

Induction Day Programme: Part II students

Thursday 20th September 2018

ICL Lecture Theatre

This induction programme is compulsory for ALL Part II students.

- Induction sessions will be held for all Part IIs.
- You **MUST** complete your details on the database at <https://intranet.chem.ox.ac.uk/myinfo> including your next of kin, lab number, and lab phone number, before your card can be activated for you to start working in the Department.
- Once you have attended **BOTH Morning and Afternoon Sessions**, safety and facilities officers will sign the Code of Conduct form, to be found in the induction pack.
- If you will need to use specialist equipment for your research then you **MUST ALSO** attend the relevant Scientific Induction Sessions (see separate sheet).
- You are **advised** to attend the Finding Research Information (Introduction to Library Services) on Friday 21st September.

General induction:

Thursday 20th September, ICL Lecture Theatre (**ALL Part II students**)

time	subject	speaker
8.30am	Registration (ICL LT foyer) and photographs (Lecture Theatre foyer)	
9.00am	Welcome	Professor Mark Brouard, Head of the Department of Chemistry Heads of Section: Professor Chris Schofield (Organic), Professor Steve Faulkner (Inorganic), and Professor Stuart Mackenzie (Physical & Theoretical).
9.15	Safety procedures	Chris Blackwell, Area Safety Officer;
10.45	Fire procedures	Stephen Emery, University Fire Officer
11.15 – 11.25	Break for coffee and tea	
11.25	Part II procedures	Nick Green, Associate Head (Teaching)
12 noon	Laser safety (compulsory for students working with lasers)	Stuart Mackenzie
During this break you are advised to find a PC and ensure that your online record is up to date.		

2.00pm	Introduction to IT	Karl Harrison, Head of IT
2.10	Green Impact	Sue Henderson, Lingyu Liu
2.20	"Help!" – Schools Liaison & Outreach	Malcolm Stewart and Susan Smith
2.30	What next after my Part II?	Michael Moss and Martin Galpin
	RSC Student Membership Offer	
2.45 – 3.00	Break for Tea and Coffee	
3.00	Technical & administrative facilities and building orientation	Kim Nixon, Paul Mitchell, Dave Dancer
4.00pm	Code of Conduct Sign Off	Safety and Facilities staff

Finding Research Information (Part II project support)

Friday 21st September 2018 in the Training Room, Radcliffe Science Library

9.30-10.30 (Group 1) colleges B-J
 11.00-12.00 (Group 2) colleges K-N
 14.00-15.00 (Group 3) colleges O-StA
 15.30-16.30 (Group 4) colleges StC-W

The sessions introduces the reach collection of electronic resources for research available at Oxford, including chemistry research databases (SciFinder, Reaxys, Web of Science, Scopus), e-journals, e-books, conference proceedings, and dissertations. Practical session provides demonstration on effective literature searching and tips on exporting results into reference management software (EndNote).

Pre-registration for SciFinder (personal registration) will be useful for practical exercises. Visit Oxlip+ portal at <http://oxlip-plus.bodleian.ox.ac.uk> search for SciFinder, and proceed to the CAS Registration website.