Expectations of Research Students

Failure to adhere to any of the following guidelines may result in dismissal from the research group and the termination of any financial benefits.

SAFETY

In case of an emergency dial 911

Safety is the most important thing. It is ultimately the student’s responsibility to conduct themselves in a safe manner at all times.

Chemicals (solvents, acids, bases, etc.): You should be familiar with all safety considerations with any chemical or material you use. Material Safety Data Sheets are shipped with chemicals, and are available from the vendor. Numerous web sites also have huge databases on Materials Safety Data Sheets: [http://www.ucop.edu/oehsp/msds.html](http://www.ucop.edu/oehsp/msds.html) and [http://msds.pdc.cornell.edu/msdssrch.asp](http://msds.pdc.cornell.edu/msdssrch.asp) are just a couple of sources. Solvents and other materials should be used under the vapor hood. Make sure that the vapor hood is on and working.

Machine shop: Under no circumstances is anyone to use any of the machines in the machine shop without proper supervision. Protective eyewear and other safety apparel must be worn. Even with supervision, you must demonstrate that you are familiar with the equipment and all safety precautions pertaining to it.

High Voltage: On occasion we work with high voltage. High voltage circuits can be dangerous even after they have been unplugged or turned off. You should avoid contact. Whenever contact is required, make sure the circuit is off and discharged. Always use connection wires that are rated for the voltage being applied to them.

Do not work alone: If you are doing anything that is potentially dangerous, do not work alone!

Proper safety equipment: Eye goggles, ear protection, and other safety equipment are available and should be used when appropriate. If we need to purchase any safety equipment please let me know.

Fire: In case of fire, go to a safe location and dial 911. If the fire is very small and safely manageable, there is a fire extinguisher in the hallway in the same location as the fire hose. Do not use the fire hose, use the extinguisher. Water can make some fires (oil fires for example) worse.

Honesty and Integrity

Honesty and the highest level of integrity are expected at all times. One of the surest ways of destroying your personal career is to conduct yourself in a professionally dishonest manner. Never fabricate data, no matter how tempting. Here are a couple of web sites that discuss professional integrity: [http://www.aps.org/statements/02.2.html](http://www.aps.org/statements/02.2.html) and [http://www.physics.brocku.ca/etc/cargo_cult_science.html](http://www.physics.brocku.ca/etc/cargo_cult_science.html). In some instances, you will be required to fill out time sheets. They do not have to be exact. However, they should reflect an honest estimate of the time you spend on the research projects. Sitting in the lab browsing the web for good deals on cars does not count as research. However reading a research article at your home does count as research. Also, you will be trusted with very valuable equipment. You should take reasonable care with it and make sure it is
secure at all times. For example, do not leave the lab door open when you leave, even if you leave for a little while. You should read operating manuals and take reasonable care that you do not damage equipment when using it. In time you will realize that in some cases the time lost due to damaged equipment is more of a loss than the money. If equipment does get damaged, let me know about it, do not try to “sweep it under the rug”.

Discrimination

You should treat your fellow researchers, other students and co-workers with respect. If you feel that you have discriminated against or been treated in a disrespectful manner, please feel free to talk with me about it in confidence or you can utilize one of the many resources on campus. Here are just a few: Procedure for a discrimination complaint by a student http://policies.csusb.edu/discrcompl.htm. Dr. Paul Dixon (physics) is a sexual harassment advisor. There are several other sexual harassment officers listed near the back of the current class schedule. In the case of non-sexual forms of discrimination (age, racial ethnic, religious, etc.), you can also contact the Office of Student Affairs, Vice Present’s Office, Graig Henderson. There are many resources available, ranging from informal, anonymous information gathering to formal complaints. DO NOT SUFFER QUIETLY! It would be nice if we lived in a world where everyone respects everyone else. Unfortunately, even in professional situations, discrimination still occurs, and one of the ways to reduce the number of occurrences is to make them known when they do occur. After graduation, you should also know what your options are if you encounter one of these unfortunate situations. Resources include the human resource office of the organization. They will be able to point you towards other sources if they can not help. Also, the federal office of civil rights is a resource. Professional organizations like the American Physical Society (APS) Committee on Minorities in Physics or the APS Committee on the Status of Women in Physics can provide useful information and counsel.

Publications/presentations

I expect research students to make presentations and publications. There are at least two reasons for this. First and foremost, it is beneficial to you, the student. Publications and/or presentations are concrete evidence of your accomplishments. Secondly, publications and presentations will help secure further research funding.

Time management

Perhaps one of the most important things you will get out of the research will be an appreciation of how important effective time management is. You may need to prepare a talk for a conference during finals week. Without an effective strategy to manage your time you could quickly become overwhelmed.
Not just a job

Participation in research is not just a job, it is a privilege. If you are just in it for financial gain, you should not participate. I have been successful at finding financial support for most of my students; however, I have had students volunteer their time, at least in the beginning until financial assistance could be obtained.

No moonlighting

Except in rare cases where the conditions are clearly spelled out, you should not have another job. It is expected that you put in a minimum of 20 hours during the academic year and 40 hours during the summers.

Maintaining good grades in courses

One of the main purposes of the research experience is to enhance your academic experience. If your grades go down, if your GPA goes down, or if you receive unsatisfactory grades in any classes you may be asked to leave the research group.

Group meetings

Group meetings will be held on a regular basis, usually once per week. During these meetings you will present the progress you have made, your plans for further projects and learn what others in the group are working on. I cannot overstate how important these meetings are!

Causes for termination

Participation in research is a privilege, a privilege that many other students would like to have. You can expect periodic reviews of your performance. If you do not perform adequately in any of these areas your participation in the research can be terminated.

1) Acting in an unsafe manner.
2) Dishonesty or lack of integrity.
3) Discrimination or treating others with disrespect.
4) Failure to produce presentations and publications in a timely manner.
5) Failure to maintain good grades.
6) Moonlighting
7) Missing one or more group meetings.
Application for Student Research Position
(please type or print clearly)

Date: ________________

Are you a CSUSB student (circle one)? Yes  No (skip next three questions if yes)
  Have you applied for enrollment (circle one)? Yes  No
  Have you been accepted (circle one)? Yes  No

Give the name of your current high school or college. ______________________

Full Name: ________________________________________________

Contact information
  e-mail address: ________________________________________________
  mailing address: ________________________________________________
  telephone number: ________________________________________________
  cell phone and/or pager number: ____________________________________

Major(s): ________________________________
Minor(s): ________________________________
GPA: ___________________________________

Math courses, beyond basic algebra, completed (give course number if CSUSB, give course number and institution if from other institution).

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Physics courses completed (give course number if CSUSB, give course number, course name and institution if from other institution)

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Expected graduation date. ________________

Your advisor’s name. ______________________

What are your long term plans after graduation (circle one)? (teaching, graduate school, employment in industry, employment in government, other ________)

Please briefly describe any computer skills you have (UNIX, Programming languages FEM, ANSYS, LabVIEW, etc.). Please be concise and specific.
Please briefly describe any experience with test and measurement equipment you have (Oscilloscope, DMM, power supplies, computer based instrumentation, etc.) Please be concise and specific.

Please briefly describe any mechanical skills you have (milling machine, lathe, rapid prototyping, CAD, GERBER, etc.) Please be concise and specific.

Please briefly describe any research experience you have. Give the name and contact information of your mentor. List any publications or presentations. Please be concise and specific.

Resume. You may attach in Microsoft Word format, PDF format, or postscript format resume if you like.

If selected, can you supply proof of US citizenship (circle one)? Yes No
You will be required to comply with the university’s drug policy.

Selection will be based on the best match between the research project and the student. The following information will be used to identify additional funding sources and is optional.

Have you applied for work-study (circle one)? Yes No
Do you qualify for work-study (circle one)? Yes No
Gender (circle one)? Male Female
Ethnicity? ____________
Disabilities? ____________

**I have read understand and agree to the expectations for this position**

Signature __________________ Date __________________