



Pop-PA Lab Volunteer Contract

As a member of the Pop-PA lab I agree to adhere to the following expectations to the best of my ability:

1. I agree to dedicate at least 8 hours per week for a minimum of 10 weeks to the lab project(s) that I am working on and will arrive on time for meetings and appointments.
2. I agree to complete the Tri-Council Ethics Tutorial before I start in the lab. Certificate of completion can be emailed to the graduate student that you will be working with.
3. I agree to keep data confidential unless agreed otherwise. All data is the property of the PI and must stay in the lab. I agree to work with it responsibly and maintain its confidentiality and will not store data on personal devices or servers that are outside of Canada.
4. I will communicate any changes to my availability or reasons for absenteeism at least 48 hours in advance. I will respond to emails within 24 hours (even if just to acknowledge the email and to say that I will respond later).
5. I will ask questions when I am not clear about expectations or how to complete a task (it is easier to do it right the first time than to go back to change or re-do work afterwards).
6. I will act in a professional manner, including open communication, taking initiative to address any issues and to ask questions, and will wear appropriate attire (modest and clean, particularly if interacting with participants or representing the lab to external parties).
7. I agree to work collaboratively in the communal lab space. I acknowledge that it is generally a first-come-first-serve policy, but that I can communicate what I need and share resources. I will be accommodating and flexible with other lab members.
8. I agree to clean up after myself and to help keep the communal kitchen tidy when I use it.
9. I will sign in for each shift (this will help with recording skills for your resume/CV as well as for future reference letters).
10. If I no longer wish to continue volunteering with the lab for any reason I will give two weeks notice.

I have read and understood the above expectations and agree to follow them to the best of my ability. I understand that failure to comply may result in the termination of my volunteer position with the Pop-PA lab.

Student Name: _____ Student Signature: _____

Date: _____ PI Signature: _____



Pop-PA Lab Benefits for Volunteers

As a reward for dedication to tasks and working effectively there are several benefits that volunteers may receive. These may include:

1. Access to the communal kitchen, tea, and kettle (see #8 in contract).
2. Reference letters upon request after 80 hours of work and demonstrated aptitude and commitment.
3. Work experience for your resume/CV, such as:
 - a. entering and analyzing data
 - b. project management
 - c. communication with external parties
 - d. conducting and transcribing interviews
 - e. interacting with research subjects
 - f. completing literature reviews
 - g. performing administrative duties
 - h. assisting with field work
 - i. independent work
 - j. working as part of a team
4. Ability to request appointments with graduate students or PI to discuss grad school application process, areas of research interest, etc.
5. Further learning to compliment course work, such as how to use SPSS software and basic statistics.
6. First-hand experience in a research setting that will give you insight into the field.
7. Potential competitive edge when applying for future work positions or co-op placements.
8. Opportunity to enjoy some table tennis competition and to develop related skills.