**LSUHSC-SOM Guidelines for the Use of Lecture Capture Technology**

**Rationale:** Lecture capture is a learning tool that can enhance student learning in various ways.

1. It gives students the opportunity to review lecture material at their own pace, which can help them fill in knowledge gaps and clarify confusing concepts after attending the lecture.
2. If desired by the lecturer, it allows students to preview materials prior to scheduled lectures, thereby giving the lecturer the opportunity to utilize classroom time in more interactive application activities.

**Policy on use of Lecture Capture Technology**

The School of Medicine expects that lecture capture technology will be used to record lectures in all pre-clerkship courses. Exceptions include lectures that involve patient interviews or disclosure of patient information, review sessions in which exam questions are revealed, and ‘non-lecture’ classes such as Team Based Learning sessions. Course directors and department heads should strongly encourage the use of this technology by all faculty who teach in their courses, so that lectures are available to students for review and clarification. Designated students will help ensure that lectures are recorded by starting and stopping the recorder. Individual faculty may choose to opt out of this policy, and not record their specific lectures.

* *Approved by Curriculum Steering Committee on January 27, 2016*
* *Approved by the Dean on February 12, 2016*

**Professional use by students /protection of faculty’s academic property:**

Chapter VII- Intellectual Property- Bylaws & Regulations of the Board of Supervisors of LSU:

“Faculty, pursuant to the “scholarly work exception”, exclusively own course materials including ‘electronic learning’ materials which they have created for use as course materials in bona fide instruction of regularly scheduled courses for credit at LSU.    This release of ownership by LSU is limited to the extent that the faculty / author uses these materials in bona fide instruction of regularly scheduled courses for credit at LSU.  Faculty may not submit any of their authored digital media material to an entity for use outside of LSU without review and specific approval from the Office of the Chancellor.”

**Expectations for Use of Lecture Capture Technology by Students:** This technology is intended as a supplement for student learning.  We value and expect student attendance in class. Direct interaction with faculty and peers is critical to professional education.  We encourage students to take their own notes and use the recordings to enhance their understanding of difficult concepts.

Students will adhere to each course’s expectations regarding professionalism, which explicitly state that *students should not attempt to distribute the lecture materials and recordings externally.*  Any known violation to this will result, at a minimum, in the completion of a Physicianship Evaluation Form. Further disciplinary action may be required.