FUNCTIONAL MORPHOLOGY LAB RULES

1. **Schedule**
   - Lab hours are generally from **9:00am - 4:00pm**. Do not sign up to arrive outside of that time frame (come in by 3:45pm if you would like to stay later) unless we have discussed so beforehand.
   - Schedule your hours on the **Functional Morphology Lab Google Calendar** (ask me if you need to be invited via email to join the calendar).
     - If you are planning to use a lab computer workstation, please include "Computer 1" or "Computer 2" with your sign up. This ensures that multiple people do not show up to work on the same computer at the same time in the lab.
     - Schedule at least 48 hours in advance.
     - I will mark dates and times on the calendar when I will be out/out of town and will also note whether or not I have email access. Please check the schedule regularly and make sure you are not signed up for days or times when I won't be here.
     - I will also include the hours when I am teaching (so do not plan to arrive within that time frame).
     - If you need to reschedule your hours, please adjust the calendar as soon as possible. There are others that may wish to use a computer during the time you were originally scheduled for!

2. **Access**
   - Please come find me in my office for the lab key. If I've stepped out I will leave a note if it will be for longer than 5 minutes indicating where I am. If for some reason there's no note and I haven't returned within a reasonable wait time please text me.
   - Please do not go to administration to let you into the lab unless cleared by me.
   - If you leave the lab to go to the bathroom and no one else is in the lab, pull the door so that is almost completely shut behind you.
   - **If you leave the lab for the day and no one else is in the lab, shut the door behind you**! Please do so even if you think someone else will be coming to the lab soon, and whether or not I am here. *When in doubt, shut the door*!
   - If you'd like to come in to work on a weekend, let me know on Friday and you can "check out" the key for the weekend. Do not lose the key. If

the key is lost while it is checked out to you, you will be responsible for the fee ($$$) to have the door lock changed.

- o **If you see someone you don't recognize in the lab, or notice something suspicious, notify me immediately**.
- o Unauthorized personnel (your friends, classmates) are not permitted in the lab.

3. **Computers and workstations**
    - o Please do not download any programs on the computers without explicit permission from me. If there is a dialogue box indicating that software that needs to be installed, ask me first.
    - o You may use Google Chrome to check your email, listen to music, etc. but **under no circumstances should you open or browse applications, folders, or files on the computers that you have not been assigned to work with.**
    - o Pick up after yourself (papers, notes, water bottles)! Push in your chair! Leave the lab more clean and organized (or at least *as* clean and organized) as you found it.
    - o Please save and close all files, close all applications, and **shut down the computers when you are done.**
    - o The computers are connected to battery packs. Should there be a power outage you have approximately one hour of power – please save whatever you are working on, close all programs, and shut down the computer.
    - o **Do not eat at the computer stations**. All food should be eaten at the lunch table (see below).

4. **Data collection**
    - o If you are unsure about how to do something, please ask me for help. I'd rather spend 10 minutes to show you how to do something, then for you to do it incorrectly and have to re-do it later!
    - o Save your data regularly. Computers crash. Programs crash. You don't want to lose hours of work because you didn't think to click **control+S** at least once during your data collection.
    - o **You should have a protocol written for whatever you are doing.** A protocol ensures that someone can replicate what you are working on. It may also serve to help others in the future working on similar projects
        - i. Your protocol for whatever you are doing should be on the drive. If something happens to the computers, we don't want to lose all your hard work.

- o If you are working with image files, make sure everything is backed up onto the external hard drive to the folder you were assigned.
- o At the end of you work day, please upload your data worksheet (if saving data in excel) to the **Functional Morphology Lab Google Drive**.

5. Printer
- o There is a FML printer that scans and prints in B&W and color
- o I am happy to have provided this printer, but it is the shared responsibility of the lab members to provide ink and paper
- o ONLY lab members may print from the printer, and printed items should pertain to work in the lab
- o You MUST record how many pages and whether those pages were in B&W or in color
- o When supplies are needed, costs are tallied and divided among lab members depending on use

6. Food and Drink Policy
- o **Do not eat at the computer stations**. If you are working over lunch and wish eat, please sit at the large wooden conference table.
- o You may have a drink with you at the computer station IF the bottle has a sealable lid (and you close that lid between sips). Please keep your drink on the ground next to your seat.
- o You may use the microwave and fridge for your food and drink. But please clean up after yourself if something spills (or makes a mess in the microwave).
- o You are welcome to use the Keurig

7. Lab supplies + Chores
- o If you notice we need supplies (e.g., papertowels), please let me know and I will order it.
- o There is a chore calendar. Each semester we assign weeks for particular duties. Please record what weeks you have what duties and be sure to complete them
- o I will provide coffee when I can, but please consider chipping in a few bucks when you can to replenish our coffee supply

8. **Professionalism in the lab**
    - o Unless we have discussed a standing meeting, please email me for scheduling one-on-one meetings (even if we chat about it in person, please follow up with an email)
    - o Once a meeting time is confirmed, it is your responsibility to schedule that meeting on the shared FML calendar so neither of us forgets
    - o During the meeting you should be taking notes (written or electronic) about what we discussed and those notes should be emailed back to me within one working week
        - i. Those notes should include "action items" that detail what you are working on prior to our next meeting
        - ii. I keep a record of these notes and review them before our next meeting
        - iii. You may also be asked to complete an annual IDP that we will discuss at the beginning of each semester
    - o Be responsible! If you make a mistake, don't hide it, tell me and we will fix it.
    - o You may hold your office hours in the lab, but please keep it to fewer than 3 students per session. If you have a larger study group, please reserve a room from Megan to accommodate your meeting.
    - o If you are having problems with someone in the lab, please talk to them about it. If you are dissatisfied with the outcome, then talk to me about it.
    - o **Be nice. Be neat. Be considerate. Be courteous. Be productive!**

I have read and agree to abide by the rules and instructions set forth in this document to the best of my ability:

Name: _____

Date: _____

Signature: _____

Please email this signed rules and regulation form, along with the completed application form, to Gabrielle.Russo@stonybrook.edu. Please rename your attached file to "LastName_FirstName_FunctionalMorphologyRules_Signed".