MEMORANDUM

To: UMBS Winter 2002 Teaching Faculty

From: Debie Gurkin

Date: October 8, 2001

Regarding: Winter 2002 Coursepack Submission

Please print and complete the information requested on the Coursepack Order Form and include a table of contents along with all of your original coursepack material. If you will not be submitting a coursepack for your course, please send an email message to: teachingsupport@umich.edu.

Please submit your coursepack to Debie Gurkin, eLibrary, Room K2320 on or before Monday, November 5, 2001. Only coursepacks received on or before Monday, November 5 will be eligible to participate in the new eCoursePack launch. If you need assistance, please contact me at 647-0923 or teachingsupport@umich.edu.

General Information, Preparation, Cases and Reprints, Copyright, Submission and Packet Completion

♦ General Information:

The coursepack operation was established to assist faculty in providing reading material and class handouts to students prior to the start of class and to provide faculty the freedom to design their own teaching materials.

tCourse Packs: are printed on 3-hole drilled recycled paper and duplexed (2-sided) per article. Packets are sold to the students at a "cost to make" price via an online ordering system.

eCourse Packs: are digital/electronic material linked to your class site in CourseTools. Students purchase and download materials via the world wide web. Students have the option of ordering an entire printed packet, textpack, or printing their own selected readings. Only coursepacks received on or before Monday, November 5 will be eligible to participate in the new eCoursePack launch.

♦ Preparation:

A TYPED TABLE OF CONTENTS MUST BE INCLUDED that lists all the items contained in your packet. The table of contents will be included in the coursepack unless otherwise indicated.

Please submit clean and readable copies of all materials to be photocopied for tCourse Packs or scanned for eCourse Packs. To eliminate waste and reduce machine complications, pages with dark borders or pictures should be masked or cut prior to submission.

For eCourse Packs, if you have an electronic file of any material that will be a part of the eCourse Pack, please submit on a floppy disk, CD or a zip disk. Important: Please make sure when submitting electronic files they are in a folder properly labeled with your name, course number and term.

Material to be ordered: Provide ordering numbers, description and vendor contact information.
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♦ Cases and Reprints:

Harvard allows the faculty at UMBS free inspection copies of all cases http://www.hbsp.harvard.edu. We can look up information quickly on the availability of cases, if they have been revised, and when a particular case or article has been used. Contact amhall@umich.edu if you need Harvard or other vendor cases, reprints and/or teaching notes.

♦ Copyright—applies to tCoursePacks only:

Each faculty member is responsible for obtaining permission* to copy for tCoursePacks. Supporting documents are required when submitting your coursepack originals. If permission is granted, it should appear on the first page of the article to be copied. Any costs incurred will be included in the price of the coursepack. Please submit invoiced promptly to Anne Hall for payment. If you experience problems obtaining permission, contact Anne Hall via amhall@umich.edu or 764-1393.

* The coursepack office will obtain permission from the following vendors: Harvard Business School, Harvard Business Review, ECCH, Darden, Sloan, California Management Review, Kennedy School of Government, Stanford, University of Texas, and Western Ontario/Ivey. Copyright permission for classroom use is granted by Academy of Management and Communications of the ACM. We have formalized a membership with the Copyright Clearance Center (CCC). Contact Anne Hall for CCC forms via amhall@umich.edu.

♦ Submission:

A hard copy of all material should be submitted along with the coursepack order form and table of contents. If special instructions are required, please feel free to contact Debie Gurkin at 647-0923 or teachingsupport@umich.edu. In an effort to ensure a quality coursepack you will be contacted regarding missing pages, unreadable/blurred pages, or other information necessary to complete your packet.

All italicized information on the CoursePack Order Form must be completed. Indicate what method you choose for coursepack delivery—tCoursePack or ECoursePack. Only coursepacks received on or before Monday, November 5 will be eligible to participate in the new eCoursePack launch.

Enrollment—applies to tCoursePacks only: The number of coursepacks printed is based upon both current and past enrollment figures and if the packet will be required or optional readings. Your input on projected enrollment and overrides is important for providing optimal customer service to our students. If you plan to sign overrides, please indicate the number of additional students you may allow in your course on the coursepack order form.

Instructor packets—applies to tCoursePacks only: On the coursepack order form, indicate the number of packets needed for instructors/GSIs/Graders.

In-Class handouts—not to be inserted in coursepack—applies to tCoursePacks only: Please provide a separate list of items for handout—please include cases used for exams. If material needs to be ordered, provide ordering numbers, description and contact information. You are permitted to hand out up to 100 additional pages at no additional cost to the packet. If you are accustomed to using multiple handouts in your class that exceed this amount, the cost for a fixed amount of additional pages will be priced into the cost of the coursepack. Please identify the number of additional pages that exceed the 100 permitted on the coursepack order form.
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♦ Completion:

**eCoursePacks:** Your original coursepack material will be returned and you will receive an email message when the eCoursePack folder is complete and available to access in CourseTools. A login and password will be provided to each instructor/GSI indicated on the Coursepack Order Form. If an instructor or GSI was not listed on the Coursepack Order Form and needs to be added, please contact teachingsupport@umich.edu. Registered students will receive an email message and information will be posted on the Course Materials web site on Mtrack.

**tCoursePacks:** Your original coursepack material, any material requested for handout plus instructor/GSI packets requested on the Coursepack Order Form will be given to you upon completion. You will receive an email message confirming the quantity made for students and a request that you review the packet content. Email teachingsupport@umich.edu immediately if enrollment exceeds quantity of coursepacks made or if there are any discrepancies in the packet content. Registered students will receive an email message and information will be posted on the Course Materials web site on Mtrack.

**tCoursePacks only:** One copy of each coursepack will be placed on reserve in the UMBS eLibrary (if the course includes Section 461, an additional copy will be placed on reserve in Commerce Park).
COURSEPACK ORDER FORM – Winter 2002

All italicized information MUST be completed.

Submit this form, a table of contents and all of your original coursepack material to Debie Gurkin, eLibrary, Room K2320 on or before Monday, November 5, 2001.

Instructor(s)___________________________________________________     Contact No. ______________

Be sure to list all instructors/GSI’s. If multiple instructors, please identify the course coordinator. Originals plus instructor packets will be returned to the course coordinator.

Course No._________________     Section No(s) _____________________

Be sure to indicate if this course is cross-listed with any other course.

Required □     Optional □

Is this packet required or optional reading (Check One)

Check optional if coursepack is also available on CourseTools

Approximate Course Enrollment ____________

Email teachingsupport@umich.edu immediately if enrollment plus overrides exceeds quantity of coursepacks made.

If you plan to sign overrides, please indicate the number of additional students you may allow in your course ____________

Date first class meets _________________     Assignments due first day of class from coursepack: YES NO

If yes, first class assignments should be identified. Remember, students are limited to a small number of days to purchase packets before classes begin.

Instructor Packets: Identify the number of copies for instructors/GSI’s/Graders ____________

In-Class Handouts: additional pages

(# of pages exceeding the 100 page limit per student) Only coursepacks received on or before Friday, November 5 will be eligible to participate in the new eCoursePack launch.

SPECIAL INSTRUCTIONS: Check One: □ tCoursePack □ eCoursePack

____________________________________________________________________________________________________

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____________________________________________________________________________________________________

__ Is there copyrighted material in this packet? YES NO

If YES, who is seeking permission for this material?

   ___ Self - Identify the document(s) that copyright is being sought. Submit letter(s) requesting permission with your coursepack order form. Please be sure that proper information is provided on the letter(s) to identify the document(s), such as, the course(s) and term(s) and number of copies/students that permission is for.

   ___ Copyright Clearance Center (provide completed CCC forms with coursepack order form)

   ___ Fair Use* (date and signature required below; also identify the document(s) to which fair use is applied)

I certify that I have read Section 107 of the Copyright Act, have considered the factors contained therein, and believe that my request for reproduction of the above listed work is of fair use under Section 107.

I further certify in the support of my belief that:

1. I am making this request for a noncommercial, nonprofit educational purpose.
2. I am requesting not more than one copy for each student in my course.
3. The copyrighted work is not a consumable work.
4. Reprints are not available from the publisher.
5. The requested reproduction is not likely to have a significant adverse effect upon the potential market for or value of the copyrighted work.
6. I have included a notice of copyright on each copy.

Date: ___________________ Signature: ____________________________________