

Hope College Microwave Group Policies

Rev. Sept 2, 2011

1. Saving Data.

Do Not

Use your personal Vanderplex account for saving data.

Save data to the desktop.

Save data in anything called “My Documents”.

Save entertainment files to the Vanderplex account.

Run HFSS while saving run-time data to the Vanderplex account.

Save data on your personal laptop

Do

Store data on hightc_res.

Store data in appropriate directories (e.g. Discharge, Microwave Research).

Organize data files into directories whose names include the year (e.g. 2011).

2. Apparel.

Wear a lab coat when doing photolithography.

Wear gloves when handling superconductor samples.

Wear safety glasses and cryo gloves when handling liquid nitrogen.

Never ever wear open toe shoes in a research lab or shop.

Shorts no higher than the top of the kneecaps.

Apply common sense safety principles to all apparel questions.

3. Notebooks.

Notebooks in the Microwave Group are assigned to projects – not to people.

Every notebook is assigned a number.

Everything goes in your notebook. Stop work often to print and paste into it.

Use the first two pages of the notebook for content notes.

4. Meetings

Attend all meetings and classes of the Microwave Group, unless excused.

Attend all physics meetings and physics summer seminars, unless excused.

Attend all division-wide seminars, including the SURF dinner, unless excused.

Cheerfully make presentations whenever requested.

5. Publications

The co-authors and their order will be determined by the mentor.

Papers or presentations must have the mentor’s approval.

Student affiliation will be “Hope College” unless the work was done elsewhere.