

## UNT S.TR.E.S.S. Lab Rules

### Research Ethics Training

- You must complete **one** of the following trainings and renew the training before expiration.
  - NIH Training: <https://phrp.nihtraining.com/users/login.php>
  - CITI Training: <http://about.citiprogram.org/en/homepage/>

### Attendance and Communication

- Attendance to lab meetings is **mandatory**, with the exception of occasionally having to miss meetings for an approved/justified reason. Persistent absences (without sufficient reason) will result in a warning and eventually departure from the lab.
- You are required to **check your UNT e-mail regularly** for updates and important information from the lab (important reminders, meeting information, etc.). Email is our primary form of communication, and we expect all lab personnel to respond to e-mails in a timely manner. This usually means responding to an e-mail **within 24 hours of having received it**, unless you have some good reason for not responding (e.g., out of town visiting family, attending an event, outside of the country, etc.).
- If anything is unclear to you, you are expected to ask senior lab personnel for clarification. **Lack of knowledge is never an excuse.** It is your responsibility to remain updated and make sure that you understand all instructions, procedures, and protocols.

### Hours

- You are expected to **commit to a minimum of 8 hours (undergraduate students) or 5 hours (graduate students)** to this research lab. This is beyond what you would do if you had a paid RA position (in particular reference to graduate students mentored by Dr. Contractor).
- I do not ask to keep track of hours, rather expect conscientiousness and commitment from the students.

### Other Student/RA Responsibilities

- Work with collaboratively set deadlines; timely completion of projects/papers is expected.
- Be involved with lab research projects and manuscripts.
- Authorship will be reflective of level of involvement.
- Support lab members.
- Voice any concerns/issues.

### Letters of Recommendation

- If you are interested in requesting a letter of recommendation from Dr. Contractor, you must have spent a minimum of 2 semesters in the lab, though at least one year is preferred.
- Requests for letters of recommendation should be made **2 to 4 weeks in advance.**