

LYMAN BRIGGS COLLEGE

SHARED TEACHING LABORATORY LOGISTICAL GUIDELINES

V.1 January 15, 2015

As more inquiry-based experiments have become the norm in LBC's teaching labs and as more lab courses are held, the logistics of safety, space, supplies, and schedules become more complicated. These guidelines should help maintain smooth operation of our shared teaching and project lab rooms for the benefit of LBC students.

1. No later than the final class day of the semester,* please consult with the faculty member who will next teach in the lab room you have just been using. It is your responsibility to remove all equipment that will not be used and place it in the proper designated storage area no later than two weeks after the last class day of the semester.** You should also clean up any spills or messes left behind by your class, and take down any posters/schedules/hangings, etc. placed on the walls, ceilings, or cabinets by your class. The aim is to leave a clean lab room that the next instructor will have ample time to set up for the next course.
2. If you are the incoming instructor for a given lab room, please give the outgoing instructor the full two weeks to clear up the room and clean the space. If the cleaning and clearing is not complete two weeks after the last day of a particular semester's classes,** then a polite email to the outgoing instructor (and cc'ed to Associate Dean Rob LaDuca, laduca@msu.edu) should be sent. At this point Rob LaDuca will assume any further reminder duties and monitor the situation until the clearing and cleaning process has been completed.
3. Many experiments need to run for multiple weeks during a semester, and sometimes problems can crop up unexpectedly. Experiments, aquaria, animal cages, etc. needed for long-term projects (> 1 week in duration) must be clearly labeled with the names, email addresses, and cell phone numbers of all involved students, the course number, the section meeting time, and the name of the faculty member of record for the course. Although a project may be student-conceived and student-run, the faculty member of record has the final responsibility for the maintenance and proper removal of the project apparatus.
4. When any laboratory experiment involving living animal organisms has concluded, either transfer these organisms to another permanent location and see to their proper care, or humanely euthanize them according to standard disciplinary practice. Please properly dispose of any living animal organisms and plant matter no longer needed at the end of a module/course.

*or one-week prior to the Biology/Chemistry module changeover in LB 155

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