General Instructions for Research Students

- Your performance is measured on metrics: **High Quality Research, Publications, and Instruction**
- Please, decide working hours such that they overlap with experienced students.
- Please, read and sign “Advanced Composites Lab: Rules and Policies” document every semester.
- **Mr. Davontae Habbit** is lab-in-charge. He should know about all your planned experiments, absences, and changes in the schedule.
- You must be physically present in the lab during posted hours.
- Please, leave note on door if you will be absent from lab.
- Please, keep lab doors locked at all the times.
- Please, keep lab clean and tidy. Backpacks, books, loose papers should be kept in orderly manner. **We have plenty of visitors in the lab and it MUST be clean & tidy at all the time.**
- Always cc me when you write email internally and externally (related to lab and our research).
- Please, take following trainings and subsequent quizzes on:
  - Haz Communication; Haz Waste; and Respirator
- Please, make yourself familiar with “TRACS” Composites Lab site. All TDS/MSDS/literature is available.
- Please, read details on “Composites” website, [http://composites.engineering.txstate.edu/](http://composites.engineering.txstate.edu/)
- Please, write each and every detail in the lab book (date and time).
- Please, save and maintain all documents on computer and flash drive. There is no excuse if data is lost due to hard disk crash.
- Two people MUST be in the lab while experimenting.
- Late evening and weekend working MUST be informed to Dr. Tate and documented.
- Please, don’t let anybody borrow equipment without Dr. Tate’s permission. Also make sure he/she returns it on time.
- No loud music in the lab. No listening of music using headphones.
- No excessive use of Facebook, Twitter, and other Social media.
- Please, avoid student traffic in the lab. Lab can’t be used as meeting place for social gathering/meeting.
- Please, do not use lab as store room to keep personal/organization items such as soap box car, flyers, T-shirts, and bicycles.
- Please, exchange your emails and cell phone with all research students in the lab.

*By signing below, I certify that I have carefully read general instructions of the Advanced Composites Lab. Further, my signature indicates that I will abide by, and be responsive to, all rules and policies of the Advanced Composites Lab.*

Name (Print): ______________________________ Signature: ________________ Date: __________