

Research Assistant Agreement for D3CC Lab

Welcome to the D3CC Lab! We hope your research journey with us will be rewarding and powerful.

I hope you will be able to spend 8 hours a week on the lab. Naturally, exceptions can be made, but I find less than this and students are less involved than is beneficial. Tasks may include, but are not limited to: Entering data, running participants, organizing other volunteers, making a schedule, writing papers, reviewing literature, cleaning databases, running statistics, recruiting subjects, and other tasks that are not listed but may come up. I need someone I can rely on for these things. Always talk to me if the workload is too much or too little.

For the first semester of lab participation, you are most likely going to be placed on data entry tasks. These data entry tasks will require spreadsheet entry, data coding data, content analysis, or other types of coding. The most critical things for a research assistant (RA) to possess are: ***Punctuality, organization, following directions***, and ***enthusiasm***. You have been selected because you possess those features!

Expectations

- **Attending meetings:** All lab personnel are required to attend our lab meetings. Naturally, exceptions can be made, but it makes it difficult if you cannot attend.
- **Punctuality:** If you are running a study for which there is minimal setup, you are required to arrive at the lab a minimum of **10 minutes** prior to the scheduled subject (more time may be necessary, depending on the study). Arriving with less than 10 minutes to spare (or failing to arrive for a scheduled participant) will hurt our study. I understand that things happen once or twice, but if it happens more than that, I may have to remove you from the study.
- **Adhering to protocol:** I strongly encourage you to voice your opinion in all aspects of our lab procedures. However, once we have gone live with a study, **NO CHANGES ARE PERMITTED**. You **CANNOT** ad lib, or run subjects without reading **VERBATIM** from the script.
- **Speaking up:** If there is something unusual, something that doesn't make sense, or something that can be improved, let us know!
- **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.

Benefits of lab participation

- Being in our lab means that you will be exposed to cutting edge research on the topics of our research.
- Being part of a thriving research group with a great culture, friendship, and intellectual connections.
- You will be trained in social science methodology, literature, statistics, and theory.
- You will gain skills and experience related to research.
- You will (unless you really screw up) receive a positive letter of recommendation from me.

Chain of command

My current graduate students are my seconds in command. Problems that arise should first be discussed with them. If adequate solutions cannot be reached, then these issues can be brought to me. They are to be *respected*. These students are experts in their areas and are the life-blood of the lab. Unless corrected by me, the graduate students' directions are to be followed at all times.

My advising style

Although interpersonally, I strive to maintain kindness and empathy, I am a *harsh critic*. I will not settle for anything less than your best. I hold myself to extremely high standards and I do the same for all my students, especially those in which I see great potential.

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 office for student misconduct.

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.**

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 or a table.

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.

General encouragement

Graduate Students and Undergraduate Research Assistants (RAs) 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 frequent that RA contributions will result in authorship. It is not impossible, just not frequent. This lack of authorship is not a reflection on valuable insights and contributions that RA’s can make to the research. However, it takes years to understand and contribute to research literature and, as a consequence, it is unlikely that RA’s will be ready to push the literature forward. It can happen, though, and I am not against it.

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: _____