



PUTNAM LAB

WELCOME TO THE PUTNAM LAB AT THE UNIVERSITY OF RHODE ISLAND

MISSION

The goal of our research group is to conduct research, provide educational opportunities, train participants, and communicate our science. This is a collaborative effort that requires team support. You are here because of the hard work and dedication of those that came before you and your hard work and dedication will assist others that will follow in your footsteps.

DOCUMENT PURPOSE

The purpose of this document is to communicate information regarding our research group. This document provides you with guidance on my expectations of you and what you can expect from me during your time in the lab. This document was prepared for a group of individuals with a wide variety of backgrounds and training. If you have questions and/or suggestions, please let me know.

PHILOSOPHY

My philosophy is based in open, transparent, rigorous scientific approaches in a collaborative setting. The lab is a team and will succeed or struggle in part due to our team efforts. We will work together in the field, in the lab, on code and manuscripts, on presentations and lectures, on cleaning and organization, etc... I expect a collaborative, constructive, and conscientious atmosphere.

Role(s) of the Mentor (Dr. Hollie Putnam)

My primary objective is to provide you with mentoring in scientific training and professional development while you contribute to the research and educational goals of the lab and advance your career.

- Technical support (statistical, logistical, and intellectual) for experiments and field-work (e.g., access to equipment supplies, protocols, training on techniques, writing, coding, etc...)
- Professional development and ongoing career support (e.g., professional networking, career discussions, outreach and engagement opportunities, etc...)
- Non-technical support aspects of career challenges and progress (e.g., identifying and directing you to resources for mental health)
- At least bi-weekly individual meetings to provide feedback
- Bi-weekly lab meetings
- Tiered mentoring opportunities (e.g., PI, postdocs, grad students, technicians, undergrads)
- I am supportive of you identifying opportunities to enhance your training and development as long they promote rather than detract from the primary purpose of the research group. We will need to discuss such opportunities before you embark on them.



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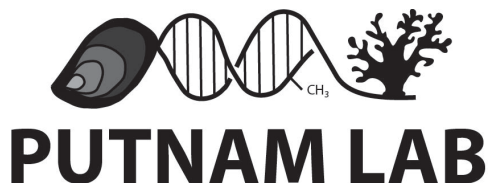
Expectations of Lab Members

- Postdoctoral Scholars will be expected to work 40hr per week and summarize progress at individual meetings
- Graduate students on research assistantships will be expected to dedicate 20hr per week towards the needs of the research project supporting their funding and 20hr per week towards their dissertations, and summarize progress at individual meetings
- Graduate students on teaching assistantships will be expected to dedicate 20hr per week towards the teaching that is supporting their funding and to dedicate 20hr per week towards their dissertations, and summarize progress at individual meetings
- I expect each lab member to maintain a written notebook that remains in the lab
- I expect each lab member to maintain of electronic, reproducible online notebook and code repositories
- I expect each lab member to present some aspect of your research project to the lab group at least twice in the semester
- Attendance at lab meetings
- Meeting agreed upon lab time commitments
- Communication and transparency
- Respectful, collaborative, and collegial interactions with lab members
- Lab safety training
- Following all rules for safe lab practices
- Academic integrity

COMMUNICATION

Collaboration and mentoring requires professional behavior in the workplace. I believe communicate is key to a good mentor - mentee relationship and to productive collaborations. I therefore support open lab notebooks, a lab message group, a shared lab calendar, frequent individual and group meetings, and the following:

- I expect a response to my e-mails in a timely manner (~1 day). Even if you do not have an answer to my question, send an acknowledgement that you received the email and estimated time that you might have an answer.
- Please use e-mail professionally. This includes both an opener (e.g., Dear Dr. X or Hello X) and a closing statement (e.g., Sincerely, cheers, etc). Be aware of when you are using BCC or "Reply to all" vs "Reply."
- **Please CC me on all lab and fiscal related emails.**
- Turn on your out-of-office automatic response if you are sick or on vacation and do not plan to respond to e-mail. If appropriate, when you use your out of office notification, please indicate who is covering and include their contact information in your automatic reply.
- Lab members will summarize take home points from meetings in a written email to mentor within 2 days of meetings
- Manuscript writing will take place in shared electronic documents (i.e., Google Docs)
- You can expect feedback from me in ~ 1week, unless I am traveling, or in the field with limited internet access.



EXPECTATIONS OF WORK HABITS

In addition to providing training, the Putnam Lab is responsible for maintaining a competitive research program whose progress will be monitored regularly and funded according to its productivity. Everyone's efforts are of paramount importance to our success. You are expected to spend your time performing lab related research and evaluating and discussing data in a professional manner. If you aren't busy, you may distract others. If you are away, your absence will be noticed. I believe in a positive, cohesive working environment.

- My core work hours are ~8:00 am to 5:00 pm. I prefer that your schedule overlap with mine as much as possible, because this increases opportunities for us to communicate as a group. I expect that individuals are present between most of the cores hours (field work and laboratory experiment days are an exception to this).
- If you are someone who likes to work at home, it is possible, but you need to demonstrate that you are getting work done. Please talk to me about such a schedule.
- I may send you emails at off-core work hours. I do not expect you to respond immediately, but I do expect you to respond within 1 day, unless extenuating circumstances prevent you from doing so.
- If I don't respond to an email, I am also available by phone in my office. Feel free to resend your email again if you haven't received a response in 2 days.
- Please feel free to stop by my office or find me in the lab. Feel free to knock if my office door is not open. I will be responsive unless I am on a conference call or in another meeting.
- We will have frequent meetings, but if you need to meet with me at an additional time please ask.

CODE OF CONDUCT

The URI code of conduct (<https://web.uri.edu/studentconduct/>) is to be adhered to at all times and applies to university classrooms, university labs, field sites, conferences, outreach locations, etc. This code of conduct applies to all students, faculty, and staff associated with our lab.

Responsible Employee Expectations

"All "Responsible Employees" are obligated to report all actual, suspected or alleged incidents of sexual harassment and sexual violence that are reported to them, or that they become aware of, to the Office of Affirmative Action/Title IX Coordinator (when the alleged perpetrator is an employee) or the Office of Student Life (when the alleged perpetrator is a student)." <https://web.uri.edu/womenscenter/know-your-title-ix/>

I am a Responsible Employee and cannot keep your reports to me confidential. I am required to report to the URI Office of Affirmative Action/Title IX Coordinator. You have resources for confidential reporting at URI including the following:

<https://web.uri.edu/womenscenter/>

<https://web.uri.edu/counseling/>

<https://web.uri.edu/womenscenter/interpersonal-violence-on-campus/>

If hired as a TA or RA, you are also considered a Responsible Employee.



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Here I have listed an additional general code of conduct for the lab.

Expected Behavior includes, but is not limited to:

- Treat all participants, visitors, staff, students, faculty, collaborators, and vendors with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Be mindful of your surroundings and of your fellow participants.
- While in the field, maintain professional dress.
- Treat the physical and biological environment, including office, research facility buildings, labs, equipment, and furniture with care and respect.
- Contact me first about the use of any equipment in labs other than our own
- Never loan equipment or supplies without my approval
- Be ready to respond to potential emergencies by holding a current First Aid and CPR/AED certification.

Unacceptable Behavior includes but is not limited to:

- Harassment, intimidation or discrimination in any form.
- Physical or verbal abuse of any participants, visitors, staff, students, faculty, vendors, or lab guests.
- Verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, etc.
- Unwanted physical contact.
- Inappropriate use of nudity and/or sexual images.
- Threatening or stalking any participants, visitors, staff, students, faculty, vendors, or other field station guests.
- Plagiarism or any form of academic dishonesty.
- Additionally, all students are expected to follow the URI code of conduct
- Negative reports on your student conduct record are grounds for removal from the Lab group.

All individuals deserve respect. I support an environment where individuals feel able to perform their work activities to the best of their abilities. If you ever feel that there has been disrespect directed at you, please talk to me.

- Your signature indicates that you have read these expectations and agree to abide by them.
- Lab member signature

Lab member name

PI signature

Date