

**Student Name:**

**Phone:**

**Program Co-director:** Naomi Lee, PhD email: [Naomi.lee@nau.edu](mailto:Naomi.lee@nau.edu)

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**Program Co-director:** Joslynn Lee, PhD email: [jslee@fortlewis.edu](mailto:jslee@fortlewis.edu)

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### **Policy and Expectations**

Past experience taught us that a good work environment is vital for job fulfillment and success. Therefore, we aim to create a team built on the foundation of a strong work ethic but more importantly a fulfilling work environment. Our success depends on your success. Success varies on the individual and we will work together to define your success.

As an NAU vendor/trainee, we have certain expectations and policies for ALL members of the program. Everyone is expected to treat others, both in and out of the program, with respect regardless of race, religion, sexual identity, etc. Failure to do so may result in removal from the program and/or reporting to the Equity and Access office or other like offices. We have an open-door policy so any concerns can be addressed to the program staff, research mentors, and/or chemistry department staff.

Students will be performing lab experiments; these experiments while safe, when the lab instructions are followed, will require that you **A) have adult supervision (18+ years) while performing in the lab and B) that you wear lab glasses.** The in-person cohort will be placed in various labs. **Therefore, you must also follow all required safety requirements for each lab.** This is a non-negotiable tenet and expected behavior of all participants. Any failure to follow these guidelines may lead to expulsion from the program. A list of program expectations is provided in order to receive the pay throughout the program.

A good work ethic includes adhering to the guidelines stated above, maintaining open communication, not missing scheduled meetings, learning from your mistakes, maintaining good records, teamwork, integrity, and responsibility. If you're late or have an emergency, contact the program co-director, Dr. Naomi Lee, by email. Often, research projects can be used for future presentations at local and national conferences. Speak with your mentors about opportunities to present. However, **all abstracts, presentations, and posters must be approved by your research mentor.**

Personal and professional development are key to your success. Therefore, we encourage you to take the Myers Brigg Test or other personality test along with a learning style test. You can find free tests at <https://mbti.bz/en> and <https://www.16personalities.com/free-personality-test>. This is to help you assess strengths and weaknesses, and to become a well-rounded student and researcher.

Please comment on any concerns you have regarding these expectations.

The above expectations were clearly discussed in agreement with all individuals signed below on \_\_\_\_\_.

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*Student Name Printed*

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*Parent/Guardian Name Printed*

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*Mentor/Co-director Name Printed*

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*Student Signature*

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*Parent/Guardian Signature*

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*Mentor/Co-director Name Printed*