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

### Physics Facilities:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>PRB Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phil Davids</td>
<td>Facilities Operation Manager</td>
<td>1144</td>
<td>2-0207</td>
<td>davids.13 @osu.edu</td>
</tr>
<tr>
<td>Mark Reed</td>
<td>Building Coordinator</td>
<td>1146</td>
<td>2-6090</td>
<td>reed @physics.osu.edu</td>
</tr>
</tbody>
</table>

### Physics Computer Facility:

- **Brian Keller**: Director  
- **John Heimaster**: Director

### Educational Support Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>PRB Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Farrell</td>
<td>2094B / 2011A Smith Lab</td>
<td>688-3818</td>
<td></td>
<td>farrell.1 @osu.edu</td>
</tr>
<tr>
<td>Chris Healy</td>
<td>1112 / 0120 Smith Lab</td>
<td>292-6055</td>
<td></td>
<td>healy.35 @osu.edu</td>
</tr>
<tr>
<td>Harold Whitt</td>
<td>1112 / 0120 Smith Lab</td>
<td>292-6055</td>
<td></td>
<td>whitt.1 @osu.edu</td>
</tr>
</tbody>
</table>

- **Brad Hefner**: Undergrad Program Assistant  
- **Tom Gramila**: Assoc. Professor  
- **Harold Whitt**: Administrative Associate

### Chair's Office:

- **Shelley Palmer**: Assistant to the Chair  

### Fiscal and HR:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>PRB Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Ball</td>
<td>Business Manager</td>
<td>1040D</td>
<td>247-4281</td>
<td></td>
</tr>
<tr>
<td>Mallory Aliff</td>
<td>Human Resource Associate</td>
<td>1040</td>
<td>292-5046</td>
<td></td>
</tr>
<tr>
<td>Stephen Baker</td>
<td>Administrative Associate 2</td>
<td>1040</td>
<td>292-9342</td>
<td></td>
</tr>
<tr>
<td>Martina Gutik</td>
<td>Administrative Associate 2</td>
<td>1040</td>
<td>292-4970</td>
<td></td>
</tr>
<tr>
<td>Keith Emptage</td>
<td>Fiscal Officer</td>
<td>1040</td>
<td>292-6076</td>
<td></td>
</tr>
</tbody>
</table>

### Graduate Studies:

- **Jon Pelz**: Professor  
  - Vice Chair of Graduate Studies and Research  

- **Kris Dunlap**: Program Coordinator  
- **Emma Wallis**: Program Assistant

### Undergraduate Studies:

- **Robin Patterson**: Program Coordinator  
- **Lindsey Thaler**: Director  
- **John Heimaster**: Director
(Some) OSU Acronyms

AFM - Atomic Force Microscope
A/P - Accounts Payable
ASC - Arts and Sciences
BAFM - Bruker Atomic Force Microscope
BSC - Business Services Center
BOSC - Breakfast of Science Champions
CCAPP - Center for Cosmology and Astro-Particle Physics
CEM - Center for Emergent Materials
CEOFT - Campus Electron Optics Facilities
CME - Condensed Matter Experimental
CMT - Condensed Matter Theory
CVD - Chemical Vapor Deposition system
ECE - Electrical and Computer Engineering
EHRD - Education and Human Resources Development/Diversity
EMNL - Electronic Materials and Nanostructures Lab
ENCOMM - Center for Exploration of Novel COMplex materials
FIB - Focused Ion Beam (aka SEM)
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
OSP - Office of Sponsored Programs (OSURF)
OSU - Ohio State University
OSURF - OSU Research Foundation (aka OSP)
PER - Physics Education Research
PGSC - Physics Graduate Student Council
PI - Principal Investigator
PO - Purchase Order
PPMS - Physical Properties Measurement System
PRB - Physics Research Building
SEAL - Semiconductor Epitaxy and Analysis Laboratory
SEL - Science and Engineering Library
SEM - Scanning Electron Microscope (aka FIB)
SPS - Society of Physics Students
SQUID - Superconducting QUantum Interference Device
SSR - Smith Seminar Room (room 1080)
SWiP - Society of Women in Physics
XRD - X-Ray Diffractometer
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