

## Emotion Regulation Lab Information Sheet

Welcome to the Emotion Regulation Lab!

This information sheet is intended to provide you with a general overview of the rules and policies of the lab, as well as an introduction to the types of duties you will be asked to perform as a research assistant. We look forward to working with you!

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### *Duties in the lab*

You will be expected to perform a number of duties in the lab:

- Assist in running experiments (Ks, MEMOs, or Dot Probe)
- Assist in creating materials used for experiments (i.e., certificates)
- Assist with data entry
- Assist in performing literature searches
- Assist with entering references into Endnote as needed
- Assist in minimal maintenance and cleaning

### *General rules*

- Research assistants are required to commit to the lab for a minimum of two semesters. If extenuating circumstances prevent you from staying in the lab, it is your responsibility to notify Beylul and to speak to Dr. Dennis about the situation.
  
- Research assistants are required to perform a minimum of 10-12 hours per week of lab work in the lab. In addition, research assistants are expected to be available on at least three weeknights per week and two Saturdays or Sundays a month to run experiments if needed.
  
- You must come in during your scheduled lab hours. If you are unable to do so, it is **your responsibility** to notify Beylul as soon as possible (preferably in advance, if at all possible) and arrange a time to make up your hours. If you do not notify us of changes to your schedule, and/or you do not make up your hours when requested, further action will be taken.
  
- If you are the first one in the lab in the morning:
  - Immediately check the voicemail messages (to do this, press the voicemail button, then enter 3337 and follow the prompts)
  
- If you are the last one to leave the lab in the evening:
  - Take out the garbage bags that are full and/or have **ANY** kind of food or beverage and leave them outside by the door
  - Check to make sure the top lock of the back door is locked**
  - \*\*Note: The top lock of the back door should **ONLY** be unlocked during Ks or MEMOs and should be locked immediately after the session is completed. At all other times, all lab members should come in and go out through the front door.
  - Turn off all of the lights and computers.
  - Lock the top lock of the front door**

### *Lab Meetings*

During the semester, lab meetings are held weekly. All lab members are expected to attend. Meetings are scheduled for the time when the most RAs' schedules overlap and are usually 45 minutes to one hour long. They provide a forum for Dr. Dennis to communicate with us and for us to discuss lab-related matters with her and with each other as a group.

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If for whatever reason you are unable to attend lab meetings, it is your responsibility to contact Beylul to arrange a meeting at another time during the week to catch up. Also, those who attend lab meetings will have preference to volunteer for what types of tasks they are assigned. RAs who do not attend lab meetings are more likely to be assigned tasks that no one else volunteers to do.

### *Lab hours*

At the beginning of each semester (or during your first week in the lab if you are new), you will be asked to submit your proposed lab schedule to Beylul. Your schedule should include the following:

- Specific days and times when you plan on performing your 10-12 weekly lab hours; and
- Additional days and times when you would be available to run experiments on an as needed basis.

If you volunteer to run an experiment at a time when you are not normally scheduled to come into the lab, you can use those hours to count toward some of your lab hours for that week and work fewer of your normal hours during that week.

You will be expected to keep your lab hours every week (with the exception of Holiday week between Christmas and New Year's and Spring Break). You are required to notify Beylul of any changes in your schedule. If you will not be able to come in for your regular hours during a given week, notify us by phone or by email immediately so that a time can be arranged for you to make up your hours.

You are required to spend 10-12 hours a week in the lab doing lab-related work. This does not include time that you might spend in the lab doing your own work (for example, Honors Thesis, homework, surfing the web, etc). If, at some point, circumstances arise when you need to use your lab time to do personal work, speak to Beylul. These will be handled on a case-by-case basis.

Also, at some times during the semester, there are lulls in the workload and therefore there are fewer things to do. Should this happen, you would be permitted to do your own work during your lab hours only after you have completed any and all of your lab-related assignments as well as any assignments posted on the white board.

### *Training for experiments*

As a new member of the lab, it is of paramount importance that you are trained on how to conduct experiments. You should go through at least two training sessions/run-throughs before running a real K, and you should have at least one training session before running adult studies.

When you come in for your first training session, you must provide Beylul with a copy of your CBT and/or CITI training completion certificate (the CBT is the old one that was used until 2005; the CITI is the new version). You may have had to take this if you took Experimental Psychology at Hunter. Your certificate is evidence that you have completed training in the protection of human subjects in research. You cannot run any experiments in the lab until you have completed the training course. If you have not completed the training, go to <http://www.citiprogram.org> to register and take the course. Please also note that the CBT certificate expires 2 years from the date you completed it, so if your certificate is more than 2 years old, you will need to take the CITI course.

### *Running experiments*

Experiments are scheduled based on the number of RAs available at a given time. Efforts are

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made to schedule experiments at times when many RAs are available so that you will not be required to run sessions every time you are in the lab. However, Ks will be scheduled for times when one Child RA, one Mother RA, and one Video RA are available. This means that if you are scheduled to be in the lab at a time when a K is scheduled and no other RAs are available, you will be expected to run the K. If for any reason you are unable to do so, you are responsible for finding another lab member who can fill in for you.

Adult ERP sessions are generally scheduled throughout the day, Monday through Friday, while Child ERP sessions are normally held on a more varied schedule (mostly weekends).

Child ERPs are mainly run on weekends. If you volunteer to run an experiment on a weekend, you can use those hours to count toward some of your lab hours for that week and work 2-3 fewer hours during that week.

#### *Contact information*

You will be asked to provide an email address, at least one contact number, and your birthday (just the day and month are fine) at the start of the semester. This is so that your fellow lab members can get in touch with you if needed. Email is an important means of communication in the lab because everyone has different schedules that sometimes prevent them from seeing each other frequently.

#### *Use of lab resources*

Dr. Dennis has made it very clear that she is more than willing to allow us to use anything in the lab for our own purposes if necessary. However, there are some restrictions:

- Each lab member is permitted to use the lab printer for personal use to print up to 50 pages per month
- The photocopier can be used for personal use to make up to 10 copies per month
- Personal files (up to 100MB) can be saved to your assigned computer
- There is a jump drive that is available for lab members to use if needed (see Beylul if you need to borrow it)

#### *Cleanliness*

There are no restrictions on eating or drinking in the lab, as long as you clean up after yourself. Do not leave garbage on the desks. Dump out any remaining beverages in the sink before throwing away the container. Label your bottle(s) of water to avoid mix-ups since many people in the lab have them (Poland Spring is especially popular).

If you use plastic cups for beverages like water, do not leave them on the desks. Write your name on your cup with a permanent marker so that you know it is yours. When you have finished, dump out any remaining water and throw your cup away.

**Please keep the lab clean and neat!** Cleaning supplies are located in the upper-right hand portion of the cabinet next to the front door for use as needed.

#### *Getting the most out of your lab experience*

As a research assistant, you can just do your assigned work or you can seek out opportunities to work on posters, papers, data sets, and identifying your own projects. Consider doing an Honors thesis or an independent research project. Talk to Dr. Dennis about helping to write and prepare conference submissions and papers. Advocate for yourself!

*Recommended readings*

PEP/Emotion Regulation

Cole, P. M., Martin, S. E., & Dennis, T. A. (2004). Emotion regulation as a scientific construct: Methodological challenges and directions for child development research. *Child Development, 75*, 317-333.

Dennis, T. (2006). Emotion self-regulation in preschoolers: The interplay of child approach reactivity, parenting, and control capacities. *Developmental Psychology, 42*, 84-97.

ERP/Emotion and Attention

Coles, M. G. H., Gratton, G., & Fabiani, M. (1990). Event-related brain potentials. In J. T. Cacioppo & L. G. Tassinary (Eds.), *Principles of psychophysiology: Physical, social, and inferential elements* (pp. 413-455). New York: Cambridge University Press.

Davidson, R. J., Jackson, D. C., & Larson, C. L. (2000). Human electroencephalography. In J. T. Cacioppo, L. G. Tassinary, & Berntson (Eds.), *Handbook of psychophysiology* (2nd ed., pp. 27-52). New York: Cambridge University Press.

Fan, J., McCandliss, B. D., Sommer, T., Raz, A., & Posner, M. I. (2002). Testing the efficiency and independence of attentional networks. *Journal of Cognitive Neuroscience, 14*, 340-347.

Handy, T. C. (Ed.). (2005). *Event-related potentials*. Cambridge, Massachusetts: MIT Press.

Luck, S. J. (2005). *An introduction to the event-related potential technique*. Cambridge, Massachusetts: MIT Press.

Ray, W. J. (1990). The electrocortical system. In J. T. Cacioppo & L. G. Tassinary (Eds.), *Principles of psychophysiology: Physical, social, and inferential elements* (pp. 385-412). New York: Cambridge University Press.

Schupp, H. T., Junghöfer, M., Weike, A. I., & Hamm, A. O. (2003). Attention and emotion: An ERP analysis of facilitated emotional stimulus processing. *Neuroreport: For Rapid Communication of Neuroscience Research, 14*, 1107-1110.

Segalowitz, S. J., & Davies, P. L. (2004). Charting the maturation of the frontal lobe: An electrophysiological strategy. *Brain and Cognition, 55*, 116-133.