

## DIVERSE FAMILIES & SCHOOL READINESS RESEARCH LAB

### Student Research Code of Conduct

**Professor:** Dr. Coba ([scobaro2@uic.edu](mailto:scobaro2@uic.edu))

**Lab Coordinator:** Jasmine Brown ([jpbrown2@uic.edu](mailto:jpbrown2@uic.edu))

Welcome to the **Diverse Families & School Readiness Research Lab**. We are looking forward to working together as a team and providing you with important research experiences! Working as part of a team means working responsibly and professionally. Working responsibly and professionally will also ensure smooth functioning of the lab. Following these guidelines will be part of determining your final grade/pay:

#### Attendance and Punctuality

You are expected to come to monthly lab meetings, unless other arrangements have been made. If you are running late or if you are ill, you should immediately contact the lab coordinator.

#### Check Your Email Daily

The graduate research assistant will be sending emails with weekly assignments. Be sure to check your email frequently during the day. Professional email etiquette is expected. Because the majority of our communication will be via e-mail, a response within 24 hours is required (the sooner, the better). The schedule you provided lets us know when you're most available, and we will respect those times. Always cc Dr. Coba in all emails.

#### Weekly Activity Report

Everyone has a weekly worksheet in electronic form. Be sure to write down what tasks you have been assigned and what you have completed each day. Every Friday, please update the form to Box as the Graduate Lab Coordinator will review them each week.

#### Weekly Assignments/Tasks

Each student will be assigned specific assignments/tasks (some may overlap). It is your responsibility to ask for clarifying questions if something is unclear or confusing. Specific deadlines will be assigned, and it will be your responsibility to meet the given deadline. If you are unable to meet a deadline, please contact the lab coordinator and Dr. Coba right away to make other arrangements. Regardless of what time you decide to complete the task(s) at hand, we expect high quality and accurate work.

#### Team Work/Schedule

The lab schedule is used to help us check in with lab mates to find out what they are doing and share what you are working on. Frequently, work will overlap, and there must be communication between you and your lab mates to ensure that all work is being completed in a timely manner. Be sure to help each other out.

#### Confidentiality

All information that is observed during research activities cannot be shared outside of the lab. That includes information from transcripts, photos, tapes, and any written materials. You may not share any activities in the lab or information about any of the research or research participants on any social networking site, including Facebook, Twitter, AIM, GChat, LinkedIn, etc. It is your **ethical duty** to honor the privacy of the participants who work with us.

### Working from home

The majority of you will be working from home. Anytime you are working with electronic data, such as a transcript and you need to step away, always lock your computer. All of the files that are associated with the lab should **not** be saved to your personal laptop or drive but saved to Box (each of you have your own folder). Your laptop must be password protected. If you are working with a hard copy and are in public, do not leave the documents unattended. Always keep them with you at all times.

We hope your lab experience is both insightful and enriching. You will definitely be prepared for graduate or professional school, or a job.