

Notebook Policy

Upon your involvement in research at the Department of Orthopaedic Surgery, you will be provided a notebook to aid in your work. Research or lab notebooks are an essential part of doing scientific research. The purpose of this notebook is to have an organized location for you to record and store notes and protocols about the research projects you are involved in through the department. This will help you to keep track of your work and allow you and others to review the steps taken during your analyses.

Expectations

This notebook:

- **should** be labeled with your name and contact information,
- **should** be brought to every meeting with Dr. Leary/Ms. Kyeong,
- **should** be legible and kept in good condition,
- **should** contain notes from meetings and a detailed account of the statistical analyses you perform,
- **should** be organized and detailed enough for someone else to read and understand what you did,
- **should not** contain notes for other courses or projects outside of the Department of Orthopaedic Surgery.

Security

All notebook holders should consider the sensitivity of the information that might be contained within the notebook in order to minimize dissemination of unauthorized information. Due to the sensitive nature of the data that you will be working with, the Department of Orthopaedic Surgery retains the right to confiscate this notebook anytime during or after your involvement with any affiliated research projects.

Printed name

Date

Signature