



College of Veterinary Medicine Policies and Procedures

Subject: Classroom & Multidisciplinary
Laboratories (MDL)

Section: Student Policy & Procedures

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Affairs (Significant changes reviewed by MSU General
Counsel)

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Classroom & Multidisciplinary Laboratories (MDL)

The laboratories you will utilize during your studies are based on the multidisciplinary concept. Instead of the traditional approach, where most departments have their own laboratories and equipment, our laboratories are designed for maximum flexibility so that all laboratory teaching can be conducted regardless of the discipline.

The MDL staff is a part of the Office of Academic Affairs. The MDL staff is a support group whose function is to fully coordinate and implement teaching laboratories. The MDL staff is established not only for laboratory teaching support but is also dedicated to assisting students in any way which will increase their learning experience or generally make their matriculation here more effective. There is an "open door" policy from the entire MDL staff to the students should any difficulties arise. The MDL staff also welcomes candid remarks with regard to any phase of the MDL operation.

The College of Veterinary Medicine and the MDL are part of a public institution with tours occasionally scheduled through the MDL. These tours are of great public relations benefit for our college. Your appearance and the appearance of the MDL facility have a tremendous influence on the prosperity of the College of Veterinary Medicine. The Office of Academic Affairs asks that you maintain your student-assigned areas and the entire MDL in a clean, neat, and professional manner at all times. The MDLs are not to be used as storage areas for supplies and other materials belonging to student organizations. Space in the Wise Center has been assigned for this purpose.

The MDL staff asks for your cooperation. Keep in mind that there are four years in the veterinary curriculum, each with its own laboratory exercises. The MDL staff routinely facilitates laboratory exercises in all four years of the professional curriculum, undergraduate courses, and graduate courses. Each student's cooperation is requested so that MDL personnel may perform effectively.

The following regulations were formulated primarily with professionalism in mind.

- **Food and drinks are not permitted in the MDLs at any time**
- Remove all personal items (notes, paper, and clothing) from classrooms.
- Audio equipment can be used in the MDL provided appropriate earphones are worn.
- Do not leave any valuable instruments, equipment, or personal belongings unattended in the labs. While security problems are minimal, your cooperation is needed to keep them that way.
- Any equipment or supplies available for general use should be returned in a neat fashion to the area from which they were obtained. Please remember the key word is "general use" meaning your classmates are depending on your thoughtfulness in returning these items.
- Put trash where it belongs. You are responsible for maintaining the professional appearance of your individual lab stations and the entire lab.
- Laboratory station assignments will be made prior to the beginning of the school year.
- Malfunctioning equipment or other deficiencies within the MDL should be referred to the Academic Affairs Manager immediately.
- All temporary issue items, i.e., bone boxes, microscopes, surgical packs, and room keys are the student's responsibility while in his/her possession; and, if lost, the student is responsible for replacement cost,

although the MDL will provide repair service for normal wear and tear. With the exception of surgical packs, temporary issue items are not to be removed from the Wise Center.

- While the MDL supports most aspects of a laboratory exercise, you are required to clean up your area and return the equipment and supplies to designated areas. Dispose of waste materials or laboratory specimens in the appropriate containers provided. Once again, take five minutes to do your part so the MDL staff can do theirs.
- In an effort to maintain the appearance of the MDLs, do not place stickers, posters, pictures, etc., on the desks, walls, tables, or doors. Bulletin boards are provided at each desk for your use.
- All items checked out from the MDL must be returned by the date and time agreed upon at the time of checkout. Failure to return the item(s) on time will result in a fine of \$5.00 for the first day late and \$1.00/day for each additional day.
- The MDL staff maintains instructional spaces used for teaching and learning. All use of this space for storage or operation of non-CVM-owned equipment or materials must be approved by the Academic Affairs Manager. Students can assume that their computers and ink jet printers are approved for use in their own cubicles in the MDLs.
- Be aware of the location of the fire extinguishers, eye wash and safety showers, and first aid equipment.
- Notify the instructor and the MDL staff of any injury, fire, or hazardous materials spill.

Approved: Kent H. Hoblet 9-25-2017
Kent Hoblet, Dean Date
College of Veterinary Medicine