

## **Oregon State University, Carlson College of Veterinary Medicine Policy and Guidelines for Student Representatives, Commercial Companies and Foundations**

**Revised 8/26/19**

The Carlson College of Veterinary Medicine (CCVM) appreciates the collaborative ties with and opportunities provided for our students by pharmaceutical, biologics and animal nutrition companies, other commercial enterprises, and foundations. These serve as a means for students to learn about industries that serve veterinary medicine and may establish relationships between students and companies they may work with in the future. All activities related to these relationships are overseen by the Dean's office with input from the faculty and direct oversight by the Associate Dean for Student and Academic Affairs (ADSAA). Any activity that is not consistent with the educational, research, or service mission of the CCVM is prohibited.

The CCVM strives to ensure privacy while providing evidence-based educational opportunities to students and providing equitable corporate access to students, faculty, and staff.

The following policies and guidelines have been developed to help students and corporate sponsors comply with the academic environment of the CCVM:

### **Student Representatives and School Contacts**

- The ADSAA should be the initial contact for companies wishing to establish student representative positions or other programs in the CCVM.
- The company must apply for student representative positions through the ADSAA. Information required for approval includes the expectations for the student(s), an estimate of how much time the position will require, how the student will be compensated and what legitimate educational value this relationship will bring to the CCVM.
- If the request is approved, the Dean's office will provide a list of potential student representatives, but any related personal information will not be provided.
- The company may request review of a specific student by the ADSAA.
- Students must be in good academic standing and have at least one term of academic experience to be approved.
- Each student representative must provide the ADSAA information about which company she/he represents and contact information for the company representative she/he works with.
- Student representatives may interact with the student body including providing lunches and lunch speakers and providing information to other students.
- Student representatives must adhere to the academic calendar and may not be excused from classes, laboratories or examination for company events or training unless approved by the ADSAA and instructor(s) of the course.
- Each student representative must write an annual summary of activities report to be submitted to the ADSAA at the end of each academic year.
- Some solicitations will be a part of a larger proposal presented to the corporate partner. The Director of Development will provide a copy of that proposal to the student representative for that company.
- Each corporation and foundation has a different process for requesting funding and managing sponsorships. Donations of over \$50,000 will be managed by the CCVM Director of Development. Donations under \$50,000 will be managed by the Executive Assistant to the Dean.

- All sponsorships should be deposited into the student organization account at the Student MU or through the OSU Foundation (OSUF). If deposited into an MU account, the MU must be told that the deposit is a charitable contribution and that donation information must be sent to the OSUF.
- When gift-in-kind/product donations are received, a form (available from the CCVM Director of Development) must be completed and given to the CCVM Director of Development. Donors will receive all appropriate receipt information from the OSUF.
- Student organizations cannot be exclusively sponsored by a single company. While a single company may be the only sponsor of an organization, no other company will be excluded from participating with exclusive contractual agreements. Any written agreements between companies and student organizations for purposes such as operating expenses for the organization should be approved by the ADSAA with input from the Dean, Chief Business Officer and legal counsel where appropriate. Student organizations should provide appropriate recognition for donations from corporate and foundation sponsorships and support.

**Contact information:**

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