Graduate Student Agreement for D3CC Lab

Lab requirements: Contributing to the lab can include a number of different functions. Under normal circumstances, a graduate student should be working 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, among other tasks.

I do not expect your free time (after hours, weekends) to be dedicated solely to the lab. However, TA work, coursework, departmental requirements, and research associated with our lab all must come before embarking on research of your own.

Initial opportunities: I have a series of unfinished projects that need additional help, with which comes 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 for kindness and empathy, I am a *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, methods, timely academic pursuits, must be rigorously pursued. Very often, you may feel as though I am "pushing too hard" or "unfairly harsh." These responses are normal. I hold myself to high standards and I do the same for all my students, especially those in whom 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. That said, I always welcome feedback.

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 $200 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. 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 OR romantically (or both) 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). Hostile work environments get created by unwanted advances, inappropriate comments, and even mutual romantic interest that just ends badly. If two individuals in the lab become interested in each other, just see me as soon as you can. We will find a way to preserve credit, authorship, and future potential, but we will need to find placement for one of the two of you. It is a big hassle, so if you do fall in love, congrats, but we will have to make some changes. **That said I encourage people in the lab to hang out, be friends, and spend time getting to know each other.**

Meeting minutes

I prefer meetings to be audio recorded or to have a note-taker. If someone is uncomfortable with audio recording, please let me know and we will designate a note-taker.

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.

Ideally, authorship is something to be discussed at the early stages of a project and agreed upon by all. 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 it without permission! If someone wants to "run with" an idea, all will be invited to participate. That said, authorship is based on work, not on simply firing off ideas. That said, 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 and 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.

Authorship typically goes to the individual who has contributed the most to a particular project's outcome once the manuscript is about to be submitted. 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.

The first few projects we work on will likely be first authored by someone else, but this is not always the case. My belief is that authorship is earned at every stage, 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.

Over time, you should transition into developing your own path, and become the first author on most projects. 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.

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 D3CC Lab 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 D3CC Lab, to complete whatever work is left for publication. This work may include new work, revisions, or adding new authors. This policy is to prevent people from disappearing with data or projects. If we are in touch, we can always amend dates.

Regardless, authors will retain authorship. In the case of doctoral dissertations, the student will always retain *first* authorship. However, all other aspects (e.g., 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.

Data, analyses, syntax, drafts, methods, etc. collected with lab resources **must** be duplicated in a lab hard drive or server. It is too risky for one person to be the sole possessor; I am included in this.

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 not common for many URA contributions to result in authorship credit. It is possible, just 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. Please do not promise URAs authorship without checking with me.

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: _____