

RIH Guidelines for Undergraduate Students

Overview: Undergraduate research at the Rowland has the potential for enriching the student's educational experience, driving forward and augmenting research of Rowland Fellows (RFs), and providing valuable teaching and supervisory experience for both RFs and Rowland postdoctoral Researchers. At the same time, undergraduate researchers require significant direction and supervision, which requires the time and attention of both RFs and their postdoctoral researchers. Based on these factors, a guiding policy, articulated below, has been established at the Rowland Institute at Harvard.

1. In order to ensure adequate supervision, up to one (1) undergraduate researcher per postdoctoral researcher in the lab can work in a group, with a maximum of two undergraduates in the lab, during the academic year.
2. During the summer, one (1) additional undergraduate researcher can be added to a lab, including REU students. The second undergraduate needs to be funded externally from RIH e.g. PRISE, Fellowship, etc.
3. The number of two undergraduates in a lab at any given time is independent of funding.
4. A well-defined project, including goals and a time line, will be designed by the RF and supervising postdoctoral researcher and agreed upon with the undergraduate researcher. The PI will regularly check in (at least once per month) and discuss project progress and goals and redefine as necessary. The project and progress will be discussed with the Associate Director for Science (Mike Burns) after the semester (or summer term) and used as the basis for considering reappointment.
5. All students need to be appointed appropriately **prior** to starting work at the Rowland. A new hire form from security must be completed and passed to security (John) or Rowland administration office (Amy). If HU students are to be employed, they must register with the Harvard Student Employment Office (SEO) or equivalent office at the undergraduate's home institution. Because there are certain restrictions on student employment, by registering through the SEO, we know we are not doing anything too untoward e.g. students cannot have a myriad of jobs during the school year. It also identifies whether they are eligible for Federal Workstudy. The SEO also provides help with tax questions, etc. for the student.
6. Safety is paramount. (a) An undergraduate is **never** allowed in the laboratory without the presence of either the RF PI or the supervising postdoctoral researcher. (b) Undergraduates are not allowed to work in the machine shop. (c) Safety training must be completed and signed off by the Rowland Safety Officer (Dr. Diane Schaak).

The internal safety form must be completed with Diane and returned to Angela for the HR file. All EHS trainings must be complete. Consult the Safety Officer (Diane) for assistance.

7. Any lab related expenses incurred by the undergraduate need to be pre-approved by the PI. As with all transactions, receipts and packing slips need to be submitted with the relevant form(s) and justification provided. Undergraduates are not allowed to incur CNS and other central facilities expenses on behalf of Rowland.

Summary:

Time commitment: coursework should be the priority

Term: maximum 10 hrs/week

Summer: 35 hrs/week

The salary amount per hour is \$15.00 as of January 1, 2017. Students are not eligible for sick, vacation or personal time.

Transportation reimbursement program for students working off campus:

<http://lifesciences.fas.harvard.edu/research-transportation>