



HARVARD
T.H. CHAN

SCHOOL OF PUBLIC HEALTH

**Curriculum Center
Guidelines for
Preparation of Course
Materials**

Academic Year 2019-2020

Contents

Steps for preparing course materials with the Curriculum Center	Page
1: Prepare syllabus	1
2: Decide how readings will be made available.....	2
3: Identify readings available online through Harvard E-Resources	3
4: Create persistent links to readings available online.....	4
5: Prepare other materials in compliance with copyright guidelines.....	5
Appendix A: Locating Articles Available Online through the Harvard Libraries.....	8
Appendix B: Linking to Electronic Resources.....	9
Appendix C: Accessing and Using Course Websites.....	10
Appendix D: Helpful Links and Contacts.....	11

1

Prepare syllabus

1. List all assigned readings in the course syllabus.
2. Provide complete citations for all readings.

For journal articles, please provide author(s), title, journal title, year of publication, volume, issue, and page numbers.

For book excerpts, provide the author(s) or editor(s) of the book, title, author(s) of chapter or section (where applicable), title of chapter or section, publisher, year of publication, edition, and page numbers of excerpt(s).

Complete Citation:

Brunner, Eric and Michael Marmot. "Social organization, stress and health." Social Determinants of Health. Eds. Michael Marmot and Richard G. Wilkinson. Oxford: Oxford University Press, 1999. 17-43.

Incomplete Citation:

Brunner, Eric and Michael Marmot. Chapter 2, Social Determinants of Health.

3. Indicate which readings are required and which are optional or recommended.
4. Describe in the syllabus how readings will be made available (see next section).

Textbooks

If students are required to purchase a textbook for the course, include full information for the book in the syllabus (including price and ISBN number). Students may purchase textbooks either through the Harvard COOP or another vendor of their choice.

The Curriculum Center is not responsible for placing textbook orders through the COOP. Please contact the academic administrator of the department through which the course is offered for assistance.

2

Decide how readings will be made available

All required third-party course materials that are subject to copyright must be made available using one or more of the approaches listed below.

A. Create persistent and legal links to material available online through the Harvard Libraries (preferred approach).

Many journal articles can be accessed online by Harvard students and faculty free of charge through the Harvard Libraries.

Whenever readings can be legally accessed online, whether through the Harvard Libraries or elsewhere, please provide students with a link to the reading rather than reprinting the reading in a course packet or posting a PDF copy of the reading on the course website. Students may print a copy of the reading for personal use.

Advantages to providing links to online readings:

- Students save on copyright fees and printing costs.
- Instructors and the school are protected from potential copyright violations.

B. Request that the Curriculum Center obtain permission to reproduce the material, either as part of a printed course packet or posted as a PDF on the course website.

Posting copyrighted material on course websites or distributing copies without permission may violate copyright law. The Curriculum Center will contact rightsholders to obtain permissions and arrange for payment of permission fees when required.

Permission fees will be billed to students in the form of a course materials fee.

C. Place copies of readings on reserve at Countway Library.

This is recommended for optional or supplementary readings which are not available online. If optional readings are included in course packets or posted on course websites, students will be billed for permission fees for these readings as they are for required readings. In order to avoid excessive charges to students, the Curriculum Center will not clear permissions for optional or recommended readings or include these readings in course packets unless requested by the course instructor.

3

Identify readings available online through Harvard E-Resources

Most of the journal articles assigned for Harvard Chan School courses can be accessed online through the Harvard Libraries' electronic resources. **As an integral part of the University's copyright guidelines, the Harvard University Office of the General Counsel asks that instructors link to online material licensed by Harvard whenever possible, rather than reproducing the material in course packets or posting it online.**

"Harvard licenses a vast number of periodicals and other copyrighted works for educational use. If you would like to make copyrighted material available to students for course use, you should find out whether the material is already licensed by Harvard, before wrestling with the question whether fair use applies or seeking permission to reproduce the material. If the material is already licensed, you will be able to establish a link to the resource from the course website, or otherwise furnish students a URL, which will enable them to access the material in electronic form and print a copy for personal use."

From *Copyright and Fair Use: A Guide for the Harvard Community*, available at <http://ogc.harvard.edu/pages/copyright-and-fair-use>

The Harvard Libraries' E-Resources comprise those electronic databases of publications to which Harvard subscribes and which Harvard students and faculty may access free of charge. Harvard subscribes to research databases such as JSTOR and EBSCOhost, as well as the electronic archives of journal publishers such as Elsevier, Oxford, and Springer. There may be journals of interest to the Harvard Chan community whose archives are not yet fully accessible online, but the breadth and depth of journals in electronic format are increasing rapidly.

Use the Harvard Libraries' online search tools to locate articles, and make sure that a full-text version of the article is available. In some cases, only an abstract or citation may be available, and it may be necessary to locate the article in another database or to provide the article to students in a course packet or on the course website.

For information on how to search for articles within the Harvard Libraries' E-Resources, see **Appendix A, "Locating Articles Available Online through the Harvard Libraries."**

Create persistent links to readings available online

Once online articles have been located, they should be linked by a URL on the course website or syllabus. **Only the electronic link to the material should be posted on the course website, not a PDF copy of the material itself.** Posting an electronic copy of a copyrighted article on a website is considered to be equivalent to distributing an unauthorized photocopy and may be prohibited by rightsholders without the payment of permission fees.

Articles may be linked using the **Library Reserves application**, accessible through your course Canvas website. This tool is used to collect citations to online readings, which link directly to the Harvard Libraries catalog entry for the resource, as well as to place requests for in-library reserves.

A guide to using the Library Reserves application can be found at https://guides.library.harvard.edu/library_reserves.

Instructors may also set up their own links to share with students by:

- a. copying the links to the syllabus and uploading this document to the course website.
- b. creating a list of links directly on the course website, organized as preferred by session or module.

5

Prepare other materials in compliance with copyright guidelines

Required readings that are not available online through the Harvard Libraries may be:

- a. included in a printed course packet
- b. posted on a course website

In both cases the Curriculum Center may need to request permission from the publisher or rightsholder to reproduce the reading, often requiring the payment of a permission fee. The Curriculum Center will determine which readings require permission to be reproduced, contact rightsholders, and arrange for the payment of permission fees. **Any fees will be passed on to students in the form of a course materials fee.**

Please be aware that even if an author of a published book or journal article is an instructor in the course, in some cases the Curriculum Center may still need to seek permission from the publisher to reproduce the reading. Copyright in published works is usually transferred to publishers, who reserve the right to grant or deny reprint permissions.

Course Packets

For printed course packets, the course syllabus and the readings to be included must be provided to the Curriculum Center by the deadline for the semester during which the course is offered to allow time for requests for permission and copying.

The course packet must be provided to the Curriculum Center in printer-ready form. Please take time to make the original photocopies or PDF scans as clean and legible as possible. Make sure no pages are missing or cut off, and that page numbers are visible. For book excerpts, include a copy of the title page and copyright page.

Readings Posted on Course Websites

A syllabus, including complete citation information for every reading to be posted on the course website, must be provided to the Curriculum Center by the semester deadline. It is the responsibility of instructors to scan or otherwise obtain PDFs of these readings and post them to the course website once the Curriculum Center has obtained the necessary approvals. Readings that have been posted without permission may be subject to removal.

The copyright permissions cleared by the Curriculum Center for readings posted on course websites cover only the current semester and course enrollment. Please restrict access to areas of the course website containing copyrighted material to the class list only and remove these materials on conclusion of the course.

Fees and Limitations

Many publishers set limits on the amount of material that may be reproduced from an in-print book, either by photocopy or as an electronic copy. Though this limit varies by publisher, two chapters or up to 20% of total page count are frequent restrictions. The Curriculum Center will advise instructors if a reading must be reduced in length or replaced if permission is unavailable.

The average fee to make either print or electronic reproductions from most books and journals falls within the range of \$0.10 and \$0.35 per page per copy.

To check the availability and price of permission to reproduce a reading, visit the Copyright Clearance Center at www.copyright.com. Most publishers of books and academic journals now handle their academic permissions through this website. Search for the publication by title, select “permission options” next to the search result, and then select “price and order” for the appropriate permission type (academic course pack or online). Enter the publication year, page range of the excerpt, and number of students and the site will generate a price quote or let you know if your selection exceeds the number of pages the publisher allows. Use this site as an information resource only: the Curriculum Center will order all permissions.

Nonprofit and Government Publications

Publications produced by the United States federal government are in the public domain and may be reproduced freely.

Many publications produced by nonprofits and NGOs may be reproduced at no charge, but it is best practice to request permission for use, and, whenever possible, provide a link to the publication hosted at the organization’s website.

Harvard Business School Materials

The permission fee to reproduce most Harvard Business School cases and Harvard Business Review articles is \$4.25 per user for graduate-level courses. The Curriculum Center will either request permission for the material to be reproduced in print, or to set up a link to an electronic version of the content via HBSP’s SingleClick service.

Note that even though full text of the Harvard Business Review is available electronically through the Harvard Libraries E-Resources via the EBSCOhost database, Harvard Business School Publishing’s terms of use prohibit the use of direct links to their publications for assigned course materials. Please contact the Curriculum Center for help setting up links to this content.

Harvard Chan Teaching Cases and Other Case Programs

Harvard Chan maintains a library of teaching cases that may be used at no fee for teaching at the School, though many are distributed to the outside world through HBS. The case library is located at <https://caseresources.hsph.harvard.edu/case-library>.

Permission may be required to reproduce cases published by other programs in and outside of Harvard. Please reach out to the Curriculum Center for clearance.

Appendix A

Locating Articles Available Online through the Harvard Libraries

The following search tools may be used to locate full-text articles available online through the Harvard Libraries.

Hollis Search

- Enter a citation in the Hollis search field on the Countway website. For journal articles, make sure that the “Everything” option is toggled.
- If an article is available electronically through the Harvard Libraries, a “VIEW ONLINE” link will appear with the search result.

PubMed and Google Scholar

- Select the “Try Harvard Library” link accompanying the article citation to view options for electronic access.

For help navigating the Harvard Libraries’ online resources, contact the Countway Library Information Resources Department at 617-432-2147.

See **Appendix B** for directions for persistent linking to online articles.

Appendix B

Linking to Electronic Resources

Please follow the directions below to ensure that links to electronic readings provided to students are legal, will not expire, and will continue to work in future semesters.

If you choose not to utilize the Canvas Library Reserves application, please follow these guidelines.

- **Do not post a copy of an article on a web site without first consulting the Curriculum Center about obtaining permission from the rightsholder, as this may be an infringement of copyright. Post links only.**
- Post only **persistent** links. A persistent link, also known as a permanent or durable link, is one which will not expire over time. Careful attention to persistent linking eliminates frustrating dead links and makes it easy to reuse links in future semesters.
- Often the browser URL for an article will serve as a persistent link, but **not always**. Please use a permalink option if provided with the citation. For example, in the case of articles found through Academic Search Premier from EBSCO, a link copied from the browser URL will expire.
- Link to the HTML full-text version, if available, or to an abstract or citation page from which the PDF version can be accessed.

Linking to online resources outside of the Harvard Libraries

Providing students with links to articles and publications on nonprofit, government, and commercial websites is encouraged. Please be sure, however, that the publication is hosted legally at the website of the original source and has not been placed on the web in violation of copyright by a third party. Use a persistent link if the site provides one.

Reusing links from previous semesters

When reusing persistent links created in previous semesters, make sure all links are still working before posting the reading list. Even when persistent links have been set up correctly, websites may be rearranged over time.

Appendix C

Accessing and Using Course Websites

A course website is automatically created for every Harvard Chan School course.

New faculty members will receive a Harvard ID number, instructions for creating a Harvard PIN number, and instructions for creating a Harvard email account. All three are necessary to access course websites.

To access course websites, go to <https://my.harvard.edu/>. Log in to the Student, Teaching and Advising Portal using your HarvardKey to view your course(s), or select the Course Catalog and search using the fields provided.

Granting a TA or assistant site administrator access to a course website:

- After logging into the Canvas website, select “Manage People” from the menu at left.
- Select “Add People to course”
- Enter the new site administrator’s full Harvard email address, or search using the directory.
- Select the type of access you would like to set up for the new site administrator. A “Teacher,” “TA,” or “Designer” can add and modify content on the course website. Only “Teachers” and “TAs” can also view enrollment and student information.
- If you would like to add a site administrator who does not have a Harvard ID, contact the METS team for assistance.

For instructions for managing a course website and its content, visit the Canvas FAQ page at <http://www.hsph.harvard.edu/information-technology/canvas/>, which provides detailed instructions and tutorials.

For questions regarding course website access or management, or to schedule a personalized Canvas training session contact the Harvard Chan School Media and Educational Technologies team at mets@hsph.harvard.edu.

Appendix D

Helpful Links and Contacts

Curriculum Center Staff

Allison Bodznick
Curriculum Center Administrator
Kresge 121
Phone: 617-432-7978
Email: abodznic@hsph.harvard.edu

Copyright and Fair Use: A Guide for the Harvard Community

A guide to copyright law and its applications within the University, published by the Harvard Office of the General Counsel.

<http://ogc.harvard.edu/pages/copyright-and-fair-use>

Harvard Library Search tools for finding articles online

Hollis search tool

<https://countway.harvard.edu/>

PubMed via HUL

<https://www.ncbi.nlm.nih.gov/pubmed/?otool=hulib>

Google Scholar via HUL

https://scholar.google.com/schhp?hl=en&as_sdt=0.22&inst=6453797383205921872

Contact for help with library research and locating online resources

Countway Library Reference and Education Services Department

Phone: 617-432-2134

Form for submitting a reference question online:

<https://www.countway.harvard.edu/comment.html>

Canvas Library Reserves application

Instructions and tutorials can be found at

https://guides.library.harvard.edu/library_reserves

The Countway contact address for support with the Canvas Library Reserves application is circinfo@hms.harvard.edu

Canvas course websites help and tutorials

<http://www.hsph.harvard.edu/information-technology/canvas/>

Contact for help with Canvas site access and use

Media and Educational Technology Services team

Email: mets@hsph.harvard.edu