

THE RUVA APPLIED MEMORY LAB

LAB RULES

I want you to have an enjoyable experience as part of this lab and I want you to learn more about how research is actually conducted and how what we do in the lab has an impact on real-world problems. That being said, there are some important rules that need to be followed to ensure that participants are treated in an ethical manner, that other lab members are respected, that our research is methodologically sound, that only high quality data is collected, and data entry is accurate. Although I have never had to do this, you should be aware that failing to follow these rules can lead to your dismissal from the lab and to you earning a failing grade for your directed study.

I. General Duties and Responsibilities

- A. You are expected to attend lab meetings and to actively participate in these meetings. You are responsible for all of the articles on your reading list, which means you are expected to read each article and participate in the group discussion of each. Meeting dates are posted on the lab calendar which can be viewed from our webpage.
- B. You are expected to perform the lab duties requested of you in a prompt manner. Duties can include running participants, entering data, library research, content analyses, transcriptions, stimulus preparation or anything else that is integral to the running of the projects or to the lab as a whole.
- C. You are expected to be available for 9 hours per week every week. You are receiving course credit for your work in the lab and it is not acceptable for you to say that you can not put in those 9 hours because you are too busy with other school work.

II. Treatment of Participants

- A. People who participate in our experiments deserve to be treated with respect.
- B. You are expected to behave in a professional manner when conducting experiments. This includes being polite and courteous to participants and dressing in a professional manner.
- C. You have an obligation to show up on time when you are scheduled to run an experiment. Research assistants in my lab **MUST NOT** miss sessions they are scheduled to run. There will be severe consequences for research assistants who fail to show up when they are scheduled to run participants.
- D. You are expected to respect the rights of experimental participants. These rights include the right to refuse to participate if they so choose, the right to have their personal information kept confidential, their right to learn what the experiment was about (i.e. debriefing) as well as all of their other rights.
- E. You need to accurately take attendance before the beginning of each session to ensure that participants receive the credit that they deserve. You also need to accurately record the participant no shows and give these participants one negative point in ExperimenTrak.

III. Security

- A. Please keep all lab doors locked when the lab is not in use. Do not prop lab door open with objects while no one is in the lab. If you are the last person to leave the lab it is your responsibility to make sure it is secure and all equipment is turned off and stored in the appropriate location.

LAB RULES: CONTINUED

IV. Collection of Accurate Data

- A. The collection of accurate data is of the utmost importance. Keep in mind that I am an active researcher who publishes the lab's results in scientific journals. These journals are where the data you are collecting will ultimately appear. Therefore, it is important that the data we collect are accurate.
- B. It is important that you understand and follow the experimental procedures and scripts developed for your project verbatim.
- C. When entering data it is your responsibility to make sure you understand how to code and enter the data and that you do so with great care. Accuracy in scoring and entering data is **EXTREMELY IMPORTANT**.
- D. Keep the data for your personal project neatly organized in a labeled box. The box should be organized such that it would be easy for someone, years later to go to the box and find all the original materials and raw data. **ORGANIZATION IS VERY IMPORTANT**.

V. Respect for Other Lab Members

- A. You should immediately return lab keys after you use them (TAMPA ONLY).
- B. If you share a room with another lab team, you should coordinate the use of the room with them and put up room reservation sheets so that other people know when the room will be in use.

VI. Communication

- A. You are required to have an email account and to check it at least every other day for important messages (daily would be better). Email is among the most convenient ways for me to communicate with you. It is not an excuse to say you didn't know what was going on because you didn't check your email.
- B. Phone calls and emails in which you are asked a question or asked about scheduling times are to be responded to promptly. It is not good communication to leave emails or phone calls unreturned if those emails or phone calls request a response. Obviously there are some emails that don't call for any response. For example, a simple announcement doesn't require your response.
- D. If something goes wrong in a session, if a piece of equipment is broken, or if any other problems arise, it is your responsibility to bring it to the attention of Dr. Ruva. Do not assume that problems will take care of themselves. Dr. Ruva has given each of you her cell phone number and you should not be afraid to use it if you require her assistance while running participants or performing other lab duties. Please do not call Dr. Ruva's cell before 8:00 am or after 10:00 pm.
- E. If you have a question about something or are uncertain about something it is your responsibility to ask questions.

Note: These rules were amended from The Lampinen Lab Memories in the Making Web Site.