

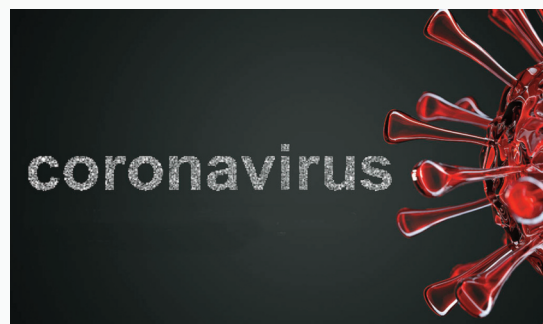
# SPECIAL BULLETIN

from UUP President Fred Kowal

## Protect your intellectual property if you transition to remote instruction

In response to the COVID-19 virus threat, SUNY has directed all campuses to develop plans to transition courses to remote instruction whenever possible to reduce campus density. UUP is in continuous discussions with SUNY and the Governor's Office of Employee Relations to address the plethora of issues confronting the University as it begins shifting to a mostly online learning environment.

While the safety of students and staff is of utmost importance, SUNY's academic quality and UUP members' intellectual property rights must be maintained.



Please follow these basic steps to begin to protect your intellectual property:

**1. Make sure all your work—including course syllabi, PowerPoints, exams, and other course materials—includes a copyright notice. In the United States, the copyright notice generally consists of three elements:**

- The © symbol, or the word 'Copyright' or abbreviation 'Copr.';
- The year of first publication of the copyrighted work;
- The name of copyright owner.

**2. Tell students that posting your course materials without your permission is a copyright violation.**

**3. Add the following to course materials: "Reproduction of this material is prohibited without the author's consent."**

**NOTE: Be aware of the need to check specific copyright rules if using third-party online course materials/resources.**

For more general information about your intellectual property rights as a SUNY employee, check out the UUP facts sheets by scanning the QR code at right or go to <https://uupinfo.org/resources/>



UNITED UNIVERSITY PROFESSIONS | PRESIDENT FREDERICK E. KOWAL, PH.D.

518.640.6600 | FAX: 518.640.6698 | [WWW.UUPINFO.ORG](http://WWW.UUPINFO.ORG)

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