Northeastern University

Bouvé College *of* Health Sciences
School *of* Clinical and Rehabilitation Sciences

Language Acquisition and Brain Lab Policy

If you are reading this lab policy, congratulations! You have been selected as a candidate for a research position in the Language Acquisition and Brain Lab directed by Dr. Zhenghan Qi (QLAB). This policy outlines the responsibilities and expectations of Research Assistants (RAs) of the QLAB. In expressing the lab policy, we hope to ensure RA commitment, nurture individual interest, and maintain a supportive team environment that produces respected research.

Expectations from the QLAB:

Responsibilities

Routine Tasks

- RAs will be expected to complete routine research tasks ranging from maintaining the lab email accounts to backing up recorded data from participant sessions.

One-Time Tasks

- RAs may also be asked to complete one-time tasks ranging from editing audio files for stimuli to conducting a search and compiling solutions to improve pipelines or coding tasks in the lab.
- Such tasks will be intertwined with responsibilities such as administering online sessions and in-person participant visits. While routine and one-time tasks may seem removed from front-end research, these duties are essential to the success of our lab. Therefore, lab members are encouraged to remain flexible and seek value and understanding in all assigned responsibilities.

Administration

- RAs may also be trained to administer live sessions with participants. Training will include how to engage with parents, children, and adult participants to ensure both responsible research conduct and accurate representation of the QLAB and Northeastern University

Confidentiality

- It is essential for each lab member to conduct responsible research. This includes completing CITI Training, and giving careful detail to the handling of data and identifiable information
- **No lab data on personal computers**: Do not download data onto your personal computer. All data must be accessed and processed through lab computers. Use the #remote-access channel to communicate which computer you are using (either in person or remote).
- **Organize and clean up before you leave your shift**:
  - o Data is expected to be immediately backed up to the secure lab server after each data collection session by the same RA.
  - o Any data that is downloaded and updated locally using the lab computer should be uploaded to the secure lab server and deleted from the local computer (except for sylvian) before the end of the shift.

Communication

Responsiveness

- On the designated communication platform (e.g., Slack), RAs are expected to be online and responsive during confirmed shifts (In-Person or Remote).
- **Absences:** If you expect to miss your shift, you must give your direct supervisor 24hrs advance notice, with the expectation that you will make up your missed shift.

Task Updates

- At the beginning of each shift, check in at the semester channel (e.g. Fall 2022 Lab Shift) and notify the team and the direct supervisor about the tasks you will focus on.
- At the end of each shift, check out at the semester channel (e.g. Fall 2022 Lab Shift) and notify the team and the direct supervisor of the following:
  - what tasks were accomplished
  - what tasks are in progress
  - what tasks are left and require team attention

Schedule Commitment

Shifts

- Commit at least two, preferably three, 3-hour shifts per week during 9-5 M-F (Flex Shift – Upon Admin Request)
- Commit at least two consecutive semesters (e.g. Spring, Summer)
- Because we work with children, we will need volunteers for data collection sessions out of your regular shift hours (e.g., evenings and weekends). Your contribution during these sessions can be used to replace one or more regular shifts. These opportunities afford RAs to work directly with families and children and learn more about front-end aspects of the research.
- May be case by case, 90% of shifts should be during regular hours (9-5, M-F)

Lab Meetings

- Attend Weekly Lab Meetings
  - To ensure community among the team, lab members are expected to attend and engage in weekly lab meetings.
  - RAs will be expected to sign up for at least one 20-min presentation per semester.

What you can expect of the QLAB:

- A collegial, supportive, inspiring, and energetic environment.
- Intellectually stimulating science projects.
- Exposure to all aspects of research, as long as you are motivated.
- Excellent RAs may expect recommendation letters from PI and/or senior researchers in the lab.
- Potential paid positions or sponsorship for competitive, funded research projects in the summer.

Dismissal Policy:
Consistent No-Shows (Probation)
- If your shift is missed twice without advance notice or explanation, you will be put on probation.

Persistent Lack of Communication (Dismissal)
- If you persistently do not maintain communication with the team and/or direct supervisor (e.g., check-in/check-out, unexcused missed shifts), you will be dismissed from your RA position.

As expressed above, we hope to ensure RA commitment, and in doing so, foster a supportive environment that rewards the members internally and benefits the broader scientific community.

Once you have read through the lab policy, please contact the QLAB manager, Monique Montoute (m.montoute@northeastern.edu) to discuss your schedule.
Your signed agreement to this policy will be requested after a schedule is confirmed.

Thank you!
The QLAB Admin