

TITLE: PACIFIC UNIVERISTY OCCUPATIONAL THERAPY VIDEO CAPTURE

POLICY: The School of Occupational Therapy is strongly committed to providing an interactive experience in the didactic and lab learning environments. Students are expected to be present to participate in these learning environments. Emergency circumstances may result in a student requesting to video capture these experiences as an adjunct to their learning. The following procedures must be followed:

PROCEDURE:

- I. Student needs to submit a petition request to the respective faculty member stating**
 - A. *what is to be recorded,***
 - B. *when it is needed,***
 - C. *how it will be used***
 - D. *who will be performing the recording.***
- II. The faculty member responsible for the course or lab to be recorded forwards the student's petition request to the Director.**
- III. The Director must grant approval for this request before it can be carried out.**
- IV. Student must ensure the completion of Consent for Use of Media form for any participants included in the recording.**
- V. Information recorded is the proprietary material of Pacific University and may not be posted or advertised on any media, social or otherwise without the express permission of the Director of the School of Occupational Therapy.**

FORMULATED:	July 2012
REVIEWED:	May 2017
REVISED:	May 2013