

Expectations for undergraduate researchers working in the Hecht lab

- **Students can participate in research for credit, or for hourly pay.** We do not ask students to work for free. We appreciate your contributions to our lab!
- **We generally expect undergraduates to contribute an average of at least 6 of work per week in the lab, but you cannot exceed 14 hours per week,** unless this been discussed and agreed beforehand. The reason is that it takes time and bandwidth to supervise students in the lab, and it is difficult for students to get a substantial benefit from the research opportunity with less than 6 hours/week. This policy ensures that we are devoting our resources to the students who are most able to benefit from the experience. Please note, you cannot work more than 14 hours per week per Harvard's student employment regulations.
- **Undergraduates must report their weekly paid hours here:**
<https://docs.google.com/spreadsheets/d/1gwpkfzYi-UpqKKI4marH4VU2In5ZzU3jkXmMdfBb-Hg/edit?usp=sharing> This is a requirement of the HEB department, and it is not optional. If you are not working for pay, your research supervisor may arrange different ways for you to report your weekly efforts.
- **We expect undergraduates to honor their commitments.** This means showing up when you have said you would show up, staying for the amount of time you said you would stay, and being present and participating fully while you are working with us. Of course, we understand that sometimes unexpected things happen and plans have to change, but broken commitments and lateness should not be the norm.
- **Attending lab meetings is strongly recommended.** We have observed that undergraduates who regularly attend lab meetings tend to get the most out of their experience. You are invited to be a full member of our academic community.
- **We expect you to budget your time to accommodate this commitment.** Other things will come up during the semester, like exams and athletic events. We expect you to plan your lab work around these events, and to schedule your time commitments accordingly. Part of working in a lab includes practicing responsible time management. If you find yourself struggling to manage your lab commitments, please communicate with your supervisor in the lab (see below).
- **We expect clear communication while working in the lab.** If you know that you will be absent at any point, out of town, or busy with other commitments, we expect that you let your team know in advance. As a part of the team, we rely on you just like you rely on us, and to work effectively together we must have clear communication channels. This means responding to emails and Slack messages within 24-48 hours, providing at least 24 hours notice if you need to cancel a commitment, and generally making sure that the people you are working with are well-informed about what they can expect from you.

Professional Development:

- This might be your first job! Learning how to conduct yourself professionally is an important part of your education and success in this lab. This includes writing emails in a professional manner. Here is a quick, simple guide:
<https://www.grammarly.com/blog/emailing/professional-email-in-english/>