

## Engineering Senior Design Lab Usage Policy

(adopted by Faculty Management Group, July 17, 2008)

### **Introduction**

The intent of this document is to clarify the issues associated with the appropriate use of the Engineering Senior Design Labs: EN2042B (Mechanical), EN2048 (ECE), EN2050 (Civil), and EN2078 (ONAE). These rooms are labs managed by the Faculty of Engineering and are intended to allow senior engineering students (in Terms 6, 7, and 8) to work independently on projects and other academic curriculum. The Faculty has invested over \$300,000 on renovating these rooms to improve the academic experience for senior engineering students.

### **Objective of this Policy**

The purpose of the design labs is to provide an academic environment conducive to study and work associated with engineering courses. The purpose of this policy is to ensure that there is equity across the Faculty in how students are allowed to use the design labs, such that the priority for the design labs is clearly focused on academic study and coursework.

### **Policy on Appropriate Use of Design Labs**

Students should be aware of the following expectations regarding the use of the design labs.

- (1) The design labs are only to be used for activities directly related to academic coursework. All activities should be undertaken in a manner respectful of others working in the building.
- (2) All equipment in the design labs should be operated in a safe manner. Any concerns relating to lab safety should be immediately brought to the attention of the appropriate Discipline Chair or the Associate Dean (Undergraduate Studies).
- (3) Under no circumstances should students bring into the design labs any furniture, appliances, furnishings or devices not directly related to coursework.
- (4) Each design lab will be allowed to have one microwave and fridge located in the room. These will not be provided by the university, but will be permitted if they are in a suitable condition, are properly maintained by students, and do not lead to activities disrupting the academic nature of the room. Other electrical appliances such as toaster ovens and coffee makers are not allowed.
- (5) Appliances and furniture related to the playing of recreational games such as ping pong, foosball, video games, etc. are not appropriate to an academic environment and are not allowed in the design labs.
- (6) Each design lab is strictly for the use of the appropriate designated senior class and students must not reveal the combination for the door lock to anyone outside of this class.
- (7) All use of computers in the design labs must adhere to the University's policy on computer usage.
- (8) Under no circumstances are alcoholic beverages allowed in the design labs.

Any issues with this policy should be directed to the Associate Dean (Undergraduate Studies).