Material and Computer Labs, Design Studio, and Photo Studio (hereafter labs) Policies and Procedures

Metro State University of Denver (MSU Denver) – Industrial Design Department (IND)   (effective May, 26, 2016)

Overview

The labs are essential components of the Industrial Design department and because of liability issues and lab support costs, laboratory equipment is for the use of students currently enrolled in and paying tuition and student fees for IND classes for which labs are a requirement. Students not currently enrolled in IND courses or alumni who have graduated with an IND degree wanting to use IND labs must get prior approval from the Chairperson to work in the labs. Under no circumstances are non-active IND students, non-IND majors, or alumni allowed to use IND power tools even if access is approved.

The Chairperson of the department is ultimately responsible for overseeing the labs as a whole. The Chairperson must consult with Lab Coordinators and all full time faculty in the department, or with the Dean of the College of Professional Studies if necessary, for any special consideration involving all special requests, such as non-IND majors or any entity outside of IND department use. The IND department Chairperson can be reached at (303) 556-2916 for requests or inquiries.

The IND Lab Coordinators directly manage the IND labs at MSU Denver. They are responsible for enforcing the policies and procedures adopted by the IND at MSU Denver. They report directly to the Chairperson of the IND department.

MSU Denver's Industrial Design department requires that the following policies and procedures be followed without exception. MSU Denver's Industrial Design department reserves the right to deny lab access to anyone at anytime.

The policies and procedures that follow were developed to facilitate a safe and productive work environment for the students, faculty, and staff of MSU Denver and the Industrial Design department.

Policies and Procedures for Shop Use

1. Lab safety is of foremost concern. All users of the lab must be currently enrolled in IND classes that require the use of the IND labs, and have also taken all necessary pre-requisites for each specific lab.
2. The labs are for use, during class or open lab hours, by the following priority; active IND major students working on a IND course assigned design project requiring the use of labs; active IND major students working on a design project that is approved by current active faculty members; active IND major students who want to use lab space for a personal project that does not require the use of power tools and approved by current active faculty members. All other students not in these categories must obtain permission by the IND chairperson prior to use of the shop. The chairperson is not obligated to approve a request if the chairperson feels the request requires any inappropriate use of labs and has the right to deny any request without explanation.
3. All student, faculty, and staff use of the labs is subject to the requirements of safe and proper use and care of tools, equipment, and facilities, as determined by lab personnel. Since lab personnel are both qualified in and responsible for these matters, their decisions are final. Students must always report if a tool or equipment is broken or not working properly to the lab coordinator as soon as possible.
4. The Chairperson and Lab Coordinators reserve the right to restrict the use of the shop, specific tools, or material and operations when there is perception of risk or immediate danger to individuals, tools, or property. Lab users must follow the directives of lab personnel immediately, and provide assistance when asked. Delay, resistance, or uncivil behavior or unpleasantness to lab personnel may lead to the immediate suspension of student lab privileges.
5. Students must obey IND lab safety rules posted in the labs. Failing to do so or any violations may lead to the immediate suspension of student lab privileges. Students will have access to first-aid items for minor injuries and cuts; however, advice in the case of an accident should be sought from a professional health provider, as lab personnel are not trained medical workers.

6. Students should report any hazardous incidents to the lab coordinator on duty, their class instructor, or department front office personnel as soon after as possible. IND lab, faculty, or staff personnel should report such incidents to the department chair immediately. If chair is not available, report to department coordinator and acting chair.
7. The regularly designated lab personnel and faculty are responsible for the instruction in the appropriate use of tools, equipment, and facilities of the labs, for the observation of their safe operation, and their maintenance in good working order. In some cases, where more than one safe method of use of stationary power tools is possible, it is important to learn MSU Industrial Design preferred methods, and use them consistently.
8. Materials, operations, and tools that are dangerous to the user or others may not be allowed in the labs. Lab personnel or faculty must approve all tools and materials not specific to the normal use in the labs; this includes unusual materials in the laser cutters.
9. The Lab Coordinators are responsible for supervising open lab times outside of designated class time. The labs will be available for use only during designated class times and/or open lab times.
10. Open lab times will be determined each semester based on direction from faculty to best meet the needs of the students but are subject to change without notice based on lab personnel scheduling. Open lab times are posted before the first week of the semester and start the third Monday of the semester.
11. The lab areas must be left clean and orderly after each use, including between work sessions. Please respect other student using the lab and equipment. Failing to clean workspace repeatedly may lead to the suspension of student lab privileges.
12. Storage space in the labs is limited, with priority given to courses actively taught in the labs. Users may confer with the Lab Coordinators but should assume that all materials and projects must be removed when they are not actively being worked on. Users must accept full responsibility for any and all materials left in the labs. Lab personnel are not responsible for missing work and materials or damage to projects.