

University of Arkansas School of Law
Guide to Spring 2021
Law School in a Pandemic

Introduction

We look forward to welcoming students, staff, and faculty back this spring. In the fall, we worked together to minimize the risks of COVID-19 spread. We will continue this community effort in the spring. Our actions will continue to be based on legal requirements and the best information available from public health officials including the Arkansas Department of Public Health (ADH) and the federal Centers for Disease Control and Prevention (CDC).

The pandemic continues to create uncertainty and this guide is a living document that will change with the pandemic, public health advice, and University policies. We cannot answer every question and anticipate every situation, but we can work together to be focused and productive in an uncertain time. Flexibility and adaptability are key to our success. If you have any questions, please don't hesitate to ask. At the end of this document are key contacts for our building. A key resource for all community members is the [University's COVID-19 page](#).

Health Considerations

To continue to use our building, health must be our principal concern. All community members should check their health for symptoms of COVID-19. If you are showing signs of COVID-19 or other illness, **DO NOT COME TO CAMPUS**. If you think you are sick use the following resources:

- [COVID-19 Symptoms](#)
- [COVID-19 Testing](#)
- [Self-Reporting COVID-19 Form](#)

Please note that Pat Walker Health Center will provide testing services at the Garland Garage but you **MUST HAVE AN APPOINTMENT. NO WALK-UPS.** Call [Pat Walker Health Center](#) at 479-575-4451 or use the PWHC patient portal at the link above to make an appointment online.

Once you've followed the reporting protocol, depending on how you feel:

- Students should let professors know if they are unable to attend class or complete coursework timely. They can also opt-in to COVID Care Calls by emailing lawrept@uark.edu or texting 479-225-0447. This program will offer check-ins for student support while a student is quarantined or experiencing illness.
- Employees should follow up with their supervisor (staff) or the Associate Dean for Academic Affairs (faculty) as their health condition evolves to let the supervisor or Associate Dean know if illness will prevent them from completing their duties on a given day or for a period of time.

Courses, Academic Technology, and Student Success

This law school is focused on providing an engaging, effective legal education to our students. Faculty continue to focus on course design, effective use of teaching technology, and best practices in assessment. We are confident that student and faculty effort result in highly effective learning environments.

What is happening with classes? Courses will be offered in three formats: face to face (“FTF”); remote synchronous; or remote asynchronous. Some courses will blend two or more of these techniques (“remote blended”). All professors are prepared to move to remote learning if public health conditions require it. **More than ever, it is critical that students carefully read course syllabi and check their emails for communication from professors, the administration, and the University.**

Course Format Definitions

Traditional residential learning (Face to Face) is in a classroom, however, any student who has a health or safety concern for themselves or a family member with whom they have contact will participate in residential courses through synchronous interaction on Teams, Collaborate, or Zoom. All courses will be captured with recording technology and available to students after class. Residential students should also know that:

- For the purposes of contact tracing and testing, students will have assigned seats for each class;
- Some residential classes will have a rotation schedule where students participate remotely on alternating days;
- The furniture in classrooms is set to maintain social distancing and cannot be moved;
- All are required to wear a face covering inside at all times, including while in class. Faculty may opt to wear a face shield in lieu of a mask while teaching provided they maintain a ten-foot distance from students.

Synchronous remote learning is a class that meets at a scheduled time on Teams, Collaborate, or Zoom in “real time.” Many synchronous courses may also blend their learning so that some learning activities occur without the professor present on the screen. These courses offer live discussions with students and professors. Students can anticipate being

called on, asking questions, and contributing to class in the chat or Q&A feature.

Asynchronous (aka “distance education”) courses are professor designed and taught courses in which students work through content and exercises at a time that works for them. Interaction with professor and students is typically through discussion boards and/or exercises. Progress in the course is measured by assessments designed by the professor and delivered through the “learning management system” (LMS). This type of class offers less discussion and “live” interaction but is just as engaging and challenging.

Blended courses are those that offer both synchronous and asynchronous activities.

Hybrid courses are those that have residential and remote components.

What about technology? All professors will use a learning management system (LMS). At the law school, you will typically have courses on Blackboard, MyLaw, or TWEN. Synchronous classes, small group learning, TA sessions, and office hours will happen on Teams, Collaborate, or Zoom. Your professor will provide information about what LMS the course will be offered on and what synchronous app will be used.

Where can I print in the building? Printing stations are located throughout the library. Students will be responsible for approaching printers to release their jobs and ensuring they leave the printer in good order.

What about assessments? Many course designs rely on frequent assessment to support deep learning of material. The faculty have given extensive thought to their assessment methods. Assessment should be considered part of the learning process, not a distraction from it. While there is still an exam period, students can continue expect more

formative and summative assessments throughout the semester. Students will receive specific guidance about exam technology from the Registrar prior to an assessment. Those communications will include protocols to follow if students have technical issues during the exam.

How will I be graded? The [law school's grading policies](#) are in full effect. Please review syllabi or contact your professor about grading questions in specific courses.

Are the clinics still open? As in the fall, the Legal Clinic will continue to provide free legal services to the community, but the office will be open by appointment only and on a very limited basis. All clinic courses will be conducted remotely and students enrolled in them will receive all necessary information from clinic staff and faculty.

How do I use the library for research? All community members must wear a mask and practice social distancing when working in the stacks. If you are using a computer, sanitize your hands before and after touching the keyboard. If you need the assistance of a librarian email lawreference@listserv.uark.edu or call 479-575-8472 or 479-575-5051. Do not hesitate to report unmasked students at the above numbers or [here](#).

What academic success resources are available and how do I access them?

First Year Student Programming

[Academic Success Director Ashley Menendez](#) will offer support for 1L students in the spring. Now that students have one semester of grades, they will be able to assess whether to adjust their approach to learning in law school. Topics such as reading comprehension, briefing, note taking, practice testing, and outlining are ones that Director Menendez can address for you.

Upper Level Students

Dean Pollvogt and Director Menendez offer individualized academic mentoring for all students. They partner with students to improve study strategies, prepare for exams, work through practice questions, and provide general academic support. Students may schedule appointments with Director Menendez via 12Twenty. Initially appointments with her will be virtual via Zoom and/or Teams with a return to in person meetings when it is safe to do so.

Student Services

Our student services offices are open and here to assist all students. The offices include: Academic and Bar Success, Admissions, Career Services, Externships, the Associate Dean for Student Success (Dean Pollvogt) and the Senior Associate Dean of Students (Dean Miller). We will not have “in-person drop-ins” for the student services suite but each office is glad to assist students by appointment and as described below.

Academic Success. See above.

Career Services and Externships

The Career Services and Externships team remains a resource for career information and advising. This semester, all lunchtime and other programs will be presented online through Teams or recorded video.

Students may continue to submit resumes and/or cover letters for review through [12Twenty](#) or email (tchadick@uark.edu).

All jobs and externships will be posted on [12Twenty](#). Any interviews facilitated by the Career Services office will be virtual, but some employers may coordinate in person interviews directly with students. There will not be traditional on-campus interviews during the fall semester. Instead, fall on-campus interviews will be combined with spring on-campus interviews in early 2021.

Director of Career Services, Terri Chadick, is available for remote individual advising. Students can [schedule an advising appointment on](#)

[12Twenty](#), or contact Ms. Chadick by email (tchadick@uark.edu). For immediate assistance, call 479-575-6378 or use the chat function on Teams.

Director of Externships, Professor Angie Doss, is available for remote individual advising on externships. Students can [schedule an appointment on 12Twenty](#), or contact Professor Doss by email (amdoss@uark.edu). For immediate assistance, call 479-575-2606 or use the chat function on Teams.

Judicial Clerkship Coordinator, Ashley Menendez, is available for remote individual advising on judicial clerkships. Students can schedule an appointment on [12Twenty](#), or contact Ms. Menendez by email (menendez@uark.edu). For immediate assistance, call 479-575-6378 or use the chat function on Teams.

12Twenty Administrator, Robin Coker, is available to assist with any issues you have with [12Twenty](#). You can contact Ms. Coker by email (rhcoker@uark.edu). For immediate assistance, call 479-575-2931 or use the chat function on Teams.

Registrar

Students and faculty may contact the Registrar's office via email for questions or to make appointments. Appointments will take place in Microsoft Teams. Registrar Brooke Holt can be reached at 479-575-7207 or bholt@uark.edu. Associate Registrar Ty Swire can be reached at 479-575-5543 or swire@uark.edu. Students may also email lawregr@uark.edu with general questions.

Building Usage

The law school building is our community's physical home. In order to ensure that our community is caring for one another's health and making the building as safe as possible, all users are expected to follow the "Building Usage Guidelines" below. Many have asked, "How will the administration enforce these guidelines?" First, we hope that we do not have to because community members voluntarily follow them and

graciously help others do so. Second, if enforcement is necessary, the process for students is noted below. Standard employment management processes will apply to faculty and staff. Finally, the fall semester yielded only a handful of complaints that were easily resolved. Thank you.

Building and Library Hours

- Monday through Thursday: 7:00 am to 6:00 pm
- Friday: 7:00 am to 5:00 pm
- Closed on weekends and holidays
- Law faculty, students, and staff have 24/7 card access

Building Use Guidelines

1. Check your health before coming to campus. Do not come to campus if you're ill.
2. Wear a [face covering at all times](#), including during class. Two will be provided for each student and employee.
3. Practice social distancing. Campus signage will remind you of appropriate distances.
4. Wash hands or use hand sanitizer frequently.
5. Wipe down your desk space before and after use.
6. Use only assigned seats in classrooms and adhere to course seating charts.
7. Classroom and study seating must be reserved up to 24 hours in advance using the link on the library web page.
8. Do not linger in hallways – move to your destination without congregating.
9. Do not loiter in or near bathrooms. If a bathroom is full, find another or wait outside following social distancing guidelines. Follow hand sanitizing guidance.
10. Plan to arrive shortly before class and leave the classroom promptly at the end of class. You may approach the professor only with permission. Wait at the designated social distancing marks on the floor until given that permission to approach.

11. Do not move classroom or building furniture.

If something doesn't look right or sanitizing supplies are out text 479-225-0447 or lawrept@uark.edu.

Adhering to Building Use Guidelines for Students

If a student doesn't follow the guidelines, then the following steps will occur:

- Any person can report to instances of non-compliance by (1) email to lawrept@uark.edu (2) text to 479-225-0447 or (3) to the central university through its [reporting portal](#).
- The administration will contact the student to remind them of the guidelines;
- A second report will cause a written warning to the student to follow guidelines;
- A third report or more will result in a letter being placed in the student's academic record that the student failed to comply with building use guidelines designed for safety and community protection during a pandemic. Such letter may be disclosed during the bar licensure process or as part of a transfer application.
- A refusal to wear a face covering will also result in the student being required to attend classes remotely unless the student agrees to wear a face covering while at the law school.
- Any egregious non-compliance with the University's and law school building use standards may be treated as a second or third report if the incident is clearly unprofessional or violative of the public health standards. Examples of such conduct include refusing to leave a classroom if unmasked, intentionally coughing or sneezing on others, or disrupting the law school's learning environment in response to a

request to comply with University public health standards and/or building usage guidelines.

Study Spaces

We understand how important it is that students have a quiet place to study. The law school has study spaces that are [assigned here](#). When using study spaces, follow the building usage guidelines. **Again, do not move the furniture.**

Food and Water

It is important that our community members support their health with good nutrition and hydration. The best strategy is to prepare non-perishable foods that do not require heating. Students should plan to eat outside or socially distanced inside. Ideas include: fresh and dried fruits; vegetables; shelf-stable items for dipping, sandwiches, or snacking such as hummus, meats (such as tuna fish and crackers) and nut butters; or “leftovers” that can be [packed with an ice block](#) and eaten cold. There are also [self-heating lunch boxes](#) that some may prefer. We won’t have microwaves or common refrigerators operating in the spring or until such time as we can safely do so.

The Union will be open, but [this can be an expensive option](#). All community members should be aware that the [Gearhart Full Circle Food Pantry](#) is an available resource on campus. If purchasing an insulated lunch box and ice block is problematic or you are having issues accessing adequate food, please contact lawrept@uark.edu or 479-225-0447.

Finally, please clean up after yourself whether you eat inside or outside.

Lockers

Lockers are available for first year students. Please contact the Student Bar Association for lockers. Please be mindful of social distancing when accessing your locker.

Restrooms

Restrooms are a focus area for cleaning and disinfection throughout each day. All will have touchless soap dispensers. The existing occupancy of restrooms has not been reduced. However, all should follow these guidelines:

- Do not loiter in the restroom if a urinal or stall is not readily available – leave and find another restroom or, return later
- Properly wash your hands when entering the restroom
- Properly wash your hands prior to leaving the restroom
- **Please leave fans ON**

Where do I report problems? Email lawrept@uark.edu or text 479-225-0447. Additionally, *should you be in the building* and have questions or need help the following administrators are “on duty” as noted below:

Mondays: Randy Thompson (479-575-5831)

Tuesdays: Edison Williams (479-575-4164)

Wednesdays: Terri Chadick (479-575-6378)

Thursdays:

Lynn Stewart 8:00-12:00 (479-575-7946)

Brooke Holt 12:00-5:00 (479-575-7207)

Fridays:

Tory Gaddy 8:00-12:00 (479-575-3895)
Susannah Pollvogt 12:00-5:00 (479-575-7051)

Community Life

Events

We encourage virtual events such as speakers and panels. Any in person event must follow the [University approval process](#) and must be discussed with the student organization's advisor and an associate dean prior to approval. Any event of greater than 10 people that includes members of the public also requires ADH approval.

Student Organizations

Student organizations continue to play a critical role in the intellectual and social life of the law school. If you have a question about a specific student organization's meeting and plans for the semester, please contact the leader of the organization (list at the end of this document). Students, faculty, and staff should plan remote meetings and events. The 1Ls will have a virtual student organization fair during orientation. We will also offer a virtual atrium for tabling and other student organization activities.

Study Groups

Students are strongly encouraged to form study groups and meet virtually. For ideas about making study groups work effectively, please contact Ashley Menendez.

Pro Bono and Community Service

There will be many opportunities for students to engage in pro bono work remotely this year. Students interested in volunteering through our Pro Bono and Community Engagement Program can find opportunities in the group "School of Law – Pro Bono" in GivePulse under the tab labeled Events. For those who need to create a GivePulse pro bono account, instructions from former Pro Bono Fellow Tony Jones on how to do so are here: <http://bit.ly/2N433FX>.

Students with questions about any aspect of pro bono, including how to get involved, can email Professor Annie Smith (abs006@uark.edu) to schedule a call. Keep an eye on the program's social media accounts ([Twitter](#), [Facebook](#) & [Instagram](#)) – as well as on MyLaw and 12Twenty– for the latest Pro Bono & Community Engagement Program news.

Recreation and Wellness

All community members are encouraged to make time for wellness and self-care. Outdoor recreation is highly recommended. The University also continues to make individual counseling and group wellness events available. For more information:

- Individual counseling and group wellness: [University Counseling and Psychological Services](#).
 - 24-hour emergency mental health line: **479-575-5276**.
- [Arkansas Judges & Lawyers Assistance Program \(JLAP\)](#).
- [University Recreation](#) (indoor and outdoor options).

Other Issues

Financial Assistance

Thanks to generous donors the law school has a dedicated emergency fund to help students who experience a financial crisis. Information is [here](#). *Please be aware that your financial aid package may limit your access to direct financial support from this fund.*

Declaration of Outbreak

The Arkansas Department of Health (ADH) is the agency that will guide decision-making with respect to whether COVID-19 cases require the campus to shift to remote operations.

Needing Help

We know that this is a trying time for many. You may be in need of help this spring. If this guide doesn't include a topic or resource that you need, please email Dean Pollvogt or Dean Miller or text.

Vaccine

The availability of vaccine for the community will be determined by the State of Arkansas. Link [here](#) for up-to-date information about its plans.

Important Contact Information: Administration

Title	Name	Phone	Email Address
Assoc. Dean for Academic Affairs	Tiffany Murphy	575-3059	tmurphy@uark.edu
Assoc. Dean for Faculty	Laurent Sacharoff	575-4578	lsacharo@uark.edu
Assoc. Dean for Student Affairs	James Miller	575-5618	jkmiller@uark.edu
Assoc. Dean for Student Success	Susannah Pollvogt	575-7051	pollvogt@uark.edu
Assoc. Registrar	Ty Swire	575-5543	swire@uark.edu
Budget, Facilities, & HR	Lynn Stewart	575-7946	lstewart@uark.edu
Classroom Computer Support	Randy Thompson	575-5831	rjthomps@uark.edu
Computer Support Specialist	Chris Abel	263-6228	cabel@uark.edu
Computer Support Specialist	Bob Wheeler	200-2654	rewheel@uark.edu
Computer Support Specialist	Adam Zorzin	200-6752	azorzin@uark.edu
Coordinator of Diversity, Equity and Inclusion	Edison Williams	575-4164	erw006@uark.edu
Dean	Margaret Sova McCabe	575-4504	mccabe@uark.edu
Dean's Assistant	Terri Huckleberry	575-4504	terri@uark.edu
Law LLM Program Administration	Bonnie Miller	575-6664	bhmillier@uark.edu
Lecturer Support	Mary Elizabeth Bailey	575-7931	meb019@uark.edu
Legal Clinic Office Manager	Audrey Briggs	575-5615	aabriggs@uark.edu
Registrar	Brooke Holt	575-7207	bholt@uark.edu

Important Contact Information: Student Organizations (as of 12/31/20)*

STUDENT ORGANIZATION	PRESIDENT	EMAIL
Arkansas Law Review	Nicholas Bell	nab004@uark.edu
Black Law Students Association	Donta Dismuke	ddismuke@uark.edu
Board of Advocates	Margaret Davis	md048@uark.edu
Business Law Society	Hannah Hungate	hlhungat@uark.edu
Christian Legal Society	Leland Moorehead	lmooreh@uark.edu
Criminal Law Society	Hannah Lundry	hlundry@uark.edu
Food Law and Policy Society	Gray Norton	genorton@uark.edu
Health Law Society	Brittanie Gragg	blgragg@uark.edu
Hispanic Law Student Association	Zachary Rivera	zjriviera@uark.edu
Immigration Law Society	Badria Mryyan	bcmryyan@uark.edu
Law Republicans	Hannah Malone	hgmalone@uark.edu
Law Student Wellness	Martha-Kay (Gus) Mettler	mamettle@uark.edu
Law Young Democrats	Cory Ingram	cringram@uark.edu
Nation Lawyers Guild	Jonathan Jenkins	jmjenkin@uark.edu
Phi Alpha Delta	Kaley Todd	kat018@uark.edu
Property Law Society	Lauren Ford	lnford@uark.edu
Sports and Entertainment Law Society	Hannah Hines	hfhines@uark.edu
Student Animal Legal Defense Fund	Kaitlyn Epperson	kqeppers@uark.edu
Student Bar Association	Katelyn Q. Epperson	kqeppers@uark.edu
Women's Law Student Association	Brooke Taylor	blt006@uark.edu

American Constitution Society for Law and Policy	Mason Gates	mdg018@uark.edu
International Law Society	Tyler Mlakar	tdmlakar@uark.edu
OutLaw	Josie Bates	jab077@uark.edu

*Student organizations not listed here are not reflected as “active” by the University.