**Eating Anxiety Treatment Lab Graduate Student Guidelines**

Science is a team effort and therefore I expect our lab to work together to produce top notch science and scientists (that’s you!). As such, you are asked to work to contribute to the lab (to produce science), as well as to work on developing your own independent line of research (to produce science and scientists). The following are the *guidelines* that follow from these principles. Please keep in mind that this document is a living document and will change along with the times and growth of the lab. Most important is to have a discussion with Cheri about what each of these mean for your personal training plan.

**Lab work, manuscripts, and grants**

1. You should complete 1-2 screenings/assessments (1-3 hours each) for lab research projects a week. If you don’t use time for assessments (i.e., there aren’t any) use your time for something else that contributes to the lab (e.g., helping with data analysis, organizing data). The rationale for this guideline is that each of you will use lab data during the course of your career (likely multiple times). Without your help in collecting data there is no data for you and/or future students to use.
2. You should carry a research client caseload of 1-2 clients at a time. This experience is great for learning how to be part of clinical research and get hours and a one-of-a- kind experience for internship and also beyond. This type of training will situate you to be a clinical psychologist with deep expertise in the treatment of eating disorders.
3. You should strive to work on at least one first author paper and one collaborative paper at all times. There will be exceptions to this guideline and each student should work with me to plan out what makes the most sense for your individual training trajectory. For example, during preliminary exam time and dissertation writing, those projects substitute for a first author paper. However, in general it is a helpful academic tip to have **one** of each of these types of papers in preparation.
4. You should submit 1-2 conference presentations a year. Again, work with me on what the right number of presentations is for your individual training trajectory.
5. By the end of your first year you should work towards **submission of** one first author manuscript for publication. There will be times that science goes more slowly and that is okay. The goal here is to have a product that is ready or almost ready for submission by the end of your first year (end of the summer of first year).
6. In proceeding years you should follow guideline 3, working on a first and co-author paper, with dissertation and preliminary paper considered as first author. Please decide with me at the beginning of each year what your goal is for publications matched to your career goals. If it works for you to have a set number to aim for over your graduate career also work with me to figure out this number. Having a set number works for some students and not for others. Keep in mind that this number may change because science is unpredictable, as is the world (hello global pandemic). As long as you are working hard (which you all are) you will get to where you need to go.
7. Discuss with Cheri your training goals for during and after graduate school. This discussion will change over time and will inform what your work looks like while in graduate school.
8. You should write an hour every other day. (this is really low-balling it) Schedule writing time into your calendar as you would a class or client.
9. Dissertation proposal and defenses should not be scheduled until I have approved your dissertation document. Expect to have several rounds of back and forth before reaching this point. Expect to dive deep into your dissertation data.
10. You should consider collecting your own data and/or writing your own grant once during your graduate career. Again, this should be discussed with Cheri and considered in the context of your training goals.
11. You should write a lab blog post once every 4-6 months. This type of writing is good practice for dissemination of science to the public.
12. Author order on manuscripts should be discussed at the beginning of manuscript preparation. If needed, we will use a manuscript scorecard to determine if authorship order is appropriate. If there is an author order change, it should be discussed in advance of the change by the first and/or senior author.
13. Conference and manuscript files need to be named as follows: FirstAuthorLastName.Conference.ShortTitleofSubmission.VersionDate (and then .Initials for who edited last)
14. When it’s time for you to leave the lab, make a plan for all projects you are still working on and run it by Cheri. Any project that is not complete and is from lab data (i.e., data that has been collected with Cheri as PI or external collaborator as PI) may be re-assigned to be headed by another lab member if there is not evidence of continued progress. The point of this is to move science forward and is a good reminder that the goal of each project is to get the science out there, not to hold ownership of projects. You will still remain a co-author assuming you have significantly contributed to the project.

**Teamwork and general principles on being a good lab citizen**

1. You should attend ALL lab meetings and meetings with Cheri ON TIME. Exceptions for attendance are sickness, death etc. and should be discussed in advance with Cheri.
2. Lab meetings should be attended in-person. If you are not able to be in-person please let Cheri know in advance (preferably more than 24 hours).
3. Meetings with Cheri are best used to explore new ideas, get help with questions on papers, learn data analysis etc. If you feel stuck, let Cheri know and we will work to get you unstuck. Use your time! Seriously, use your time!
4. Do not expect that Cheri will be available to meet outside of your time spot, especially not on short notice. Please use open hours to schedule any additional meetings. Please respect Cheri and everyone else’s time.
5. You should help supervise research assistants and be available to help them as needed. Take their questions seriously and try to help as much as you can.
6. If you have a paper or presentation with a deadline, it MUST be sent to Cheri at least two weeks before it is due. Three weeks is preferable.
7. If you have a grant with a deadline, I must see a rough draft of the grant AT LEAST one month before it is due.
8. If Cheri sends you an email, you need to respond within 24 hours. If you can’t answer the question yet, just tell her you need more time, but received the email. If the email is about a participant or client you need to respond ASAP.
9. Revision letters should be prioritized. If you have a paper that is closer to acceptance it should be prioritized over papers that are further away from publication.
10. Participation in writing group and/or paper chases is highly, highly suggested/required.
11. Manuscripts Cheri sends to you to work on (where she or a collaborator from outside the lab is first author), should be completed and sent back within one week.
12. Opportunities (manuscripts, talks etc) are decided upon based on three criteria a) fit with student training goals b) time availability/current work-load c) if other projects are still open.
13. Please finish projects, papers etc before taking on more. It is okay to say no.

**Other Policies**

1. If you have a conflict with a research assistant or other lab member, the best thing to do is talk to that person. If that still doesn’t work, then talk to Cheri. We will figure it out.
2. Feedback is meant to help you improve and learn. You can’t learn without feedback. It is not the same as criticism. Keep feedback constructive.
3. Communication is extremely important. If something was said (i.e., feedback) that made you feel uncomfortable, hurt etc., have a discussion with the person (including Cheri) that said it. Its highly possible it was a communication problem and if not, it should be worked out and not avoided.
4. In general you should plan to work in the lab, unless you are spending the day writing, in which case you can work from home if that is a more quiet environment. But you should be working/writing at home.
5. When you are trying to figure something out (i.e., how to do a new analysis, something in the literature), try and figure it out on your own first, then email or ask Cheri (or another grad student). The point of this is to help you learn how to find answers. By the time you are a third year you should be getting good at this.
6. **Prioritize.** **Don’t take on everything.** If you need help prioritizing what is important ask Cheri. It’s better to do a few things well, than a lot of things adequately. I cannot stress this point enough. You cannot do everything and that is okay.
7. By the time you leave the lab you should be capable in every aspect of research. That means you need to know how to do EVERY ASPECT of research, from the tiniest of details to the big-picture papers. That means you need to know how to do something (e.g., an IRB, run a participant, do a literature review) before you delegate it to someone else to do. Details are important. Learning everything is important (not just writing papers).
8. Grad school is your opportunity to learn. Think about what you want to learn and use your time well. It goes by fast and you will have very few future opportunities to get this type of training. However, remember, you are still in training, don’t expect to be at the level of a post-doc or professor yet.
9. Vacations should be taken during the summer and official school breaks. You get plenty of them! (This does not mean take a vacation every time there is a break!). You don’t need to ask before taking a vacation, but it’s courteous to let Cheri know as soon as you know. You also need to let the rest of the lab know so we know to expect that you will be gone. You should also plan vacations so that you do not miss important lab events (e.g., lab meetings, individual meetings etc.). Exceptions to this (e.g., honeymoons) should be discussed with Cheri in advance. Please add an away message when you are gone. Please also re-remind Cheri, because I have a tendency to forget.
10. Practice gratitude daily. You are in a very unique environment with lots of opportunities. Not everyone has these opportunities- don’t take them for granted. It’s easy to get caught up in the negative of grad school, so reminding yourself of at least one thing you are thankful for (lab related or outside of the lab) will help you remain positive.
11. Please strive to be kind. This means kindness in words and actions- to everyone in the lab – both to their face and when they may not be around. The kinder, more forgiving, and supportive we can be to each other, the more likely we are able to collaborate and keep a unified and supportive environment.
12. Don’t compare yourself. Comparison is the thief of joy. This also means do not compare yourself to Cheri or post-docs. There are many, many ways to be a successful academic that do not all look like me.

1. There are times you may have questions about decisions or lab choices. Keep in mind, I strive to do my best, with good intention. That is what I also ask of you in return.
2. Practice self-care. Schedule it into your week. Rest is as important as work for creating good science. Turn your email off at least one day a week.
3. Remember, the more you put into the lab, the more you will get out of it!
4. Work together. Science is not a competition. I will say it again. Science is not a competition.