Graduate Student Agreement for D3CC Lab

GENERAL POLICIES

Lab requirements: Contributing to the lab can include a number of different functions. Under normal circumstances, a graduate student is expected to spend 15-20 hours a week on research. Graduate student tasks include, but are not limited to, the following: Running participants, organizing undergraduate researchers, writing papers, reviewing literature, cleaning databases, running statistics, writing papers, recruiting subjects, mentoring research assistants, and other tasks that are not listed but may come up. I need someone I can rely on for these things.

For the first six months, you and I will keep a running track of our weekly tasks (this is a mandatory procedure for all graduate students first working with me). This procedure is not based on a lack of trust; rather, it is out of an effort to track our progress. I need written objectives and cross-off lists as much as anyone. In December, we will review the weekly list of tasks and decide what needs to be adjusted. It is my hope that we will have the groundwork nailed down for the laboratory projects coming in the next semester and have collected both survey and community data sufficient to examine the next step in the projects those data will be useful for.

I do not expect your free time (after hours, weekends) to be dedicated solely to the lab. However, TA work, coursework, departmental requirements and the lab all must come before embarking on research of your own. Lab resources may only be used for these projects if there is an excess of time, space, and equipment.

Initial opportunities: I have a series of unfinished projects that are in need of new authorship. All entering members are allowed access to these projects and are encouraged to take on one or two of these to gather initial research experience and potentially gain publications.

My advising style: Although interpersonally, I strive to maintain kindness and empathy, I am a *very harsh critic*. I will not settle for anything less than your best. Job markets – both academic and non-academic – will not "go easy" on you, and neither will I. My job is to prepare you and your job is to let me. Writing, statistics, scholarly rigor, timely academic pursuits, these things will be demanded on a regular basis. Very often, you may feel as though I am "pushing too hard" or "unfairly harsh." These responses are normal. I hold myself to extremely high standards and I do the same for all my students, especially those in which I see great potential. However, I strive to maintain a supportive and open environment. As with anything, if the workload is too harsh, please come see me. In sum, we walk a "knife's edge" – pushing you too little means you do not reach your potential. Pushing you too hard means you burn out.

Much of this process may feel like starting over for more experienced students, and in a way it is. I do not want to lie to you: anytime you join a new lab, there is an adjustment period. At the end of the day, this lab is going to be run my way. I will occasionally welcome feedback, but there are aspects of the lab (e.g., productivity, certain topics of pursuit) that are non-negotiable.

General Respect (Things, I hope, are common sense)

- No one at any time will be mocked, ridiculed, or made fun of in any way.
- No one will be made to feel different, badly, or excluded based on sex, gender identity, ethnicity, race, belief, creed, orientation (sexual or otherwise), political beliefs, or their dealings outside of the lab.
- No one at any time will become disrespectful or obnoxious (there is a $20 an hour charge for being obnoxious in my lab!).

Idea security

I have had ideas of mine stolen in the past. In fact, I have had entire bodies of work taken and used without my consent. In this lab, we work as a unit and come together to share ideas. No one should be afraid to speak up because of idea theft or fraud. That will not happen here. Anyone who takes the intellectual property of someone else and uses it for selfish gain will be reported to the university integrity office – no exceptions.

Sexual harassment policy

It is my rule that no one in the lab will become sexually / romantically involved while working in my lab. This is not a university policy, but it is MY policy. Things get ugly really fast, (I've seen it before!). Hostile work environments can be created by unwanted advances, inappropriate comments, and even mutual romantic interest that ends badly. JUST DON'T DO IT!

If two individuals in the lab become interested in each other, SEE ME AS SOON AS POSSIBLE! With romantic involvement, I will need one person to leave the lab within the term (fall term, spring term, or summer). Projects will be turned over to others and projects will be finalized so that future work between the two parties is no longer mediated through the lab. It is a big hassle, so while I don't want to get in the way of "fate," I don't want romance to get in the way of work!

That said I encourage people in the lab to hang out, be friends, and spend time getting to know each other. I simply find that romantic entanglements are too much to handle in a work environment (even if you THINK you can handle it).

Use of lab facilities

The use of ALL lab resources, including the computers, equipment, data, and research discussed are property of the lab. Use of these facilities for personal issues (unrelated class-work, a job, or another non-lab related use) must FIRST be discussed with me. Unless previously agreed, no one is to use the lab resources for anything other than sanctioned lab work.

Meeting minutes

Lab meetings will either be audio recorded or will have a designated note-taker. I am comfortable with either, so long as good notes are taken and all parties are comfortable. If no one wants to be the note-taker, we can audio record the meeting. However, if someone is uncomfortable with audio recording, we will have to designate a note-taker. I do this because many good discussions get going and people often forget to take notes.

AUTHORSHIP

According to the American Psychological Association (APA) authorship is only granted when an individual has made unique and sufficient intellectual contributions to a finished product.

Instances of work that warrants authorship:

- Conceptualization of idea, domain of study, or hypothesis to be tested
- Refinement of hypothesis and alternative hypotheses to be tested
- Methodological approaches including control conditions and operational definitions of variables.
- Statistical approach including unique suggestions and advanced statistical execution, interpretation, or write-up
- Contribution to the writing in the form of literature summary, theoretical background, or logical framework.

*Instances of work that does **not** warrant authorship:*

- Data collection or entry
- Subject recruitment and/or scheduling
- Running subjects
- Cleaning datasets
- Grammatical, typographical, and/or stylistic screening (e.g., APA style)
- Participation in weekly discussions and meetings
- Running basic statistics (e.g., means, standard deviations, t-tests, etc.) and reporting them in written form

Overall, authorship is not something to be bartered for, nor should it be the sole motivation for participation. We are scientists, we grow as a community. Ideas should always be shared with the group in a trustworthy and cooperative fashion. No one will ever take someone else's idea and publish with it in this lab! If someone wants to "run with" an idea, all will be invited to participate. Authorship is based on work, not on firing off ideas. Nevertheless, individuals will always be given credit for their unique insights through authorship or acknowledgement – depending on what is appropriate based on the work that was done.

All of us have had to do "grunt" work in the past. These are tasks that do not earn authorship but are tedious and time consuming. You will be asked to do your fair share. If there is an imbalance or a sense of too much work on this front, please see me immediately.

PUBLICATION REQUIREMENTS FOR PROJECTS, THESES, AND DISSERTATIONS

In the case of **ALL** lab-run projects, whether they be dissertations, master's theses, honor's theses, or general projects, publication attempts are required as part of using the D3CClab resources. This means that authors will have a maximum of *2 calendar years* (or 730 full days) from the time that data collection for the study (or the final study, if the studies are in a series) is completed, to have a *draft* of the manuscript to me or to collaborate with me on a draft. If, by this time, a collaboration is not initiated, or a draft is not sent to me, I reserve the right, as director of the D3CClab, to initiate or complete the statistics

or writing (or other needs) necessary for the project to be submitted for publication. Authors will retain some form of authorship if a minimum contribution has been made. However, order of authorship, inclusion of new authors, journal destination(s), and other discretionary decisions necessary for publication will, after that 2 year period, be at my discretion. If a draft is provided *within 2 years*, and I send the draft back for further revision or needs, the student will have 1 year (365 days) to get a final draft back to me. Further, if after this 365 day (1 year) period the student or collaborator is no longer able to work on the project, or becomes unreachable or unavailable, ONCE AGAIN: order of authorship, inclusion of new authors, journal destination(s), and other discretionary decisions necessary for publication will be at my discretion.

At *no time* should a student be the sole possessor of the final dataset, the physical copies of the data, or manuscript drafts of any project. Any project run within the confines of the lab must exist in at least 2 electronic copies, and at least one in my possession. ***All physical data is kept at the D3CClab, no exceptions.***

For graduate students only:

I am hoping that in the not-so-distant future, you and I will have enough data to start talking about write-up and authorship. Most frequently, authorship goes to the individual who has contributed the most to a particular project's outcome once the manuscript is about to be submitted. Very often a "first author" will be the one who came up with a study idea and followed it through, often acting as the "glue" that keeps the project together and moving forward.

Ideally, the first few projects we work on would be first authored by me. I say this situation is "ideal" because I have been through the research process, many times, from start to finish. Observing closely how a first authored project is undertaken step by step increases the odds of successful efforts on the part of graduate students and decreases the possibility of wasted time.

My belief is that authorship is earned at every stage, most especially first authorship. It is rarely appropriate for a first author to declare "enough work" has been done, and expect to remain as first author.

After a few projects, I would be thrilled if a project coming through the lab could be first authored by a student. Ideally this would be a project the student feels very strongly about and has great enthusiasm for. I am hoping several of these projects will result in first authored publications for you by the time you move on to your first post-graduate job.

Subsequent to your first year in post-grad work, graduate students are encouraged to take a 1 to 1 or 2 to 1 workload. This workload means that one project is a second-author or complementary project and one project is a first-authored or lead project. These proportions are not mandatory, but are suggested.

You are not guaranteed to receive authorship on a project they contribute to or discuss; as such contributions must warrant authorship as discussed above. Authorship is also contingent upon substantial contributions outside of regular lab meetings. Such contribution level means that a great idea pitched at the group – while valuable – does not necessarily warrant authorship, you must follow up on your own ideas.

Undergraduate Research Assistants (URAs)

Graduate Students and Undergraduate Research Assistants (URAs) are encouraged to contribute maximally to projects in which they are interested. All interested students will be involved at every level of research that is practical. However, it is extremely unlikely URA contributions will result in authorship credit. It is not impossible, just highly unlikely. This lack of authorship is not a reflection on valuable insights and contributions that URA's can make to the research. However, it takes years to understand and contribute to research literature and, as a consequence, it is highly unlikely that URA's will be ready to push the literature forward.

In the HIGHLY UNLIKELY case that an idea stemming from a URA warrants a research project, the URA will be given control of the project as a directed study or an honor's thesis.

Please sign below to indicate you have read and understand the above document:

STUDENT:

Full Name (printed): _____

Signature:_____ _____   Date: _____

HEAD OF THE LAB:

Full Name (printed): _____

Signature:_____ _____   Date: _____