

Collected web page resources from within internal group webpages.

Weekly Meetings and Reports.

Group meetings in Faculty Lounge Fridays 4-5. 45 minute professional presentations, with short question/answer after.

One page reports for everyone every Friday. A report template is attached. The template is sized such that it can be cut down and should be taped into your lab notebook each week also. If you don't have anything to report, send a report with the data section blank. Please complete these and send them to me by 9 am Friday morning via email, I do not want paper copies. If you are on holiday break, send me a report that is blank and says you are on break. This is our record of your experimental progress.

| | | | |
|-----------------|--|-------|--|
| Name: | | Date: | |
| Project Title: | | | |
| Data. | | | |
| Interpretation. | | Next. | |

Student responsibilities with regard to exams and candidacy requirements

- *2nd Year Presentation Responsibilities.*

note: it is your responsibility to schedule practice talks for 2nd year talks outside of normal group meeting hours. You should schedule appropriate practice times.

- 1) Pick a topic in consultation.
- 2) Get approval from the rest of the analytical faculty.
- 3) Two weeks before your 3rd you should give a polished version of your talk to the group.
- 4) One week before go over and over and over your talk in front of other group members.

- *5th Semester Responsibilities.*

note: one practice talk will be used in lieu of your semester research presentation.

- 1) June before your exam - schedule your exam.
- 2) By the end of August - provide a detailed outline of your document.
- 3) Four weeks before your exam - provide a copy of your document ****after at least 2 group members have proof read it and you have made corrections****
- 4) Two weeks before your exam - give your committee your document.
- 5) Two weeks before your exam - practice your talk in front of group.
- 6) One week before your exam - practice your talk over and over and over in front of other people.
- There are no excuses for missing any of these deadlines. If you do, your exam is subject to cancellation. You will not be reminded, this is your responsibility.

- *5th Semester Documents*

- Copies should be placed on the server for all to read.
- Please follow the format provided in previous documents.
- If your document contains unpublished material, the document will be proof-read for scientific content as well as grammatical.
- If you are first author on a paper, that material can be modified to include in your document. If you are a coauthor, portions of the paper can be included in your document.
- If your grammar/english is not good, please plan to utilize the campus writing services well in advance.

Data Storage/Computers

- *Computers.*
 - If you need help with the desk computer you are assigned or a general computer problem with the lab computers or the COMSOL server, first consult the group administrator. If this does not result in an answer then ITG can be consulted, but only with approval. Do not make requests to ITG individually without prior approval.
 - You are responsible for backing up and storing your own data files, and keeping your CPU within University regulations. Failure to do this will result in loss of access.
- *Data Storage.*
 - A network drive on the server is assigned for data storage. You can store copies of individual data files here (please no personal files, pictures, music, there is not enough space for this) and they are automatically backed up on another server on campus. To access this drive you need to map the drive on your computer (if you are off campus you need to be connected via vpn on your ADS account to do this).
 - It is highly suggested that you back up your data to this folder. A program such as Synchronize It! can be used to do so.

Orders

- Majority of commonly used chemicals and lab supplies can be found in chemistry stockroom or biology stockroom (JH A003). You need a valid account number to purchase, cash is not accepted. A list of valid account numbers is posted on top wall of public lab working bench area.
- To order supplies from outside campus, an order form is required to be filled . List of order forms can be found on comsol server under Order Forms. Please fill out valid account numbers and requested information and then print two copies (punched). One copy needs to be signed by boss and send downstairs to Susie, another copy needs to be kept in binder for future record.

Waste

- Here is a link for [Organic and Aqueous](#) waste sheets
- Effective 08-02-2010 "no waste (other than recorded organic and aqueous waste) can be stored in the collection area unless it is properly tagged with the appropriately filled out waste collection sheet...seen below. If you cannot find a tag please see the waste officer!

Library

- There is a folder on the comsol group drive called "library". It is a group of papers that collected over the years on a number of subjects of interest to the research we pursue. If you would like to add papers to this master file, please do, but please try to follow the general naming convention used.

Lab Hygiene

- It is everyone in labs responsibility to maintain good laboratory cleanliness. Trash, used solutions, general messiness should be rectified before you finish the experiment you are doing. There is no excuse for leaving a general use areas in disarray. Also, do not hoard equipment that the entire group uses for yourself. If you need specific equipment or want a specific item for your exclusive use, order it.

Equipment

- The following people are responsible for equipment and upkeep/maintenance. The person listed is the "czar" of that instrument, meaning - within reason - the czar has responsibility and say over use of said instrument. This should not be abused.

| Person | Job |
|------------|---|
| Lane | Server/file storage |
| Sean | fluorescence spectrometer, cell growth facilities |
| Zach | Comsol |
| Chaio-Chen | SICM |
| Maks | AFM/STM |
| Joe | UVvis, anything magnetic |
| Celeste | EMF-16, p-2000 |
| Rahul | SECM, chemical waste |
| Rashid | Synthetic stations |

First Semester Graduate Student Checklist
Checklist for Fall Semester

Departmental Facilities

- Scanning Electron Microscopy Training
 - Group contact – Rahul Thakar
- Clean Room / Metal Evaporator Training
 - Group contact – Maks Derylo
- Student Machine Shop Training
 - Group contact – Celeste Morris
- Get Lab Keys / ID card swipe set up for Simon Hall

Group Facilities / Protocols

- Waste/Disposal Guidelines
 - Rashid Zakeri
- Computer accounts / passwords
 - Yi Zhou
- Pulling / Imaging (SEM) Pipettes
 - Sa Niya
- Show Light Microscopy Facilities and TEM facility in Myers Hall
 - Alicia Friedman
- Teach Art of Membrane Masking
 - Sean Bird

Consider reading / watching the following (website actually links to these).

- Summing Up. Kent Wilson.
- There's Plenty of Room at the Bottom. Richard Feynman
- First Evolution then Revolution. George Whitesides
- The Art of Building Small. George Whitesides
- Assumptions: Taking Chemistry In New Directions. George Whitesides
- Dave Eggers: Once Upon a School
- Dan Nocera: Personalized Energy
- George Whitesides: Publishing Your Research
- Royce Murray: Perspective on Analytical Chemistry