: The Law IT offices (rms. 302B, 302D, and 304), are located on the third floor of the Library Component across from the library stairs.

Jaworski Suite: Rm. 205 is located on the Second Floor of the Library Component across from the library stairs. Set up with the office furniture of Leon Jaworski, this room is occasionally used for interviews. Contact the Circulation Specialist to reserve this room.

Kathy’s Closet: A closet inside the Staff Lounge (rm 311) where competition podiums are stored. This space is located between the two third floor components.

Law Library: Occupies almost the entire three floors of the Library Component. Enter through the main entrance on the first floor or use your SH key to access the library on the second or third floors. See the Library Services document for more information on what the library offers.

Lawyer’s Lounge: Rm. 117, is located between the two first floor components. This room may be reserved on Astra.
**Law Review Suite:** Rm. 345, located on the third floor of the Library Component across from the library elevator.

**Legal Clinics:** Rm. 116, located between the two first floor components. To find this space, walk towards the Library Component, but turn right in the little hallway near the library that leads to an exterior door facing the Brazos River.

**Library Conference Room (third floor):** Rm. 310, located in the Library Component on the third floor near the library stairs. This small conference room seats 4. To reserve this room, contact the Circulation Specialist.

**Loading Dock:** Located on the Library Component side of the building, this area is helpful for large deliveries, and has a side exterior door that leads into the Mailroom. The door is locked 24/7, so you will need your Baylor ID to access.

**Mailroom:** Rm. 113, located in the first floor Library Component at the end of the library office hallway. This is a secure area, where all Law School mail is delivered. You must have your SH key to enter through the hallway. This area is also accessible through the loading dock door, which is locked 24/7. You will need your Baylor ID to access.

**Patio:** Located behind the Law School, facing the Brazos River, this eating area is a popular spot on nice days. This area may be reserved on Astra.

**Practice Court (P.C.) Room:** Rm. 234, is located in the Classroom/ Faculty Office Component near the second-floor elevators. The Practice Court students have class here.

**Rare Book Room:** Rm. 207, is located on the Second Floor of the Library Component across from the library stairs. This room is occasionally used for interviews. Contact the Circulation Specialist to reserve this room.

**Reading Rooms:** The Law Library has two reading rooms, located in the Library Component. The First-Floor Reading Room is located to the left when you enter the Law Library. The Second-Floor reading room is located directly above the First Floor Reading Room. Contact the Circulation Specialist to reserve these rooms.

**Reference Librarian's Office:** Rm. 104, is located on the first floor of the Library Component across from the Circulation Desk. This space is also known as the “Fish Bowl”

**Reserve Room:** Rm. 106, is located in the first floor Library Component near the Circulation Desk, opposite the library entrance. This room houses commonly used resources.

**Second Floor Reading Room:** Rm. 200A located in the library component to the right when you enter the library and go up the stairs to the second floor. With its two-story windows and tables, this room offers the best view of the Brazos River and stadium. To reserve for an event, contact the Circulation Specialist.

**Staff Lounge:** Rm. 311, is located between the two third floor components. This breakroom for staff has a couch, a TV, and a table. This room may be reserved on Astra.

**Student Lounge:** Rm. 118, is located on the first floor between the two components, but close to the Classroom/Faculty Office Component. This popular lunch area has the Law School Café (opened for breakfast and lunch on weekdays), as well as vending machines and tables.
**Study Rooms:** All six study rooms (Rms. 208, 210, 212, 214, 216, 217) are located on the second floor of the Law Library Component through the door across from the library stairs. All study rooms seat 4 and are often reserved by law students, especially around exams. To reserve this room, contact the Circulation Specialist (ideally, at least two days in advance).

**The Thunderdome:** Rm 127, is located at the end of the Classroom/Faculty Office Component on the first floor. This room is the largest Law School classroom and can also be set up as a courtroom. This space may be reserved on Astra.

**Writing Center:** Rm. 302, is a suite located on the third floor of the Library Component across from the library stairs. The legal writing faculty have offices in the Writing Center.

**Writing Lab:** Rm. 302A, is located on the third floor of the Library Component. When you enter the Writing Center door (across from the library stairs), this is the first door to your left. This space may be reserved on Astra.
Appendix C: Door Schedules and Access Information

Law Exterior Doors
- Includes the front entrance doors, classroom side doors, the door facing the Mayborn Museum, and the doors facing the Brazos River.
- All law faculty, staff, and students have card access.
- These doors are unlocked: Monday – Friday, 6:00 a.m. – 6:00 p.m.

Law Faculty Doors
- The front doors to the third floor Faculty Wing.
- All law faculty and staff have card access. Students do not have access.
- These doors are unlocked Monday – Friday: 7:00 a.m. to 5:00 p.m.

Law Loading Dock Doors
- These doors are to the loading dock located on the side of the building facing the Texas Sports Hall of Fame. This entrance leads into the mail room.
- All law faculty and staff have card access. Students do not have access.
- These doors are locked 24/7.

Law Review Entrance Pathway Doors
- Includes the exterior door in the front courtyard across from the classroom side door, the doors in the emergency stairwell that lead to the second and third floors, and the library first and third floor doors near the elevator.
- All law faculty and staff have card access. Library student workers also have access. Law Review student have access to the courtyard door and the door in the stairwell that leads to the third floor.
- The courtyard door and emergency stairwell doors are locked 24/7. The library first and third floor doors are also locked 24/7 but are propped open when the library is open.

Law Review Office Door
- This door, located on the Law Library third floor across from the elevators, leads directly to the Baylor Law Review offices.
- Law Review students have access. Faculty and staff who work directly with the Law Review students also have access.
- These doors are locked 24/7.
Appendix D: Baylor Law Annual Events

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Usual Time Frame</th>
<th>Attendance</th>
<th>Event Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitted Students Meals</td>
<td>Meals hosted by Baylor Law Admissions in Texas and around the country, primarily during the Spring. Admissions officers invite admitted students to meet with them and fellow admitted students to learn more about Baylor Law. There are also several of these meals in Waco and/or for specific groups (e.g. for Jaworski scholarship winners or for those interested in multicultural affairs).</td>
<td>Spring quarter</td>
<td>varies</td>
<td>Jenny Branson</td>
</tr>
<tr>
<td>Adoption Day</td>
<td>In an effort to promote and celebrate foster care adoptions, Baylor Law has been hosting the McLennan County Adoption Day Celebration since 2008.</td>
<td>Friday before Thanksgiving each year</td>
<td>75-150</td>
<td>Bridget Fuselier</td>
</tr>
<tr>
<td>Almost Midnight Breakfasts</td>
<td>“Not Quite Midnight” Breakfast! Let professors serve you breakfast during finals!</td>
<td>The Wednesday night of the last week of class each quarter</td>
<td>100</td>
<td>Stephen Rispoli</td>
</tr>
<tr>
<td>Alumni Tailgate</td>
<td>Tailgate on the River: Tailgating two hours prior to kickoff of the Baylor home football game</td>
<td>September each year</td>
<td></td>
<td>Alumni Director, Barbara Lindsay</td>
</tr>
<tr>
<td>Annual Christmas Luncheon</td>
<td>Dean Brad Toben and the Faculty &amp; Staff of Baylor Law have a Christmas lunch and invite Baylor co-workers.</td>
<td>2nd week in December</td>
<td>100</td>
<td>Meredith Meyer</td>
</tr>
<tr>
<td>Bar Exams</td>
<td>Baylor Law hosts the July Texas Bar.</td>
<td>The last week in July</td>
<td>varies</td>
<td>Jerri Cunningham</td>
</tr>
<tr>
<td>Baylor Law Business Boot Camp</td>
<td>The Business Law Boot Camp was specifically created for Baylor Law students interested in business transactions, the week-long course offers a practical perspective on multiple aspects of business and its legal requirements and implications.</td>
<td>The week between the spring and summer quarters</td>
<td>25</td>
<td>Beth Miller</td>
</tr>
<tr>
<td>Baylor to Baylor Interviews</td>
<td>Each year, Baylor Law selects six highly-talented freshmen to join the Baylor² Law Program. This program guarantees admission into Baylor Law provided students meet the academic criteria.</td>
<td>January</td>
<td>75-100</td>
<td>Jenny Branson, Katherine Sims</td>
</tr>
<tr>
<td>Bells Hill Christmas Party</td>
<td>The Bells Hill Elementary School Choir sings at Baylor Law, we</td>
<td>December</td>
<td>50-60</td>
<td>Meredith Meyer</td>
</tr>
<tr>
<td>Event</td>
<td>Description</td>
<td>Date/Time</td>
<td>Number</td>
<td>Contact</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Caritas Luncheon</td>
<td>The Law School Staff host an annual luncheon to benefit Caritas.</td>
<td>1st week in November</td>
<td>75</td>
<td>Jerri Cunningham</td>
</tr>
<tr>
<td>Celebrate Diversity</td>
<td>This is a day-long event for local high school students. Students are immersed in a full day of activities intended to demonstrate life as a law student and lawyer. They take a mock law school class; hear from career development and student panelists; tour the campus and Law School; and participate in a mock trial.</td>
<td>Spring quarter</td>
<td>varies</td>
<td>Jenny Branson</td>
</tr>
<tr>
<td>Chiles Lecture</td>
<td>Established by Baylor Law and John and Marie Chiles in 2014, the Starr Federalist Papers Lecture Series, graciously sponsored by John and Marie Chiles, welcomes some of the nation’s most influential and distinguished constitutional scholars to Baylor Law. Open to the public, the lecture series focuses on the analysis of and insight into the history and present-day importance of the Federalist Papers – a collection of 85 articles and essays written by Alexander Hamilton, James Madison, and John Jay to promote the ratification of the United States Constitution.</td>
<td>September each year</td>
<td>300</td>
<td>Stephen Rispoli</td>
</tr>
<tr>
<td>Client Counseling Competitions</td>
<td>The Naman Howell Smith &amp; Lee, PLLC Client Counseling Competition is generously sponsored by the law firm of Naman Howell Smith &amp; Lee, PLLC of Waco in recognition of its support of Baylor Law’s client counseling program.</td>
<td>1st two weeks in December</td>
<td>24</td>
<td>Patricia Wilson, Kathy Serr</td>
</tr>
<tr>
<td>Criminal Law Boot Camp</td>
<td>The Criminal Law Boot Camp is a three-day course exposed students to a real-world view of the practice of criminal law.</td>
<td>Fall and spring quarters</td>
<td>25</td>
<td>Richard Alpert PC Associate</td>
</tr>
<tr>
<td>Entrance Counseling</td>
<td>The Asst. Dean of Admissions and the Asst. Dean of Career Development meet with every incoming student. Admissions goes over their bills with them and talks with them about their financial aid plans, and Career Development discusses their initial career aspirations. Each appointment takes 30 minutes.</td>
<td>Week or two prior to Orientation of each quarter</td>
<td>varies</td>
<td>Jenny Branson, Kristine Bridges</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<td>-----------------------------</td>
</tr>
<tr>
<td>Exams</td>
<td>Exams are given at the end of each quarter, over a two-week period.</td>
<td>The two weeks after the last day of class of each quarter</td>
<td>Current enrolled students for that quarter</td>
<td>Jerri Cunningham, Suzy Daniel</td>
</tr>
<tr>
<td>Exit Counseling</td>
<td>The Asst. Dean of Admissions and the Asst. Dean of Career Development meet with every graduating student. Admissions talks about their loan repayment plans, and Career Development discusses their career plans. Each appointment takes 30 minutes.</td>
<td>Weeks leading up to graduation</td>
<td>varies</td>
<td>Jenny Branson, Kristine Bridges</td>
</tr>
<tr>
<td>Fed. Judicial Clerkship Reception</td>
<td>The Federal Judicial Clerkship Reception is an opportunity for Baylor Law students to meet federal judges and former and current law clerks in an informal setting. All Baylor Law students are invited to attend. The reception is often hosted in the second floor reading room of the law library.</td>
<td>November</td>
<td></td>
<td>Kristine Bridges</td>
</tr>
<tr>
<td>Firm Connections</td>
<td>Firm Connection is a 1L Networking Event hosted by the CDO and held at McLane Stadium.</td>
<td>November or December each year</td>
<td>150</td>
<td>Kristine Bridges, Jana Hixson, Lauren Porter</td>
</tr>
<tr>
<td>Focus Groups</td>
<td>Occasionally, jury research focus groups meet at Baylor Law. These focus groups bring real people in to simulate a jury for a real case. Through these focus groups, lawyers learn more about their case and how to present it.</td>
<td></td>
<td></td>
<td>Stephen Rispoli</td>
</tr>
<tr>
<td>Event</td>
<td>Description</td>
<td>Date</td>
<td>Capacity</td>
<td>Organizer</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>----------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>High School Mock Trial</td>
<td>The Region 12 High School Mock Trial Tournament happens in late January/early February, and it takes place over three afternoons and evenings. High school teams from the region are judged by local attorneys, law students, and judges, and the winner continues on to the State Mock Trial Tournament.</td>
<td>Late January/early February</td>
<td>varies</td>
<td>Jenny Branson</td>
</tr>
<tr>
<td>LEAD Conference</td>
<td>LEAD Counsel organizes and hosts the annual Making an Difference Conference with the purpose of engaging and inspiring members of the legal profession to get involved in public life, to use their legal training to make meaningful contributions to their communities, and to equip them to think critically and strategically about public service.</td>
<td>2nd or 3rd Friday in February</td>
<td>100</td>
<td>Stephen Rispoli, LEAD Organization</td>
</tr>
<tr>
<td>Library Tours</td>
<td>During orientation, library faculty and staff lead 30-minute long library tours for the entering law class. Each tour has up to ten law students and showcases library sections and services.</td>
<td>Wednesday before classes start through the Friday after classes start during the Fall, Spring, and Summer Quarters</td>
<td>varies</td>
<td>Lela Lam</td>
</tr>
<tr>
<td>LL.M. On-Campus Sessions</td>
<td>The On-Campus residency caps off each trimester of the LL.M. program. During the residence, candidates in the LL.M. program visit Baylor campus for an intensive series of practical exercises and lectures.</td>
<td>January, May and November each year</td>
<td>30</td>
<td>Stephen Rispoli</td>
</tr>
<tr>
<td>LL.M. Orientation</td>
<td>Before starting online classes, all LL.M. candidates are encouraged to attend an orientation evening in Waco. The purpose of the event is to provide everyone a format to meet face to face. In 2018, the orientation was a light dinner at an art gallery where candidates were encouraged to meet each other and faculty.</td>
<td>September each year</td>
<td>30</td>
<td>Stephen Rispoli</td>
</tr>
<tr>
<td>Mad Dog Competition</td>
<td>As part of Baylor Law's intense Practice Court Program, students participate in the Bob and Karen Wortham &quot;Mad Dog&quot; Practice Court Competition, a week-long contest that occurs at the 4th week of the winter or summer quarter.</td>
<td>4th week of the winter or summer quarter</td>
<td>PC Class</td>
<td>PC Associate</td>
</tr>
</tbody>
</table>
### Moot Court Competitions
| The Dawson & Sodd, L.L.P. Fall Moot Court Competition; Drinker Biddle & Reath, LLP Spring Moot Court Competition, Transactional Law Competition | Spring and Fall | 30 | Mike Berry |

### On-Campus "OCI" (Aug., Nov., Jan., March)
| Career Development offers formal on-campus interviews for employers to have with current law students | Four sessions throughout the year: one in March, two in August, and one in November | 250 | Kristine Bridges, Jana Hixson, Lauren Porter |

### Off-Campus Recruiting Events
| These fairs, forums, and pre-law visits occur around the country. Although the heaviest concentration of these events is in the Fall (Labor Day through Thanksgiving), these events happen year-round. The Admissions Office (and occasionally members of the Admissions Committee) travel to meet with prospective students and pre-law advisors to talk about Baylor Law. | Fall quarter | varies | Jenny Branson |

### Open Houses
| These events are full-day events for admitted students. There are typically 3-4 Open Houses each year. During the events, a student has the opportunity to visit a class, learn about specialty programs, meet with admissions professionals, visit with students, dine with professors, and tour the law center. | Varies based on the recruiting calendar, LSAT Dates and other Law School events. | varies | Jenny Branson |

### Orientations
<p>| Each Orientation is three days long and takes place the Wednesday through Friday prior to the start of class. The first day focuses on the people and the place of Baylor Law and Waco, the second day introduces the students to the profession of law and to professionalism, and the third day reminds them of the reason for the practice of law (service). | Wednesday through Friday prior to the start of class for each quarter (Feb., May, August) | varies | Jenny Branson |</p>
<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Date/Time</th>
<th>Participants</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>People's Law School</td>
<td>The People's Law School 2019 offers a half-day curriculum of courses designed to educate consumers about their legal rights and to make the law &quot;user friendly.&quot; The courses are taught by volunteer attorneys and legal experts.</td>
<td>2nd Saturday in February</td>
<td>100</td>
<td>Leah Teague</td>
</tr>
<tr>
<td>Premiere Day/Pre-Law Advisor Day</td>
<td>This day, which happens in the late Spring or early Summer, is much like an Open House but is specifically for our most highly credentialed admitted students. There are meals and tour options added to the regular Open House schedule. Pre-law advisors from around the country are also invited to this event.</td>
<td>Late spring or early summer</td>
<td>varies</td>
<td>Jenny Branson, Katherine Sims</td>
</tr>
<tr>
<td>Preview Days</td>
<td>These events are half-day events for prospective students. Each student has the opportunity to visit a class, meet with admissions professionals, visit with students, and tour the law center.</td>
<td>There are three – four of these events each year.</td>
<td>varies</td>
<td>Jenny Branson, Katherine Sims</td>
</tr>
<tr>
<td>St Andrews Academy</td>
<td>Academy of the Advocate Program at St Andrews is organized into three schools: the School of Appeal, the School of the Trial, and the Advanced School of the Trial.</td>
<td>Last week in July – the second week in August</td>
<td>70</td>
<td>Jeremy Counsellel</td>
</tr>
<tr>
<td>Student Awards Ceremony</td>
<td>The Baylor Law John William &amp; Florence Dean Minton Student Awards Ceremony recognizes students and their academic achievements over the past year.</td>
<td>Last week in March each year</td>
<td>220</td>
<td>Stephen Rispoli, Terri Kroll</td>
</tr>
<tr>
<td>Student Organizations Fair</td>
<td>All organization set up and display their organization to raise interest in joining the organization.</td>
<td>2nd week of the spring and fall quarter</td>
<td>300</td>
<td>Terri Kroll</td>
</tr>
<tr>
<td>TDCAA</td>
<td>Baylor Law hosts the TX Dist. &amp; County Attorneys Association each year. They offer course training to attorneys and have Legislative updates.</td>
<td>July each year</td>
<td>40</td>
<td>Meredith Meyer</td>
</tr>
<tr>
<td>The Closer</td>
<td><em>The Closer</em> is a unique invitational transactional law competition reflecting Baylor Law's commitment to training practice-ready lawyers.</td>
<td>January of each year</td>
<td>20 students from different schools</td>
<td>Beth Miller, Kathy Serr</td>
</tr>
<tr>
<td>Top Gun</td>
<td>Baylor Law created a National Competition event that invites 16 top advocacy teams from all over the country.</td>
<td>The last week of May or first week in June</td>
<td>36 students and coaches from various schools</td>
<td>Kathy Serr</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Ultimate Writer</td>
<td>The Ultimate Writer Competition will test your abilities to review a packet of materials and draft a real-world legal document based on the packet and writing prompt. This competition will provide a rewarding opportunity to demonstrate your writing skills in a practical legal setting.</td>
<td>November of each year</td>
<td>25</td>
<td>Susan Ortiz</td>
</tr>
<tr>
<td>Undergraduate Mock Trial</td>
<td>The Baylor Undergraduate Mock Trial team, with the support of Baylor Law, hosts the Green and Gold Invitational at the Law School every Fall or Winter. Approximately twenty college teams who are a part of AMTA (American Mock Trial Association) compete in four rounds of trials over a weekend, and the rounds are judged by Baylor Law students and other local attorneys.</td>
<td>Fall and winter quarter</td>
<td>varies</td>
<td>Jenny Branson</td>
</tr>
<tr>
<td>UP Zambia Program</td>
<td>Zambia Juvenile Justice Internship provides an international summer field placement opportunity, beginning in the summer of 2018, for Baylor law students to spend a month in Africa earning externship credit working for UPZambia.</td>
<td>June and July each year</td>
<td>12</td>
<td>Brian Serr</td>
</tr>
<tr>
<td>Women’s Legal SocieTea/Moot and Mingle</td>
<td>These events are for admitted students and highlight certain aspects of Baylor Law. The Women’s Legal SocieTea, co-hosted with the Women’s Legal Society, involves women current students and alumnae and allows admitted women to begin thinking about being women in the law. The Moot and Mingle specifically focuses on the advocacy program at Baylor Law and coincides with the final round of the Spring on-campus Moot Court competition. Each event is a few hours.</td>
<td>Spring quarter</td>
<td>varies</td>
<td>Jenny Branson</td>
</tr>
</tbody>
</table>
### Appendix E: Sample Baylor Law Event-Planning Checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Date - Check for Conflicts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve Room(s) in Astra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify and confirm speakers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine IT Needs - Reserve in Astra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss publicity with Ed and Nick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify invitation list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify process for accepting reservations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send invitations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Food - See Baylor approved caterers list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order tables and chairs - Physical Plant/Action Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room set up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Housekeeping to prepare for event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Lela if need building access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact parking services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Baylor DPS if security needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide directional signs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm with all vendors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm speaker(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify who will introduce speaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain speaker bio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Share speaker presentation with IT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare name tags and sign-in sheets as needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker gift</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send thank-you notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>Capacity</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Room 117</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Room 120</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>Room 122</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>Room 124</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Room 125</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Room 127</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>Room 234</td>
<td>115</td>
<td></td>
</tr>
<tr>
<td>Room 236</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Room 237</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Room 239</td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix G: Law School Jargon

<table>
<thead>
<tr>
<th>1L, 2L, 3L</th>
<th>Students in their 1st, 2nd, and 3rd years of law school, respectively</th>
</tr>
</thead>
<tbody>
<tr>
<td>1Q, 2Q,...9Q</td>
<td>Alternate way of describing how far along a law student is to graduation. Completing the JD program takes 9 quarters.</td>
</tr>
<tr>
<td>365</td>
<td>Microsoft Office Suite</td>
</tr>
<tr>
<td>AAJ</td>
<td>American Association for Justice Competition</td>
</tr>
<tr>
<td>AALL</td>
<td>American Association of Law Libraries (&quot;Double-A- Double-L&quot;)</td>
</tr>
<tr>
<td>AALS</td>
<td>Association of American Law Schools (&quot;Double A - L - S&quot;)</td>
</tr>
<tr>
<td>ABA</td>
<td>American Bar Association</td>
</tr>
<tr>
<td>Across the street</td>
<td>Term for the rest of the University. See also &quot;Big Baylor.&quot;</td>
</tr>
<tr>
<td>Advocacy</td>
<td>The art of arguing on behalf of a client or cause, taught at Baylor Law</td>
</tr>
<tr>
<td>Astra</td>
<td>Room and event scheduling system</td>
</tr>
<tr>
<td>ATP</td>
<td>Advanced Trial Preparation</td>
</tr>
<tr>
<td>Attic</td>
<td>4th floor of the Law School</td>
</tr>
<tr>
<td>Banner</td>
<td>Baylor’s student, alumni, employee information system</td>
</tr>
<tr>
<td>Bar or Bar Exam</td>
<td>Lawyer licensing exam</td>
</tr>
<tr>
<td>BARBRI</td>
<td>Bar exam preparation course</td>
</tr>
<tr>
<td>Baylor bubble</td>
<td>Large community Baylor makes up resulting in its own world. Also, Baylor's campus and the neighborhood to its immediate south and east.</td>
</tr>
<tr>
<td>Baylor Lawyer of the Year</td>
<td>Yearly award given to a distinguished Baylor lawyer</td>
</tr>
<tr>
<td>Bearaware</td>
<td>Baylor's cybersecurity awareness initiative</td>
</tr>
<tr>
<td>BearID</td>
<td>Unique identifier (firstname_lastname) to access Baylor resources</td>
</tr>
<tr>
<td>Bearweb</td>
<td>Online system that houses personal information of students, faculty, and staff such as contact information, benefit and deduction information, and pay stubs</td>
</tr>
<tr>
<td>Big Baylor</td>
<td>Non-law Baylor departments. See also &quot;Across the street.&quot;</td>
</tr>
<tr>
<td>Big Trial</td>
<td>Major component of Practice Court. Third-year students prepare a case to be argued to a jury.</td>
</tr>
<tr>
<td>BPILS</td>
<td>Baylor Public Interest Legal Society</td>
</tr>
<tr>
<td>Bus Org</td>
<td>Business Organization (second-year required course)</td>
</tr>
<tr>
<td>Café</td>
<td>Cafeteria on the first floor inside the student lounge</td>
</tr>
<tr>
<td>CALI</td>
<td>Computer-Assisted Legal Instruction</td>
</tr>
<tr>
<td>Canvas</td>
<td>Baylor’s Learning Management System</td>
</tr>
<tr>
<td>CDO</td>
<td>Career Development Office</td>
</tr>
<tr>
<td>Civ Pro</td>
<td>Civil Procedure (first-year required course)</td>
</tr>
<tr>
<td>Clerkship</td>
<td>Post-graduate position, working for a judge. Clerkships, especially to federal judges, are prestigious and highly sought-after by recent law graduates. (Some law firms refer to 1L or 2L summer associate positions as summer clerkships. Summer positions with a judge are referred to as judicial internships.)</td>
</tr>
<tr>
<td>Client Counseling</td>
<td>Annual competition to develop skills in advising clients</td>
</tr>
<tr>
<td>Cloud based</td>
<td>Software and services that are housed outside of Baylor</td>
</tr>
<tr>
<td>CMS</td>
<td>Content management system for updating the website</td>
</tr>
<tr>
<td>Compass</td>
<td>Baylor’s online career management tool. All staff will complete annual performance evaluations in Compass.</td>
</tr>
<tr>
<td>Courtrooms</td>
<td>The four courtrooms on the 2nd floor of the classroom wing</td>
</tr>
<tr>
<td>Crim Pro</td>
<td>Criminal Procedure (first-year required course)</td>
</tr>
<tr>
<td>DCR</td>
<td>Dean's Conference Room</td>
</tr>
<tr>
<td>Defendant</td>
<td>Person or party responding to a lawsuit or prosecution</td>
</tr>
<tr>
<td>Docket Call</td>
<td>Quarterly newsletter published by Baylor Law Alumni Services Department</td>
</tr>
<tr>
<td>Duo</td>
<td>Baylor's two factor authentication method</td>
</tr>
<tr>
<td>Dutton garage</td>
<td>Palatial parking garage located across University Parks from the Law School. See also &quot;Garage Mahal.&quot;</td>
</tr>
<tr>
<td>DWAP</td>
<td>&quot;Death Works a Partition.&quot; Catchphrase of Estates Professor Tom Featherston, often seen on student t-shirts.</td>
</tr>
<tr>
<td>ER</td>
<td>Expense Report</td>
</tr>
<tr>
<td>Exam ID</td>
<td>Students 4-digit number assigned each quarter</td>
</tr>
<tr>
<td>Exam4/Extegrity</td>
<td>Software students use to take their Law exams</td>
</tr>
<tr>
<td>Garage Mahal</td>
<td>See Dutton garage</td>
</tr>
<tr>
<td>Godfather</td>
<td>Professor David Guinn</td>
</tr>
<tr>
<td>Gov Doc Room</td>
<td>Room 310 of the library on the way to the faculty wing</td>
</tr>
<tr>
<td>GPI</td>
<td>General Practice Institute</td>
</tr>
<tr>
<td>Gummi Bear</td>
<td>Unofficial term for the Bear statue in front of the building that is NOT recommended to use. The Bear's official name is &quot;Spirit Walker.&quot;</td>
</tr>
<tr>
<td>Helpdesk</td>
<td>University technology helpdesk reached at 254.710.4357</td>
</tr>
<tr>
<td>Ignite</td>
<td>Part of Baylor's Illuminate strategic plan coordinating administration systems for better efficiency</td>
</tr>
<tr>
<td>Inn of Court</td>
<td>National association with local chapter of judges, law professors, lawyers, and law students</td>
</tr>
<tr>
<td>IP</td>
<td>Intellectual Property law (law of copyrights, patents, trademarks, etc.)</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology (usually referring to Law IT staff)</td>
</tr>
<tr>
<td>Jaworski Suite</td>
<td>Historical office on second floor of library. Often used for OCI interviews. See &quot;OCI.&quot;</td>
</tr>
<tr>
<td>JD</td>
<td>Juris Doctor. Law degree granted by Baylor Law.</td>
</tr>
<tr>
<td>Jumbo Tron</td>
<td>Information displays in the building</td>
</tr>
<tr>
<td>Kathy's Closet</td>
<td>Closet inside the staff lounge where Top Gun podiums are kept</td>
</tr>
<tr>
<td>LARC</td>
<td>Legal Analysis, Research and Communication. First-year required course in legal writing and research.</td>
</tr>
<tr>
<td>Lawyers' Lounge</td>
<td>Multi-purpose room on the first floor of the Law School, near the main entrance</td>
</tr>
<tr>
<td>Legal Clinics</td>
<td>Clinical programs that provide limited legal services to the public, with students working under attorney supervision.</td>
</tr>
<tr>
<td>Lexis</td>
<td>Subscription-based online legal database used by students and faculty. See also &quot;Westlaw.&quot;</td>
</tr>
<tr>
<td>Lexis Printer</td>
<td>Printer in library dedicated to printing documents from Lexis and serviced by Lexis student staff. See &quot;Lexis,&quot; above.</td>
</tr>
<tr>
<td><strong>Library Conference Room</strong></td>
<td>1st floor courtroom/conference room accessible through the Library.</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>LL.M.</strong></td>
<td>Master of Laws. Advanced degree in a specialized field in law offered to already-practicing attorneys.</td>
</tr>
<tr>
<td><strong>Loading dock</strong></td>
<td>Area at the back of the 1st floor library</td>
</tr>
<tr>
<td><strong>LSAC</strong></td>
<td>Law School Admissions Council. Creators of the LSAT. See &quot;LSAT&quot;, below.</td>
</tr>
<tr>
<td><strong>LSAT</strong></td>
<td>Law School Admissions Test. Test taken by those applying to law schools.</td>
</tr>
<tr>
<td><strong>Mad Dog</strong></td>
<td>Intra-scholastic competition named after former PC Professor Matt Dawson</td>
</tr>
<tr>
<td><strong>Mail Room</strong></td>
<td>Area just inside the library loading dock</td>
</tr>
<tr>
<td><strong>Main Campus</strong></td>
<td>Rest of the University. See also &quot;Across the Street.&quot;</td>
</tr>
<tr>
<td><strong>Midnight Breakfast</strong></td>
<td>Faculty serve breakfast to students the Wednesday night of the last week of class each quarter. Usually scheduled for 8:00 p.m., not midnight.</td>
</tr>
<tr>
<td><strong>Network events</strong></td>
<td>Alumni meetings in major cities</td>
</tr>
<tr>
<td><strong>Newline</strong></td>
<td>All in one large touch screen display</td>
</tr>
<tr>
<td><strong>OCI</strong></td>
<td>On Campus Interviews. (Offered four times/year for students.)</td>
</tr>
<tr>
<td><strong>Off Campus</strong></td>
<td>Either outside Baylor Law or outside all of Baylor University depending on use</td>
</tr>
<tr>
<td><strong>Onboarding</strong></td>
<td>Process of welcoming and integrating a new member to our community</td>
</tr>
<tr>
<td><strong>Orientation</strong></td>
<td>New law student orientation prior to Fall, Summer and Spring quarters</td>
</tr>
<tr>
<td><strong>OWA</strong></td>
<td>Outlook Web Access (go to mail.baylor.edu to access email via a web browser)</td>
</tr>
<tr>
<td><strong>Paper Chase</strong></td>
<td>Annual legal writing competition</td>
</tr>
<tr>
<td><strong>PC</strong></td>
<td>Practice Court. Intense, six-month long capstone experience for law students.</td>
</tr>
<tr>
<td><strong>PC Room</strong></td>
<td>Classroom 234 where Practice Court is held</td>
</tr>
<tr>
<td><strong>PDP</strong></td>
<td>Professional Development Program for students</td>
</tr>
<tr>
<td><strong>Phishing</strong></td>
<td>Hackers attempt to steal personal information</td>
</tr>
<tr>
<td><strong>Plaintiff</strong></td>
<td>Person or party filing a lawsuit</td>
</tr>
<tr>
<td><strong>PPD/Eval</strong></td>
<td>Annual Performance and Planning Document/Evaluation review process</td>
</tr>
<tr>
<td><strong>Practice Court</strong></td>
<td>See &quot;PC.&quot; Intense, six-month long capstone experience for law students.</td>
</tr>
<tr>
<td><strong>Practice Ready</strong></td>
<td>Mission of Baylor Law to prepare graduates for practice</td>
</tr>
<tr>
<td><strong>Pro Bono</strong></td>
<td>Offering legal services free of charge to the poor or to a charitable cause</td>
</tr>
<tr>
<td><strong>Rare Book Room</strong></td>
<td>Limited access, climate-controlled room on second floor of library for rare books</td>
</tr>
<tr>
<td><strong>Reading Room</strong></td>
<td>Area on the first and second floor of the Library with tables and seating for library users. The Second Floor Reading Room is often used as an event space.</td>
</tr>
<tr>
<td><strong>Ricoh</strong></td>
<td>Brand of copier we use</td>
</tr>
<tr>
<td><strong>Rocket Docket</strong></td>
<td>Monthly e-newsletter published by Alumni Services Department</td>
</tr>
<tr>
<td><strong>SBA</strong></td>
<td>Student Bar Association</td>
</tr>
<tr>
<td><strong>Sic 'em</strong></td>
<td>Baylor support phrase heard mainly at sporting events</td>
</tr>
<tr>
<td><strong>Spam</strong></td>
<td>Telemarketing emails</td>
</tr>
<tr>
<td><strong>Staff breakroom</strong></td>
<td>Room on 3rd floor on way to library from faculty wing</td>
</tr>
<tr>
<td><strong>Student Lounge</strong></td>
<td>Large cafeteria type room on 1st floor of classroom wing</td>
</tr>
<tr>
<td><strong>Study Carrels</strong></td>
<td>Desks in library generally reserved for Practice Court students</td>
</tr>
<tr>
<td><strong>Study Rooms</strong></td>
<td>Rooms students can check-out online to use for studying or collaborating with other students</td>
</tr>
<tr>
<td><strong>T&amp;E</strong></td>
<td>Trusts and Estates (second-year required course)</td>
</tr>
<tr>
<td><strong>The Closer</strong></td>
<td>National transactional competition. See &quot;Transactional.&quot;</td>
</tr>
<tr>
<td><strong>The Dungeon</strong></td>
<td>Storage room off the corridor between 3rd floor wings</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>The Tower</strong></td>
<td>Clifton Robinson Tower that is on the other side of the interstate where many</td>
</tr>
<tr>
<td></td>
<td>Baylor administration offices are located. Part of &quot;Big Baylor.&quot; Conceptually</td>
</tr>
<tr>
<td></td>
<td>considered part of &quot;Across the street,&quot; although across a different street.</td>
</tr>
<tr>
<td><strong>Thunderdome</strong></td>
<td>Large appellate classroom, Room 127</td>
</tr>
<tr>
<td><strong>TOC</strong></td>
<td>Tournament of Champions (national advocacy competition)</td>
</tr>
<tr>
<td><strong>Top Gun</strong></td>
<td>One of the premier national advocacy competitions Baylor has established</td>
</tr>
<tr>
<td></td>
<td>and hosts each year</td>
</tr>
<tr>
<td><strong>Torts</strong></td>
<td>Course focusing on offenses for which one can sue and be sued over (first-</td>
</tr>
<tr>
<td></td>
<td>year required course)</td>
</tr>
<tr>
<td><strong>Transactional</strong></td>
<td>Area of legal practice focusing on negotiating contracts or drafting documents</td>
</tr>
<tr>
<td></td>
<td>such as wills, deeds, etc.</td>
</tr>
<tr>
<td><strong>VPN</strong></td>
<td>Virtual Private Network (allows users off campus to connect to Baylor's</td>
</tr>
<tr>
<td></td>
<td>intranet)</td>
</tr>
<tr>
<td><strong>Westlaw</strong></td>
<td>Subscription-based online legal database used by students and faculty. See</td>
</tr>
<tr>
<td></td>
<td>also &quot;Lexis.&quot;</td>
</tr>
<tr>
<td><strong>Where fun goes to die</strong></td>
<td>Baylor Law phrase that describes the rigor of our program, often seen on t-</td>
</tr>
<tr>
<td></td>
<td>shirts</td>
</tr>
<tr>
<td><strong>Writing Center</strong></td>
<td>Area on 3rd floor of the library where all the legal writing professors are</td>
</tr>
<tr>
<td></td>
<td>housed</td>
</tr>
</tbody>
</table>
Appendix H: Baylor Law Editorial and Branding Style Guide

Baylor Law.

Editorial and Branding Style Guide
This style guide is intended to help maintain consistent usage across Baylor Law publications and to maintain brand standards across our media outlets.

As a rule, the Docket Call, viewbooks, and other publications follow the Associated Press (AP) Stylebook. For spelling questions, refer to the American Heritage Dictionary. It and many other reference books can be found online at: www.bartleby.com.

NOTE on Proofreading:
If you are proofreading or editing a project, either for our Marketing & Communications team or for your own department, using the standard proofreading marks will help make your corrections clear and understandable. For a list of standardized proofreading marks, go to:

The guidelines presented below concern legal terms, Baylor University and Baylor Law terminology, deviations from AP style, and words that may have multiple stylistic options.

Abbreviations and acronyms
- You may follow an organization's full name with an abbreviation or acronym in parentheses. Subsequent references may use only the acronym or abbreviation. The exceptions are certain organizations that are so commonly referred to by acronym that they need no explanation: FBI, CIA, ACLU, ABA, CNN (see acronyms)

Academic Degrees
- For J.D. degrees at Baylor Law, use:
  First name Last name (J.D. '##)
- For LL.M. degrees at Baylor Law, use:
  First name Last name (LL.M. '##)
- For joint degrees at Baylor Law, use:
  First name Last name (Degree, '##) e.g.: Joe Smith (M.S.F.S., '05)
- For honorary degrees: (H'##)
- When referring to the acquisition of an academic degree, whenever possible, use "earned," not "obtained." For example, "She earned her J.D. in 1978."

Academic Ranks
- Capitalize and spell out academic ranks when they precede a name, lowercase in all other uses.
  - "Professor Nelson is expected to arrive on Friday."
  - "The professor was invited to speak at the conference."

Academic Years (See Class Years)
Acronyms
Many acronyms related to the legal profession, legal academia, and Baylor Law are listed with or without periods in our publications. Most of these may be spelled out on first reference, then referred to by acronym in subsequent references. Note: some of these differ from the AP style guide.

ABA American Bar Association (No periods)
CDO Career Development Office (No periods)
CLE Continuing Legal Education (No periods)
E.U. European Union
J.D. Juris Doctor

- **Use** periods when referring to graduation date, (J.D. ’19)
- **Omit** periods when referring to our program or curriculum (“Baylor Law’s JD curriculum is one of the most intense in the country.”)
- **Space Limitations**: If publishing with limited space (e.g. Docket Call) the periods may be omitted

LEAD Leadership Engagement and Development (No periods)
LL.M. Master of Laws
M.Div. Master of Divinity
MBA Master of Business Administration
MPPA Master of Public Policy Administration
MPRE Multistate Professional Responsibility Exam
M.Tax. Master of Taxation
U.N. United Nations
U.S. United States (adjective only)

Addresses
- Except when writing Baylor Law’s address, use the abbreviations Ave., Blvd., and St. (only with a numbered address). Spell them when part of a formal street name without a number. Also abbreviate north, south, east, and west when used in a numbered street address.
- When referring to Baylor Law’s address, always spell out "South”, “Drive” and the number “One”:
  Sheila & Walter Umphrey Law Center
  1114 South University Parks Drive
  One Bear Place #97288
  Waco, Texas 76798

Age  *(See Hyphenations)*

Alphabetical order
Alphabetize lists if there is no hierarchical or other significance to the order.

Alumnus, Alumni; Alumna, Alumnae
- Male: "alumnus" – singular; "alumni" plural
- Female: "alumna" – Singular; or "alumnae" plural
- Use "alumni" when referring to a group of men and women.
- None of these words should be italicized.

American Bar Association
- Can use ABA acronym on first reference or spelled out on first reference. Subsequent references should always use acronym. *(See acronyms)*
**a.m., p.m.**
- Recommended use: lowercase and periods. Visuals (images) may use am/pm.

**Baylor Law / Baylor Lawyers**
- Baylor Law and Baylor Lawyers are always capitalized. Never italicized.
- ‘Baylor Law School’ should be avoided whenever possible. ‘Baylor University School of Law’ is acceptable when referring to our legal name.
- ‘The Law School’ is acceptable if needed to avoid awkward repetition of Baylor Law.

**Buildings, Facilities, and Locations on Baylor and Baylor Law Campus**
- Capitalize the proper names of buildings, including the word building if it is an integral part of the name. The following are proper names of buildings and locations at Baylor Law:
  - Sheila & Walter Umphrey Law Center
  - Leon Jaworski Center
  - Harold and Carol Ann Nix Academic and Advocacy Center

**Capitalization**
- Lowercase titles, positions, departments, etc., unless they are part of a title preceding a person's name. *(See titles)*
- Course titles should be capitalized. “Practice Court II: Trial Evidence, Procedure & Practice”

**Case Names** *(See Court Cases)*

**Cities**
- Spell out names of cities unless in direct quotes.
- Do not capitalize the word "city" when it is not used as a proper noun (city government, the city of Waco, but "the City changed the application deadline.").

**Class Year**
- For general use of class or academic years, use parentheses and the format (J.D. 'XX). For example, "John Doe (J.D. '54) was abducted by aliens."
- Use the compound modifiers first-year, second-year, or third-year. Hyphenate only when used as an adjective.
  - First-year law student Micah Bear enrolled for the spring semester.
  - Correct: Micah Bear, first-year law student, enrolled for spring semester.
- 1L, 2L, or 3L is acceptable
- Also correct, Micah Bear, J.D. Candidate '21, is a member of LEAD Counsel.

**Legal Clinics (Baylor Law Clinics)**
- Estate Planning Clinic
- Immigration Clinic
- Intellectual Property Law & Entrepreneurship Clinic (aka “IP Law Clinic”)
- Trial Advocacy Clinic
- Veterans Clinic (no apostrophe with veterans)

**Coursework** *(one word)*
Course Titles
• Capitalize course titles only when referring to a specific course title.
• Do not capitalize when referring to areas of law.

Court Cases
• Case names should always be italicized, including the "v.," when referring to the case by its full name or by a shortened version.

"The speaker mentioned Cosgrove v. Grimes in his presentation. It’s important to study the Cosgrove decision." Case names should never be entirely capitalized. (Not COSGROVE V. GRIMES)

Courtesy titles
• Whenever possible, avoid using courtesy titles such as Miss, Mr., Mrs. or Ms. There are certain occasions (formal invitations, references to donors or patrons, or when referring to a husband and wife in text) when it is appropriate. For example, "Dr. and Mrs. John Nelson" attended the banquet, and "Mrs. Nelson" received an award.
• Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference. Not "Dr. William Jefferson, Ph.D." — instead, "William Jefferson, Ph.D." or "Dr. William Jefferson."
• Baylor Law utilizes courtesy titles for judges, justices, and elected officials even after their terms or appointments have ended. “Judge Nelson returned to private practice in 2012.”

Commas
• Use the oxford comma. In a series, that comma is used after the second-to-last item: "I ordered pizza, hamburgers, and hot dogs for the event."
• Use the parenthetic comma for names of places/locations but not of people: "Ed Nelson Jr. visited San Marcos, New Mexico, last year."

Dates
• When a phrase lists only a month and year, do not separate the month and the year with commas: “The new building will be completed in March 2019.”
• Use the days of the week -- Monday, Tuesday, etc. -- when referring to events within seven days, before or after the publication date. When writing about events more distant, use months and dates, such as "April 30" and "June 5."
• Do not use yesterday, today and tomorrow -- if a story were delayed before publication, the time elements would be wrong.

Decades
• Never use an apostrophe before the "s" when referring to a decade:
  ▪ "1880s," "mid-1800s," "80s" or "mid-'80s."
  ▪ The same principle applies when referring to a person's age by decades. "She was in her 30s."

Deans
• Capitalize and spell out academic ranks when they precede a name, lowercase in all other uses.
  ▪ “Dean Bradley J. B. Toben is a good man.”
  ▪ “I spoke to the dean on Friday afternoon.”
• For Assistant and Associate Deans, utilize full title on first reference, ‘Dean’ on subsequent references:
  “Associate Dean Patricia Wilson will speak in May.” “Dean Wilson’s message is important.”

**Degrees**

• Use standard degree abbreviations, such as J.D., Ph.D., etc., with periods. (see *acronyms*)

**Email and URLs**

• The word email should not be hyphenated (email, not e-mail). Capitalize only when it occurs at the beginning of a sentence (Email).

• Emails and URLs are generally all lowercase. When referring to a URL in text, it is not necessary to use the "http://" protocol before an address unless the URL does not start with ‘www.’

  - ed_nelson@baylor.edu
  - http://llm.baylor.edu (because, if it were written simply as "llm.baylor.edu" and someone were to append "www," the site cannot be reached)

**Emerita (Female), Emeritus (Male)**

• Often added to formal titles to denote that individuals who have retired retain their rank or title. Capitalize when used as part of a person’s official title. For example, "Professor Emeritus John Doe," and "Jane Doe, dean emerita."

**Faculty**

• Faculty is a collective noun, referring to all professors of a university, college, department, school, program, etc.

• "Faculty" cannot be used as a plural noun; use "faculty members." "Baylor Law faculty accepted the proposal.” “All Baylor Law faculty members voted on the proposal.”

**Figures/Numbers/Fractions**

• Spell out numbers less than 10

• Use figures for numbers more than 10, and for decimals and percentages.

  "There were only six people invited, out of a possible 27 applicants."

  "There was a 6 percent increase in applications last year."

• Never start a sentence with a numeral; always spell it out even if it is more than 10. The only exception is when the sentence starts with a year, in which case use figures.

  "Thirty-Five students were suspended in the 1980s."

  “1996 was a very good year for the University.”

• Spell out amounts less than one, using hyphens between the words. For example, "two-thirds" and "four-fifths." Use figures for fractional amounts greater than one, converting to decimals whenever practical. For example, "1 ½" and "1.5" are both correctly formatted.

**Full time, Full-time**

• Hyphenate only when used as a compound modifier. For example, "She goes to school full time," and "He is a full-time student."

**Grade Point Average**

• Spell out on first reference; GPA is acceptable thereafter, without periods. For example, "Honors scholars are expected to earn a 3.25 grade point average; she has a 3.5 GPA."
Hyphenations:

a. Hyphens should be used when two words are used together to make an adjective or a noun, but not when they make a verb. Correct: "I was able to sign up at the sign-up table."

b. Racial or ethnic descriptors should use a hyphen, e.g. African-American, Hispanic-American.

c. Ages, expressed as an adjective before a noun or as a substitute for a noun should be hyphenated: “a 75-year-old lawyer,”; a “12-year-old girl.”

d. Some compound words are joined, rather than hyphenated: nongovernmental (not non-governmental), nonprofit (not non-profit).

e. OMIT the hyphen from phrasal adjectives when the first word is an -ly adverb. (nationally recognized, not nationally-recognized.)

Joint Degrees

See acronyms

Literary Titles

- Italicize periodical, book, journal and movie titles.
- Place quotation marks around article titles and television shows.
(see publications)

Money

- For amounts less than one dollar, spell out and lowercase the word "cents,": "five cents." For any amounts over a dollar, use figures only. Drop the decimal and zeros if there are no cents. "$2," "$6.07," and "$10" but not "two dollars."
- Use the $ sign and numerals up to two decimals place for amounts of more than $1 million. "It is worth $4.35 million," and, "He proposed a $300 billion budget."
- For exact figures, even more than $1 million, enumerate the entire amount: "It is worth exactly $4,351,242.75."

Numbers

See Figures/Numbers/Fractions

Online (adj., and adv.)

Not "on-line"

Parentheses

Parenthesis should be avoided whenever possible. To write a sentence with incidental information, place the information between commas, dashes, or in a separate sentence. If you must use parentheses, follow these punctuation guidelines:

- Place a period outside a closing parenthesis if the material inside is not a sentence (such as this fragment).
- If the material is an independent complete sentence, place the period inside the parentheses.

Percentages

- Use figures.
- Use decimals, not fractions.
- For amounts less than one percent, precede the decimal with a zero.
- Do not use the percent symbol in text. For example, "16 percent," and "12.5 percent,"
Periods
- Use a single space after the period at the end of a sentence.
- Do not put a space between initials: C.S. Lewis; J.K. Rowling

Possessive Apostrophes
- Add ‘s (apostrophe S) to show possession for all singular words, even those ending in 's' (i.e., Wilkins's book, DeLaurentis's book)—the exception being if the following word begins with "s", per AP style — but only add ' to show possession for plural words (i.e., professors' publications). Never use an apostrophe to show plurals.
- Use the syntactic constituent rule when referring to couples (the couple act as a single unit for grammatical reasons):
  Bill and Sarah’s child is missing, not Bill’s and Sarah’s child is missing.

Practice Court
Capitalize, but do not hyphenate or italicize.

Pro Bono
Italicize, but do not hyphenate or capitalize unless it starts a sentence, in which case only the ‘Pro’ is capitalized. “Pro bono work is an important part of his calling.” Note: this differs from the AP style guide.
EXCEPTION: Capitalize when referring to our Pro Bono Publico.

Proofreading Marks
If you are proofreading or editing a project, either for our Marketing and Communications team or for your own department, using standardized proofreading marks will help make your corrections clear and understandable. For a list of standardized proofreading marks, visit: http://bit.ly/proofreaders_marks

Publications
- Italicize the names of books, magazines, newspapers, etc., in regular text references. The exception is when using the name of a periodical in reference to its function as a company rather than as a publication.
  - "A Waco Tribune reporter requested an interview."
  - "The professor’s quote appeared in the Waco Tribune..."
- For bibliographic references, use bluebook style.
- Chapters in books, authored materials in books or law reviews, editorials, blog posts, presentations, and media interviews should not be capitalized.
  - Quoted “A Very Loud Financial Blip” D-Magazine, July 29, 2018

Quotes, Quotation Marks
All punctuation in a quote which is a complete sentence must go inside the quotation marks:
"I am happy," she said.
She said, "I am happy."
At the end of a sentence or phrase ending in a period or comma, these always go inside the quotation marks.
Even though it wasn't obvious, he claimed he was "happy."
Room Numbers

- Use figures and capitalize room when used with a figure. For example, "Baylor Law, Room 127."
- If a room has been ‘named,’ utilize its official name on first reference: W. James and Dorothy Kronzer Appellate Advocacy Courtroom, Room 127 or Kronzer Courtroom, Room 127

Spaces

Use a single space between sentences, not a double space.

Telephone Numbers

In all publications use dashes to set off the area code: For example: 254-710-6681.

Time

Use figures except for noon and midnight. Use a colon to separate hours from minutes. Drop the colon and indication of minutes when there are no minutes to reference. For example, "The program will begin at 11 a.m.,” "The game will begin at 7:30 a.m.,” and "The dance will end at midnight."

Titles

Capitalize only when used immediately before a name, i.e., as formal title; lowercase if follows a name.

University

Capitalize when part of a formal name and when used alone in reference to Baylor University. For example, "Baylor University has a large international population." And, "The University offers an advanced diploma in communications, culture and technology."

Website

Not Web site, web site, or web-site.

Years

Use figures without commas. Use an "s" without an apostrophe to indicate spans of decades or centuries. For example, "in 1970" and "in the 1970s."
Appendix I: Baylor Law Social Media Policies and Guidelines

Baylor Law

Social Media Policies and Guidelines

This policy provides general guidance for Baylor Law faculty and staff regarding the use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other social media sites and services that permit users to share information with others.

POLICIES AND GUIDELINES

The following principles apply to professional use of social media on behalf of Baylor Law as well as personal use of social media when referencing Baylor Law, or if Baylor Law is referenced in any way in personal accounts, including an individual’s bio, profile or other identifying information.

Faculty and staff need to know and adhere to Baylor University’s Social Media Guidelines as well as Baylor University Personnel Policies.

Faculty and staff should be aware of the effect their posts, comments, photos, and other actions may have on their personal brand, as well as Baylor Law’s brand. Information posted to the web will remain, for all intents and purposes, forever.

BAYLOR LAW’S OFFICIAL SOCIAL MEDIA OUTLETS

Baylor Law’s Director of Marketing and Communications has the exclusive right to determine who can publish to official Baylor Law social media outlets. This may include faculty, staff, and student workers.

@BaylorLawSchool

@BaylorLawSchool

https://www.linkedin.com/school/baylor-law-school/

@BaylorLawSchool
Faculty and staff may not create any new social media accounts that reference Baylor Law (including for student groups, affinity pages or academic purposes) without permission from Marketing and Communications. (For example, a new Facebook group called ‘Quilters of Baylor Law,’ while not problematic in any way, should not be published with consulting with Marketing and Communications first.)

NOTE
Baylor Law may observe content and information made available by faculty and staff via personal social media. They should use their best judgment in posting material that is neither inappropriate nor harmful to Baylor University, Baylor Law, its students, faculty or staff.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

Faculty and staff may not publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, please check with Dean Toben or Marketing and Communications.

Marketing and Communications may request that a faculty or staff member remove a post and/or remove all references to Baylor Law from their profile information on their personal social media accounts.
Appendix J: Umphrey Law Center Emergency Preparedness

Building Emergency Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Porter</td>
<td>CDO, Alumni, Study Rooms, 2nd Floor Library</td>
</tr>
<tr>
<td>Barbara Lindsay</td>
<td>CDO, Alumni, Study Rooms 2nd Floor Library</td>
</tr>
<tr>
<td>Lela Lam</td>
<td>1st Floor Library</td>
</tr>
<tr>
<td>Brandon Quarles</td>
<td>1st Floor Library</td>
</tr>
<tr>
<td>Stephen Rispoli</td>
<td>Faculty Wing and 2nd Floor Classrooms</td>
</tr>
<tr>
<td>Patricia Wilson</td>
<td>Floater</td>
</tr>
<tr>
<td>Angela Cruetturner</td>
<td>Floater</td>
</tr>
<tr>
<td>Meredith Meyer</td>
<td>Dean's Suite, 2nd Floor Classrooms and Court Rooms</td>
</tr>
<tr>
<td>Suzy Daniel</td>
<td>Dean's Suite, 2nd Floor Classrooms and Court Rooms</td>
</tr>
<tr>
<td>Ricky Lovecky</td>
<td>3rd Floor Library Wing</td>
</tr>
<tr>
<td>Karen Ehgotz</td>
<td>3rd Floor Faculty Wing</td>
</tr>
<tr>
<td>Terri Kroll</td>
<td>3rd Floor Faculty Wing</td>
</tr>
<tr>
<td>Rick Sowell</td>
<td>3rd Floor Library Wing and 1st Floor Classroom Wing</td>
</tr>
<tr>
<td>Ed Nelson</td>
<td>Floater</td>
</tr>
</tbody>
</table>

Active Shooter

Avoid | Deny | Defend
During an act of violence.

Avoid starts with your state of mind:
- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.
- The more distance and barriers between you and the threat, the better.

Deny when getting away is difficult or maybe even impossible:
- Keep distance between you and the source.
- Create barriers to prevent or slow down a threat from getting to you.
- Turn the lights off.
- Remain out of sight and quiet by hiding behind large objects and silence your phone.

Defend because you have the right to protect yourself:
- If you cannot Avoid or Deny, be prepared to defend yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly. THIS IS ABOUT SURVIVAL.

CPR / AED Information

AED Locations
- 1st Floor – In Library, behind counter
- 2nd Floor – Across from Room 234
- 2nd Floor – Library by stairwell near study carrels
- 3rd Floor – Near office 314D
- 3rd Floor – Near 302B

Steps
- Check for response. Call 911 & get AED. If breathing abnormal, begin CPR
- Place heel of one hand in center of chest, place second hand on top, interlocking fingers. Press down with straight arms at 100-120 times/minute
- Open airway (head tilt, chin lift), pinch nose, give 2 steady breaths.
- Continue CPR until AED arrives
- Attach AED pads to patient’s bare chest, follow AED voice prompts
- Continue CPR and follow AED prompts until EMS arrives or victim becomes unconscious.

Note: You do NOT have to be CPR/AED Trained to use an AED.

Call 254-710-2222 or 911
When first responders arrive, show your hands and follow commands.
Severe Weather Assembly Areas

DURING BUSINESS HOURS:
- 1st Floor interior restrooms
- Law Library locker room
- Stairwell to the right of the Law Library main entrance
- Stairwell by 127
- Cafeteria serving area
- Law Review offices
- 3rd Floor Faculty Wing (as a Last Resort when at full capacity)

AFTER HOURS:
- Interior Restrooms on all floors.

Evacuation Assembly Point

Move to walkway located between Umphrey Law Center and the Mayborn Museum

- Always evacuate if the fire alarm sounds.
- Do not use elevators.
- Do not re-enter the building until an “All Clear” announcement is given by First Responders or Building Emergency Coordinators.

Baylor ALERT!

Emergency Alert System
Campus Wide

The following systems may be utilized to communicate emergency information and procedures to campus constituents (this also includes Timely Warnings and Safety Notifications):
- Outdoor Mass Notification System
- Indoor Voice Evacuation System
- Email notification to Baylor email account
- Text message to cell phone
- Audio message to cell phone / other telephone
- Designated Baylor University websites
- Baylor Information Line (254) 710-4411

Fire

- Pull the nearest fire alarm to evacuate the building. Leave the building immediately after you hear the alarm.
- Do NOT use elevators. If you are trapped in the building, try to reach a point of refuge, like enclosed stairwell.
- Close doors and windows behind you to confine fire.
- Keep low to the ground if there is smoke.
- On your way out, assist any MOBILITY-IMPAIRED PERSONS to an enclosed stairwell or other point of refuge if possible. Report their location to a Building Emergency Coordinator.
- Assemble at Evacuation Assembly Point.

FOR ALL EMERGENCIES, CALL 254-710-2222 or 911
Contact Emergency_Management@baylor.edu for revisions