

## ***Part II: General Program Policies***

### **A. Admission Requirements**

Students entering the phlebotomy certificate program must have a high school diploma. Previous college courses and work experience are helpful but not required.

High school graduates entering the Medical Technology and Medical Laboratory Technology programs must have at least a 2.50 GPA, a math ACT subscore of 19 and a “C” or better in one year of both chemistry and biology. College students wishing to transfer into the program must have at least a 2.50 GPA, a “C” or better in MATH 110 or equivalent and a “C” or better in one semester of biology and in one semester of chemistry with a lab component.

Students who don't meet the admission requirements for the MLT or MT program are assigned to the Pre – MT or Pre – MT program. **Beginning with the 2006 – 2007 academic year, these students must bring their GPA up to a 2.50 before they are allowed to enroll in courses with the CLLS prefix OTHER THAN CLLS 101, 122, 123, and 191. In other words, YOU MUST BE ADMITTED TO THE MT OR MLT PROGRAMS BEFORE YOU CAN TAKE COURSES WITH THE CLLS PREFIX AND NUMBERS ABOVE 200 LEVEL. See your academic advisor if you have questions.**

Due to scheduling and faculty limitations, enrollment in courses with CLLS 2XX numbers and higher is limited to 32 students per academic year. It is to your advantage to get your GPA to at least a 2.50, so that you can be sure of enrolling in the classes you need when you need them.

### **B. Advanced Placement/Proficiency Exams**

Ferris State University cooperates in both the Advanced Placement (AP) and College Level Examination Program (CLEP) offered by the College Board. We encourage you to write these examinations when you first enroll in the University. Many students receive credit from these programs, particularly in social awareness, cultural enrichment, English and mathematics.

Credit may also be granted for work completed through the United States Armed Forces Institute, if that work is applicable to your curriculum. In addition, if you have become proficient in a particular area without formal study of the subject, you may receive credit for coursework in that area by taking and passing (a) proficiency examination(s).

Proficiency examinations in specific CLS courses will be made available on demand. Because of the rapidly changing nature of the clinical laboratory sciences, they will be developed as requested, using a combination of the examinations given for the course and appropriate laboratory exercises, where applicable.

### **C. Credit for Applicable Work Experience**

Students enrolled in CLS programs who have extensive clinical laboratory experience may be granted academic credit for some or all of that work experience. For example, certified medical laboratory technicians may submit a portfolio describing and validating their work experience, listing instruments used, procedures performed, and learning acquired. Using this portfolio, the student MAY receive credit for work experience.

Students wishing to receive credit for on-campus courses may apply for such credit using a portfolio. Written examinations may be required to verify that the student has acquired necessary knowledge in addition to laboratory skills.

### **D. Essential Functions**

These lists of essential (non-academic) functions of the CLS program are provided to prospective students so that you can assess your own health and ability to complete the program successfully. You must be able to participate in course work- on and off the university campus- in ways that will not endanger yourself, students, faculty, patients, or others. When you enter the program, you will be asked to sign a copy of this document as evidence that you can meet these essential requirements. This signed document will be maintained in your advising file.

**Ferris State University**  
**Essential Requirements for the Phlebotomy Program**

In addition to meeting published academic requirements, students must be able to meet other essential requirements in order to complete the program successfully. Students must be able to complete the program in ways that will not endanger themselves or other persons.

Essential Requirements for CLS	Functions
Essential Observational Requirements	<ul style="list-style-type: none"> <li>• Observe laboratory demonstrations in which body fluids and other biologicals are tested for their biochemical hematological, immunological, and microbiological characteristics.</li> <li>• Read and comprehend text, numbers, and graphs displayed in print, on instrument scales, or video monitors, including very small fonts.</li> <li>• Differentiate between various types of color – coded specimen collection tubes.</li> <li>• Observe biological samples and their labeling to assess the acceptability of samples for analysis.</li> </ul>
Essential Movement Requirements	<ul style="list-style-type: none"> <li>• Move freely and safely about the laboratory and campus.</li> <li>• Reach laboratory workstations, shelves, the interior of refrigerators and cupboards, and patients in hospital beds or seated in specimen collection furniture.</li> <li>• Travel to assigned sites for course work or practical experience.</li> <li>• Perform moderately taxing physical work, often requiring repetitive motions over several hours.</li> <li>• Gather equipment needed to perform assigned procedures.</li> <li>• Maneuver phlebotomy and culture acquisition equipment to collect valid laboratory specimens from patients safely.</li> <li>• Control small pieces of laboratory equipment such as syringes, needles, and evacuated tube holders.</li> <li>• Use an electronic keyboard to record, evaluate, and transmit information.</li> <li>• Use equipment and instruments according to manufacturer's guidelines and established institutional protocols.</li> </ul>
Essential Intellectual Requirements	<ul style="list-style-type: none"> <li>• Read and comprehend technical and professional materials such as textbooks, professional journals, laboratory procedures, and instructional manuals.</li> <li>• Apply these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.</li> <li>• Exercise sufficient judgment to recognize and correct performance deviations.</li> </ul>

Essential Communication Requirements	<ul style="list-style-type: none"> <li>• Follow verbal and written instructions to perform assigned procedures correctly and independently.</li> <li>• Effectively and sensitively communicate with patients and others, identifying and valuing cultural and religious differences.</li> <li>• Use appropriate terminology to clearly instruct patients and others prior to specimen collections, adjusting communication style to meet the needs of the patient and situation.</li> <li>• Respect patients' rights to privacy and confidentiality.</li> <li>• Communicate effectively and clearly with faculty, students, staff, and other health care professionals verbally, in writing, and/or via graphical presentations.</li> <li>• Use facility guidelines and legal requirements concerning methods of sending and receiving information, including test results and other patient information.</li> <li>• Independently prepare laboratory reports, and take paper, computerized, and practical examinations.</li> </ul>
Essential Behavioral Requirements	<ul style="list-style-type: none"> <li>• Manage time in order to prioritize and complete professional and technical tasks efficiently.</li> <li>• Employ intellect and exercise professional judgment effectively, seeking clarification or assistance when needed.</li> <li>• Be able to provide professional and technical services under the stressful conditions of the clinical laboratory, including (but not limited to): ambiguous test ordering, ambivalent interpretations, emergent demands, and a distracting environment.</li> <li>• Identify and operate within the scope of professional practice.</li> <li>• Be flexible and creative in adapting to professional and technical change.</li> <li>• Recognize potentially hazardous and/or unpleasant materials, equipment, and situations, and proceed safely in order to minimize risk of injury to self and others.</li> <li>• Support and promote the activities of fellow students, health care professionals, and health care organizations.</li> <li>• Promote a team approach to learning, task completion, problem solving, and patient care.</li> <li>• Perform honestly, compassionately, ethically, and responsibly, admitting errors and taking corrective action where appropriate.</li> </ul>

**I have read the Essential Requirements for the Phlebotomy program. To the best of my knowledge, I will be able to perform these requirements upon completion of the program.**

**To enable me to meet these Essential Requirements, I request the following accommodations:**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Ferris State University**  
**Essential Requirements for the Clinical Laboratory Sciences Programs**

In addition to meeting published academic requirements, students must be able to meet other essential requirements in order to complete the program successfully. Students must be able to complete the program in ways that will not endanger themselves or other persons.

Essential Requirements for CLS	Functions
Essential Observational Requirements	<ul style="list-style-type: none"> <li>• Observe laboratory demonstrations in which body fluids and other biologicals are tested for their biochemical hematological, immunological, and microbiological characteristics.</li> <li>• Characterize the color, odor, clarity, and viscosity of body fluids, reagents, or reaction products.</li> <li>• Use a binocular microscope to discriminate among fine structural and color differences in microscopic specimens.</li> <li>• Read and comprehend text, numbers, and graphs displayed in print, on instrument scales, or video monitors.</li> <li>• Observe biological samples and their labeling to assess the acceptability of samples for analysis.</li> <li>• Observe and describe colonial morphology of bacteria.</li> <li>• Observe and quantitate the degree of agglutination or other antigen-antibody reaction.</li> </ul>
Essential Movement Requirements	<ul style="list-style-type: none"> <li>• Move freely and safely about the laboratory and campus.</li> <li>• Reach laboratory work stations, shelves, the interior of refrigerators and cupboards, and patients in hospital beds or seated in specimen collection furniture.</li> <li>• Travel to assigned sites for course work or practical experience.</li> <li>• Perform moderately taxing physical work, often requiring prolonged sitting and repetitive motions over several hours.</li> <li>• Gather equipment needed to perform assigned procedures.</li> <li>• Maneuver phlebotomy and culture acquisition equipment to collect valid laboratory specimens from patients safely.</li> <li>• Control small pieces of laboratory equipment such as pipettes and inoculating loops, and make sensitive adjustments to laboratory instruments.</li> <li>• Use an electronic keyboard to operate instruments and to calculate, record, evaluate, and transmit information.</li> <li>• Use equipment and instruments according to manufacturer's guidelines and established institutional protocols.</li> </ul>
Essential Intellectual Requirements	<ul style="list-style-type: none"> <li>• Read and comprehend technical and professional materials such as textbooks, professional journals, laboratory procedures, and instructional manuals.</li> <li>• Apply these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.</li> <li>• Exercise sufficient judgment to recognize and correct performance deviations.</li> <li>• Apply knowledge of related sciences, including biology, chemistry, physics, and mathematics, to laboratory test procedures.</li> <li>• Apply knowledge to the interpretation of laboratory test results, including correlation of results with diagnoses.</li> <li>• Apply knowledge to the assessment of laboratory results, taking appropriate action when invalid or grossly abnormal results occur.</li> </ul>

Essential Communication Requirements	<ul style="list-style-type: none"> <li>• Follow verbal and written instructions to perform assigned procedures correctly and independently.</li> <li>• Effectively and sensitively communicate with patients and others identifying and valuing cultural and religious differences.</li> <li>• Use appropriate terminology to instruct patients and others prior to specimen collections, adjusting communication style to meet the needs of the patient and situation.</li> <li>• Respect patients' rights to privacy and confidentiality.</li> <li>• Communicate effectively and clearly with faculty, students, staff, and other health care professionals verbally, in writing, and/or via graphical presentations.</li> <li>• Use facility guidelines and legal requirements concerning methods of sending and receiving information, including test results and other patient information.</li> <li>• Independently prepare papers and laboratory reports, and take paper, computerized, and practical examinations.</li> </ul>
Essential Behavioral Requirements	<ul style="list-style-type: none"> <li>• Manage time in order to prioritize and complete professional and technical tasks efficiently.</li> <li>• Employ intellect and exercise professional judgment effectively, seeking clarification or assistance when needed.</li> <li>• Be able to provide professional and technical services under the stressful conditions of the clinical laboratory, including (but not limited to): ambiguous test ordering, ambivalent interpretations, emergent demands, and a distracting environment.</li> <li>• Identify and operate within the scope of professional practice.</li> <li>• Be flexible and creative in adapting to professional and technical change.</li> <li>• Recognize potentially unpleasant and/or hazardous materials, equipment, and situations, and proceed safely in order to minimize risk of injury to self and others.</li> <li>• Support and promote the activities of fellow students, health care professionals, and health care organizations.</li> <li>• Promote a team approach to learning, task completion, problem solving, and patient care.</li> <li>• Perform honestly, compassionately, ethically, and responsibly, admitting errors and taking corrective action where appropriate.</li> </ul>

**I have read the Essential Requirements for the CLS program. To the best of my knowledge, I will be able to perform these requirements upon completion of the program.**

**To enable me to meet these Essential Requirements, I request the following accommodations:**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Name (print): \_\_\_\_\_

## E. ADA Accommodations

Ferris State University maintains the Office of Disabilities Services to provide accommodations for students with special needs. Disabilities Services is the campus office responsible for determining and providing requested academic accommodations for students with disabilities. A variety of support services are provided to students with documented mobility limitations, learning disabilities, hearing and visual disabilities, attention deficit disorders, psychological disabilities, and other types of disabilities. Their mission statement is:

“The mission of Disabilities Services is to serve and advocate for students with disabilities, empowering them for self-reliance and independence while promoting equal access to educational opportunities and programs. Information, reasonable accommodation and counseling are offered to students. Professional development is offered to faculty and staff. “

In order for Disabilities Services to determine a student's eligibility for services, all students must complete the Intake Interview Form with the Educational Counselor for Students with Disabilities and present appropriate documentation.

- *Students with hearing disabilities* must provide a Speech and Hearing Evaluation or a Physician Statement of a Long-Term Disability Form that was completed within three years of the date of application to Ferris State University's Disabilities Services.
- *Students with functional disabilities* (i.e. psychological or emotional impairments) may be requested to submit additional documentation that will assist Disabilities Services in clarifying the services that are most appropriate to the specific disability.
- *Students with learning disabilities* are required to submit documentation to verify their eligibility under Ferris' Policy on Education of Students with Disabilities. For purposes of evaluating requests for accommodations for learning disabilities, Disabilities Services relies upon the following definition: A qualified learning disabled person is a person having average to above average intelligence with a significant discrepancy between IQ (intellectual potential) and achievement (actual performance level) and average to greater achievement scores in at least one academic area as measured by an appropriate diagnostic instrument. (Pierangelo, R., & Guiliano, G., (1998) *Special Educator's Complete Guide to 109 Diagnostic Tests*, New York, The Center for Applied Research in Education.)
- *Students with a physical disability* must provide a Physician's Statement of Long-Term Disability form.

Both the university and the CLS programs are eager to help all students succeed. If you need further information concerning Disabilities Services, contact Ms. Eunice C. Merwin, ASC 1017, 231-591-3772; [MERWINE@FERRIS.EDU](mailto:MERWINE@FERRIS.EDU). For further information on the Ferris State University Disability Policies and Services, visit: <http://www.ferris.edu/htmls/colleges/university/disabilities.htm>

## F. Classroom Rights and Responsibilities

As a student at Ferris, you have the right to:

- Be treated as an adult
- Be treated with respect
- Know the instructor's expectations for you in the class
- Know the grading scale
- Receive a written syllabus
- Know all class policies (attendance, etc.)
- Know the instructor's office hours
- Know all safety procedures (if applicable)

As a student at Ferris, your responsibilities include:

- To attend class on a regular basis according to the requirements set forth in the instructor's syllabus
- To arrive on time for class
- To come prepared for class
- To wear appropriate clothing to class
- To use appropriate language in class
- To take responsibility for your own learning
- To observe the academic honesty policies
- To respect all points of view, everyone's rights and feelings

If you, as a student, fail to fulfill your classroom responsibilities, such behavior may reflect negatively on your grade in the class and/or disciplinary action may result. If you believe the instructor has failed to fulfill her/his responsibility, discuss your concerns with your instructor. Then you may go to the Department Head, Dean of the College, or Vice President for Academic Affairs.

### **G. Policy on Use of Computers in the CLS Student Laboratories**

At the time of this writing, there are two computers in VFS 421, one in VFS 423, and two in VFS 423A. Two of these computers are attached to bar code label printers for the Laboratory Information System. Some of the other computers are attached to regular printers.

As the CAHS Computer Lab on the third floor of the VFS building reduces its hours of operation, there is increased student interest in using CLS computers for class assignments and other applications. Therefore, the following policies have been adopted for computer use:

1. All use of the CLS computers must conform to the university's computer use guidelines, which are available at <http://www.ferris.edu/htmls/othersrv/telecomm/administration/ferrisacceptuse.htm>

2. Unauthorized and/or inappropriate use of computers is prohibited. Such use includes, but is not limited to:
  - Damaging or altering records or programs.
  - Furnishing false information or invading the privacy of another user by using files, programs, or data without permission.
  - Engaging in disruptive and annoying behavior.
  - Engaging in any unauthorized use of, or access to computer hardware, software, accounts or passwords.
  - Downloading music or other MP3 files onto CLS computers, or using these computers to download files illegally.
3. Students needing computers for in – class assignments during scheduled classes have first priority, including students needing access to the laboratory information system.
4. The two computers in VFS 423A are reserved from 9 – 12 M – F for instructor or work study projects, including (but not limited to):
  - a. Test ordering and label printing for simulated laboratory
  - b. Test ordering and label printing for phlebotomy classes
  - c. Data base maintenance for slide collections
  - d. Student record updates
5. During scheduled classes and laboratories in VFS 423, the computer nearest the door is **NOT TO BE USED BY STUDENTS**.
6. CLS students who are not in scheduled classes MAY be allowed to use available computers during hours when the laboratories are open, if their use does not conflict with other users.
7. Do NOT save files onto the CLS computers. If we find files that we don't recognize, we reserve the right to delete them without notice. Each student has 10 megabytes of storage space on the Novell network which you can use to store your work. Instructions on how to access this space is available from MY FSU.
8. CLS printers and paper are NOT available for student use.
9. Students must abide by the computer use policies and procedures if they choose to use these facilities.

## H. Safety Policies

### 1. General Laboratory Safety

The first topic of your first laboratory course will be laboratory safety. You will be reminded of the need to practice safe techniques throughout the curriculum. The CLS laboratories maintain a safety manual in the laboratories. If you have specific questions about safe practices, refer to this manual or ask your instructor. Here is a summary of general safety rules for CLS laboratories:

1. Do not smoke, eat, drink, chew gum, or apply make-up in the laboratories.
2. Do not put fingers, pencils, or other objects in your mouth.
3. Do not store food in the laboratory, or in laboratory refrigerators or freezers.

4. Wash your hands with soap and water after handling patient specimens or cultures, and before leaving the laboratory.
5. Never pipette by mouth. Use a mechanical pipette, or a glass pipette and rubber bulb.
6. If you are working with particularly hazardous specimens or cultures, work in the biological safety cabinet.
7. Use the chemical fume hood when working with volatile, caustic or toxic chemicals. If your work is likely to splash or spray, wear safety glasses, rubber gloves, and a protective apron.
8. Learn how to dispose of specimens, contaminated waste, glassware, and sharp objects. If you need to dispose of an environmentally-damaging chemical, consult the Chemical Safety Policy or ask an instructor what to do. To dispose of biologic hazards, consult the Medical Waste Management Policy. Both policies are on the FSU Intranet and in the CLS Safety Manual.
9. If you spill or drop anything, clean it up immediately. If you're not sure HOW to clean it up, consult an instructor for guidance.
10. You are responsible for the proper handling, storage, and disposal of the samples and cultures you are assigned to work on. Do not abandon your microbiological cultures.
11. When you are finished with reagents and equipment, return them to where you found them, unless instructed otherwise.
12. Learn where to put glassware to be washed. Be sure to remove any markings you have made on the glassware.
13. If you are handling hot glassware or other warm materials, use asbestos gloves or hand protectors.
14. Don't take any biological or chemical materials, or any laboratory equipment out of the laboratory without permission of your instructor.
15. Turn off the incinerators in microbiology when you are finished with them.
16. Personal electronic equipment is not allowed in the laboratory, including personal MP3 players and cell phones. If such equipment is brought into the lab, we reserve the right to confiscate it for autoclaving.
17. Avoid sitting on any laboratory bench, or sitting with your feet propped up on the bench.
18. Be careful with the laboratory chairs, particularly the high chairs in VFS 423. They have a tendency to move out from under you.
19. Put your coat, hat, backpack, and other materials that you don't need in your locker. Bring only what you need for your laboratory session. This avoids crowding, and prevents contamination of your belongings.
20. Keep the books and notebooks that you need on the bench or in the drawers, not on the floor.
21. Open the drawers and cupboards only when you need to put something in or get something out. Close them when you're finished.
22. Push your chair under the bench when you get up.
23. Clean the bench top where you are working before and after each laboratory session. Use the spray disinfectant provided. Spray the area, allow the solution to sit for about a minute, and wipe with paper towels.
24. Report any accident or injury to an instructor, no matter how minor. If you need treatment at the Health Center, you will not be charged if you have followed proper procedures.

25. Note the location of the fire extinguishers, eye wash stations, safety showers, fire blankets, first aid kits, and telephones in the laboratories. You may never need to use them, but it's good to be prepared.
26. Learn the procedures to follow in case of fire alarm, tornado warning, or other emergencies. These are posted near the main door of each laboratory.

## **2. Dress Code**

Part of safe laboratory practice involves dressing appropriately. A full-length, fastened, fluid – impervious laboratory coat must be worn when working in the laboratory. Students coming into the clinical phase of the MLT and MT programs must buy a disposable laboratory coat through the Lundberg Bookstore. At the end of each semester, the coats will be collected, autoclaved, and discarded. If your coat becomes torn, badly stained, or otherwise damaged, we will dispose of the coat and you will be required to purchase another coat. When your lab coat is not being worn, you should store it on an assigned hook in VFS 422 or 423. Your name should be written on your coat.

In the CLS laboratories, you are required to wear full-length pants or jeans. You must wear shoes with closed toes and heels, and you must wear socks. You may wish to keep a change of clothing in your locker in case your clothes become contaminated during a laboratory session. Contaminated clothing must be left in the laboratory until it can be sent to the laundry service provided by the University.

If your hair is long enough to interfere with performing laboratory procedures, tie it back while you are working in the laboratory. Generally, if the hair on both sides of your head is long enough to meet under your chin when you lean forward, you need to tie it back.

Do not wear hats while working in CLS laboratories. Faculty and staff need to be able to see your face while you are working, and hats can become contaminated with blood borne pathogens and harsh chemical solutions. We will make exceptions for most forms of religious headgear, as long as it can conform to safety requirements.

Fingernails, real and artificial, must be kept trimmed and should not compromise the integrity of your latex or vinyl gloves.

## **3. Blood Borne Pathogens**

Procedures for safe handling of potentially infectious materials are taught early in the first laboratory course and are reviewed in later courses. The CLS programs are proud of our safety record, and will not allow you to compromise your own safety or the safety of others using the laboratories.

You may be required to complete a computerized tutorial covering Blood Borne Pathogens.

## **4. Hepatitis B Vaccination and Other Immunization Requirements**

To participate in the laboratory and internship experiences in the Clinical Laboratory Science Programs, you must provide proof of Hepatitis B vaccination or antibody titer. If you decline the vaccine for Hepatitis B, you must sign a waiver acknowledging that you

have been informed of the vaccine, the risks associated with not having the vaccine, and that you understand that you may change your decision and receive the vaccine. Paying for the vaccine is your responsibility. An annual waiver will be required for each student who chooses not to receive the Hepatitis B vaccine.

The vaccine for protection from Hepatitis B is available at the University's Health Center at a substantial discount from what it would cost at a private physician's office. However, you may receive the vaccine from any source so long as proof of having received the vaccine is provided to the College of Allied Health Sciences.

Immunization for Hepatitis B is a very common requirement of clinical affiliates. All students in the Clinical Laboratory Science programs will come in contact with blood and other body fluids. The vaccine can provide protection to you, your colleagues, and your patients. If you fail to obtain the required immunization, we may be unable to place you at your chosen clinical site. This may delay or even prevent your graduation.

Some clinical affiliates require proof of immunity to rubella, rubeola, and other contagious diseases. You'll be informed of these requirements if they apply to you.

## **5. Chemical Hygiene**

According to Michigan law, everyone has the right to know of any hazardous materials with which they may come in contact. Material Safety Data Sheets, with information on all chemicals with which CLS students may come in contact are located in the CLS laboratories. Procedures for safe handling of laboratory chemicals are reviewed in later courses. Hazardous materials used by students in the CLS laboratories may include, but are not limited to, the materials listed in the Safety Manual. A complete list is located in the CLS program's prep room. Most MSDS sheets should also be accessible online via the "Quick Links" on the FSU home page.

If you are uncertain how to handle or dispose of any chemical, refer to the MSDS or ask an instructor.

## **6. Waste Disposal and General Laboratory Tidiness**

Different materials used in CLS laboratories are disposed of in different ways. We maintain separate disposal containers for paper, contaminated materials, glass, and sharps. You will learn how to dispose of materials correctly during each laboratory course. We rely on your cooperation and vigilance to prevent injury.

It is each student's responsibility to clean up after him or herself. The CLS laboratories are heavily used every day, and nobody has time to pick up after other students. Put things away, wipe down the counters as instructed, and return equipment to where it belongs BEFORE you leave the laboratory. Take your belongings with you. If a lack of tidiness becomes an issue in the laboratory, the faculty may penalize your laboratory course grade.

## **7. Fire Safety**

Each laboratory is equipped with a class BC fire extinguisher, fire blanket, and safety shower. Every hallway and room in the VFS building is equipped with fire alarms that emit audible and visible signals. Each classroom and laboratory has at least two exits.

If you find a fire, you should sound the alarm, then proceed to the nearest exit via the safest route. **DO NOT USE THE ELEVATOR.** If time permits, turn off the equipment you were using, turn off the room lights, and close the door. If you are wearing gloves, you should remove and discard them as you exit. If you cannot dispose of them correctly, fold them with the contaminated sides **INSIDE** and put them in your lab coat pocket. Then dispose of them correctly later.

You should know that, if you pull a fire alarm in the VFS building, the Big Rapids Fire Department will be summoned automatically. False alarms are **NOT** considered amusing events. You can be arrested for falsely setting off a fire alarm.

All CLS students and faculty should meet at the intersection of sidewalks between the VFS and Pharmacy buildings near Lake Andrews. Please report there so that CLS faculty can be sure that everyone has evacuated safely.

## **8. Tornado Safety**

In the event of tornado or other severe weather, the alarm will be sounded from atop the College of Business and other locations. In the VFS building, proceed immediately to the nearest hallway away from any windows. If you are the last person to leave a classroom or laboratory, turn off the lights and close the door. Remain calm, and you will receive further information.

### **I. Lockers and Drawers**

Lockers for student use are provided in the VFS building. Lockers for CLS students are located on the fourth floor. Coats, books, and other items that you do not need for laboratory sessions should be kept in these lockers. There is no space for storage of these items in the laboratory! Besides, why risk contaminating your coat, your textbook, or other expensive item?

Your laboratory coats must be stored separately from your possessions that leave the building. We designate specially marked hooks for lab coat storage. To obtain a lab coat hook & locker assignment, see the laboratory manager.

Drawers are available in VFS 423. Small personal items, such as pens and markers used in the laboratory may be kept in one of these drawers. These drawers have locks on them, but we don't have keys, so if you leave valuable items in these drawers, we are not responsible if they are lost.

### **J. Incidental Program Expenses**

We try to keep your expenses as low as possible. As discussed above, you will need to purchase at least one disposable lab coat per semester. Other materials that you will need include a lock for your assigned locker, and a permanent marker. Please purchase a **BLACK** marker (Sharpie is a good brand).

Because most CLS courses require some form of calculation, you'll also need a calculator. It may be helpful to have one that can calculate descriptive statistics, such as mean and standard deviation.

One expense that you may not have considered is a criminal background check. This will probably be required before you can be assigned to a clinical internship site. See Section IV below.

### **K. Name Tag**

You must wear a nametag with your first and last names during each laboratory session. When you begin your CLLS course work, we will ask you what name you want on your nametag, and provide it for you without charge.