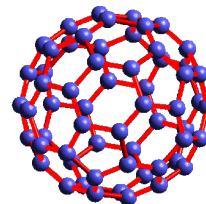




**BARNARD COLLEGE
DEPARTMENT OF CHEMISTRY
MEMORANDUM**



To: Chemistry and Biochemistry Majors and Interested Students
From: Rachel Narehood Austin, Chair
Re: The 2021 Spring Semester
Date: February 5, 2021

Welcome back. I hope you had a restful, if short, winter break. We look forward to having some of you back on campus this spring. The College has had time to plan for the details of students on campus in the pandemic and we seem to be well positioned to manage the challenges we face.

Safety First. The safety associated with working and living together in a pandemic very much mirrors the training we all undergo as chemists. Follow all of the COVID instructions and guidelines and you'll be doing your part to keep our community safe. If you have questions about any chemistry department specific COVID practices, please reach and we are happy to clarify.

Spring Program planning. We will have a program planning meeting on Thursday February 25th from 11 am – 12 pm EST. Joanna will send out more information. We will provide information about both summer and fall course offerings at this meeting.

Single use break room. Room 806 is available as a single use break room. If you are on campus and need a short break for a drink or a snack, you may use the space. There is a sign on the door to indicate whether it is occupied or not. Close the door and indicate that it is occupied when you are inside. Please wash the surfaces before and after you use the space (supplies are available). We ask that you limit your time in the room to 15 minutes so that it can be available on an as needed basis.

Computer room. 603 Altschul is still available for computer use but we will limit it to no more than 3 people at a time in the room and we ask you to prop open the door when you are in. Please save files in a folder with your name in the "Student Documents" folder. Files left elsewhere will be deleted. It's always a good idea to back up your work. Remember also that food and drink are *expressly prohibited* in this room. Anyone who violates this policy will be denied access. If a computer or printer is not working properly, please tell Laura Hendrickson in 608 Altschul (lhendric@barnard.edu). Please do not print lengthy documents unrelated to chemistry. Leave your workspace clean and tidy when you leave. When you are finished, shut down the computer.

Bulletin boards. Joanna is providing all information electronically right now so we are not keeping our bulletin boards up to date. Please make sure that any students interested in chemistry have contacted Joanna so she can put their name on her mailing list even if they are not majors. Also check the department web page chemistry.barnard.edu.

Summer internships for 2021. Summer internship deadlines are now. We maintain a list of summer internship programs on the department website: <https://chemistry.barnard.edu/scholarships>. Beyond Barnard also can provide information about summer internships.

Jobs. If you have been hired to work in the department, you will first need to fill out I-9 and W-4 forms with the Office of Career Development (OCD) if you have not done so previously. After that, please give our Department Assistant, **Joanna Chisolm** (jchisolm@barnard.edu, Altschul 504A),

the following information: your name, the job position, your primary supervisor, and the approximate number of hours/week that you will be working (not to exceed 15 hours/week).

Student contact information. We pride ourselves on keeping in touch with our majors. Please e-mail Joanna Chisolm (jchisolm@barnard.edu) to check that we have your correct (1) student mailbox number, (2) phone number, and (3) e-mail address. This is especially important if you are not listed in Barnard's on-line directory.

Tutors. Please consider serving as a tutor for organic 1. If you are interested, fill out a form on the dean of studies web site. Tutoring your near peers is a great way to give back to others and refresh your own understanding of a topic.

Last but not least. We, the chemistry faculty, are happy to help you if you have any questions or problems. Although we cannot always solve every problem, we will do our best. Particularly as department chair, I am here to hear about any concerns you may have. I am available to meet privately; please do not hesitate to email me. We all are proud of our department – faculty, staff, and students – and look forward to a successful and enjoyable year together.