

*The following document provides guidelines for public posting or distribution of SIS syllabi by the School. These guidelines may change with updates to McGill, Faculty, or School policies and processes.*

## Position

The School of Information Studies recognizes that the public availability of course syllabi/outlines serves a number of purposes, including:

- Assisting current students with course selection, planning, and pre-reading.
- Providing prospective students and others with enhanced understanding of SIS teaching.
- Providing other academics and scholars with references for purposes such as course development, benchmarking, and research.

The School highly encourages instructors to submit full, abbreviated, or summarized syllabi/outlines for public distribution by the School. These documents will be made available **for unofficial, informational purposes only**; official syllabi are posted in the McGill course management system.

## Copyright

Authors of course syllabi are copyright holders of these works and may determine if and how these works are more broadly accessed. For McGill policy and discussion of authorship and copyright, see:

- *McGill Policy on Intellectual Property*  
<http://www.mcgill.ca/secretariat/sites/mcgill.ca.secretariat/files/PolicyonIntellectualProperty.pdf>
- *Canadian Copyright Act (R.S.C. 1985, c. C-42)*

## Terms

By submitting syllabi or course outlines (“the work”) to the School for public distribution, instructors (“you”) grant the School the *non-exclusive right to reproduce and/or make the work publicly available in electronic or print format*. In addition, you represent that:

- It is your original work and you have the right to grant permission for the School to publicly release the work.
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- ***If the work contains material for which you do not hold copyright***, you have obtained permission of the copyright owner which grants the School ability to publicly post the work, and that third-party owned material is clearly identified and acknowledged within the text or content of the work.

## Process

Unofficial syllabi/outlines for public distribution are to be submitted by the instructor to SIS administrative staff in PDF format. Submission represents acceptance of terms as outlined above.

**Withdrawal Policy:** Authors may request via email the removal of syllabi/outlines from the SIS Website or SIS Wiki for any reason. The School reserves the right to remove syllabi/outlines for any administrative or legal reason.

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*Recommended disclaimer:* “DISCLAIMER: This syllabus is provided for informational use only. Content and assignments may change before the start of the course and may differ between course sections. Students of this course should not use this document but instead retrieve the official version from the McGill course management site”.

*Sample copyright notes:*

- “All rights reserved”
- “Copyright [date] [instructor name]”

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## Contact

Questions or concerns about these guidelines may be addressed to the School Director. *Note:* the School cannot provide counsel or arbitration regarding copyright and licensing.