

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

As a mentor, I am extremely hands-on in my training, responsive to emails usually within 24 hours, and will turn around reviewed documents usually within a week. I do not believe in micro-managing and expect students to be self-motivated and conscientious.

Research Ethics Training

- You must complete the following training and renew the training before expiration.
 - CITI Training: <https://www.citiprogram.org>

Attendance and Communication

- Attendance to lab meetings is **mandatory**, with the exception of occasionally having to miss meetings for justifiable reasons, such as sickness, vacations, or scheduling conflicts.
- It is important 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 I ask that all lab personnel respond to e-mails **within 24 hours of having received them**, except in cases in which there is a justifiable reason for not responding (e.g., out of town visiting family, attending an event, etc.). Please do communicate to other lab members about your unavailability as well!!
- If anything is unclear to you, please ask senior lab personnel for clarification. It is important to remain updated and to make sure that you understand all instructions, procedures, and protocols in order to maintain good team work and complete projects/studies on time.

Hours and Schedules

- You are expected to **commit to a minimum of 8-10 hours (both undergraduate and graduate students)** to this research lab.
- If you are taking research credit hours, be mindful that **1 credit equates ~3 hours of research time**.
- I may ask you to keep track of time devoted to each project so that I am in the loop about your responsibilities/workload.
- Undergraduate students will schedule time to be in the lab; the hours will be decided contingent on the nature of on-going projects. Graduate students may also be asked to do so contingent on the nature of the projects.

Other Student/RA Responsibilities

- Work with collaboratively set deadlines and complete projects/papers in a timely manner.
- Be involved with lab research projects and manuscripts; paper 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**.