

Welcome to the **HIRO Group** at the University of Colorado Boulder!

The goal of our research group is to develop technologies for robots to work with and around people. We work at the intersection of a variety of different fields, from algorithms to control to social and cognitive psychology. As such, to successfully achieve our goal, a concerted team effort from a diverse group of individuals is required and we look forward to having you on the team. This document outlines important values, rules and expectations of myself as a mentor and of you as a part of the lab team. Please keep in mind that this document, or any modifications of it, is confidential and it is not to be shared with a third party.

Advising agreement between undergraduate student and faculty

I strive to create a community where professional growth and development thrive. As a team, we seek to maintain a participatory culture in which **all voices matter**. Sharing your opinions, ideas, and experiences in a respectful way is critical to moving science forward, and to improving the quality of life within the HIRO Group!!

1. Your commitments to the lab

- I will strive to engage as an active participant in Dr. Roncone's research group throughout my training. This includes actively engaging in lab activities, attending meetings, and responding to all correspondence [via email or Slack] within a reasonable timeframe. This includes checking in any code I'm working on to the [HIRO GitHub](#) repository on a daily basis.
- I understand that I have the primary responsibility for developing my career and committing to life-long learning. This means that I will stay up to date on developments in my area of research by reading the literature, regularly attending relevant seminars on-campus and other related activities.
- I will develop a timeline for research milestones which includes working with my mentor(s) to establish a concrete project plan. I will review this timeline with my mentor(s) on a regular basis and will also alert my mentor(s) immediately to any significant changes to this plan. I will keep my

mentors up to date on my progress by sending weekly status reports on Fridays and semester updates.

- I will be honest in all things that I do and will strive for the highest possible ethical standards when I conduct my research or engaging in scholarly communication (both written and oral). This includes compliance with institutional and federal regulations regarding human subjects research, plagiarism and copyright permissions. In the event of a question regarding any ethical dilemma, I will consult my mentors in writing before acting.
- I will request feedback in a timely and open manner. This includes input on projects, performance, or challenges that I am currently facing. I will also reach out to my mentors for help when I face a challenge I cannot solve, have an unanswered question or clarification that is impeding my progress, or find myself uncertain as to the next steps in my project.
- I will be open-minded and responsive to constructive criticism that comes from mentors, faculty, students or research lab peers. I understand that feedback is important for improving the quality of scientific work. I will also seek to provide constructive criticism when asked, being certain to emphasize both merits and limitations when asked for feedback.
- I will do my best to request letters of recommendation from my mentor(s) in a timely manner, preferably giving them **at least** two weeks before the deadline so that they may write a thorough and thoughtful letter on my behalf.
- If I agree with my mentor or Dr. Roncone to perform a task, there are only two possible outcomes: i) the task is completed in a timely manner or according to the scheduled timeline; ii) I will notify my mentor and/or Dr. Roncone of any issue that can derail the original plan.

2. Faculty advisor commitment

- It is Dr. Roncone's responsibility to facilitate my training and professional development to the best of his abilities. In this role, he will work with me and my committee members to develop a research plan that best prepares me for both training and career goals.
- Dr. Roncone will encourage me and will help foster opportunities for me to engage with the research community. This includes alerting me of internship and fellowship opportunities, opportunities to present and disseminate my work, collaborative opportunities, and outreach and engagement.
- Dr. Roncone will engage in open communication and periodic formal performance reviews to ensure that the expectations of both parties are met. He will provide open and honest feedback to help me develop my identity as a researcher. Faculty mentors can be expected to maintain a relationship with the student that is based on mutual trust and respect. Dr. Roncone will always make time to discuss any concerns that I have about our working relationship to this effect.
- Dr. Roncone will uphold and promote the highest ethical standards when conducting research and engaging in scholarly activities (written, oral, etc.). He will clearly define his expectations for conduct within his team and comply with all federal and institutional regulations for human subjects research. Dr. Roncone will also make himself available to discuss ethical concerns confidentially as they arise and expects students and staff to bring these issues to his attention in a timely manner.
- Students can expect Dr. Roncone to be committed to being a supportive colleague as they transition into new stages of their career. He recognizes that the role of a mentor continues after they complete their time with the HIRO Group and is open to supporting them throughout their professional life. In this role, he may provide letters of recommendation, serve as a job reference, provide unbiased feedback on research challenges, etc.

- If at any time I feel that my needs are not being met or that my path to becoming an independent researcher and engineer is being unduly hindered, Dr. Roncone will make time to discuss any such issues that I bring forward. If possible, he will work with me to create a plan to overcome or address any undue obstacles to my progress.
- When possible, Dr. Roncone will make himself available to assist students directly. This time [usually during and after our weekly meetings] is in addition to any standing meetings we may have. If I cannot make this time and am in need of assistance, he will do his best to accommodate me as soon as possible. If he does not respond to my request within 48 hours (or sooner if necessary), I am free to send him as many follow-up emails as I deem necessary.

3. Lab policies and practices

This section is an amend-extend of the Lab Etiquette document. This document has priority over the aforementioned agreement as it targets specifically the needs of the undergraduate student body.

- Upon joining the lab, please follow this **step-by-step guide**: https://hiro-group.ronc.one/new_member.html
- All undergraduates will be officially **assigned a graduate student mentor** who will supervise them on a daily basis and guide them toward research independence. If that hasn't happened yet, please ask Dr. Roncone. Your mentor is the first point of contact for any issue or problem you face, and they will be happy to work with you to solve said issue(s). At times, your mentor may decide to escalate the problem to me, and this is expected and encouraged. If you feel there is a problem of high urgency or that you don't want to disclose to your mentor, feel free to ask Dr. Roncone directly.
- We will meet formally on a weekly basis for group-wide meetings to discuss results, progress, ideas and relevant literature. Please come to each meeting prepared for substantive discussion—at least one thing you are ready to tell or show the group (a plot, data table, etc.)—questions are welcome and encouraged!! Please also be ready to propose what you want to accomplish in the upcoming week in light of your other commitments and school work. This is a good time to share scheduling conflicts or discuss making adjustments to your schedule.
- Additionally, we will meet on a regular basis. These meetings [usually with a bi-weekly frequency] will last approximately 15 minutes and will be held between you, your mentor and Dr. Roncone as part of the scheduled weekly meeting Dr. Roncone has with your mentor. Please come prepared! If you are not able to attend due to conflicts, please let Dr. Roncone and your mentor know.
- All students are expected to share lab maintenance duties. Specific tasks will be assigned during scheduled meetings or via email. Please keep in mind that if you are absent your lab duties fall to other lab members. Whenever possible assist in finding a replacement to complete work you are unable to do.
- It may seem obvious, but no matter what, you are always more important than the robots or the experiments. Please do not take unnecessary risks in the lab!
- Most of the equipment [in particular the robots] is expensive and not easy to replace or repair. So, of course, it is expected that all users exercise care in operating the equipment, and to inform Dr. Roncone of any potential problems immediately.
- Students are excused from showing up in lab during finals week, and official university holidays. All other absences must be cleared on a case-by-case basis. Lab duties begin when classes begin.

- You should convene with your mentor and/or dr. Roncone about your weekly schedule. Once you decide when and for how long you will be in the lab, you should add your schedule to the shared Google Calendar, and you should abide by it as much as possible. If you are unable to attend for personal reasons or emergencies, please let your mentor(s) know via email, and update the Google Calendar accordingly.
- This is already written in the Lab Etiquette, but it's worth remembering here: **it is very easy to let your research work slide!** Successfully completing a research project that you can be proud of while simultaneously retaining your sanity (and getting your other work done!) is not impossible—it just requires planning and regular effort. For those of you working on independent projects, please meet weekly with the graduate student overseeing your work or Dr. Roncone to discuss progress and any roadblocks.
- If you have any issue, don't be afraid to ask!! No question is too embarrassing to ask. Always remember that every person more senior than you was in your exact situation not so long ago, and even a couple minutes of their time might save you hours of work. You should take advantage of it!

If you have any questions, comments, or concerns about this document, please discuss them with Dr. Roncone before signing. It is imperative that all parties involved have a clear understanding of the rules and responsibilities outlined here prior to agreeing to these terms.

Please sign and date below to confirm that you have read and understand the above-mentioned guidelines.

Student Name [print]

Student Signature

Mentor Name [print] Alessandro Roncone

Mentor Signature

Date