

Guidelines for Electronic and Multimedia Presentations for Biology Courses/Projects

The Biology Department considers the creation of web pages, PowerPoint presentations, and other types of electronic projects to be valuable end products of intellectual work. Thus, we encourage students to produce high quality electronic presentations as part of their course work and as part of their overall intellectual activity at Earlham.

It is essential that we act in keeping with scholarly traditions and give credit to the sources of information and images used in these projects. In addition, there are copyright laws that govern how we use the intellectual and creative work of others. Some information can be used for educational purposes by simply citing the source ("Fair Use"). Under other circumstances, we must obtain written permission to use someone else's work.

The Copyright Policy for Earlham College provides detailed guidelines for using electronic and multimedia materials in course projects. Biology students must comply with these guidelines in their academic work.

When web pages are the end product of academic work, the web pages will be displayed in one of two ways:

1. Web pages to be posted temporarily for Earlham courses, to be viewed by the Earlham community alone (e.g. Biodiversity, Senior Seminars)
 - Web pages will be posted within Moodle and thus, will be password-protected and viewable only by the Earlham community. Course instructors will create Moodle course sites for their students. For student-originated projects (e.g. Senior Seminars), students will contact Mark Pearson (ITAM) for assistance in creating their own Moodle site.
 - All material (text content, photographs, images, graphs, etc.) must be properly selected and properly cited on the web page. Students must also add a notice informing the viewer that further use of the material is restricted.*
 - The web page will be removed at the end of the semester for which it was prepared.

2. Web pages to be posted long term for viewing by the internet world at large (e.g. Student/faculty research, Senior Seminars culminating in projects such as the Kakamega website)
 - Approval by the Biology Department is required. Considerations include quality of site, significance of site to the larger internet world, and adherence to other requirements listed below.
 - A Biology faculty member must assume responsibility for long term oversight and updating of the site.
 - The site must be situated within the Biology Department web directory and a link to the site will be placed on an appropriate location within the Biology Department website.
 - Text content must be properly selected and cited on the web page. *
 - Written permission must be obtained for all photographs, images, graphs, etc. used on the web page and transferred to Melissa Foster to keep on file. *

* For details, refer to Earlham's Copyright Policy