



Northern Illinois
University

**Rules and Requirements to Work in Hosmane Research Laboratories
(Revised on January 21, 2019)**

This is to inform the new members and to remind the current members of the Hosmane Research Group about the following established strict rules that must be obeyed by all members, including students, postdoctoral research associates, visiting scholars and visiting scientists alike:

1. If you are tired, go home and no questions asked. However, **YOU MUST INFORM** your research advisor **by e-mail and YOU MUST STOP all running experiments** before you leave the lab!
2. If you are sick, go home or stay at home and no questions asked. However, **YOU MUST INFORM** your research advisor **by e-mail** before you leave the lab or from home **and make sure that no experiments were running in your absence!**
3. If you don't feel like working (lethargy or whatever the reason), go home and no questions asked. However, **YOU MUST INFORM** your research advisor **by e-mail** from home or before you leave the lab **and make sure that no experiments were running in your absence!**
4. If you are alone in the lab and you cannot find anyone in the corridors, in the faculty office, in Stockroom, in other research or undergraduate chemistry labs or anywhere else in the Faraday Hall or Faraday West, then you are **FORBIDDEN TO WORK ALONE** in my research laboratories. However, if you see someone in the building, please inform him/her about your presence in the laboratory and leave the lab when the other person leaves the building. However, **you must make sure that no experiments were running in your absence!**
5. If none of the above points applies in your case, then **I EXPECT YOU TO WORK** in my lab without wasting your time on cell phone, **not sitting in the break-room at other times than lunch or coffee break** or without being interrupted by your out-of-lab social activities or gossips. **Nonetheless, you must never leave your backpack, cellphone, wallet and other valuable belongings in the breakroom unattended while doing experiments in the lab!**
6. **You must make up the lost hours when you were absent from your regular duties.**
7. **Internet browsing during your regular work hours is strictly prohibited, except for occasional literature search.**
8. If you are out of labs for an extended period of time for whatever the reasons, **YOU MUST INFORM** your research advisor **by e-mail** before you leave the lab **and make sure that no experiments were running unattended!**
9. **A brief, one-page Weekly Progress Report at each weekly group meeting (Friday after 4:30 PM) and a Detailed Monthly Progress Report with attached carbon copy of your actual laboratory notebook pages from every member of the group on the first day of each month is mandatory! Failure to comply this rule will be dismissed from the group after two warnings.**
10. The students who registered for **CHEM 498, CHEM 499, CHEM 698, CHEM 699 and CHEM 799** classes, it is **mandatory** for them to give a final presentation at the last group meeting in the



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semester and submit the FINAL PROGRESS REPORT electronically and a hard copy before the meeting. **Failure to do so will receive a grade of "F".**

11. It is your responsibility to obtain the detailed information on the assigned projects that could be presented **either verbally, by writing on the blackboard/white-board or as a printed material** depending on the research advisor's choice.

12. If you are working in two separate laboratories within the same building or in different building, **YOU MUST INFORM** your research advisor **verbally or by e-mail** about when & where you can be found if emergency arises. Preferably, you should leave the contact number in case of emergency!

13. **LABORATORY SAFETY is the MOST IMPORTANT THING TO REMEMBER.** You **MUST WEAR GOGLES AT ALL TIMES WHILE WORKING.** The laboratories must be hazard-free and kept clean all of the time and no unused chemicals should be on the work-bench and all of the chemicals and solvents must be stored in respective shelves, cabinets and refrigerators. All hoods must be kept clean at all times. **Each reaction schemes, reaction vessels and the collected products/samples must be labeled appropriately.** Read the relevant MSDS before opening any new chemical bottles. **If you cause an accident because of your ignorance or negligence, you will be liable for all the damages! (Remember, little knowledge or irresponsibility is always a dangerous thing!).**

14. **SCIENTIFIC MISCONDUCT IS A CRIMINAL OFFENSE!** You must write down every single detail of your experiments, including empty flask weights, grams, mmol, % yields of reactants and products and the recorded dates when you made the measurements, failed reactions, repeated reactions and conclusions, etc. Although the industrial and patent guidelines require you to get your notes countersigned by your laboratory colleagues, I will waive this requirement as long as you present your progress reports at our weekly group meetings. In case the reported results are not recorded or not found in your laboratory notebook, then **you could be charged as committing a scientific misconduct.**

I hope you all will abide by these rules and will have a wonderful working environment so that a maximum productivity can be expected from each one of you.

Thank you and best regards.
Narayan S. Hosmane, Ph.D.
Research Advisor

ACKNOWLEDGMENT:

I (Name _____) hereby confirm that I have read the above itemized guidelines/expectations/rules and that I will abide by these rules to the fullest extent. If I have any questions and/or concerns about these rules, I will consult with my research advisor(s).

Signature: _____ Date: _____
