

ART 4660 – Seminar in Design Management

University of North Texas – UNT

College of Visual Arts and Design - Interdisciplinary Art & Design Studies

Fall 2025

Instructor Contact

Name: Dr. Letícia Ferreira (pronunciation: Lecheesia Feheda)

Pronouns: she/her/hers

Office Hours: by appointment via Calendly: <https://calendly.com/leticia-ferreiradesouza-unt/30min>

Email: leticia.ferreiradesouza@unt.edu or message me via Canvas (preferred!)

Communication Expectations: If you have a question, please contact me via Canvas Inbox Messages and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend.

Welcome to 4660!!

In this class you will learn about design management and about how to create a human centered design project to address a specific wicked problem. This course will teach you about the human-centered design process and prepare you for your Design Management Capstone.

Course Description

Research and study of the relationship between design, products, services, and the interdisciplinary relationships of design practice.

Course Objectives

Upon successful completion of this course, learners will be able to:

1. Examine your personal goals as an individual, a student, and a soon-to-be working professional in the design industry
2. Demonstrate your knowledge on the history and importance of design management.
3. Justify human-centered design and its role in design management by questioning the world's wicked problems.

4. Collect and assemble research-based programming that supports a valid problem statement.
5. Construct a unique design concept that supports a valid project abstract.
6. Execute creative solutions to wicked problems utilizing the design process.
7. Formulate effective marketing and brand management in order to successfully compete in the global marketplace.

Course Structure

This is a 100% online course, which means that all content such as videos/lectures/presentations, readings, quizzes, discussions, and assignments will exist in our virtual Canvas course shell. There are 14 weeks of content that you will move through. I will open a new module each week.

The course will mostly follow this weekly schedule:

Saturday at midnight: a new module opens.

Thursday at 11:59pm: your contribution to the discussion is due.

Quizzes are due.

Friday at 11:59pm: Comments on at least 2 classmates' discussions posts is due.

Saturday at 11:59pm: Final assignment of that module is due.

Course Prerequisite (s) Prerequisite(s): ART 1600, ART 1700, ART 1800, ART 1900, ART 2350, ART 2360, ART 2370 with a grade of C or better or consent of IADS Program. Must be accepted into and have a degree plan on file for one of the following: BA: Interdisciplinary Art and Design Studies, Design Management concentration; BFA: Communication Design; BFA: Fashion Design; BFA Interior Design.

Materials or Required Readings

There is no textbook required for this course. All other materials are available on Canvas.

Course Canvas & Announcements

All important information and communication will be via Announcements on Canvas. Please make sure to pay attention to the Announcements and to read everything carefully. It is your responsibility to review and stay up to date with the course online.

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law **will not be tolerated. Consequences are significant and will be applied immediately.**
- Treat your instructor and classmates with respect in any communication online or face- to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Use standard fonts such as Arial, Calibri or Times new Roman and use a size 10- or 12-point font
- Proofread and fact-check your sources.
- Keep in mind that online posts are permanent, so think first before you type.
- Be careful with personal information (both yours and others).
- Do not send confidential information via e-mail

See these [Online Communication Tips](https://digitalstrategy.unt.edu/clear/online-communication-tips.html) (https://digitalstrategy.unt.edu/clear/online-communication-tips.html) for more information.

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let me know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT eUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

How to Succeed in this Course

- This course will have a consistent rhythm, presenting the same deadline in the same days of the week for the entire semester. Use this consistency in your favor and plan ahead so you don't miss any deadlines.
- Pay attention to Canvas Announcements, especially to the weekly email that will come out on Sunday mornings.
- I recommend choosing a topic that you are interested in, as it will make a more engaging project for you!
- If you are having issues, please email me to discuss strategies so you can be successful in this course. Often, we can work out together a new plan and students manage to get back in track, but to do that you will need time. Remember, the earlier you start to address any issues, the better. We are all here for each other, but one's lack of planning is not everyone's else emergency. **Reaching out early if you are having issues is essential.**
- Bring your experience with other classes and share information and tips on how to succeed in an online course with each other.

Please check out more tips: [How to Succeed as an Online Student](#) and [Online Students Resources](#).

Instructor Responsibilities and Feedback

Please feel free to contact me via Canvas (preferred) or email. I respond to messages and emails usually within 24 hours Monday through Friday. Do not expect a response on weekends.

You are encouraged to ask questions on your project and on specific assignments, and to reach out when needed. Please email me as soon as possible if you need assistance, additional support or resources during the semester.

Please feel free to schedule a time to meet with me using my Calendly link: <https://calendly.com/leticia-ferreiradesouza-unt/30min> We will use the same link throughout the semester, so at any time just click on it and schedule a call. If none of the available times work for you, please message me so we can arrange an alternative.

I will give you feedback on specific assignments. Please read and implement the feedback you receive and reach out if you want to talk more about it. **DO NOT respond to my comments on your assignment, as I will not be notified by Canvas if you do so.** To respond to feedback, please message me on Canvas.

I am here to help you, but it is your responsibility to keep up with the schedule and to reach out for more information/help.

Student Responsibilities and Expectations

You are responsible for keeping up with assignments and deadlines, and for reaching out when you have questions. You are also responsible to incorporate the feedback you receive on your project and presenting edited and revised versions of the assignments for the Final Project.

Deadlines: Deadlines are always at 11:59pm of the day, unless otherwise noted. Please check the Late Work policy below.

Please note: the final deadline of December 12th is an **ABSOLUTE** deadline. This means I cannot accept anything after this date.

Extraordinary Circumstances: Life happens, and sometimes things do not go the way we planned; that's ok. It is, however, on **you** to reach out and arrange with me an alternative in the case something happens during the semester that impacts your academic work, and/or to reach out to [the Dean of Students](#) to ask for help. We hope this won't happen, but in the case that your class seems to be derailing, contact me, your other professors and the appropriate channels at UNT, as soon as possible. We can work with

flexibility according to specific emergencies and extenuating circumstances, but we cannot operate miracles.

AI Policies

Please refer to [UNT's full AI policy](#).

I recommend you check out [the AI Resources Hub at UNT](#).

In this class, I recommend you do all the exercises without any type of Generative AI. Generative AI include but is not limited to Claude, ChatGPT, Gemini. It is important at this point in your life and education to exercise coming up with ideas by yourself. You will be able to use GenAI and other tools later in school and probably at work, but this is the most time you will have to learn and develop your thinking and design skills by yourself. That said, you are allowed to use GenAI in this class to brainstorm, search for references, and come up with ideas. In other words, the authorized use of GenAI is as a tool, not as an author. Please indicate when you used GenAI in an assignment, and please explain which one you used, and how (eg.: which prompts you used and what were the results). You are NOT allowed to submit work created by GenAI (including sketches, text, images, designs, and other materials) as if it was your work. If there are indications that your work was created using GenAI (as an author, or in the case of the authorized use described above and you did not disclose it) or if your work is flagged as created by GenAI, you will need to schedule a call (if you fail to do so, you will be immediately reported), in which you will be asked to talk about your process, and potentially to provide drafts, design work files, and other materials that show you are the author of the work. Depending on the situation, you may need to re-submit your work for partial credit. If this happens a second time, you will be reported to the Academic Integrity Office for further review. Always reach out if you have any questions about an assignment.

Course Policies

Course Schedule

Module	Activity	Points Possible	Due Dates
Introduction	Introduction Assignment	5 points	August 21
	Syllabus Acknowledgment	5 points	August 23

Module 1: Design Management History, Design Thinking & Empathy	Module 1: Quiz	5 points	August 28
	Module 1: Assignment	20 points	August 28
	Module 1: Discussion	10 points	August 29 (original) August 30 (comment)
Module 2: Wicked Problems	Module 2: Quiz	5 points	September 4
	Module 2: Discussion	10 points	Sep 4 (original) Sep 5 (comment)
	Module 2: Assignment	20 points	September 6
Module 3: Identifying Project Users	Module 3: Quiz	5 points	September 11
	Module 3: Discussion	10 points	Sep 11 (original) Sep 12 (comment)
	Module 3: Assignment	20 points	September 13
Module 4: Problem Statement	Module 4: Quiz	5 points	September 18
	Module 4: Discussion	10 points	Sep 18 (original) Sep 19 (comment)
	Module 4: Assignment	20 points	September 20
Module 5: Precedent Studies & Design Trends	Module 5: Discussion	10 points	Sep 25 (original) Sep 26 (comment)
	Module 5: Assignment	20 points	September 27

Module 6: Brainstorming your Project Idea	Module 6: Discussion	10 points	Oct 2 (original) Oct 3 (comment)
	Module 6: Assignment	20 points	October 4
Module 7: Design Concept	Module 7: Quiz	5 points	October 9
	Module 7: Discussion	10 points	Oct 9 (original) Oct 10 (comment)
	Module 7: Assignment	20 points	October 11
Module 8: Mid Semester Check In	Module 8: Assignment	230 points	October 18
Module 9: Storytelling	Module 9: Quiz	5 points	October 23
	Module 9: Discussion	10 points	Oct 23 (original) Oct 24 (comment)
	Module 9: Assignment	20 points	October 25
Module 10: Branding	Module 10: Quiz	5 points	October 30
	Module 10: Discussion	10 points	Oct 30 (original) Oct 31 (comment)
	Module 10: Assignment	20 points	November 1

Module 11: Marketing	Module 11: Quiz	5 points	November 6
	Module 11: Discussion	10 points	Nov 6 (original) Nov 7 (comment)
	Module 11: Assignment	20 points	November 8
Module 12: Prototyping	Module 12: Quiz	5 points	November 13
	Module 12: Discussion	10 points	Nov 13 (original) Nov 14 (comment)
	Module 12: Assignment	20 points	November 15
Module 13: Layout	Module 13: Quiz	5 points	November 20
	Module 13: Discussion	10 points	Nov 20 (original) Nov 21 (comment)
	Module 13: Assignment	20 points	November 22
Module 14: Final Project	Module 14: Draft	20 points	Dec 6
	Module 14: Final	330 points	Dec 12
Total Points		1000 points	

Note: I reserve the right to change the course schedule, assigned readings, and assignments if deemed necessary. You will always be notified via Announcements if that happens.

Another way to look at our Schedule:

Unit 1: Introduction (Intro and Module 1)

Unit 2: Research (Modules 2 – 4)

Unit 3: Project Development (Modules 5 – 7)

Unit 4: Design (Modules 9 – 13)

Course Grading

Introduction Assignments (5 points each)	10 points	1% of final grade
10 Quizzes (5 points each)	50 points	5% of final grade
12 Discussions (10 points each)	120 points	12% of final grade
12 Assignments (20 points each)	240 points	24% of final grade
Mid Semester Check In	230 points	23% of final grade
Final Project	350 points	35% of final grade
Total points	1000 points	

Grading

A: 90-100% (Outstanding, excellent work. The student performs well above the minimum criteria.)

B: 80-89% (Very Good, impressive work. The student performs above the minimum criteria.)

C: 70-79% (Good, college-level work. The student meets the criteria of the assignment.)

D: 60-69% (Below average work. The student fails to meet the minimum criteria.)

F: 59 and below (Sub-par work. The student fails to complete the assignment.)

Assignments Policies

Deadlines

Please submit all assignments by 11:59pm on the due date of that assignment. Only PDF files will be accepted. All assignments must be submitted online via Canvas.

Iterative work and Feedback Policy

We will do iterative work in this class. You will receive feedback on your work, and you are expected to incorporate that feedback, and submit an edited and revised version for the Mid Semester Check In and for the Final.

If you do not incorporate the feedback, your grade will be penalized. This means that, if you got a B (80%) on work you submitted for the first time, and do not incorporate feedback, edit, and revise it, once you submit another iteration, you may receive a lesser grade. This will happen for 2 reasons: 1) you are

expected to edit and revise your work, and that process is one of the parts of your work that is being evaluated, and 2) the grading for the first time you do an assignment is a little more lenient, in consideration of the learning process; as you receive feedback and get more comfortable with your project, you are expected to produce more well-rounded work. Please keep this policy in mind and ALWAYS incorporate feedback, revise, and edit your work.

Grading Policies

Late Work

- **All course work must be submitted no later than the due date.**
- Late work will receive a penalty of 5%, (based on an assignment percentage of 100%), for each day that the assignment is late.
- Students with documented evidence of an emergency which prevented them from doing work may present documentation to the professor for consideration for a no-penalty grade.
- Course work will not be accepted after the last day of the term unless arranged as part of a pre-approved course extension. The final deadline is **FINAL**.

Please note: Active-duty military students in receipt of Temporary Additional Duty orders (TDY) may be exempted from point deductions if their orders prescribe a return-to-class date that allows for sufficient time to complete the remaining course requirements, which is generally defined as allowing the student to miss no more than 1/3 of the total semester. Military students with TDY orders shall follow the procedures, found on the [UNT Student Veteran Services](#) to establish new due dates without penalty for projects, assignments, and discussion boards.

Late Work Pass

- Each student in this class receives 3 (THREE) 24h Late Work Passes. This means you can deliver work 24h late three times during the semester with no grade penalty, and no questions asked. You can combine them, and deliver one assignment 48h late, and one 24h late, for example.
- You **MUST** email me and inform me you are using your Late Work Pass, BEFORE the deadline, otherwise your work will be considered late.

- After you use your three Late Work Passes, I will only accept late work without grade penalties if you have a documented emergency. Therefore, **use your Passes wisely**.
- You cannot use Late Work Passes for the Final Project.

Resubmission Pass

- There are no extra credit opportunities in this class. Instead, each student receives 2 (TWO) Resubmission Passes.
- You may resubmit two assignments for an updated grade throughout the semester.
- If you decide to resubmit work, you must do so seven days within the date you received your grade.
- You cannot resubmit the Final Project.

Grade & Project Questions

Please stay in contact and keep up with the course on Canvas. Ask questions before an assignment deadline. The more time given, the better support you will be able to receive. Your questions will also benefit other students in the course, when applicable please post them (and feel free to respond) to the group discussion board.

If you have a question about a grade in the class, please email me to set up individual meeting, as grades cannot be discussed by email. Please note that instructors are not able to adjust grades based on need or desire, etc. and that all grades are assigned according to the syllabus.

I also recommend you share contact information with at least 3 classmates, so that you may reach out to them with questions and/or to share feedback and resources.

Attendance and Participation

This is an online, largely asynchronous course.

Each student is expected to actively contribute to class discussions as this directly relates to real life project management situations. A component of your grade will be based on your discussion

involvement. We can all learn from each other's responses and questions so please be respectful both in class and online.

Syllabus Change Policy

The syllabus and course schedule are subject to change with notice. Any changes will be announced via Canvas.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

Technical Requirements & Skills

Technology requirements for the course:

This is a list of the minimum technology requirements for students:

- Computer
- Reliable internet access
- Microsoft Office Suite or similar
- Adobe Creative Suite or similar
- [Canvas Technical Requirements](#)
- Digital Camera and/or Scanner

The University of North Texas provides student technical support in the use of **Canvas** and other supported resources. The student help desk may be reached at:

UNT Help Desk

Email: helpdesk@unt.edu Phone: 940.565-2324

In Person: Sage Hall, Room 130

Hours are:

- Monday-Thursday 8am-midnight
- Friday 8am-8pm

- Saturday 9am-5p
- Sunday 8am-midnight

Computer Skills & Digital Literacy

In order to be successful in this course you will also need to:

- Ability to use online Canvas portal
- Access to UNT email
- Download and open documents provided by instructor
- Utilize both online and physical forms of research
- Create and submit files in commonly used programs such as PowerPoint, Word, PDF, etc.

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical Help

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Student Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/) (https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/)

Other student support services offered by UNT include:

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [UNT Food Pantry](https://studentaffairs.unt.edu/dean-of-students/programs-and-services/community-resources/food.html) (https://studentaffairs.unt.edu/dean-of-students/programs-and-services/community-resources/food.html)

Academic Support Services

- [Online Student Resources](#)
- [Academic Success Center](#)
- [UNT Libraries](#)
- [Writing Lab](#)

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website. If you need accommodations, please talk to me in the first week of classes, even if you do not have a ODA letter.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic

environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](#) to learn more.

Course Content

Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students on the grounds, for example, of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college's practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains [Eagle Connect](#) and how to forward email.

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (from no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](#) or email spot@unt.edu.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.

- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Disclaimer

The instructor reserves the right to make modifications to the course schedule, assignments, and information throughout the semester. Students will always be notified via Canvas Announcements.