Graduate Students Guidelines and Expectations

We have the following expectations for graduate students working in the Cognition and Neurodevelopmental Studies (CNS) Lab. While some are requirements, others are suggestions to increase the likelihood of success for our mentees. A successful mentor-mentee relationship reciprocally benefits both parties, as well as others working in the lab. We're also happy to share mentoring responsibilities with other faculty members for those students seeking to bridge across labs at ICD and adjacent units (e.g., Pediatrics, Psychology, Computer Science & Engineering, Neuroscience). Our overarching goal is to help you become a critically engaged and contributing member of our global society. Some trainees will progress into independent academic scientists and some trainees may select career paths alternative to academia. The expectations below apply to all trainees.

Communication: Open, honest, and timely communication is instrumental for success as a graduate student and as an academic scientist (or any number of careers that one might pursue). We expect trainees to communicate with us (J. Elison or M. Swanson; also include C. Burrows for clinical trainees) regularly regarding workload, deadlines, expectations, and any other topic that is immediately relevant to performance. Sometimes "life" interacts with performance, and while we don't need to know personal details, it is important for us to known when personal aspects of your life may impact the work we do in the lab. This knowledge also helps us support your overall wellbeing.

Professionalism: While graduate students are training in methods and theory and acquiring domain knowledge, you are also training to become a professional (one aspect inherent to an apprenticeship model). Be on time and prepared for meetings. Be considerate of others' time – we are all busy. As a representative of our lab, we expect you to communicate with professionalism. For example, be aware of the tone and paralinguistic information you are communicating in emails. As a general rule of thumb, all of your professional correspondence should be conducted as if you are communicating with one of your mentors, whether you are emailing with undergraduate RAs, CNS staff members, or staff members in other labs or at other institutions. Of course, it is absolutely necessary that you communicate with research participants with the utmost professionalism/tact/decorum. Additionally, we video-record nearly every behavioral assessment and are moving toward a model of sharing all of these videos with the broader scientific community. So please be aware of your conduct and ensure your appearance and dress is appropriate to chase toddlers around the floor of our assessment space.

Work Ethic/Time Commitment: It is very difficult, if not impossible to achieve success in the field you've chosen by doing the minimum amount of work - and success in this context can be quite

broadly construed (i.e., getting a job, any job after graduation). Therefore, if you are struggling to commit the minimum of 20 hours a week to research activities in the lab (the minimum required by ICD for a research assistantship, whether funded by the lab or an internal/external award/fellowship) or in collaboration with other labs then we should determine whether being a graduate student in the CNS Lab is the best fit. We don't expect graduate students to contribute 50 hours a week, but we expect graduate students to put in more than the minimum effort/time. We conscientiously track engagement, which influences decisions regarding opportunities in the lab (e.g., authorship).

Presence: The lab directors are present in the lab and we expect graduate students to be present as well. Often times, presence facilitates effective communication (if we can run by your office with a question, or if you can swing by ours). We also expect graduate students working with us to be active members of the broader intellectual community. We expect to see ALL graduate students at ICD's weekly colloquium series, and at other colloquia on campus (e.g., MIDB, Center for Philosophy of Science, etc.).

Honesty/Integrity/Reliability: Our science depends on honesty and integrity. All lab members must ensure appropriate security of all participant information and follow regulations governing health information (HIPAA, see resources on UMN's HIPCO office). We have a zero-tolerance policy if it is determined that data have been tampered/manipulated in any way. Beyond dealing with data, our team is interconnected via nodes of communication and trust. If there is ever any doubt about one's reliability (e.g., to meet a family for an assessment, or missing meetings without prior warning), then again, CNS Lab leadership has the discretion to ask you to leave the CNS Lab.

Social Contract: The CNS Lab functions as well as we do because all of the members have each other's back. We're all contributing to CNS Lab efforts. You will be asked to contribute to CNS Lab papers/products/studies in a multitude of ways. We expect graduate students to engage in CNS lab studies' activities (e.g., participant recruitment outreach events, etc). Assisting in participant recruitment, data collection, and data cleaning helps the lab, and helps collect the data that you may use for your scholarly projects. Your contribution may or may not warrant authorship but will be recognized. In part, this expectation is about being a good lab citizen.

Respect: Respect your fellow lab members and know that they respect you too. Please speak up when you have suggestions, questions, or new ideas. Respect other lab members who have differing perspectives, beliefs, or values from you. This is the foundation of creating an environment of scientific creativity and innovation.

Productivity/Authorship: Producing is imperative for you and your career, but also benefits the lab, so there should be investment from everyone involved to generate products. We expect graduate students to leave their graduate training with a minimum of 3 first authored peer-reviewed publications. First authorship is something that is earned, is based on capacity/capability and engagement, and is determined by the lab directors (and generally includes a formal discussion about taking the lead on a project). Maintaining the leadership position on a project is determined by sufficient progress or engagement with the project, as determined by the lab directors. Do not expect, as a default, to be the first author on work conceptualized within the CNS Lab. To be an author, it is necessary, *but not sufficient*, to contribute to at least one of the following activities: initial research question and design, data collection, data analysis, figure/table creation, manuscript drafting/reviewing/revising.