

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

*Revised 10-8-15*

The College of Veterinary Medicine (CVM) 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 CVM is prohibited.

The CVM 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 CVM:

### **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 CVM.
- 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 CVM.
- 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.

### **Distribution of Information**

- The OSU CVM email system cannot be used by student representatives to advertise products or special promotions. Announcements of approved events or speakers may be approved by the ADSAA for campus and email distribution.
- Students are not permitted to provide any company with any information regarding faculty. This includes telephone numbers and email addresses. Students are not permitted to put company material in faculty mailboxes.
- Marketing materials for distribution outside of OSU cannot use the OSU CVM names or logos. Student representatives cannot endorse products for the CVM, nor can they imply endorsement by the school of any products or materials.

### **Product Distribution**

- Product distribution is limited to general merchandise and non-prescription foods. Distribution of either human or animal medications is not allowed.
- Student representatives should remove extra materials at the end of an event.
- Sale or resale of products provided by vendors is not allowed on campus without prior written authorization.
- Students may contact appropriate faculty members regarding educational materials that might be available for distribution for courses and/or references and should abide by their wishes.

### **Corporate Speakers and Events**

- Company-affiliated speakers at the CVM must be approved in advance by the ADSAA. Information needed for approval includes the date, time, and place of the event, a description of the activity and/or name of external speaker and presentation topic, and the type of any product or materials distributed.
- Presentations should be balanced and limited to providing evidence for how products work and their place in veterinary practice.
- Scheduling of speakers should be checked carefully to avoid conflicts with CVM programs and events. Events must be listed on room and CVM calendars even when the events are occurring off-campus.
- If refreshments are provided to the group, clean up and trash collection need to be arranged in advance and are the responsibility of the student representative.

### **Corporate and Foundation Sponsorships and Support**

- At the beginning of each academic year, representatives from each student organization and club will send at least two representatives to a Corporate and Foundation Relations training with the ADSAA and CVM Director of Development. Faculty advisors are also encouraged to attend.
- Each organization should prepare a report of all intended corporate and foundation solicitations for events, speakers, programs, gift-in-kind requests, etc. for the upcoming academic year. This report will be shared with the ADSAA and CVM Director of Development. Any additional corporate and foundation solicitations must be approved in advance by the ADSAA.

- 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 \$25,000 will be managed by the CVM Director of Development. Donations under \$25,000 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 CVM Director of Development) must be completed and given to the CVM 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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