

DO NOT REMOVE

OPEN LAB HOURS

Open lab time is being provided to you as a student to aid in your learning of the concepts, equipment, and material you are given in class. As such, you are expected to respect the lab, its equipment, your fellow classmates and instructors, and the rules set forth for the lab. Below you will find the open lab hours for the respiratory care program, as well as the lab rules.

MONDAY-THURSDAY: Lab is open from 8:30am-4:30pm outside of regularly scheduled class times.

FRIDAY: Open to all students from 8:30am-12:00pm and after 12:00pm with prior notice and authorization.

OPEN LAB RULES:

1. **ALL STUDENTS MUST SIGN IN/OUT ON THE LAB SIGN IN SHEET UPON ENTERING/LEAVING THE LAB.**
2. All equipment must be maintained in a proper manner.
3. Be respectful to your fellow classmates who may be working on their assignments or projects at the same time you are in the lab.
4. Keep the noise level and talking to a minimum.
5. Be respectful of your instructors that may be in the lab working with student(s).
6. Come to the lab to do your work, not socialize.
7. All equipment must be cleaned and returned to its proper location once finished with your work.
8. No equipment is permitted to leave the lab without prior approval.
9. Food and beverages are not allowed in the lab area, around the equipment, or mannequins. It is allowed in specific designated areas only. Drinks must be in a container that closes or has a lid.
10. Professional behavior will be expected and maintained at all times.
11. You must clean up after yourself.
12. Any equipment not functioning properly or that is broken should be brought to the attention of the director of clinical education, program director, lab assistant, or program assistant. If no one is available place the equipment on the program assistant's desk with a note attached.
13. You may not enter or access the lab during lab exams, any time class is in session in the lab, or any time a do not enter sign is posted on the lab doors.
14. Any unauthorized or suspected unauthorized persons in the lab must be reported to the Program staff.

You may be asked to leave the lab if the rules are being broken. If this becomes a behavioral problem, you may be counseled and/or provided with disciplinary actions.

Note: Lab will be closed during all school holidays.

Note: Additional lab hours may be available by appointment only with the director of clinical education or program director. See either of them for their appointment availability.

Note: This schedule is subject to change. Students will be informed of any changes as they occur.