Lee-Yaw Lab Graduate Student Expectations and Information

(With several points adapted from the Dalziel and Weir labs at SMU and others)

What I expect from you

- **Be respectful of others and be a good colleague**. Students are expected to treat their fellow students, instructors, supervisors, and our collaborators with respect. Being a good lab citizen includes cleaning up after yourself in the lab, lending your expertise to others (helping others learn lab techniques, sharing code, etc.), actively participating in lab discussions and providing peer feedback, doing your fair share of general lab duties, helping others with sampling/experimental take-down/setups, and contributing positively to the social dynamic of the lab
    - *Important note: I have a zero-tolerance policy for behaviours, statements, or conduct on or off campus that threatens the maintenance of a fair, supportive, and safe learning/work environment. This is especially true as it pertains to diversity, equity, and inclusion. Violation of this policy will result in dismissal from my lab.*

- **Work hard *and* productively.** Successfully completing an advanced degree requires at least 40 *productive* hours a week. I expect you to schedule regular time for research in addition to your other responsibilities as a graduate student. Graduate school is a job but is not a normal 9-5 job: There is some flexibility as to when and where you work but I generally expect to overlap with my students on campus between the hours of 10 am and 4 pm most weekdays. This ensures that you will be around to interact with fellow lab mates and myself. However, there will be times when you find yourself working well into the evening and/or weekends. Note: this does not mean I expect you to work all the time (downtime is important for our personal lives and to recharge); rather, I expect you to strive to conduct your research in a careful yet efficient manner.

- **Take charge of your learning and your project**. My goal is to help guide your learning. When you first start, I will provide some suggested reading to get you going. However, you are ultimately responsible for your own learning process. Graduate students are expected to find and read the primary literature related to their projects and interests, to network with other students and researchers who may have insight into their projects, and to work independently to learn any necessary lab procedures or statistical analyses required for their project. A successful graduate student will know more about their project than their supervisors when they defend!

- **Stay on top of your progress and degree requirements.** We will jointly develop a research plan and schedule at the start of your program. You are expected to monitor your progress in relation to this plan and communicate any issues that arise and detract from your ability to follow this plan. It is your job to read the Graduate Student Handbook and School of Graduate Studies Policies and Procedures (https://www.uleth.ca/graduate-studies/policies-procedures) and to ensure that you are meeting degree requirements (committee meetings, course requirements, timelines for submitting forms, etc).

- **Be a good communicator.** Students are expected to show up to scheduled meetings and to communicate with me regularly. It is important that any concerns that you may have are brought to my attention sooner than later. Keeping lines of communication open with other lab members is also critical, especially as it pertains to joint field and lab work. Communicate anticipated time away for vacation, fieldwork, or conferences well ahead of time.

- **General expectations pertaining to degree:**

    - MSc theses are expected to consist of two data chapters. In general, I expect students to submit at least one first-author publication from work completed in my lab before the end of their degree.
    - PhD theses are expected to consist of three data chapters. In general, I expect students to submit at least two first-author publications from work completed in my lab before the end of their degree.
    - All graduate students are expected to present results from their research at (at least) one national/international conference by the end of their degree. I encourage students to additionally present their work at internal and/or regional conferences once a year.
    - All data collected and scripts used in the course of conducting research in the Lee-Yaw lab must be organized and submitted to the lab Google Drive. Likewise, all samples collected/DNA extractions etc. must be logically organized and clearly labeled, with field and lab notebooks articulating dates, species, GPS coordinates of sampling locations, etc. I will not be able to sign off on your degree until all data, metadata, code, lab/field note books, and samples have been turned in.

- **Other expectations:**
    - Students are expected to actively pursue funding for research and for conference travel support
    - Students are expected to submit material in a timely manner for comments/evaluation by me and/or course instructors.
    - I expect to read any manuscripts or conference abstracts on which I am an author ahead of time and for students to address comments from me on manuscripts that are to be submitted for publication or sent to collaborators outside of the Lee-Yaw lab.
    - It is to the student's benefit to attend seminars, interact with other labs, etc.
    - Please alert me to any situations that arise that will prevent you from being present for an extended period of time.
    - Students are expected to exhibit independent judgement, academic rigor, and intellectual honesty.
    - Students must abide by all U of L policies laid out in the student handbook

What you can expect from me

- It is my duty to ensure students have a safe and respectful environment in which to work
- It is my duty to ensure that your project is manageable and appropriate in scope for your program and academic stage.

- It is my duty to help trouble-shoot major obstacles to progress, and to help students come up with back-up measures in the event of unforeseen circumstances that preclude the completion of a specific project.
- It is my duty to guide your learning. I do so by suggesting readings, introducing you to other researchers, and pointing you to specific resources relevant to your development as a scholar.
- It is my duty to ensure you have the materials and resources needed to complete your project.
- Students can expect honest and early feedback from me on their progress, especially when performance is not meeting expectations. Students can also expect regular updates as to my assessment of their progress, both in terms of research progress and overall training.
- Students can expect thorough and timely feedback from me on materials they submit as part of their research plan. I generally strive to comment on written material within a week. During busy teaching semesters, turnaround time may be a bit longer.
- Students can expect to meet with me individually for a minimum of 30 minutes each week, in addition to scheduled lab meetings. For weeks where I am off campus, we will reschedule meetings or students can expect to either meet with me via video-conferencing if they choose.
- Students can expect me to show up to meetings and be generally available for questions and discussion. I aim to respond to emails within 24 hours.
- Students can expect me to appropriately acknowledge their contributions to any publications or presentations

General lab policies

- **Diversity, Equity, and Inclusion:** Science benefits from people with diverse backgrounds, perspectives, and experiences. The Lee-Yaw lab is committed to a diverse, inclusive, and positive lab environment. We welcome students, collaborators, and allies from underserved and underrepresented groups and strive to:
    - celebrate our differences and use them to foster creativity and improve our science;
    - provide a safe and inclusive space for each member of our group regardless of age, gender, sexual orientation, background, ethnicity, physical or mental difference;
    - deconstruct stereotypes and promote science for all

- **Vacation and Holidays:** Time off is important. Generally, students take 1-2 weeks off at Christmas and 2 weeks off during the rest of the year (spread out as you wish). However, scheduling vacation time during or immediately before fieldwork, an experiment, or time-sensitive work is not appropriate. If you are responsible for live animals, it is your job to ensure that personnel are in place to ensure their continued and proper care while you are away. Please inform me ahead of time when you have three or more vacation days planned in a row (not including long weekends).

- **Authorship policy:** All authors on a scientific publication must have made a significant contribution to the specific design or ideas behind a study, data analysis, and/or writing. For example, according to the journal, *Evolution*: “Authorship of a paper carries with it responsibility as well as credit. All those whose names appear as authors should have played a significant role in designing or carrying out the research, writing the manuscript, or providing

extensive guidance to the execution of the project. They should be able to present and defend the work in a public forum." In general, if you are paid to do work and do not put in significant intellectual contributions, you would not be an author. Final say for authorship rests with the PI.

- **Best practices for open, reproducible science:** Students are expected to keep physical lab notebooks for all field and lab work. Pages should be numbered and dated. Lab notebooks should stay in the lab (not be taken home). Field notebooks should be photocopied, scanned, or photographed regularly. We strive for timely data deposition and open access following publication. All code should be annotated and final versions should be archived on the lab Google Drive as well as on GitHub. I will not be able to sign off on your degree until all data, metadata, code, lab/field note books, and samples have been turned in.

- **Data and unfinished work:** Data collected as part of research funded by the Lee-Yaw lab may be used by other students or the PI following completion of a student's degree. Students are not permitted to take samples or unpublished data with them to other labs without my written consent. Data funded by government grants ultimately belongs in the public domain and will be made publicly available at the time of journal publication. Some data collected during the course of research in the Lee-Yaw lab is considered sensitive (amphibian breeding locations) and must not be shared without filling out the appropriate data use agreement forms. Likewise, data that comes from other parties is not be shared without their knowledge and consent. Unfinished projects that show no sign of progress within three months of a student leaving the lab or moving on to other activities in the lab (i.e. abandoned projects) may be re-assigned to another student.