

## **Sibley School Policy for Safety and Professional Behavior in Individual and Team Projects**

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All project students (whether enrolled for credit or not) must agree to these safety and professional behavior guidelines. Each student will sign a copy which will be kept by the department office. Forms should be dropped off in 108 Upson. Access to MAE facilities and equipment will be restricted to those who have signed this form.

1. **The first responsibility is the personal safety of yourself and others** (including members of your project, members of other projects, and the public).
2. **The second responsibility is the protection of University property**, including material relating to your project, other projects, the School, and other University units.
3. **In all cases, the conservatively safe course shall be taken.** For example, someone voices a health or safety concern, you should cease operations until such time as a TA or faculty member has reviewed the situation and determined there is no hazard or safety problem. **Initially assume all safety and health concerns are valid.** The pressure of a deadline is not sufficient grounds for continuing in the face of concerns expressed by others.
4. Specific standards for safe and professional behavior include (but are not limited to) the following
  - a. Never work alone with any powered mechanical or similar equipment in the laboratories, project rooms, etc. This is not allowable even for short periods while your safety companion runs an errand.
  - b. Working when you have not had enough sleep is not acceptable because of safety concerns. If you find that your entire course load requires sometimes working with not enough sleep, budget your time so that other, non-safety-related course material is addressed when you have not had enough sleep
  - c. Sleeping in MAE or team-related facilities is not permitted.
  - d. Alcohol possession by any student is prohibited in University facilities. This even applies to students over 21 years old.
  - e. Presence in laboratories while under the influence of alcohol, etc. is not permitted. Effectively this means that any consumption of alcohol must be after project activity is completed. It is unacceptable to consume alcohol off campus and then begin project work for the evening.

f. Participation in team projects confers special access to university facilities (labs, project space). This special access may be used only for purposes related to team projects or academic activities. Professional behavior is required during use of these facilities.

5. Reporting:

a. In event of emergency, call campus police at 911 (on campus phones) or 255-1111 (on cell phones or other non-campus phones).

b. You must report any non-emergency incidents or violations of this policy to the team faculty advisor or course instructor.

6. Violations of this policy may lead to loss of access to University facilities, expulsion from projects and/or the courses associated with them, charges under the academic integrity code, and/or prosecution under the campus code of conduct, as appropriate.

**By signing, I acknowledge I have read and understand this policy.**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Project \_\_\_\_\_

Date \_\_\_\_\_

CU ID Number \_\_\_\_\_

NetID \_\_\_\_\_