

# Yale Department of Physics

Yale Physics Newsletter

December 21, 2018

For further information on any of the items included here or if you would like to contribute to the next newsletter, send email to [Daphne Klemme](mailto:Daphne.Klemme).

## Hints & Tips!

Welcome to our new hints and tips section! Please email [daphne.klemme@yale.edu](mailto:daphne.klemme@yale.edu) with any helpful tips that will help us work to our best ability. See below for a wrap-up of all hints and tips for Fall 2018:

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**September 21, 2018:** There has been some confusion as to when equipment is considered major or minor. Minor equipment is when a **single item** is <\$5K, not the total purchase cost and major equipment is when a **single item** is >\$5K, not the total purchase cost.

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**September 28, 2018:** Please note per Cindy Conforte and Hannah Carroll that you do **NOT** need to use the Fabricated Equipment (SC684) on LSU (or any account with no overhead). Instead use Supplies – Equipment (SC583, for equipment <\$5K) or Equipment (SC034, for equipment >\$5K).

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**October 5, 2018:** When submitting expense reports **please circle or underline identifying information on receipts**. When you highlight a section on a receipt that highlighted portion comes out blocked without any information contained within.

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**October 12, 2018:** Please note that the p-card billing cycle starts on the 16<sup>th</sup> of the month and ending on the 15<sup>th</sup> of the following month. Be aware of your monthly limits, email [karen.defelice@yale.edu](mailto:karen.defelice@yale.edu) for this information.

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**October 19, 2018:** [We have a web page for visitors!](#) The Visitor Page includes a link for directions to the department and also has information needed for submitting a supplier invoice request for reimbursement of expenses.

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**October 26, 2018: It's all about p-cards!** Please remember 1) Do not split costs on p-cards to get around your p-card limit. 2) If an item costs more than your limit, contact Karen DeFelice or Hannah Carroll. 3)

## Save the Date

Classes resume Monday, January 14, 2019. Please note that due to Martin Luther King, Jr. Day on Monday, January 21, 2019 there will be no class. Rather the Monday class will meet on Friday, January 18, 2019.

## Seminars

The seminar schedule will resume on January 14, 2019.

For more seminars see: <http://physics.yale.edu/calendar>

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**Chemicals and hazardous materials cannot be purchased on p-cards – a PO is necessary.**

## November 2, 2018: Some helpful notes on Box@Yale!

1) A document can be locked while being edited: [log into box](#) using your netID and password, find the document you wish to edit and hover over the document name look for the three dots to the right of the file name (more options) and click on them, then select lock from the menu options – under lock you can set a time-limit (unlimited, 5 min, etc.) and lock for download, try to remember to unlock when editing is finished! 2) If working on a file on box there is a tool called Box Edit which lets you edit files on Box using the applications on your computer, [click here for a description](#); and 3) You can have Box behave like another folder under file explorer (on Windows machines) by using the Box Sync for Windows Tool, [click here for a description](#). Check out [Box Applications](#) for tools which may be useful.

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**November 9, 2018: Travel!** Please make sure to check in with your local administrative assistant before you make any travel arrangements. Especially for overseas travel as the rules are complicated and murky.

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**November 16, 2018: Major Equipment vs Minor Equipment** – please note that Major Equipment is a single item that costs more than \$5K. Minor Equipment is a single item which is less than \$5K.

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**November 21, 2018:** Have a happy and safe Thanksgiving break. If you are traveling, stay safe! [Click here for help with turkey preparations](#).

**November 30, 2018:** For any travel, business or personal, as soon as you know the dates you will be travelling book your flights for the best rates.

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**December 7, 2018:** How to relax before your exams: 1) Stay calm the day before by scheduling breaks to get up and move around, 2) Eat and drink well, 3) Exercise, 4) Get a good night's sleep, 5) Stay in control on the day of the exam by following your normal routine and eating a good breakfast, 6) Do a quick scan of your notes, 7) Do some relaxation techniques, 8) Pack everything you need for the day (make a list of what you think you will need), and 9) Arrive at the exam location about 15 minutes early in order to be relaxed. Good luck!

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**December 14, 2018:** Taking a look back at the past can propel you forward on your wellness journey. That's because focusing on what you've already accomplished – rather than on the goals you've yet to achieve – helps to boost confidence.

**What to do:** Find a quiet place (the couch, car, bathroom, wherever) and take a moment to reflect on the strides you've made this past year. Maybe you crushed your first 5K, or gained enough kitchen confidence to host an actual dinner party. No accomplishment is too small, so reflect on – and celebrate – them all. Another everyday idea: Try replacing your old-school “to do” list with a “done” list. It's a reminder of how competent you are: Heck yeah, you get stuff done!

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#### [Climate and Diversity Committee News](#)

A Note from the [Climate and Diversity Committee](#) (CDC).

Have a safe and happy holiday break!

The CDC convenes once a month. If interested in joining please contact Helen Caines ([helen.caines@yale.edu](mailto:helen.caines@yale.edu), Chair of CDC). You may contact the whole committee at [physics-cdc@mailman.yale.edu](mailto:physics-cdc@mailman.yale.edu)

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#### [News](#)

##### **Package delivery over the holiday break**

There will NOT be any deliveries over the recess. HOWEVER! If you are expecting packages/equipment, you may go to the BASS Loading Dock to retrieve them during Open Hours.

BASS Loading Dock schedule

12/24 – 8:30 am to 11:30 am

12/25 – CLOSED

12/26 – 8:30 am to 11:30 am

12/27 – 8:30 am to 11:30 am

12/28 – 8:30 am to 11:30 am

12/29 – 12/30 – Weekend – CLOSED

12/31 – 8:30 am to 11:30 am

1/1 – CLOSED

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#### **Pierson-Sage Parking News**

Due to the location of the next phase of work, BOTH the entry and exit at the upper level at Pierson Sage Garage will be closed 12/13 through Christmas. It is possible they will re-open during break.

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#### **Some quick winter notes from the library on SciAm and winter recess**

A few quick updates from the library —

First, we're having ongoing access problems with *Scientific American*, which many of you may read (and several of you teach from). They migrated to a new platform earlier this month and are now debugging web site code for their institutional access subscriptions. Springer-Nature didn't inform us about the move in advance, so our access problems were not reported until last Tuesday.

The good news is that (a) the new URL will be more straightforward for users because it's on the same domain as the personal subscription URL and (b) the current issue can be accessed. The less good news is that they are still troubleshooting archival access, and links to *SciAm* from the library web site may not be completely functional right now. This is the new institutional access portal:  
<https://www.scientificamerican.com/page/institutional-access/>

Second, if you experience any access problems connecting to Yale resources over the winter recess, browser cookies may be responsible. When not on YaleSecure, make sure you connect to the Yale VPN before landing on a published journal article page. You can manually delete web site cookies in your browser settings. Our [Find eJournals By Title page](#) has an option to search by DOI or find full text via citation information if you need to troubleshoot.

Finally, the CSSSI will be closed during the winter recess (December 22<sup>nd</sup>-January 1<sup>st</sup>). Our hours from January 2<sup>nd</sup> to January 13<sup>th</sup> will be M-F 8:30 AM – 5:00 PM. The 24/7 space will be closed during the winter recess and will be made available again when we open on January 2<sup>nd</sup>.

Happy winter!

Best,

Kayleigh

PS: If you're traveling over the break and are looking for something to read, try [Overdrive](#) or the [IOP ebook collections](#). They both provide a variety of formats, often compatible with e-readers and e-book apps.

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#### [Announcements](#)

[Please click here for updates on the Yale Science Building, including a new logistics plan](#). The project encompasses the construction of a new state of the art sciences laboratory at the approximate location of the demolished J.W. Gibbs building, a comprehensive

renovation of the KBT Plaza, a lecture hall, and a common area at the south end of KBT Plaza.

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### **Yale Health Pharmacy December Hours**

The Yale Health Pharmacy will follow the recess schedule below:

#### Yale Health Pharmacy December Hours

December 22	8:30 am - 3:30 pm
December 24	8:30 am - 1:00 pm
December 25	CLOSED
December 26-29	8:30 am - 3:30 pm
December 31	8:30 am - 1:00 pm
January 1	CLOSED
January 2	Resume normal hours

Note: The Yale Health Pharmacy is always closed on Sundays.