

Laboratory for Translational Medicine: Code of Conduct and Research Agreement

Code of conduct and EDI values:

First of all, our laboratory recognizes the need for an inclusive, equitable and supportive environment. Differences between lab members can be perceived in terms of gender identity, sexuality, ethnic background, national origin, socio-economic status, age, disability and other protected characteristics. All team members must agree to work together to foster an environment in which everyone is included. For example, we recognize that lab members require equitable personalized training plans. We also have flexible work arrangements; for example, students with children can work from home or bring them to the lab should it be needed. We also check for your preferred pronoun and we are considerate of dietary restrictions.

What is translational medical research?

According to the online dictionary Merriam-Webster: translational medical research “is concerned with facilitating the practical application of scientific discoveries to the development and implementation of new ways to prevent, diagnose, and treat disease”. In the Laboratory for Translational Medicine we primarily perform ‘Applied Research’: we ‘apply’ accumulated knowledge in Computer Science for helping clinicians improve lives.

Research aims:

All the work you do is headed towards publications in peer-reviewed journals and conferences. The number of publications expected depends on your situation. For example, if you are enrolled in a master’s thesis program, you can expect to publish 1 journal and 2 conference papers. If you are enrolled in a doctoral program, expect to have 3 journal papers and 6 conferences publications. Conferences could include SPIE Medical Imaging, ISBI, IPCAI & CARS, MICCAI, ICCR, MR in RT Symposium.

Attitude for successful research:

If you are new to research, you need to realize that it is fundamentally different than academic assignments. Research involves developing novel knowledge. This means that it has never been done before and there is a risk of not meeting the objectives. Because this lab is concerned with ‘applying’ existing knowledge in Computer Science, that risk is reduced. Once meeting a “roadblock”, successful researchers will investigate the reasons behind it. You will need to be diligent, detail-oriented but also committed and perseverant. Once the cause(s) of the ‘roadblock’ is identified, you will be best placed to propose solutions and alternatives. Another key is communication. Communicating what you worked on, what you are working on, and any impediment is paramount. Dr. Lugez has an open-door policy, schedules frequent 1-on-1 meetings and we hold lab meetings to facilitate communication.

Training goals:

As a member of the research team, you can expect to gain translational skills within several areas of Computer Science; you will be trained in image processing, best development practices and you will be provided with a unique opportunity to learn and revisit concepts learned in the classrooms. We work together to create a personalized and focused training plan for your professional insertion.

Collaborative environment:

In our research group, we see each other as a team and we take care of each other. Every lab member is required to uphold the highest humility and solidarity standards. We work together by appreciating our differences and by recognizing the need to leverage fresh perspectives and that there are limits with a single way to think. This means

we do not always agree with each other. Should you be having some troubles, please reach out to Dr. Lugez as early as possible. We aim to solve conflicts when they are small.

Although you will be the principal investigator on your respective project, the project objectives of each team member are coupled. Please make your best to benefit from the different experiences and fresh perspectives other team members bring. Remember that, whether you are an intern, a master's or a doctoral student, a couple of months, 2 years or 4 years pass by very quickly. Being part of a team where solidarity between members is fundamental and can save a lot of time.

The collaborative training environment is fostered by bi-weekly concise meetings where each member shares their work status, plans and impediments. Each member gets a couple of minutes to update others; should a matter require more time to be addressed, we will have a separate meeting with the identified key persons.

Moreover, once a week, someone is scheduled to demo the advancement of their project. Should you not feel comfortable presenting your progress just yet, you can instead present on another topic. For example, you may report on training you attended or on a webinar from the 'National Center for Faculty Development & Diversity' (NCFDD). Indeed, Ryerson is a member of the NCFDD, and you have access to almost all their resources.

Our schedule for lab meetings is as follows:

- Tuesdays: 12-1 pm (status update 30 min and demo 30 min)
- Fridays: 12-12:30 pm (status update 30 min)

Please be on time. Should you be running late, it is expected that you will inform Dr. Lugez ahead of time (30 minutes) by email.

Supervisor responsibilities:

Dr. Elodie Lugez will help you be successful for the rest of your career. She will provide adequate mentorship and access to adequate resources to the students she mentors for conducting research. She will pay for all the supplies which she approves (written confirmation from her will be necessary before you can place the order).

Student responsibilities:

We have flexible work arrangements. Because research requires long-term continuous and intensive efforts, you can expect to dedicate approximately 10 hours per week during the Fall and Winter terms, and full time during the summer term to be successful. To create team synergy, it is preferable to have a lab alive between 9 am and 5 pm. In addition, you agree to respect the time of all members of the lab by attending and arriving on time at all meetings. You should professionally conduct yourself and respect our EDI values at all times. Please intend to submit any materials requiring review to Dr. Elodie Lugez at least 10 days before a deadline.

Student Name:	Supervisor Name: Dr. Elodie Lugez
Student Signature:	Supervisor Signature:
Date:	Date: