

Welcome to the Department of Physics!

Contents

Directory of Contacts.....	2
OSU Acronyms.....	3
How to: Office Phones, Obtain Keys, Building Access	4
How to: Have Something Shipped/ Mailed.....	5
Did You Know? (Tips and Tricks).....	6

Directory

	PRB Room	Phone	email (note extra space before @)
<u>Physics Facilities:</u>			
Phil Davids - Facilities Operation Manager	1144	2-0207	davids.13 @osu.edu
Mark Reed - Building Coordinator	1146	2-6090	reed @physics.osu.edu
<u>Physics Computer Facility:</u>			
Brian Keller - Director	1199	2-4269	action @mps.ohio-state.edu
John Heimaster - Director			
Terry Bradley - Systems Manager			
Bryan Dunlap - Unix Systems Administrator			
Matt Barber - Systems Manager			
John Langkals - Advanced Multimedia Manager & AV Systems			
<u>Educational Support Staff</u>			
Margaret Farrell	2094B / 2011A Smith Lab	688-3818	farrell.1 @osu.edu
Chris Healy	1112 / 0120 Smith Lab	292-6055	healy.35 @osu.edu
Harold Whitt	1112 / 0120 Smith Lab	292-6055	whitt.1 @osu.edu
Brad Hefner –Undergrad Program Assistant	1036 Smith Lab	292-6086	hefner.3 @osu.edu
Tom Gramila –Assoc. Professor	1040	292-7357	gramila.1 @osu.edu
Vice Chair of Administration			
<u>Chair's Office:</u>			
Shelley Palmer -Assistant to the Chair	1040P	292-2653	palmer.14 @osu.edu
<u>Fiscal and HR:</u>			
Jean Ball - Business Manager	1040D	247-4281	
Mallory Aliff - Human Resource Associate	1040	292-5046	
Stephen Baker - Administrative Associate 2	1040	292-9342	
Martina Gutik - Administrative Associate 2	1040	292-4970	
Keith Emptage - Fiscal Officer	1040	292-6076	
<u>Graduate Studies:</u>			
Jon Pelz –Professor	1040	688-3299	pelz.2 @osu.edu
Vice Chair of Graduate Studies and Research			
Kris Dunlap -Program Coordinator	1040E	292-7675	dunlap.151 @osu.edu
Emma Wallis -Program Assistant	1040	292-5127	wallis.22 @osu.edu
<u>Undergraduate Studies:</u>			
Robin Patterson - Program Coordinator	1040	292-8523	patterson.716 @osu.edu
Lindsey Thaler –Director	1142	247-1635	thaler.21 @osu.edu

(Some) OSU Acronyms

AFM- Atomic Force Microscope	OSP- Office of Sponsored Programs (OSURF)
A/P- Accounts Payable	OSU- Ohio State University
ASC- Arts and Sciences	OSURF- OSU Research Foundation (aka OSP)
BAFM- Bruker Atomic Force Microscope	PER- Physics Education Research
BSC- Business Services Center	PGSC- Physics Graduate Student Council
BOSC- Breakfast of Science Champions	PI- Principal Investigator
CCAPP- Center for Cosmology and Astro- Particle Physics	PO- Purchase Order
CEM- Center for Emergent Materials	PPMS- Physical Properties Measuremen System
CEOF- Campus Electron Optics Facilities	PRB- Physics Research Building
CME- Condensed Matter Experimental	SEAL- Semiconductor Epitaxy and Analysis Laboratory
CMT- Condensed Matter Theory	SEL- Science and Engineering Library
CVD- Chemical Vapor Deposition system	SEM- Scanning Electron Microscope (aka FIB)
ECE- Electrical and Computer Engineering	SPS- Society of Physics Students
EHRD- Education and Human Resources Development/Diversity	SQUID- Superconducting QUantum Interference Device
EMNL- Electronic Materials and Nanostructures Lab	SSR- Smith Seminar Room (room 1080)
ENCOMM- Center for Exploration of Novel COMplex materials	SWiP- Society of Women in Physics
FIB- Focused Ion Beam (aka SEM)	XRD- X-Ray Diffractomer
FOD- Facilities Operation/Development	
GRA- Graduate Research Assistant	
GTA- Graduate Teaching Assistant	
IFW Dresden- Leibniz Institute for Solid State and Materials Research	
IMR- Institute for Materials Research	
IRG- Interdisciplinary Research Group	
LTMT- Low-Temperature MagnetoTransport measurement system	
MAPS- Mathematical and Physical Sciences	
MSE- Materials Science Engineering	
NanoMPC- Nanoscale Materials Processing Center	
NSL- NanoSystems Laboratory	
NTW- NanoTech West	
OSC- Ohio Supercomputer Center	
OR- Office of Research	

Using OSU Office Phones/Fax Machines

Dial an OSU phone number (those starting with 292, 247, or 688)

- Only dial the last 5 numbers:
 - 292-1234 is 2-1234 or 688-1234 is 8-1234

Dial a local phone number (614 area code)

- First dial 9, then the main number:
 - 9 + 123-4567

Dial a toll-free 800 number

- First dial 9, then the entire 1-800 number:
 - 9 + 1-800-123-4567

Dial a long-distance number (obtain code from your research group's administrator)

- Dial 1 + 6 digit account code + area code + number:
 - 1 + ##### + (123)-456-7890

Keys or After Hours Building Access:

Obtain and fill out a **purple** form from the front office desk and get appropriate signature(s) as noted below as well as on the form.

Office Keys

Get signature from Graduate Studies Office (Kris Dunlap or Jon Pelz.) and submit form to Mark Reed in Room 1146. (Please slide form under door if Mark is not in his office.)

PRB and Smith Lab after hours Building Access – to activate BuckID swipe access

Get signature from Graduate Studies Office (Kris Dunlap or Jon Pelz) and submit form to Mark Reed in Room 1146. (Please slide form under door if Mark is not in his office.)

Lab Keys for PRB and Smith Lab

Get signature from Research Advisor and submit form to Mark Reed in Room 1146. (Please slide form under door if Mark is not in his office.)

To follow up on key requests, please contact Mark Reed at reed@physics.osu.edu 292-6090

Mail, Packages and Shipping

Mail box

Your mailbox is in the front office, in the mail room in PRB 1040 (the main office.)

Shipping

A communal location for packing materials exists in the southwest corner of the PRB on the first floor. You can leave deconstructed boxes and peanuts/paper here for recycling. Conversely, you can come here to obtain a box and packing materials. Box cutters and packing tape are provided at the bin.

1. Securely pack your shipment.
2. Bring the shipment to your administrator, along with the address and recipient's name. Inform the administrator of the contents, their purpose, etc.
 - a. International shipments are more complicated due to claiming tax duties, crossing borders, etc. Please cooperate with your administrator and provide as much detail as possible.
3. Your administrator will use the OSU UPS portal to create the shipping label and should mail the shipment on your behalf.
 - a. If you would like the tracking information, this should be provided to your administrator upon shipment and s/he can forward it to you at your request.

Mailing

1. Campus Mail
 - a. Any paper documents mailed on campus are sent and delivered for free.
 - b. You will need to obtain a campus mail envelope from the front office supply, fill out the address, and place it in the designated mail slot "Campus: located in the mailroom (Physics is PRB 1040)
2. USPS Meter Mail
 - a. To send USPS Meter Mail, your administrator will need to write the account to be charged under the return address.
 - b. Place it in the designated location in your departments mailroom (Physics is PRB 1040)
3. Stamped Mail
 - a. If you have personal mail to send, you can also put stamped mail in the same designated location

Did You Know?

Campus

- There are many UPS drop-off boxes all over campus. Feel free to drop off that textbook you need to return to Amazon (provided you have the UPS label, etc.)
- There is a post-office right here on OSU campus, located in the Journalism Building on 18th Ave.
- Parking restrictions are relaxed during OSU Breaks. You can park with your West Campus (WC) pass in Campus (C) locations for example. Check <http://www.campusparc.com/osu> for more information.

PRB

- Your office keys are cored so that you can open most of the meeting rooms too
- Filtered drinking water, hot and cold, is available in the mailroom in PRB 1040
- Some sink areas have instant hot water available
- Refrigerator is available in PRB 3015 and a microwave next to that room at sink area.
- There is a locked Bike Room off of the loading docks where you can park your bike (if you have an office key)
- Physics has a Wellness Room available on the 3rd floor. It is coordinated by SWiP. For more information and/or access to the google calendar for the room, please contact Grad Student Anne Benjamin at swip.osu@gmail.com or Mallory Aliff, Physics HRP at aliff.8@osu.edu or Lindsey Thaler, Director of Undergraduate of Studies at thaler.21@osu.edu. Services include a small refrigerator, sink, rocking chair, chairs, table, electrical outlets and a phone.
- In the absence of “handles” to flush in the restrooms, there are little silver buttons on the right side of the plumbing. They are difficult to push and at first do not seem like buttons.
- Parking restrictions are relaxed during OSU Breaks. You can park with your West Campus (WC) pass in Campus (C) locations for example. Check <http://www.campusparc.com/osu> for more information.
- PRB Office Side rooms are numbered 20XX, M20XX, 30XX; PRB Lab Side are numbered 11XX, 21XX, 31XX, 41XX