

Social Identity Lab Mentoring Agreement

Welcome to our research team! We are very excited to get to know you and support you both personally and professionally as an undergraduate researcher. This agreement will outline what I expect from undergraduates in my research group and what undergraduates can expect from me.

What I expect from undergraduate researchers:

1. Read background information and complete trainings. I expect that you will read and do your best to understand the information provided via email and on the SI lab's website. I also expect that you will bring any questions you have about the background information to our team meetings so that I and the other research team members can contribute to your learning.
2. Update me on your progress every week during our weekly meetings including 1) the projects/tasks you've been working on during the week, 2) any challenges you are facing with your work or questions you have, and 3) what you plan to work on the following week. I expect that you will check-in with me every week even if you don't feel that you have made substantial progress.
3. Attend our lab meetings. Our research lab gets together every week to discuss our individual progress on projects and to work collaboratively to troubleshoot any challenges we may be facing. Typically we will start with check-ins for the week, then discuss project goals and action items for the coming week. In the general lab meeting we will have one person present a project and get feedback each week. We will mostly meet in person, but let me know if you need to attend virtually some weeks at least one day in advance.
4. Check and respond to email every 48 hours. Email is our most effective way of communicating outside of individual meetings. Please do not ignore emails from the team. I expect all members of the team to respond to all emails in a professional manner.
5. Be organized. Pay close attention to our team's research protocols and procedures for collecting, processing, and archiving data. Record data using standardized research protocols as needed. Label data files according to our research protocol. Most of our data is collected online and stored in lab directories. Anonymized data will be shared with undergraduate RAs for use. It's important to keep our data secure, never share it outside the team and always duplicate files before making edits.
6. Communicate your work schedule and strive for consistency. The core research space in Guthrie is open 24/7 with key access for in-person work, but most lab work can be done virtually. To make progress on projects, I expect that students will work on my research team for at least two terms with 5-10 hours of work per week. Students should block out time each week to work on lab tasks and keep that time available. Your hours can be

flexible to whatever works best for your schedule! We do not ask that students do any work while there is a university break or holiday. If students wish to work over the summer that may be arranged.

7. Ask questions. Asking questions is an important part of the research process. There is no such thing as a silly question! You can always email me with questions while you are conducting your research. Other students or post-docs in the research team may also be available to answer your questions as they arise. It is always better to ask questions than it is to move forward without knowing the answers. Before you ask me a question try to do at least 15 minutes of troubleshooting on your own before asking for help.
8. Respect the research space and the people in it. Put things back in their assigned places when you are done using them. Again, don't be afraid to ask questions. Research equipment and other resources are very expensive and asking simple questions about how to use them could help keep them in good working condition. If something breaks, please let me know as soon as possible. I won't be angry – these things happen!
9. Communicate early and often about any personal or professional concerns you have about the research or research team. It is my hope that all students on my research team feel supported and included. Please let me know if there is anything we can do to better support you. You are welcome to attend regular lab meetings and departmental seminars if you are interested! We will do a final lab celebration at the end of most quarters to get together and talk about whatever is on your mind.
10. Let me know if your schedule is overwhelming or you need to step back from the lab. Life happens and it is totally okay to take a break for some time if needed, the research will always be there!
11. RAs can either work in the lab for 499 credit or as a volunteer, meaning you are not paid for your work as an RA. I will meet with you at the start of each quarter to go over your goals and individual plans for the lab.

What undergraduate researchers can expect of me:

1. I have an “open door” policy, meaning that you can always come by my office or set up a zoom meeting if you need help with anything. I am typically on campus Fridays every quarter, and available on zoom Monday-Thursday if you need anything!
2. I will provide background information (e.g., readings, protocols) on our research. If you have never used GoogleScholar or online library databases, I will show you how to navigate those sites to download primary literature. Students in the lab should become comfortable with the UW library databases and PsychInfo for literature searches.

3. I will respond to all your emails within 48 hours, unless I am sick or there is an emergency, in which case, I will do my best to communicate to the team that my responses may be delayed. I do not respond to emails over the weekend or on vacation so please plan accordingly.
4. I will advocate for you! If there are any challenges (personal or professional) that you are facing, I will do my best to empower you and/or help you resolve them. As a member of my research team, I care about you as an individual, not just as a researcher. I am here to write you letters of recommendation, help you present at conferences, and move towards your academic goals. I have outlined below some goals that I typically encourage students to pursue throughout their time in the lab.

Academic Conferences:

5. UW undergraduate research festival – Spring quarter - [link](#)
6. WPA convention – Spring quarter - [link](#)
7. SPSP annual conference – Winter quarter - [link](#)

Grants and Awards:

8. UW psych department awards – all year - [link](#)
9. NSF GRFP (if applying for grad school) – fall quarter - [link](#)

Technical skills:

10. Learn how to use Qualtrics (and other survey platforms) - [link](#)
11. Learn how to do an effective literature search – [UW librarian Diana Louden](#)
12. Learn the basics of R for data cleaning and wrangling – [link to intro course](#)
13. Learn how to effectively present research

Career (this is totally individual but I can help with any of these):

14. Applying to graduate school
15. Applying to post-bacc research positions