

Being a researcher in the Personality, Perceptions, and Interpersonal Behavior (PPIB) Lab

As a researcher in the Personality, Perceptions, and Interpersonal Behavior Lab you will be expected to complete a variety of tasks that may change over the course of the semester. Your flexibility with those changes in your role is greatly appreciated. In the same way that I expect you to be flexible, you can expect that I too, will allow you considerable flexibility in this role. Please note however that I have specific expectations and requirements. Below you will find a list of those expectations.

Your Time

If you are a graduate student conducting research in PPIB your time commitment to research will be considerable. It will change from week to week and it is your responsibility to ensure that you are making weekly progress toward the completion of your research. Though it will not be explicitly stated very often, you are expected to be reading literature that helps you understand your research topic on a weekly basis. If you are not reading regularly and widely, this will dramatically affect your ability to be successful as a graduate student researcher.

If you are an undergraduate student enrolled in 3 credit hours of PSYC 4997 or 4998, you are expected to spend 7-10 hours per week working on lab related activities. It is one of your responsibilities to track your time and what you are doing during that time. You should share your "time sheet" with me or your graduate-student-in-charge once a month. Please track your hours and let me know if you are averaging far more or far less than the expectations.

If you are an undergraduate student who is volunteering, you are expected to spend 3-5 hours per week working on lab related activities. Because you are volunteering your time I will certainly work with you to make this a flexible and rewarding experience, but I must still require that you be on time for all scheduled activities. Please track your hours and let me know if you are averaging far more or far less than the expectations.

During your work each week you may be involved with running studies, data input or cleaning, data analysis or literature review. We will work with you during the first few weeks of class to develop individual works schedules. Much of the work in this lab will be on your own time, but there will be components that require you to have a more regular schedule. These work schedules are subject to change (see flexibility above ☺) and you will have considerable input in developing those schedules. Based on this, you are expected to resolve potential schedule conflicts, if they arise, in advance of the day(s) you are expected in the lab. In other words, you **MUST** show up if you are assigned to be in the lab or at a meeting. Similarly, you are expected to arrive on time for **all lab-related activities and meetings**. Furthermore, you are expected to be **early when you run a study**. If for some excused reason you are unable to complete your required hours per week of research work, you are expected to make up that time in other weeks during the semester.

If you contact me in advance, excused absences and late arrivals will be assigned for legitimate conflicts pending my discretion. Unexcused absences will be assigned for absences or late arrivals that lack merit and failure to follow the assigned schedule without justifiable explanation, pending my discretion. Absences due to circumstances beyond the student's control (e.g., extended illness, health-related problems, death in the family, etc.) are unique and will be handled individually based on my discretion. These absences and/or late arrivals will impact the grade you earn in your research course.

Running studies

As already mentioned, you will be involved in different research activities during the semester, such as preparation of materials, reading and reviewing articles, preparing documents for ethics approval, participant scheduling and testing, data entry; and so forth. Likely though, your primary research activity is data collection or data entry. Studies will primarily be run with UTC undergraduates in groups once or twice per week.

Undergraduate Participants. In most cases, studies will be conducted in CSOB. Students sign up to participate for these data collection sessions via SONA and occasionally via advertisement across campus. If you are running the study you are in charge of:

- ensuring at least 4 participants are signed up for the study 24 hours before the study
 - if fewer than 4 individuals sign up, cancel the session and email participants to encourage them to sign up for another session
- if 4+ individuals have signed up you will need to reminder emails the day before the study and the morning of the study
 - include in these emails that they should bring contact information (email preferred) for 4 friends/roommates/romantic partners and a parent/guardian
- check to make sure that all tablets are charged and you have backup hard copies in case technology fails.
 - leave yourself enough time to complete this task! It may be a good idea to check the materials after you've run a study and make any necessary copies at that time. as well as checking the tablets the day before and making sure they are charged.
- review the prep sheet as a guide for your data collection

COMMUNICATION: Please ensure that you keep an open line of communication with me, and your graduate-student-in-charge. This means keeping me apprised of an unforeseen events in data collection sessions, any late arrivals and any communication break downs that are happening within your team. I want to make your experience a pleasant, rewarding one, but I can't fix something if I don't know that it is 'broken'.

Use of the laboratory space

Laboratory space is made available to you by UTC and myself – please treat this space kindly. The lab is a communal space that many people use and it is your responsibility to keep the area tidy and clean. Please refrain from eating while using the computers. If you make a mess, clean it up. Put garbage in the receptacle in the hallway. When finished with study materials, return them to their place. Turn off the lights when you leave. Discard of loose papers or file them away. Do not use the walls or the computers for personal reminders. The primary purpose of the lab space is not for personal study. Please feel free to use it in that way but remember that members of the community and university administrators could visit the lab at any time. Additionally, remember that individuals currently running studies or entering data have priority for space usage. Please don't allow the space to embarrass me.

ALWAYS LOCK THE DOOR – EVEN IF YOU ARE JUST GOING TO THE BATHROOM.

Use of the internet and cell phones

The lab contains computers that have access to the internet. The primary purpose of the computers is data entry and participant surveys. You may use them to conduct other research or lab activities as long as no one needs them to complete data entry. Please remember these computers are for lab purposes and use them appropriately.

Data security and ethical conduct

One of the major responsibilities of any researcher is to ensure the safety and privacy of participants and the security and confidentiality of their data. Given this responsibility, you must complete the CITI ethics training before engaging with your first data collection session. Once you complete the training please forward the confirmation to me by email.

In addition, you need to ensure that all participant data is properly saved (in the right folder, with the right participant number) and that you confirm with your graduate-student-in-charge how the data is being backed-up to an appropriate external hard drive. If you are the graduate student please check that your data is being properly backed up on a weekly basis.

Recommendation letter policies

As your research supervisor I thoroughly understand that you are interested in being involved in research for several reasons. I hope that one of those reasons is because you want to learn if research is something that you see yourself doing in your future career! I understand that another reason is because you will want me to write a recommendation letter for graduate school applications (or perhaps be a reference for a job-application). I invite you to be part of the lab because I anticipate being able to write a positive recommendation letter for you. Please know however that I will be honest in these letters and that schools may ask questions that surprise you. Though it is expected that reference letter providers will comment on a student's oral and verbal communication skills, research abilities, conscientiousness and dedication to work, there are many other attributes that schools are interested in. For example, I am often asked to report on your ability to work within a team, your active listening skills, your punctuality and attendance, your attention to detail, your ability to work independently, your persistence with difficult tasks, your oral communication skills in informal settings and also how well you work with, communicate and delegate to others. Please try not to give me any reason to be anything but glowing in my recommendations of your work!

Finally, when you begin working in the lab you will complete a form outlining what you are hoping to have included in a recommendation letter. We will revisit your goals throughout your time in lab so you may see how you are progressing and if any goals need to be changed. This will ensure that we are both on the same page and there are no surprises.

Grading policies

For students enrolled in three credit hours you will be required to prepare a paper and/or presentation based on your work throughout the semester. This final work product will be further clarified on an individual basis. In addition to that final work product your final grade will be based on dependability, conscientiousness, and the quality of your interactions with the lab members and your research participants. The following guidelines will be used to determine your midterm and final grades:

A = no more than 2 excused absences; no unexcused absences; exceptional dependability and integrity, and a research paper/presentation of excellent quality

B = no more than 3 excused absences; 1 unexcused absence; adequate dependability and integrity, and a research paper/presentation of good quality

C = no more than 4 excused absences; 2 unexcused absences; marginal dependability and integrity, and a research paper/presentation of moderate quality

D and F = 5 or more excused absences; 3 or more unexcused absences; poor dependability and integrity, and a research paper/presentation of poor quality

I have read the policies, and I understand my responsibilities as a member of PPIB. I also understand the consequences if I do not meet these expectations.

Student name (print)

Student ID#

Student name (signature)

Date

COMPLETION OF CITI TRAINING?

YES date received _____ NO