

The Hamilton Lab Guidelines Summary

What does it mean to be a Hamilton Lab member?

- **The Hamilton Lab is a team!**
 - To achieve our lab mission, it is critical for our teammates to treat each other with kindness and respect.
 - We work to lift each other up and offer help on any task, even if we are not explicitly involved in a project.
- **Respect one another—Diversity, Equity, and Inclusion**
 - The Hamilton Lab does not stand for any form of discrimination including racism, sexism, homophobia, transphobia, etc.
 - We are committed to creating an environment where everyone feels safe, supported, and respected.
 - Our focus is also on conducting and disseminating research that is inclusive and contributes to larger societal topics—please use your knowledge, experiences, and voice to help us achieve these goals.
- **Professional behavior is always expected**
 - When you are engaging in lab activities, you are representing The Hamilton Lab and our team, so please be mindful of your actions in a professional role.
 - Professional behavior can include arriving on time and engaging seriously with lab tasks.
- **Always have academic and scientific integrity**
 - The Hamilton Lab and Rutgers University are both committed to high standards of academic and scientific integrity.
 - It is never acceptable to engage in plagiarism, fabrication, or falsification of any kind and it will not be tolerated.
- **Respect our research subjects**
 - Participants are at the core of our research.
 - Respecting and protecting their privacy is of the utmost importance and you are never permitted to discuss research subjects with anyone outside of the Hamilton Lab—remember they are people, not just data points!
- **We recognize that you bring your whole self into the lab**
 - Life (and humans) are messy. We understand that everything is not always ‘fine’.
 - We know that world, societal, and personal events affect people differently, and we will always work to give you the space you need.
- **Take care of your mental and physical wellbeing:**
 - It’s important to be mindful and proactive in taking care of yourself.
 - The Lab is strongest when we all feel our best and can perform our best work.
- **COVID-19 Safety**
 - The safety of our lab members, participants, and community is extremely important and we will continue to use science-based information to guide our decisions to keep ourselves and others safe.
 - Masks will be required in shared spaces in the lab until further notice.

General Suggestions of What is Expected of You and What You Should Expect from Your Experience

- **Be proactive:** Ask for what you need! No one else knows what you need better than you. When you need help it is your job to communicate to the PI, grad students, lab coordinator, and/or undergrad RAs.
- **Ask questions:** Questions are expected! You will have lots of new experiences and tasks in The Hamilton Lab. That's the goal! However, this can often lead to a sense of anxiety or imposter syndrome (i.e., sense of doubting yourself, your abilities, and feeling like a fraud). For your own growth in the lab, please also be a problem solver to the best that you can, but do not suffer in silence if you are stuck.
- **Admit mistakes:** Everyone makes mistakes. This will happen. The most important thing you can do is to acknowledge your mistake to the key people involved, including the PI.
- **Give feedback:** The Hamilton lab is new and growing. It is important that we develop a community, and a big part of that is constantly learning from one another. Always remember that we respect and value your opinion and think of you as valuable assets to the lab team and work we are doing!
- **Have An Active and Engaging Research Experience**
 - Lab members will get what they put into the lab—we will support and mentor you, but it is up to you to be proactive and jump in.
 - Please reach out to us if you need more help or guidance to support you in your goals and professional development.
- **Participate in Individualized Opportunities**
 - Individuals will often work on different projects or tasks from others in the lab.
 - These activities depend on a number of factors such as availability of data, time spent in the lab, overlap with participants and the PI, as well as your unique interests and skillset.
- **You Have A Network of Support in Times of Crisis**
 - Since the Hamilton Lab works with adolescents around suicide, that means some of our participants will be at risk for suicide. You will receive training on what this means and what to do, but you will never be the sole person responsible for managing any of these safety concerns.