



DyNaMiC/Balance Lab – new member contract

Welcome to the DyNaMiC/Balance Lab!

As a new member of the lab, you are joining a close-knit group of students dedicated to excellence in research in the areas of balance, mobility, neuroscience, aging, and brain injury. We are also committed to engaging in teamwork to facilitate accomplishing our goals as a lab and as individuals. This lab contract outlines my commitment to you and my expectations for all lab members to maintain this lab as a productive, safe, and collaborative environment that strives to produce high-quality science.

My commitment to you:

- **Guidance and support:** you are never alone in the scientific process. From day-to-day tasks, data collection sessions, and complex research challenges, experienced lab members are always here to assist you. Senior lab members will be your mentors. They will be there to give advice, training, and feedback on your activities in the lab.
- **Collaborative environment:** Our lab is small and thrives on teamwork. You will always work alongside someone, ensuring support and security. This collaborative environment allows you to support and be supported in lab activities, learn from your peers, and develop skills in interacting with others. Our collaborations also involve working closely with other labs. These broad collaborations provide additional learning opportunities.
- **Opportunity to develop hard and soft skills:** Participation in lab activities will help you develop both project-specific skills/knowledge (theoretical knowledge, hands-on operation) and professional (non-research related) competencies. These approaches recognize the diversity in learning styles, objectives, and ambitions of each lab member and allow for the development of skills essential for success inside and outside of the academic environment. These include proficiency in oral and written communication, critical appraisal, persuasive writing, teamwork, problem solving, and working in an equitable, diverse, and inclusive environment. Trainees choosing to not pursue a career in research will have established a set of professional capabilities that are transferable to any work environment.
- **Learning opportunities and resources:** Upon joining the lab, you will have access to the expertise, guidance, and support of other lab members, in addition to a compiled set of resources to support your learning. These include a database of relevant journal articles, poster and presentation templates, code, and links and information for conferences and scholarship opportunities.

- **Mentorship:** mentoring trainees is the best part of my job. Aside from teaching content and providing opportunities to develop lab experience, I am here to answer questions, connect you to others in the field, be a sounding board for your ideas, and provide guidance as best as possible.

I aim to help you achieve your goals. All guidelines in this document are to help me help you succeed.

Expectations from you:

1. Teamwork, integrity, and communication

- Your interactions with other lab members, research participants, other PIs, lab visitors, and peers will be respectful and professional. In alignment with York University's policies on student conduct, our lab provides an environment conducive to freedom of enquiry and expression where all members may learn, work, and live, free from prejudice, inequality and discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.
- Be aware that your interactions with others outside of the lab reflect your lab mates, Dr. Mochizuki, the School, and York University.
- Maintain open communication with Dr. Mochizuki. As a lab, we have weekly meetings to chat as a group. The primary purpose of these meetings is for all of us to update each other on what was accomplished the previous week and what the plans are for the upcoming week. These updates should include detailed summaries of your activities, data (figures or tables), upcoming presentations, etc. We also have 1-on-1 meetings as needed. Come prepared to communicate. If you need help, it is just an email or phone call away.
- Document everything. You will be required to complete daily logs of your activities and to use lab notebooks.
- Participate for the right reasons. The expectation is that you have decided to join this lab because you are excited and interested in the science that we do and wish to gain experience in this field. There may be instances in which trainees are involved in the lab for credit. If you are only interested in joining this lab for a grade on your transcript, you may wish to consider pursuing your interests in another lab.
- Book your lab time in the shared calendar. If you have access issues, ask a graduate student to book the time for you. The equipment and space are shared with at least 5 other labs. Booking your time is critical for ensuring everyone can conduct and complete their research.
- Never collect data alone: no partner = no collection. Partner up with another lab member to ensure safety and mutual support. We collect data on real people performing real tasks. There is a lot going on in a collection session – having an extra set of eyes/hands will ensure that you don't miss anything. Collecting data without a partner will result in termination of your project. You may also work with members from other labs to collect data with a partner.

2. Respect and care for lab resources

- Treat all lab equipment with extreme care. Equipment in the lab costs between \$5,000-\$100,000 and is shared with other labs. Damages impact the entire team and other labs. The time needed to repair or replace equipment delays everyone else's progress. Treat every single piece of equipment like it is your own.

- Keep the spaces clean and organized. If you find a mess, please tidy it up. Cleaning supplies (wipes, broom, vacuum) are in Rm2016. Garbage bins are in the hall.
- If you notice we are running out of supplies, take steps to restock or let someone know.
- Take pride in the space you use and the work you do.

3. Professional and Ethical Conduct

- Ensure all participant consent forms are properly filled in and stored after collections and delivered to Dr. Mochizuki each week.
- Ensure that lab spaces are not over-crowded and that participants are NEVER alone in lab spaces. Use waiting areas as needed.
- If you have a problem, propose a solution and actively seek help/support.
- If you are not comfortable with what you are doing and need help, call Dr. Mochizuki.

4. Quality Standards:

- Be familiar with all SOPs related to research activities in the lab.
- We aim for the highest quality in all research output. All work is expected to be publishable. Maintain professional standards in your work. If you have real-life issues to take care of, I support you to manage it. However, you are still required to maintain the standard of the quality of work and to complete tasks on time. The term, school year, and calendar year goes by quickly, so staying on track/on time is imperative for accomplishing your goals.
- As stated above, we do research on real people doing real things. Your lab mates are real people too. The best way to get the most out of your training experience is to be physically present in the lab. Interacting with others regularly will ensure that you are not missing out on important activities and peer-learning opportunities. I don't expect people to live in the lab, but I do expect that trainees will be physically in the lab for meetings, data collection, and data analysis.
- Take pride in what you do! We strive to focus on independent, high-quality work. As described above, the aim is for everything to be publishable. We also strive to have you acquire scholarships and win awards based on your science!
- Take notes, be an engaged and active learner and researcher in our lab.

Failure to adhere to these guidelines will necessitate a review of your continuing participation in the lab in consultation with the Program Director, regardless of level or progress to completion.

Next steps:

- By signing this contract, you acknowledge understanding and agreeing to the terms outlined, committing to contribute positively to our lab's culture and scientific progress.
- You will engage in a Training Module to help get you familiarized with fundamental concepts, equipment, and analyses that will ensure your success in the lab. You will have 3 weeks to complete the Module and complete a practical exam demonstrating the ability to perform simple lab procedures (which may or may not be related to your specific project). A grade >90% is required for a pass; a grade of 80-89% will allow you to retake the exam. You must achieve >90% on the second attempt. If you do not achieve at least 80% on the first attempt or 90% on the second attempt (if eligible), you will be asked to find another lab in which to train.

Congratulations on becoming a member of the DyNaMiC/Balance Lab! I look forward to working with you to achieve your research goals.

George Mochizuki, PhD
Principal Investigator, DyNaMiC/Balance Lab

ACKNOWLEDGEMENT

I accept the terms for joining the DyNaMic/Balance lab as described above.

Name (print)

Signature

Date