

MIND Lab Research Guidelines & Agreement

Welcome to the MIND Lab! I hope this will be a fun and rewarding experience for all of us. This document provides guidelines and agreements for students participating in the lab's interdisciplinary research activities. By participating in lab activities, you agree to adhere to these guidelines.

Purpose

The lab's primary purpose is to foster a supportive environment for learning, exploration, and hands-on research. Lab members will develop rigorous skills in modeling, computation, data analysis, scientific communication, and reproducible research.

General Guidelines

- **Safety First:** Handle all electrical and laboratory equipment safely and follow applicable institutional procedures.
- **Attendance:** Regular attendance during lab meetings is crucial. Inform Dr. Pu in advance if you cannot attend.
- **Collaboration:** Collaboration is encouraged, but ensure that you understand and can replicate results independently. Always credit collaborators in reports and presentations.
- **Back Up Your Work:** Maintain secure backups of your data, code, notes, and findings using approved cloud storage or external drives.
- **Take Notes:** Store meeting notes in the shared cloud workspace and document research progress in Overleaf or the lab's designated platform. Share the folder with Dr. Pu.

Data Handling and Management

- **Data Confidentiality:** Data provided by the lab or external sources must be treated as confidential when required. Do not share or distribute data without authorization.
- **Citation:** Credit the source of all data and properly reference public-domain datasets.
- **Data Integrity:** Do not manipulate or alter data in a way that misrepresents the information.
- **Reproducibility:** Organize code, version information, documentation, and analysis outputs so another lab member can reproduce the work.

Research Ethics

- **Academic Honesty:** Plagiarism will not be tolerated. All submitted work must be original, and external sources must be properly cited.
- **Objective Reporting:** Report findings objectively and without bias. Do not exaggerate or minimize results to fit a particular narrative.
- **Peer Review:** Respect feedback from peers and instructors. Constructive criticism is crucial for growth.
- **Responsible Research:** Complete any required training and follow institutional requirements for research involving human participants, animals, sensitive information, or controlled materials.

Project Submission

- **Deadlines:** Adhere to project submission deadlines. Extensions may be granted on a case-by-case basis.
- **Documentation:** Each project should include clear objectives, methods, data sources, findings, limitations, and conclusions.
- **Presentation:** Students may be required to present their findings. Presentations should be clear, concise, accurate, and well organized.

Authorship

I aspire for every student working in the lab to contribute to a scientific publication and/or presentation. The lab's co-authorship policy requires a substantial contribution to at least two (and frequently three) of the project stages below:

1. Initiated the project with an original idea (for example, drafted a proposal or secured funding).
2. Undertook major tasks, ran simulations or experiments, and managed data.
3. Analyzed data and interpreted findings to a degree that enables manuscript drafting.
4. Brought a manuscript, poster, or talk to its final, publishable state (for example, drafting, editing, or creating visuals).

To be considered for first authorship, a significant contribution to at least three stages is required, with particular emphasis on stage 4. If you aspire to be first author, discuss this with Dr. Pu at the project's inception. Authorship roles may be revised for incomplete projects. Minor or sectional contributions may merit acknowledgement rather than authorship.

Expectations & Time Management

Undergraduate Students

- Nine hours per week in research.
- At least three days per week to make adequate progress.
- Minimum two- to three-hour work blocks between 9:00 a.m. and 5:00 p.m.

Graduate Students

- Fifteen hours per week in research, excluding class and teaching-assistant time.
- Four to five days per week to make adequate progress.
- Minimum three- to five-hour work blocks between 9:00 a.m. and 5:00 p.m.

Cancellations: Things come up and schedules change. Be courteous of others' time, maintain scheduled meetings whenever possible, and provide adequate notice when rescheduling.

Meetings**Group Meetings**

We will meet as a group weekly to share results, updates, ideas, and pertinent literature. We will also engage in professional-development and team-building activities. For each meeting:

- Bring at least one item, such as results, data, code, or visuals, for discussion.
- Prepare at least one question.
- Reflect on the previous week's outcomes and plan for the week ahead, including needed adjustments.

In response, I promise to participate actively, provide feedback, and suggest potential new directions.

One-on-One Sessions

Every lab member is expected to schedule a regular weekly meeting with Dr. Pu. We will establish a routine meeting time, and additional sessions may be arranged as needed. Dr. Pu is available on campus Monday through Thursday and often on Fridays.

Ten Things That Take Zero Talent but Will Get You Far

- | | |
|---------------------------|----------------------|
| 1. Being on time | 6. Positive attitude |
| 2. Strong work ethic | 7. Passion |
| 3. Effort | 8. Being coachable |
| 4. Positive body language | 9. Doing extra |
| 5. Energy | 10. Being prepared |

Important Communication Reminder

Please respond to Dr. Pu's emails within 36 hours on workdays. Results may not always be ready by the desired time, but consistent accountability is crucial. Failure to respond within the specified time frame on more than three occasions may be noted in recommendation letters written on your behalf and could affect future job or graduate-school applications.

Questions

If you have questions about these or other topics, please ask. It is my job to explain expectations and help you succeed.

Agreement

By signing below, you acknowledge that you have read, understood, and agree to abide by the guidelines and stipulations in this document.

Student's Name (Printed)

Date

Student's Signature

These guidelines provide a foundation for a productive, rigorous, and respectful research environment. Best of luck in your research endeavors!