SCHEDULED ACTIVITIES

For each credit hour that you are enrolled for, you are expected to spend 3 hours per week in the lab. For each timeslot that you are scheduled for, it is important that you arrive 10 minutes early to set up your experiment.

It is also very critical that you show up for every timeslot for which you are scheduled. If a timeslot is scheduled and no experimenter arrives, this is a huge inconvenience for our potential subjects, and could result in serious consequences for the lab. However, if you have an emergency and must be late/miss your session, please call Sara’s cell phone so that other arrangements can be made.

In addition to your time working on your assigned research project(s), you will be required to attend a monthly lab meeting. During these lab meetings, we will critically discuss research articles and present updates to progress of ongoing research projects in the lab. You will be notified about the reading(s) for the upcoming lab meeting at least one week in advance, and you are expected to have read (carefully) the article prior to the lab meeting. This is a very important part of the research training in our lab - be sure to come to lab meetings prepare to ask questions and discuss the articles.

ATTENTION TO DETAIL

Our research depends on having each element of an experiment executed EXACTLY the same for each participant that we run. Therefore, it is important that all scripts are followed precisely every single time. Please do not ad lib or deviate from instructions.

It is also very important that you monitor participants while you are testing. There may be periods where participants are watching videos or taking a self-paced test. During this time, some participants may not be following instructions correctly. Be on the lookout for individuals who are behaving abnormally, and take note of them on the subject logs.

Finally, make sure that subjects are always run in the correct condition according to the subject log. Check and double check that programs are being run correctly. The same applies for any data entry tasks you may be asked to complete.

However...
BE HONEST
Mistakes certainly happen from time to time, and we must know about them to prevent future occurrences. Sometimes these errors are easy to correct, and sometimes they may mean we cannot use a participant’s data. These are much easier to deal with when we are aware of them. Please notify Sara as soon as possible about any mistakes. If you are uncomfortable doing so, please contact Dr. Chan, or even another lab member that can speak to one of us. There is really no reason to shy away from a mistake – everyone makes one occasionally. We are very understanding. Even if you are not sure if you have made a mistake, let me (Sara) know about it so we can double check just in case.

CONDUCT RESPONSIBLE & ETHICAL RESEARCH
This is covered in your NIH training, but please be courteous, punctual, and respectful. This applies to both the participants and your peers. Please treat each other courteously and carry yourself professionally in the lab.

Very occasionally, you might have a subject who is disrespectful and/or makes you feel uncomfortable. If this happens, please do not feel like you need to endure harassing or threatening treatment. A participant may be dismissed with credit if this is the case. If the situation is more serious, please call Campus Police at 515-294-4428. If any such situation ever arises, please contact me or Dr. Chan directly about the incident and we will take the appropriate measure.

MAKE THE MOST OF THIS EXPERIENCE
Working in a lab can be a great first step to launching your own graduate and research career. If you are interested, please don’t hesitate to contact Sara for additional duties in the lab (if you feel like you have mastered your assigned tasks), research articles, graduate school advice, or anything else that you feel will make this experience more rewarding. Dr. Chan is also available for these resources.

DISABILITY ACCOMMODATIONS
If you have a disability and require accommodations, please contact me early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Student Disability Resources (SDR) office, located on the main floor of the Student Services Building, Room 1076, 515-294-6624.

EVALUATIONS
If you are a student in Psychology 291x, you will receive an unsatisfactory/satisfactory grade. If you are a student in Psychology 491, you will receive a letter grade. A large part of your grade for the course depends on your commitment to your “job.” For this course, you are expected to fulfill all of your responsibilities and to do them reliably. Do not treat this as an opportunity for an easy “A.” Take your responsibilities seriously and professionally, and you will receive a fair evaluation for your effort. We will also actively try to monitor your progress and make sure that any mistakes will be corrected in a timely manner, so that you will have a chance to get the best possible grade. But make no mistake, your grade will be a reflection of your commitment to your lab duties.

ACADEMIC INTEGRITY
Plagiarism, cheating, and other forms of academic dishonesty are serious offenses. I will not tolerate any form of cheating; this policy applies to everything you do in the lab. We will not have exams for this course, but any forms of cheating will be taken seriously.