Welcome to the group!

Your time here is aimed at helping you become a scientist (scientist here is referring to a way of thinking/doing things, not a career choice). This involves learning some science, but, also learning how to learn, best practices, good communication, record keeping, professional behavior, and planning. Here is a good article on the subject - <u>https://www.nature.com/articles/d41586-018-05823-5</u>

## Logistics

- We will have weekly 15-30 minute individual meetings.
- We will have a group meeting (~ 1 hour) once every two weeks. Everyone presents for 5-10 minutes in this meeting their results from the previous weeks.
- Relevant software:
  - Labview for data acquisition
  - Matlab/Mathematica for analysis and graphics
  - Google Drive for sharing information
  - OneNote for lab note keeping
  - Feedly to keep track of new publications
  - Mendeley for keeping track of papers and other texts
  - Google Calendar for keeping track of project related activities

## Rules

- If you are a Sr. Design student, you are expected to spend 6.5+ hours per week (excluding meetings) on your project. If you are a graduate student or other researcher, talk to me to set expectations. You can schedule your time in lab as you like. Please post your tentative hours on the shared calendar. As your project crystallizes and you start working in the clean room etc., keep your location and what equipment you are working with updated on this calendar. This calendar also serves as our 'buddy system' tracker to ensure no one is working with dangerous chemicals alone.
- Keep your lab notebook on OneNote updated (at least once a week).
- All presentations you make to the group (including weekly updates) should be uploaded to the folder Singh Group > Presentations (choose one of the following depending on content: tutorials, journal club, group update) on google drive a day in advance of the presentation. The presentation naming convention is yourinitials\_topic\_yymmdd.
- Programs or reports that you generate that may be useful to others should be saved on the lab computers under C:/Singh Group/Your Named Folder
- Read the designated journal club material before coming to the journal club. No one is allowed to be a silent spectator. Either you ask a question or you will be asked a question.
- Follow good housekeeping and safety rules. I take these very seriously and will take away access to lab regardless of project status for violations.
- Communication rules:
  - In an emergency, you can call me on my cell phone
  - If it is not an emergency but, you need something urgently to continue your work, you can text me
  - If it is none of the above, please email me and expect an answer within 24 hours or wait for personal or group meetings
  - Questions to the group can be posted to OneNote-Shared Notes-Questions