**Conducting an Audit/Probationary Periods**

*Audits:*

The purpose behind any audit is providing an objective independent examination of the internal workings of a system. Thus, the mentor conducting the audit should do their best to leave personal opinions and emotions out of the audit process. The individual conducting the audit is given the freedom to decide what specific questions to ask or topics to discuss, however, it is encouraged that the mentor remember the audit’s purpose of examining systematic procedures and progress of the individual being audited. Examples of questions and topics to be addressed in an audit are provided below:

* Is your project outline form completed?
* What empirical progress has been made on your immediate project in the last two weeks?
* How do you feel you have contributed to our lab this semester?
* What recent skills have you learned or started learning to help you become a better researcher?

*Probationary Period*

If the mentor conducting the audit feels that the individual in question has not met current lab expectations (see here *[link to lab expectations in lab handbook]*), they reserve the right, in conjunction with lab manager and faculty mentor approval, to initiate a probationary period for the lab member being audited. Probationary periods consist of weekly surveys (found [here](https://uvu.qualtrics.com/jfe/form/SV_1Imochkygu0qZqB)), analyzing current progress and work ethics of the lab member in question. If analyses of these surveys fail to meet reinstatement qualifications after three weeks of the probationary period, the lab member in question will lose their spot as a current lab member. Applications for disqualified lab members to become temporary aids must be approved by the lab’s faculty mentor.