

DIVISION OF COGNITIVE AND BEHAVIORAL NEUROSCIENCES
Department of Neurology
POLICIES AND PROCEDURES

The following policies apply to students, postdocs, research assistants and other personnel working in the Cognitive and Behavioral Neurosciences Laboratories, regardless of whether or not they are funded, and regardless of the source of funding.

Policies regarding the front office, library, and use of computers:

1. All new lab personnel and students must fill out a contact information sheet provided by the administrative assistant. Please also include a copy of your schedule with availabilities and your resume/CV if not already provided previously.
2. For all common supplies (folders, tape, staples, etc.) please use the items provided in the small cabinet in the front office. For all common supplies not found in the cabinet, please ask the administrative assistant to retrieve the supplies for you from the supply closet. For all supplies that need to be ordered or if the administrative assistant is not present please write your name, the supply, quantity, and reason for on the supply list posted on the bulletin board in the front office.
3. All articles for Dr. D. Shucard should be given to the administrative assistant first so that he or she can enter them into the End Note library. Please put a note on it with your name, so we know who it is from.
4. Keys are given to lab personnel and students with Dr. D. Shucard's or Dr. J. Shucard's approval and must be returned to the administrative assistant when you leave the Division.
5. Everyone is in charge of their own telephones and messages. When you leave your office, you must put your phone on voice mail and lock your office. Any messages received from other lab members will be noted and placed in the appropriate mail box. If you take a message for another lab person please note on the phone pad in the front office and place in the appropriate mail box.
6. If you change a toner, toners for the printers are in the front office closet. Please ask the administrative assistant for a printer toner. Make sure you put the old toner back in the box and stick the return label on top of the box and give it to the administrative assistant. If you take the second to last toner, let the administrative assistant know.
7. The copier/printer is only to be used for research/laboratory purposes. Please keep copying and paper usage to a minimum. **Double side** all copies whenever possible. This includes first drafts and research articles. **DO NOT use the copier for teaching or course work or personal use without permission.**
8. The journals in the conference room and laboratory are for everyone to read, but they may not leave the laboratory. Please return the journals to the correct box after reading them. Recent journals in the bookshelf should be returned to their appropriate place when you are finished with them.
9. No changes should be made in equipment/computer set up or office/laboratory furniture arrangements without approval by Drs. David or Janet Shucard.

10. Do not load or remove any software on any lab computers without the permission of Dr. David Shucard. Any questions regarding use of laboratory computers should be addressed to Dr. David Shucard. The computers in the conference room are for general laboratory use. Computer passwords are extremely confidential. If you need access to a computer please ask for the password.
11. Subject Money Requests: If we are paying subjects with cash, let Drs. David or Janet Shucard know a day or two in advance that a subject is scheduled and how much money is required. The subject must sign a receipt and the receipt should be given to the administrative assistant immediately after testing is completed.
12. If you need to borrow a book from Drs. David and Janet Shucard, you must first ask their permission, then let the administrative assistant know so they can sign out the book for you. Please do not go into or take anything from anyone's office without their permission.
13. End Note articles are available either in paper or PDF format. Paper articles are available in the conference room and laboratory and are arranged according to number. If you need an article please either make a copy or mark on the article sheet (located on the far wall of the conference room) your name, date of removal, and the article number. When you're done with the article, please put it back where it belongs. Articles in PDF format are available on CDs located in the library. Please return the CDs immediately after you have uploaded the article of choice. Only the Dell and Gateway computers in the computer lab and library are equipped with End Note for you to conduct literature searches on.
14. **Everybody is in charge of cleaning up their own mess, washing/drying/putting away their own dishes, cleaning the coffee pot, removing food from the refrigerator etc., on a daily basis. Please make an effort to keep your work space and laboratory space neat.**

General Policies

1. All students are expected to set their work hours with Drs. David and Janet Shucard. Generally, undergraduates work a minimum of 10-12 hrs/wk and graduate students a minimum of 20hrs/wk.
2. The work hours each week should be directed toward lab-related activities and research. Lab-related work conducted at home (manuscript writing, etc.,) is considered to be beyond the hours expected in the lab, unless approved by the lab directors (Drs. David and Janet Shucard).
3. All other activities, such as studying, email, teaching-related work, etc., may be conducted in the laboratory only after work hours have been met. Email or internet activities may not be conducted at times when computers are needed for research.
4. All laboratory personnel and students are required to attend lab.

5. Please dress appropriately for an academic setting (i.e. Business Casual).
Inappropriate Office Attire:
Sweat pants/wind pants, Sweatshirts, either front zipped pullovers, midriff-length or hoodies, Halter tops/string tops, Shorts, Miniskirts, Tank Tops/Casual T-shirts, Beach shoes or Flip Flop type sandals, Mesh or any other see through clothing, any type of clothing that is too revealing at the neckline/sleeve area or where the midriff area is exposed.
Patients come to D-6 for both research and clinical service and we want to reflect a professional environment. Please wear a lab coat for subject or patient testing.
6. Testing of subjects or patients or any other lab work in the lab during off hours may not be conducted without the permission of Dr. David Shucard.
7. Only lab personnel/students are allowed in the conference room/kitchen area of the lab. Patients, subjects, and anyone accompanying them must wait in the waiting room or hallway seating area. Patients and/or subjects should never be left unsupervised in the testing areas (neuropsychological testing rooms or ERP laboratory) without the permission of the supervising clinician or researcher.
8. Senior students are expected to help train new members of the laboratory.
9. During their dissertations, graduate students will be expected to perform other lab-related activities and help mentor newer graduate students, even though it is understood that the dissertation will take up the majority of their time.
10. All graduate students are expected to apply for extramural funding, such as the Mark Diamond grant, to support thesis projects by the end of their second year of training. Also, when presenting at conferences, graduate students are expected to apply for university departmental travel funds, Psychology Graduate Student Association (PGSA) funds, and Graduate Student Association (GSA) funds. Our laboratory will make every effort to help defray any additional travel expenses.
11. Students going to conferences are expected to attend at least 50% of the sessions in addition to their session.
12. Graduate students will be allowed to be absent from the laboratory for a total of 6 weeks a year, which includes vacation time, holidays, study time, and illness. Time off for vacations and studying must be approved by the laboratory directors, and by their project director, if they are working with someone on a specific project.

Training and Authorships

1. Initially new students and research assistants will go through basic training with respect to the fundamentals of amplifiers, electrode placements, filters, etc. They will also be assigned to several research projects to assist with various aspects of these projects. Once they have achieved a certain degree of competence they will be put in a more primary role (team leader) on a project. As team leader they will be able to carry a project to completion—from data acquisition, to data processing, reduction, analysis and write-up. Personally, we believe that it is essential that all graduate students, and

postdocs, have at least one project for which they have assumed primary responsibility prior to their dissertations (in case of grad students). In this way one achieves an appreciation for what it is like to conduct all aspects of a project, a perspective of how all of the parts fit, as well as competence with the methods and a sense of closure.

2. When a new lab project is initiated, the Division faculty have a lot of involvement in its development and initial data collection. Once all looks good, we typically step back and turn the day-to-day running of the study over to one of our highly skilled and competent research assistants, students or post docs.
3. Roles on projects will be determined by the laboratory directors and lab faculty based on the level of competence of the students.
4. Authorship policies on publications (including abstracts, manuscripts, chapters, etc.): Students and research assistants working on projects generally will be authors on any papers coming from that project if they make a significant contribution. A “significant contribution” is somewhat vague, but should include involvement in all aspects of the project, including the writing of the manuscript. Graduate students and post docs will generally not be first authors on projects unless they have assumed the most major role, which includes conceptualization, recruiting the subjects, data analysis, and writing a complete good draft. As they become more senior, it is hoped that they will assume more of a first author role. First authorship on an abstract does not necessarily mean first authorship on the manuscript. Research Assistants will receive similar treatment as graduate students.
5. In the case of dissertations that we direct, graduate students will be first author on major publications coming from the work unless otherwise agreed upon by the student and us. Dissertations carried out in this laboratory will always be under the direction of faculty member(s) of the Division.
6. In that all research done in this laboratory (including dissertations or Masters theses) is a product of this laboratory, using methodologies, laboratory resources, funds, etc., all published work and conference presentations will include the appropriate faculty members as authors and will also acknowledge the Division of Cognitive and Behavioral Neurosciences, Department of Neurology, etc. This policy must be understood and agreed on by all graduate students and post docs before beginning their projects. All projects done in this laboratory will acknowledge the laboratory and/or Department of Neurology first. Other departments will also be listed, as appropriate, but not first.
7. Regarding students doing a Masters thesis (or a prelim for the Clinical Psychology program), the student will be the sole author on the Master thesis (or prelim) only. For publication, the rules described above will hold. That is, the student, in only exceptional cases, will receive a first authorship largely because the project on which he or she is working has been conceptualized by the faculty, and is performed under our supervision.
8. Students doing a Masters thesis or dissertation are expected to write it up for publication. However, after one year following the completion of their degree, if no progress has been made to publish the work, the supervising faculty will assume this responsibility and take first authorship.

9. We strongly believe that authorships reflect significant contributions; they are not gifts of minor involvement on a project. Individuals on a paper should be familiar with the conceptual aspects and research findings of the paper regardless of where they are in the list of authors. We want to encourage all of you to try to write as much as possible. Writing will help get papers out and give you experience with scientific writing. The bottom line for your success in the laboratory is your productivity. Scientific publications will help bring in more extramural funding and will make a contribution to the field, as well as help to launch your careers.

Drs. David Shucard and Janet Shucard welcome you to the laboratory and look forward to enjoyable and productive times together.

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By signing this page, I am indicating that I have read and understand all of the Division of Cognitive and Behavioral Neurosciences Policies as per the August 2013 revision.

Your Name (type or print): _____

Your Signature: _____

Date: _____