



Research Assistant Agreement

Congratulations in joining the STIR Lab with Dr. Wisniewski. The purpose of this document is to make sure to set up clear expectations for your success. If you are unable to comply with this agreement for any reason, please let Dr. Wisniewski know immediately.

Student Responsibilities and Team Communication

- Undergraduate and Masters students are required to commit at least 10 hours a week to working on their research projects. Ph.D. students are required to commit at least 20 hours a week. Individual expectations will be set explicitly with Dr. Wisniewski.
- All students should have a mutually agreed upon course contract that serves as their expected goals and deliverables for the semester. Submit your work by the deadlines specified in your course contract. Use the templates/instructions provided to you for each deliverable. Finish your assigned work to 100% completion. This means that even if you are unsure of how to do it, try to do something. Do not leave blanks or holes in your submission.
- Attend weekly or bi-weekly meetings on-time and as scheduled. Give 48 hours' notice if you are unable to attend. Submit any deliverables due prior to the meeting.
- Check the Skype chat at least once a day on weekdays. This will be how Dr. Wisniewski and your research mentors will regularly converse with you.
- Always work from Dropbox. We will review your progress from your shared folder.
- Respond to emails or other correspondence from Dr. Wisniewski of your research mentors within 24 hours on weekdays.
- Planned vacations or absences must be sent in writing to Dr. Wisniewski and your research mentor two (2) weeks prior for approval.

Professionalism

- Treat research participants, teammates, and staff respectfully at all times. Sexual harassment or abuse of any kind will not be tolerated.
- Dress appropriately when interacting with research participants or promoting the lab:
 - Tops: Must not reveal bellies or backs. Necklines must be moderate to high. Tee shirts must have non-offensive graphics. Tops may not be see-through; sheer tops may be worn with a shirt underneath.
 - Bottoms: Shorts and skirts must not reveal buttocks.
 - General: Skin-tight clothing items are not acceptable. Clothing items must be clean.

Confidentiality

- Do not share the lab codes or passwords with anyone not authorized to have them.
- Do not leave the lab with any written or visual information pertaining research studies.
- Always keep research participant information confidential.
- Any discussion about study observations must take place in a confidential, secure location and must not mention any identifying information.

Intellectual Property and Publication Rights

The research team's goal is to publish peer-reviewed scholarly work. Therefore, the following represents the scenarios in which we will work together towards publication.

- The intellectual property of the research remains with its creator(s). In other words, if Dr. Wisniewski or your research mentors came up with the original idea for the research project, you cannot leave the lab and work on this idea on your own or with others outside of the lab. Similarly, you own your ideas, and no one can take them without permission.
- Dr. Wisniewski and your research mentor(s) helping shape the work will be included as co-authors on any manuscript submitted for publication. Dr. Wisniewski will be last author, and all other co-authorship will be determined by level of contribution.
- If you would like to be first author on this submission, that means: 1) you are responsible for writing approximately 80% of the original manuscript draft, and 2) you have to see revisions through to the point that the paper gets accepted for publication.
- If you do not wish to commit to the work above AND if significant revisions must be made to get the manuscript in publication-ready form, then by signing this document you give your permission to let the person who does the majority of this work take first authorship. You will be moved to a co-author with order determined by level of contribution.
- If you leave the research team before publication of the work, become unreachable, and/or made minimal contributions to the final research manuscript, you will not be included as a co-author. Instead, we may add your name to the acknowledgements.
- There are no circumstances in which you can refuse to let the research team move forward with publication of the work. We all have made a significant time commitment to your success, and we ask that you support the goals and success of our lab.

Research Assistants who fail to meet these requirements will receive a verbal warning. If issues persist, they will receive a written warning. Serious infractions that negatively impact the lab setting and/or data collection will result in an immediate written warning. If RAs continue to fail to meet these standards, they may be subject to dismissal.

_____ Student Signature _____ Date

_____ Student Printed Name

_____ Research Mentor Signature _____ Date

_____ Research Mentor Printed Name

_____ Research Mentor Signature _____ Date

_____ Research Mentor Printed Name

_____ Dr. Wisniewski Signature _____ Date