

SEACR Lab Code of Conduct

Community Norms

1. Be respectful. We can (and will) disagree and will do so with respect for one another.
2. Speak from a personal perspective and acknowledge we have different experiences.
3. If you tend to not speak a lot, please move up into a role of saying more. If you tend to speak a lot, please move up into a role of listening more.
4. Embrace and encourage diversity, vulnerability, honest engagement, and growth.
5. Adopt a problem-solving mentality.
6. No one knows everything; together, we know a lot.
7. Create a supportive and non-judgmental space.
8. Encourage honest and authentic communication.
9. Be open-minded, make room to hear all ideas.
10. Practice self-awareness and patience.
11. Be positive and respectful when speaking of others.
12. Praise each other.
13. Credit the work of others continuously.
14. Don't allow the past to dictate the future and learn from history.
15. Validate feelings, but don't internalize negativity.
16. We purposefully amplify the voices of those who are under-represented in our field(s).

Adapted from the Southern California Academy of Sciences (2022).

Laboratory equipment use

Training

You must complete the required laboratory safety training required by Chapman University before beginning any laboratory work.

You must be trained by an authorized user before using a piece of equipment. Only Dr. Tanner and the lab manager are authorized users of all pieces of equipment. You must be re-trained if you have not used a piece of equipment in over a semester. If you don't remember how to use something, ask before you touch it! We are always happy to re-train you.

*Fill out this training sheet: **REDACTED***

Scheduling

No project inherently takes precedence over another. Priority is granted based on animal needs, funding constraints, and course conflicts. Whenever possible, projects will share equipment within the same time frame. Scheduling will be discussed over Slack in the #scheduling channel. You must include the equipment/space requirements, duration of use, and any special modifications you will use that will increase setup time for you or the person after you. Please

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also include an ideal time frame in which you will conduct this experiment, and any flexibility this might have. If there is a piece of equipment in high use, we will create a calendar for scheduling.

Guidelines for authorship

When possible, all researchers involved with a project in more than just conducting the experiment will receive authorship. Authorship order will depend on scores evaluated by the APA's [authorship determination scorecard](#). Dr. Tanner will be the last and corresponding author on most papers, unless there is no lead researcher for the writing phase, in which case she may be first author. Disputes may be discussed during group meetings if necessary. Authorship and author order must be discussed before experimentation begins but they can evolve over time.

Conflict resolution

We will strive to maintain honest and open communication so that issues do not evolve into major problems. **Always assume good intentions, be patient, and actively listen to avoid major problems.** However, there are situations that will arise that require formal conflict resolution. Here are the steps for resolving a conflict or issue (including accusations of harassment or bullying):

1. Depending on your comfort with the situation:
 - a. Have a conversation with the other party and discuss how they have made you feel. Have a solution ready that they can implement to resolve the conflict. Be ready to hear their feelings and modify your approach. For smaller issues, the conflict resolution should end here. Always follow up with Dr. Tanner if you feel it is necessary.
 - b. Have a conversation with Dr. Tanner (set up a meeting) and discuss the conflict and its impacts on your personal well-being and/or lab performance/morale. Respectfully detail the situation without name calling, and make sure to have a detailed account of the people involved/affected and the number of times you have experienced it and/or have tried to resolve it. Have a solution ready that can be implemented to resolve the conflict. Be open to changes.
2. You and Dr. Tanner will discuss whether college or university-level action is required. Here are some of the available resources we may draw upon:
 - a. Academic Integrity: <https://www.chapman.edu/academics/academic-integrity/index.aspx>
 - b. Dean of Students: <https://www.chapman.edu/students/dean-of-students/index.aspx>
 - c. Title IX Office: <https://www.chapman.edu/students/health-and-safety/title-ix/index.aspx>
 - d. P.E.E.R.: <https://www.chapman.edu/students/health-and-safety/peer/index.aspx>
 - e. Student Psychological Counseling Services: <https://www.chapman.edu/students/health-and-safety/psychological-counseling/index.aspx>

- f. Student Concern Intervention Team: <https://www.chapman.edu/students/health-and-safety/student-concern/index.aspx>
3. Last resort: the issue will be confidentially discussed with other faculty members in ES&P and Biology, with the consent of all parties, and we will reach a resolution that includes either one or many involved parties in the conflict being removed from the SEACR Lab and potentially not allowed to conduct further undergraduate research at Chapman.

Some suggestions that may resolve or absolve small conflicts:

- Communicate about what is bothering you and always offer a solution.
- Change working hours so they don't overlap with a person you have a hard time working with.
- For lab organization-related issues - always leave the lab how you found it and do not touch other people's stuff. Always label your materials with your initials and the date. If you are questioning something, send a Slack message before you change something!
- Respect others' boundaries and do not abuse our communication systems for personal reasons. Make sure all communication outside of the working environment is consensual.