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By signing this form, I am attesting that as a Platt College employee, I have been given a copy of Policy 07:12:00 *Ownership of Instructional Materials and Protection of Copyright* . Further , by signing this attestation I am acknowledging that I am aware of the Developmental Conditions and Ownerships Interest as outlined in the policy as the following:

A. Developmental Conditions

Copyrightable instructional materials may be produced or developed under the following conditions:

1. No institutional support or involvement: A personal work resulting from a faculty or staff member’s efforts on his/her own time without any direct support from or through Platt College and without the use of any of the College’s resources beyond those resources (that are used for daily job requirements) provided by Platt College will belong solely to the creator. No institutional support or involvement excludes the creation and usage of any didactic, laboratory, or clinical course.
2. Nominal institutional support or involvement: Nominal use of College resources is use that is within the scope of teaching and scholarly and service activity of one’s employment at Platt College.
3. Substantial institutional support or involvement: Substantial faculty use of College resources results when the creation of the work requires use of College resources beyond those allocated in support of their academic or scholarly work within their respective department. Substantial staff use of College resources results when the creation of the work requires use of College resources beyond those allocated in support of the staff member's scope of employment.
4. As an assigned duty or pursuant to a work-for-hire agreement: Section 101 of the Copyright Act, which defines “work for hire,” states the default rule that, for works prepared by an employee in the course and scope of employment, the employer is deemed the initial owner of the copyright in the work.

5. With support from an extramural sponsor: Ownership of the copyrights in works created in the course of projects or programs funded by an extramural sponsor, for example, under a grant or similar arrangement, will be determined in accordance with the terms of agreement with the external party and applicable law. An agreement regarding copyright ownership must be signed by the College, the external agency, and the appropriate individuals before acceptance of outside funding. Extramural support must additionally meet the requirements as outlined in Policy 04:01:00 *Grant Proposals and Management* and Policy 04:03:00 *Solicitation and Acceptance of Gifts*.

B. Ownership Interests

1. It is the policy of Platt College that copyrightable instructional materials developed with no institutional support or involvement belong solely to the author, with the exception of the creation and usage of any didactic, laboratory, or clinical course. If an employee leaves Platt College, didactic, laboratory, or clinical course syllabi and materials may still be used by the College. Platt College does not prohibit the employee from using materials s/he created at other institutions.
2. Copyrightable instructional materials developed with nominal institutional support or involvement or substantial institutional support or involvement belong to Platt College.
3. When the production of copyrightable instructional materials is the primary purpose of employment with Platt College, as defined as an assigned duty or pursuant to a work-for-hire agreement in this policy, Platt College shall own all rights, including copyrights, in the materials produced. Platt College shall receive all rights, including copyrights, to the materials, together with any royalties and fees.
4. When copyrightable instructional materials are produced with extramural support, the agreement with the extramural sponsor shall be considered in determining the copyright and ownership rights of the parties.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_