

# Group Info

1. Group name: AS<sup>2</sup>Guard (Autonomous & Smart Systems Guard) Research Group
  - When writing it out:
    - Top-1 choice: “AS<sup>2</sup>Guard”
    - Top-2 choice: if top-1 is not possible and “^” is allowed, then “AS^2Guard”
    - Top-3 choice: if top-2 is not possible, then just “ASGuard”
    - **\*Avoid\***
      - “AS2GUARD” and “ASSGUARD”: too much implication of “ass” ;)



# Group Policy


## Basic Group Behavior Norms

1. Be **hard-working**
  - a. I don't believe I need to put any explanation/motivation for this one. This is for your own good (both future career and life).
2. **Never miss a given deadline**
  - a. If you really cannot make the deadline, you should **still submit your best-effort progress before the deadline**, and politely **ask for an extension** so that you can finish a better version. When asking for such an extension, you need to explain your situation in detail and give **the shortest possible estimation of time** for finishing it.
3. When receiving task assignments, please **confirm the receipt and agreement of your corresponding tasks and deadlines as soon as you see it**
  - a. If you have questions or concerns regarding the tasks and/or their deadlines, please let the task sender know ASAP (**privately** if those are specific to your situation); otherwise, if you agree with them, you should confirm ASAP. This is **basic work ethics**.
4. Be **responsible/reliable** for what you say and what you do
  - a. If you promised something, you should never fail to deliver it.
  - b. If you promised to do something, you should make sure that you really understand what you need to do and you can do it successfully. If you do not fully understand what to do or how to do it, just keep asking until you fully understand
5. Be **responsive** to what other people say, especially questions.
  - a. In other words, if someone said something or asked some questions, it is the best if you can say something in response in time, instead of remaining silent.
6. Be **on time**, or fully respectfully for each other's time
  - a. For example, for each meeting, please **be on time** to respect each other's time. If you will be late or cannot make it, you must **let others know beforehand**, e.g., via email or Slack, **with a rough estimate of when you will make it**. This is basic social conduct.
7. Be a **team player**, instead of behaving like you only care about your own research
  - a. **Concretely show care and willingness to help others in the group**, for both research and life
    - i. This is also part of the motivations for the [group-level Work-in-the-Lab advocate](#) since it can clearly help facilitate group member interactions and collaborations
  - b. Doing this can also directly benefit your own research:

- i. First, when helping others, you can gain experience in thinking and solving different problems, which can generally broaden your knowledge and research experience
- ii. Second, since you helped others, others are more willing to help you when you get stuck --- this will directly accelerate your own research progress

**Why I strongly suggest you try your best to follow these behavior norms above?**

- Well, you should know that besides helping with your research projects, I am also **responsible for observing your behavioral professionalism**, which is also an essential part of my future recommendation letters for you (e.g., for fellowships/scholarships, internship, full-time, green card, etc.). **What's written above are all desired/required behaviors for any working environment**, no matter in academia or industry.
- Thus, if you are actively trying to do so, I will **make sure to speak highly of you there without sparing** (my concrete personal observations of you there can also serve as the strongest evidence).
- On the other hand, if you repeatedly have trouble in doing so, especially after I have clearly pointed out that to you, I may **have to put that highlighted in the letters** since that seems to be becoming a common pattern of you and I need to be responsible for my recommendations

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3. **Regarding working hours:** All Ph.D. students should plan to fully dedicate **at least the regular working hours, e.g., 10AM - 6PM from Monday to Friday**, to research
- a. As with the Work-in-the-Lab advocate above, this mean that we should be able to **see you at office regularly at least in such time periods** so that the group members can always easily find each other to meet, discuss, and collaborate on research projects and ideas.
  - b. How about **nights and weekends**?
    - i. Personally, I am not aware of any successful PhD student who has never worked during nights and weekends
      - 1. Some reported to work 100+ hours per week before deadlines
    - ii. From [Yigong Shi](#): “I think the most important thing is the working time in the laboratory. Today, a successful young scientist has **an average of about 60 hours per week** devoted to research in the laboratory.”
    - iii. So, if you find yourself rarely working at nights and weekends, something might be wrong...
      - 1. Again, as with the Work-in-the-Lab advocate above, if you think there is anything the group can do to make your hard-working at nights and weekends more convenient and enjoyable, please do let me know!

## Email/Slack

1. Slack and email are the two main communication channels for our group, **so please be as responsive and timely as possible in BOTH Slack and email.**
  - Recommendation: Normally, they should **all be responded ASAP, i.e., in < 1 hour**. The longest delay should **NOT exceed > 24 hours** (this can only happen very occasionally when you are super busy, but should not be regularly).
    - Violations of these can be viewed as a red flag in your professionalism and work ethics, which can jeopardize your job security
2. When **deciding to use email or slack** to send a certain message, here is a guideline:
  - Slack: Use it **only for ad-hoc discussions and chats**
  - Email: More formal, use it for all important messages/information
    - Use email especially if involving a **document (e.g., DOC, PDF, PPT, etc.), even via a link**
      - This is because: (1) we are using the free version of Slack so documents will only be kept for a short time, and (2) usually the discussions/iterations of such documents will take a separate thread, so best to use email
3. Please **by default copy me in all your emails** that have connections with our group. When in doubt, please ask me before making any actions.
4. When you want to send an email to external people (i.e., anyone not in our group), **by default please send an email draft to me first**. This allows us to iterate on the email wording to ensure a good group-level image to outsiders.

## Holidays and Vacations

1. All training programs in the group (e.g., group meeting and hacking/debate training) will follow **the school calendar** (<https://reg.uci.edu/>), and thus will by default be skipped on academic/administrative holidays and school breaks.
  - This **does not apply to research project meetings**. In other words, research project meetings will by default be held during academic/administrative holidays and school breaks.

- i. If you (1) have travel plans that is in conflict with research project meetings and (2) could not reschedule the meeting to  $\pm 1$  weekday to that meeting date, the absent days will be counted towards the “research break” (described below).
- 2. PhD students in the group can ask for taking a “research break” for **1+x weeks in total** each academic year, where **x** is the number of 1st-author top-tier papers published by the student in our group.
  - Please let me know your travel plans **at least two weeks before your travel starts**
  - Carry-over is allowed for 2 consecutive academic years
  - MS/BS students: Such vacation length restriction does not apply to MS/BS students.
- 3.