Self, Identity, & Relationships (SIR) Laboratory
UC Berkeley

GENERAL LAB POLICIES

The policies laid out in this document apply to all graduate students in the lab, broadly speaking. Most of the policies are relatively stable, with the exception of possible changes in funding availability that would require updates to policies related to the provision of resources.

AUTHORSHIP
- Authorship order is determined by the amount of contribution to the research itself as well as to the write-up, but in nearly all cases the first author is responsible for the first draft of the manuscript in question
- Authorship order should be discussed as early as possible in the process, and continuously throughout if new developments arise, so as to avoid misunderstandings or conflicts down the road
- The corresponding author is decided by joint decision by first author and MENTOR

FUNDING
- The most typical source of funding for graduate students in the lab is GSI during the academic year, with the possibility of one GSR semester from the MENTOR
- Academic year funding may also come from student fellowships and the Department Semester Fellowship
- The amount of summer funding is determined by the summer benchmark each year, and will be covered by resources from some combination of the Department and MENTOR
- Lab members are expected to look and apply for the NSF Graduate Research Fellowship, and any other fellowships they see fit—and will get the full support from the MENTOR in terms of letters of recommendation, commenting on draft proposals, etc.

TRAVEL
- In general, lab policy on personal travel is the following: (1) please let the MENTOR know at least a month in advance if you are to be out of town during the semester during the work week; (2) please inform the MENTOR of your summer travel and/or location plans by the start of May if possible
- Whether a student is a GSI or GSR, non-essential or work-related travel during the work week (and certainly during section days) is discouraged
- It would be useful to alert the MENTOR about professional travel plans during the academic year and summer
- Discuss with the MENTOR if you will not be in communication or have limited communication while traveling; the MENTOR will do the same

INDEPENDENCE
- Students are expected to grow in their independence over time, although seeking help in the form of feedback, editing, sounding board, etc. is always welcome
- Students may certainly collaborate with other members of the lab on independent research or research involving the MENTOR

- Solo projects are acceptable, though should be probably be initiated after completion of the Qualifying Exam
- When a student is supported off a MENTOR's grant, expectations regarding work on the funded project should be discussed and agreed upon by both student and MENTOR no later than the start date of the funding (discussion should include management of work on other projects)
- In accepting a GSR-ship, the commitment that is being made (at least in intention) is to see the project through to publication if the data warrant this

OTHER MENTORSHIP OPPORTUNITIES
- Generally speaking, it is encouraged for the student to seek out help and advice from any/all of the following: other SIR lab members, statistics experts, other faculty, students in other labs
- The MENTOR would like to be kept in the loop on e-mail and other communications with other mentors and collaborators

COLLABORATION
- Generally speaking, the MENTOR encourages the student in starting a collaboration with another professor or student/postdoc in the department, but should discuss the workload/time/career implications of doing so with the MENTOR
- The MENTOR does not expect to be involved in other collaborations, and does not expect authorship on any paper that the student writes with another professor ...

CONFERENCES/TALKS
- In general, the student is expected to attend meetings/conferences during their graduate career, but how frequently depends on the students' personal circumstances and goals, which should be discussed with the MENTOR
- Students can attend conferences even if they are not presenting.
- Costs of poster printing will not necessarily be covered by the MENTOR; the student should inquire with the MENTOR at the relevant time if there are available resources and should also seek out funding from the Department's small research-related fund pool
- Funding for travel costs (airfare, ground transportation, hotel, food) related to attending conferences and/or workshops will generally not be covered by the MENTOR, although the student can ask in case resources are available at the relevant time
- Conference registration fees will generally not be covered by the MENTOR, although the student can ask in case resources are available at the relevant time
- Society membership fees will not be covered by the MENTOR

CONFLICT RESOLUTION
- If conflict arises, the first step would be to seek a frank conversation with the MENTOR
- In case an outside perspective would be helpful, or mediation becomes necessary, the student may speak to the Head Graduate Advisor or another faculty member for help on this process
- Departmental recommendations in case the MENTOR and student cannot resolve their disagreement(s) are the following:

- The student is encouraged to reach out to the GSAO to document the issue in their student file. This documentation is to be kept confidential; it is only shared with the relevant parties below, on a need-to-know basis, with the student's consent.
- The GSAO will check with the student whether they wish to pursue the matter further. If the student wishes to do so, they (or the GSAO) can involve the head graduate advisor (the designated faculty member), who can arrange meetings with the student and/or mentor - depending on the student's preference - to discuss the issue at hand.
- If the disagreement persists, the matter will be brought to the attention of the Chair of the Department, unless the student prefers otherwise. The Chair will meet with the MENTOR and/or student, as appropriate.
- The student can contact the Ombuds Office at any point to discuss the matter with them, instead of or in addition to any of the parties above: https://sa.berkeley.edu/ombuds
- Each step will be documented by the GSAO so that it becomes part of the permanent record.

MISCELLANEOUS:
- SIR lab members are expected to attend lab meetings regularly, and present at least 1-2x a year in these meetings; they are also expected to alert the MENTOR if they cannot make a particular lab meeting
- SIR lab members are encouraged to attend organized lab events, but this is not required
- If a student wants to take on the mentoring of a honors thesis student, they should discuss this with the MENTOR (who would need to be the faculty sponsor) PRIOR to making any commitment to the undergraduate student