

Forms that will be signed during Orientation

You will be electronically signing these documents, or slight variations of these documents, during Orientation. They are included here so that you may review them ahead of time.

1. Acknowledgment of Receipt of Graduate Student Handbook

I acknowledge receipt of a digital copy of the 2016-2017 School of Business Graduate Student Handbook, which contains the Honor Code, Certification & Evaluation Document and other administrative policies including those governing the use of physical facilities and information technology. I understand that these documents contain the academic rules, policies and procedures of the graduate degree programs in the School of Business at Wake Forest University.

I understand any changes will result in an updated Graduate Student Handbook being posted on the School of Business website. I understand it is my responsibility to read the Graduate Student Handbook and all its policies completely. I understand that I will be held accountable for all stipulated academic requirements and for adhering to all policies put forth in this document, or its subsequent versions.

You will sign this statement electronically.

2. Assignment of Intellectual Property Rights

The programs and courses at the School of Business have been designed to prepare students for the challenges of management and leadership. Great effort is taken to make the course work relevant, realistic and mirror situations and challenges faced by organizations and decision-makers. In order to implement these objectives, some courses and program requirements will require students, either individually or in teams, to act in the role of consultant with a client (individual or organization) to produce a product (report, presentation, etc.) in response to the client's request and needs. Often, this engagement will require the client to provide current and potentially confidential information in order for the student(s) to fulfill the client's needs and provide the students with a rich learning experience.

In the production of the product (report, presentation, etc.), the students may produce intellectual property, such as, but not limited to: reports and presentations, ideas and concepts, graphic designs and logos, strategies, etc., that can provide benefit to the client. In order for the School to be able to attract clients willing to provide rich learning experiences and potentially sensitive information to the students for these exercises, it is necessary that students be willing to assign the rights of the intellectual property produced by them during these exercises to the client.

Thus, in order to fulfill partially the academic objectives of the School of Business, we require all students to agree to the assignment of the intellectual property rights to the client organization for all School of Business program activities and events and competitions hosted or sponsored by the School. This includes, but is not limited to:

- Assignments and projects for individual courses
- Integrative exercises
- Practicums
- Competitions (e.g. - Marketing Summit, etc.)

You will sign this statement electronically.

3. Photography & Videography Release Form

Each year, Wake Forest University and Wake Forest University School of Business takes photographs and videos of students (individually and in groups, in classrooms, during social activities, in study teams, etc.) for use in Wake Forest University publications, presentations, web sites, advertisements and other materials.

We appreciate the willingness of our students to appear in photos and videos as representatives of our School and Wake Forest University.

You will read the release below and digitally sign the document.

I agree to allow photographs and videos of me to be taken during the program. The photographs and videos may be seen in Wake Forest University's materials, publications or promotions including, but not limited to, printed collateral and electronic media.

I give Wake Forest University and Wake Forest University School of Business permission to publish or republish any photographs or videos taken of me individually or in which I might be included, in any medium for any promotional purposes related to Wake Forest University. I understand that I will not be compensated for the use of these photos or videos. All rights in such photographs or videos are the property of Wake Forest University.

I release and hold harmless Wake Forest University and the Wake Forest University School of Business, its directors, trustees, agents and employees from all claims and demands arising out of any use of these photographs or videos.

4. Class Recording Release Form

The classrooms at the Wake Forest School of Business have the capability to record class digitally. The recorded sessions are available online, are for educational purposes only, and are intended to provide flexibility when students are unable to attend class.

Students should understand that under University policy, permission given by a member of the faculty or staff to record a class is limited to the permission to record for personal viewing only. It is, for example, never permissible to copy, file-share, sell, distribute, or publish such recordings outside of the university. Likewise, the university respects all students' right of privacy and will not allow the recording of class unless all parties, faculty, staff and students consent to be recorded.

Students may not copy, make derivatives from, distribute, or disseminate such recordings in any medium without the permission of the University. The University asserts no copyright in creative work such as film or video that is authored by students or student groups using resources available to them.

Students should assume that any class in which they are participants may be recorded. If they are uncertain and need clarification, they should consult the School of Business IT Department.

You will read the release statement below and digitally sign the document.

I release and hold harmless Wake Forest University and the Wake Forest University School of Business, its directors, trustees, agents and employees from all claims and demands arising out of any use of these photographs or videos.