

# Student onboarding checklist

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The latest updated version will be available at <https://idsc-frazzoli.github.io/documents>.

## Introduction

This checklist describes everything that should happen over the course of two weeks at the beginning of a project.

**Please print a copy of this checklist, as you and others will have to check off the items, and then later you have to give a physical copy to Annina.**

Some of the actions here will be done by the lab staff. We adopt the following convention:

- The square “□” indicates that this is an action that you must do.
- The circle “○” indicates that this is an action that the staff must do.

If for any reason something does not apply to you, please write “N/A” and the explanation.

Annina will ask about any missing checkmarks.

## The Annina pilgrimage

Check the first checkbox in this list: see? you’re off to a great start.

Find Annina Fattor. You can find Annina in ML F 42 at these times:

- Monday 9:00-14:00
- Wednesday 9:00-14:00

(Annina) Receive from Annina or from your supervisor an electronic version of all the onboarding documents:

1. [The IDSC Code of Conduct](#).
2. [\[The Wintilab Rules\]\[wintilab\]](#), if you are going to work at the Wintilab.
3. [The Autolab Rules](#), if you are going to work at the Autolab.
4. [The Frazzoli experience](#): this contains everything else, such as accounts, IT, thesis templates, grading. (temporarily in draft mode)

Note that these are also available [here](#)

Note for Annina: please obtain a fresh copy of the documents above, always accessible at the page <https://idsc-frazzoli.github.com/documents>.

Confirm with Annina:

1. The *scientific supervisor* for your project. This is also called *Co-Betreuer* on MyStudies. This is a person with a Ph.D. who supervises the project in addition to Prof. Frazzoli.
2. The *mentor* for your project - this is the person that follows you day-to-day. It might be a postdoc, Ph.D. student, a research staff person. In some case, the mentor and the scientific supervisor are the same person.
3. The *temporary title* for your project. This might slightly change later.



## Student onboarding checklist

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My project is a:  group project,  studies on mechatronics,  bachelor thesis,  semester project,  master thesis,  other: \_\_\_\_\_

Note: if you are doing a studies on mechatronics together with a bachelor thesis, you will need two different project IDs.

My full name is: \_\_\_\_\_

My nickname is: \_\_\_\_\_

My NETHZ ID is: \_\_\_\_\_

My institutional email address is: \_\_\_\_\_

My scientific supervisor is: \_\_\_\_\_

My day-to-day mentor(s) are: \_\_\_\_\_

My temporary title is: \_\_\_\_\_

Receive and sign from Annina any IP or confidentiality form you might need to sign. (Does not apply to all projects.)

I checked that this is the last version of this checklist available at the site <https://idsc-frazzoli.github.com/documents>. (Download and print the most updated version if not.)

### Setting up accounts

Create accounts:

Create a Github account if you already don't have one.

My Github account is: \_\_\_\_\_

Create a GMail account if you already don't have one. We use it for Google Docs.

My GMail account is: \_\_\_\_\_

If your work requires literature review:

Create a Mendeley account (tied to the ETHZ account).

My Mendeley account is: \_\_\_\_\_

Create an Overleaf account (using the same email as Mendeley)

### The Marc Encounter

Please complete the information above before meeting Marc.

Find Marc Albert, the PhD. student who acts as IT person. Please message Marc via email (maalbert@idsc.mavt.ethz.ch) and copy-paste the above account details and the instructions below. Marc will then sign you up to the group's IT services. CC your mentor and/or scientific supervisor to let them know you are being signed up to the IT infrastructure.

(Marc) Marc signs you up on the mailing list.

(Marc) Marc signs you up on our Github organization.

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- (Marc) Marc sends you instructions on how to use the Google calendar of events.
- (Marc) Marc sends you an invite on our Slack.
- (Marc) Marc adds you to our Mendeley group.
- (Marc) Marc adds you to our Overleaf account / group.

If your work requires the use of our GPU-server or is computation intensive (if you are unsure about this contact your Mentor via Slack):

- (Marc) Marc creates a user account on the server “Rudolf” for you. The username will be your NETHZ username.
- (Marc) Marc confirms the completion of these steps to you (if something is missing, please message Marc again via Slack).
- Change the default password immediately upon receiving your user account to something safe.

### Work infrastructure

With the mentor, define the ID of the project as proj-<CODE>-<last name> or optionally proj-<CODE>-<last name>-<short description>, where code is one of: bt (bachelor thesis), mt (master thesis), som (studies of mechatronics), sp (semester project), gp (group project).

Example: proj-mt-nager = master thesis for Mr. Nager.

PROJECT\_ID = \_\_\_\_\_

If you are doing studies on mechatronics (SoM) together with a bachelor thesis, write your SoM PROJECT\_ID here:

SoM PROJECT\_ID = \_\_\_\_\_

- (mentor) The mentor creates a folder on the Google Drive by the name Google drive: Projects/PROJECT\_ID and it gives you read/write access.
- (mentor) The mentor gives you read/write access to the meeting notes folder Google drive: Meeting Notes.
- (mentor) The mentor creates the Mendeley folder IDSC-Frazzoli/projects/PROJECT\_ID.
- (mentor) The mentor creates the Slack channel #PROJECT\_ID.
- Ask your supervisor or mentor to request any keys or access rights you might need via e-mail to Nadja Riberzani (CC Annina Fattor).

### Making sure the accounts work

All communication regarding the project should go through this channel.

- Say “hi” on Slack in the #general channel.
- Put a (professional) picture in your Slack profile.
- If you wish the lab to remember your birthday, put your birthday on the calendar, so that we can wish you happy birthday, and we know you know how to use the calendar. If you don’t wish for us to remember your birthday, create an event called “Test event (First Last)” one week from today.



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### Introduction to the group and the Institute

- Prepare a brief personal introduction document.

This should include: (a) your name, (b) your picture and (c) a paragraph or two explaining who you are, what you are working on, who is your supervisor and which labs you will be working in. This document will be sent to the IDSC staff mailing list to let people know who should have access to lab spaces.

- Put the document on the project's Google Drive folder. (Later, the mentor will send on the IDSC mailing list.)

### Meet the safety officers

- Find Marc-Andr  Corzillius (known as "Mac" in office ML J44.1-3).
- Read, understand and sign the lab rules that apply to your working space. If you have any questions about them ask Mac. You will hand the signed lab rules to Annina at the end of the onboarding process.

### Organizing the scientific work

- (supervisor) The supervisor organizes a weekly meeting and puts it on the calendar.

Note:

- Day-to-day meetings with a mentor are not put on the calendar.
- The "once per week" schedule is optimistic. We have a policy of "skip instead of raincheck", meaning that we expect that the actual frequency will be closer to 0.6 meetings per week.

- (supervisor) The scientific supervisor tells you which group meetings you should attend.

The meetings I should attend are: \_\_\_\_\_

See the calendar for the meetings time/place.

- Take a look at the "[Survival advices for a joyful thesis](#)" documents.

### First organizational meeting

- (supervisor) The scientific supervisor discusses with you the timeline (see section in *Lab rules*) for the project and answers any question you might have.
- (supervisor) The scientific supervisor discusses with you the grading criteria for the project (see section in *Lab rules*) and answers any question you might have.
- (supervisor) The scientific supervisor discusses with you the lab's philosophy and the core values of scientific integrity, etc.

### MyStudies updates (might or might not apply)

If you are doing a project/thesis for credit at ETH, you have to register the project in MyStudies. This does not apply to all; for example, a visiting student might not do the project for credits.

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This does not apply to me.

Otherwise:

You prepare and share on slack the *Aufgabenstellung* (short 1-pager about the thesis concept).

The scientific supervisor and the mentor approve the *Aufgabenstellung* (short 1-pager about the thesis concept).

On MyStudies you should put this information:

*Co-Betreuer*: the scientific supervisor (person with Ph.D.) who follows you in addition to prof. Frazzoli.

*Aufgabenstellung*: the short 1-pager about the thesis concept you created with your mentor.

My official starting date is: \_\_\_\_\_

My projected ending date is: \_\_\_\_\_

### Final onboarding steps: [Back to Annina](#)

At most 2 weeks from the start, send 1) this document - with all the boxes checked and your signature below - 2) a PDF of the signed NDA 3) the last page of the Code of Conduct as well as the Lab rules both duly signed to Annina (afattor(at)ethz.ch). This concludes the introduction process.

I declare that all the information above is true to the best of my knowledge, and I have received clarification on everything mentioned.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

If you were unable to complete any of the steps above, please explain the circumstances:

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### For Annina

(Annina) Open the *student tracking spreadsheet* and update, using the information above:

- the temporary title
- starting date
- projected final date
- institutional email
- Google drive account



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Verify with the mentor that:

- (mentor) The mentor has sent the student introduction to the IDSC mailing list.

**If** some of the checkmarks above are missing, consult with the scientific supervisor. Otherwise, proceed.

We are done!

- (Annina) Change the status of the student from “onboarding” to “in progress”.
- (Annina) File this document in the student’s records.