



Curriculum Writing for ACC Center for Teacher Certification Courses

As listed in the Continuing Education Instructor Manual, curriculum written and paid for Austin Community College courses becomes the property of ACC.

Administrative rule # 4.02.006, *the objective of this policy is to encourage the production of copyrightable materials ("Works") that advance Austin Community College's scholarly, academic, and public service missions and that contribute to the professional stature of those involved in the creation of the Works.*

This rule covers ownership Principles and Standards; Revenue Distribution; Intellectual Control; Disclosure; Transfer of Ownership, Third Party Materials; and Dispute Resolution. Please look at the policy, found on the ACC website at: <http://www.austincc.edu/admrule/4.02.006.htm>.

When you write curriculum for our program, we ask that you:

1. Sign a Copyright Agreement Form that stipulates agreement from both the developer and the college on copyright ownership. (RFT format available at <http://irt.austincc.edu/copyright/ownerform.htm>)
2. Submit a proposal/syllabus for a class or workshop that specifies course description, course objectives, number of hours, assessments, resources used, and required textbooks and activities.
3. Sign a contract (provided by ACC) stipulating the materials, deadline, and cost.
4. Give proof of fair use of materials and copyright permission as needed.
 - A bibliography that includes the sources cited and that influenced your thinking.
 - Copies of letters/emails that you sent to request permission to use website link, photos and artwork, and articles
 - Copies of letters actually giving permission.
5. Submit the proposal/syllabus for approval and payment.

Thank you for lending your expertise to our teachers!

I have designed curriculum for Austin Community College. I understand that once I am paid, that my work belongs to Austin Community College. All text is either from my personal design, has been credited and cited properly, and permissions have been secured. All hard copies of permissions will be handed to the coordinator/director in charge.

I understand that violating copyright of others is not permissible.

Name

Date

Name of Curriculum