Mass Communication Department Policy
On Student Intellectual Property

It shall be the policy of the Mass Communication Department to act to ensure protection of student’s intellectual property rights.

Definition of Student Intellectual Property
Just as students have responsibilities in the policies above, student have rights which must be protected. The rights associated with the work produced by students are increasingly recognized in this regard.

Intellectual property includes, but is not limited to, student-produced articles, stories, papers, photographs, film, audio and video projects. Intellectual property may exist in a written or electronic form, may be raw or derived, and may be in the form of text, multimedia, graphics, digital images, video and audio recordings, live video or audio broadcasts, performances, two or three-dimensional works of art, film, film strips, slides, charts, transparencies, other visual/aural aids or CD-ROMS.

Policy on Student Intellectual Property
Student Work: a) Intellectual property rights in student works belong to the student who created the work. b) A creative work by a student to meet course requirements using personal or university resources for which the student has paid tuition and fees to access courses/programs or using resources available to the public, is entirely the property of the student. All such materials belong entirely to the student and cannot be used by others in any forum or capacity without the written permission of the student in each instance. If the materials are altered by another party in any way from the original student submission, authorization to use the material in any forum or capacity must again, in each instance, be granted in writing by the student as described below. c) A work created by a student employee during the course and scope of employment such as student worker or work-study student is an institutional work and intellectual property rights to such creation belong to the university unless an agreement developed by the parties provides otherwise.

Intellectual property rights of students shall be protected. Students shall never be obligated to participate in projects or activities, university-based or outside the university, that require the assignment of the student’s intellectual property to the university or to another person or entity.

Students can, however, choose to allow others to assume or share in those intellectual property rights. Situations may occur in certain courses or special projects where students are presented with the opportunity to participate in projects or activities in which the temporary or permanent ownership of any resulting intellectual property must be assigned either to the university or to another person or organization.

Intellectual Property Release Forms shall be developed by the department and made available to enable use of creative materials outside the classroom environment, e.g., for publication, airing, websites, private or commercial use, not directly part of the department’s program. The student’s grade and/or evaluation of performance in the
course shall not be affected by the student’s decision to participate or not to participate in projects or activities requiring the assignment of the student’s intellectual property for another purpose.

If students wish to retain ownership of their intellectual property and decline to assign their rights to any other person or entity temporarily or permanently, no further action is required. If students agree to assign to the department or university rights that they may acquire in writings, audio/video productions, etc., that are conceived or first actually reduced to practice by them as a result of their participation in an academic course, they need to complete the department’s release form referenced above. This must be done in each instance of use of student work. If students agree to assign to another third party temporary or permanent rights that they may acquire in writings, audio/video productions, etc., they must also complete the release form in each case. These forms will be required for each instance of use of materials by others and the records shall be retained by the department as directed by the chair.

Assignment of student intellectual property to another party or organization for use shall not be made a condition for participation in a course in the Mass Communication Department.

**Notification of Policies**

Faculty shall make students aware of these policies at the start of each term. They are encouraged to include details of the policies in their syllabi.

It shall be the responsibility of the department chair to ensure that faculty, staff and employees are made aware of and reminded of the policy on an ongoing basis, with students specifically informed at the beginning of each academic term.

*Approved by Mass Communication Department, April 18, 2008*