

## SKMC RELEASE FORM

*Lecture Capture System  
Center for Teaching and Learning*

I hereby consent and agree to have the presentations in my course recorded on the premises of Thomas Jefferson University. I understand that these recordings will be made available to students enrolled at Thomas Jefferson University in the class to which the presentation was made. Recordings and course content are kept in Blackboard until that class-year graduates (a maximum of four years).

Lecture recordings also include an “enhanced podcast” version. This version of each lecture includes audio and slides, which are both available for downloading by the students. If other faculty are teaching in this course, I have contacted them about the recordings and have secured their permissions to be recorded except as noted in the schedule. NOTE: Grand Rounds presentations will not be recorded.

A recording may be removed from Blackboard at the end of the academic year during which it was recorded (following all examinations) by the faculty member who created the presentation. To do this, a written request must be sent to *Gail Leone, Administrative Assistant for Educational Technologies*. Recordings not removed from Blackboard by request will be made available to the University Archives after four years. Any downloaded enhanced podcast files remain on a student’s computer until deleted by the student.

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*Course Instructor’s Name (PLEASE PRINT)*

*Date*

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*Course Instructor’s Signature*

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*Course Instructor’s Campus Address and Phone*

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*Course ID*

*Please send completed form to:*  
Email: [gail.leone@jefferson.edu](mailto:gail.leone@jefferson.edu)  
Fax: 215.923.3203