

Code of Conduct

(Updated 5 Jan 2026)

I, _____, as a student/faculty/staff worker in the Medical micro-Device Engineering Research Laboratory (μ M.D. - ERL), am reading and agreeing to these conduct guidelines on _____. By initialing next to each item, I acknowledge that I have been appropriately informed of the lab conduct policies. Furthermore, I agree to abide by all policies (and the intent that they embody) and to enforce the same code of conduct among others in the lab.

_____ 1) All computers provided to you are for research use and not personal use. **All files, data, and all research-related materials (Raw data, analysis files, and drafts to publication-ready figures) must be saved in your assigned Google Drive folder owned by Dr. M.** This adheres to the Responsible Conduct of Research Data Management criteria. [ITs policy does NOT backup data stored in your own Google Drive.](#)

_____ 2) All data, files, and computers are the property of μ M.D. -ERL and are not to be removed/deleted at any time. Further, all files created must be cross-referenced in your lab notebook and in your shared weekly meeting notes (Google Doc).

_____ 3) All intellectual property remains the property of μ M.D.-ERL, must be accessible at all times to other μ M.D.-ERL personnel, and may not be used or presented elsewhere without written permission from the PI. Dr. Minerick must approve all presentations, data sharing, and descriptions. Any information marked as CONFIDENTIAL may not be shared outside of our lab group. If in doubt, assume information is confidential until explicitly informed otherwise.

_____ 4) I agree not to download software, music, photos, or videos onto any lab computer for any reason other than research. I will obtain approval for research-related software from Dr. Minerick before downloading.

_____ 5) **I will give credit to ideas, people, and copyrighted text/figures/other.** Our business is the generation of intellectual capital. We rely on the intellectual contributions of every researcher who has preceded us and on our colleagues in our field. It is essential that we always acknowledge the sources of those ideas, data, and interpretations. This includes adding credit to presentation slides generated/designed by someone else. **Always be generous with credit (include co-authors on all publications/posters) and generate original data and manuscripts.**

_____ 6) I will keep the lab and office free of debris (move the trash/recycling to the basement) as well as keep my lab area clean, including wiping down my bench at the end of each day, washing all of my glassware, and putting it away so that it is available for others to use. In a community space, there is no 'later'. There is only 'now.' This is necessary so no one else has to work around another's mess.

_____ 7) Undergraduates typically have been assigned a graduate student mentor. It is an undergraduate's responsibility to maintain regular communication with both the mentor and Dr. Minerick and to proactively share all instructions/updates with both. Any graduate students can provide mentoring/guidance when in proximity in the lab; it is essential that undergraduates follow all instructions provided to them. Please talk to Dr. Minerick if any conflicting advice is received.

_____ 8) I will maintain accurate, daily records of all activities and progress in the lab notebook provided. This will be reviewed with Dr. Minerick periodically. I will label all materials/microdevices with my name, contents, concentration, and date to correspond with my lab notebook. Label all masks for microfabrication with name and dimensions.

_____ 9) File management on computers. I will not change any folders with another person's name on it. I will not delete files within these folders without permission. I will also move videos off of the computers and burn them to external hard drives or Google Drive ASAP so that hard drive capacity is not compromised.

_____ 10) I will disinfect my work area at the end of an experiment. Daily disinfection of the lab is in addition to work area disinfection. Lab disinfection must occur daily, and I will coordinate with my colleagues to ensure this daily task is split fairly among all in the lab.

_____ 11) Lab cleanup will be coordinated approximately every week by the lab manager, Natalia Krakhaleva. I will borrow a mop to clean the lab floor. I will contribute equally with my colleagues in this task.

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_____ 12) I will not leave any container unlabeled outside of arms reach for even 1 second. Solutions of all kinds (even water) must be labeled and capped. (See OSHA regulations)

_____ 13) Use of the microscope and other equipment in the lab may require signing up in advance using the online scheduling system as well as signing the usage log. I agree to sign this log each time I turn on the equipment and will note any problems encountered, special observations, and time usage.

_____ 14) Treat equipment with respect, as if it is precious to you. If something wears out or is broken, communicate this to Dr. Minerick and the group immediately. Saying nothing sabotages your colleagues and delays your research because it takes time for discovery and then replacement. If funds go to replacing equipment, less can be paid to you in salary. If you break something and immediately tell me, the response you will get from me is a) to take the lead on ordering a new one and b) a discussion of how to be more careful next time. If, however, I discover that you broke something and did not say anything - that is grounds for being fired from the group.

_____ 15) I will arrive on time to my scheduled lab time & work diligently on my research. If sick/other, I will notify Dr. Minerick & graduate student mentor (if applicable) before/during my absence. If any equipment is reserved, I will also notify the research group it will not be in use so that others may use the equipment.

_____ 16) As a professional courtesy, I will prepare drafts of abstracts, posters, papers, reports, etc. well in advance of the submission date and will abide by (i.e., submit earlier than) all deadlines. If I fall behind schedule, I will proactively update Dr. Minerick (and my graduate student mentor) on my delay and expected completion time/date.

_____ 17) **PRIORITY: Communication With Collaborators. When developing drafts and electronically submitting any abstract/paper/presentation, etc., I will cc Dr. Minerick and all co-authors on the email.** I understand it is my responsibility to provide drafts well enough in advance to give ample time for feedback and then, once complete, provide to all co-authors a) a final version of the abstract/other, b) a complete citation for inclusion in a CV, and c) final versions of the poster/presentation/paper for their records.

_____ 18) When coordinating any research or group-related purchases, I will proactively communicate options, cost estimates, changes, and other decisions made on behalf of the group to Dr. Minerick. I will also ensure that a final receipt is obtained and an electronic copy of that receipt is provided to Dr. Minerick as soon as possible. Purchase receipts should be forwarded electronically to Dr. Minerick with a detailed description and final amount written in the subject or body of the text.

_____ 19) When placing an order, I will comparison-shop for the best price and calculate amounts needed for ~1 year of use (or longer based on shelf life). I will also pay attention to inventory and place re-orders well in advance. I will notify Dr. Minerick if any lab supplies become low well in advance. Poor advanced planning usually leads to losing 1 to 2 weeks of work time while students wait for supplies. Therefore, decreasing ordering frequency and placing orders in advance increases productivity.

_____ 20) All research results reported should be directly traceable to the raw data (Google Drive must document the original raw data, the analysis process and final analyzed data files). You are welcome to use AI to generate code, to help explain concepts to you, and to augment explanations, but AI output should not be copied into any reports, articles, data representations.

_____ 21) Work environment/team spirit: μ M.D.-ERL is a team whose objective is research knowledge and productivity. Discussions of research challenges & concepts are strongly encouraged. You will periodically be asked to provide constructive feedback to your colleagues – please be timely and carefully consider your responses. The quality of each person's work reflects upon us all – please help everyone bring their best A-game to the group! Excessive discussion of personal issues and/or excessive complaining can decrease morale and productivity, so please work for solutions to challenges. If you have any issues that impact your productivity, please discuss these with Dr. Minerick.

_____ 22) Take responsibility/initiative: I understand that communication is my responsibility. I will respond to Dr. Minerick's requests (email, written, or verbal) within 24 hours unless another deadline is specifically communicated. Once a task is completed, it is my responsibility to communicate this as well.

Signature _____ Date _____

Supervisor (Adrienne Minerick) _____