



Course Packs & Supplementary Materials

Instructors should distribute “course packs” or supplementary materials in PDF form, posted on the course’s Canvas site or elsewhere. Laptops, tablets, and e-readers can all utilize properly formatted PDFs — which maximizes accessibility to the materials. Instructors needing assistance in assembling materials into PDFs should connect with Zach Siswick in Faculty Support Services (siswick@law.upenn.edu).

The Law School does not provide physical (paper) copies of lengthy course packs or supplementary readings—those that are more than 25 pages in length.

Some instructors will consider it pedagogically important for students to have a physical copy of the readings for class. Or individual students may wish to obtain their own physical copy of the readings. For these instances, the Law School has negotiated a special reduced rate at Campus Copy Philadelphia; students can arrange for printing and binding individually.

In addition, the Biddle Law Library will maintain on course reserve a physical copy of supplementary materials upon an instructor’s request. Zach Siswick can help coordinate this.

Students with accommodations may be eligible for a free hard copy of materials— as may students with an unexpected financial hardship. In both cases, students should contact Student Affairs about this.

Sample Syllabus Language for Instructors

Supplemental materials for this course will be posted on the [course’s Canvas site] in PDF format. Physical copies of may be obtained from the following:

Recommended Printing Option

[Campus Copy Center](#) (3907 Walnut St. — open seven days a week)

- For PCL students, discount pricing of \$0.18/two-sided page, plus binding.
- To order, use the online form or email the PDF to campuscopyphilly@gmail.com, noting your PCL student status and your binding choice.

Online Printing Options

These services may offer cheaper per-page pricing and some additional binding and finishing options—though be careful to evaluate shipping costs and speed.

1. PrintMe1.com
2. Print-my-PDF.com
3. HomeInkPrint.com