

Kal Das Biomolecular Research Suite Student Expectations

We are excited to have you join us in conducting research in the Kal Das Biomolecular Research Suite. We strive to provide a valuable collaborative research experience for all of you. We share our commitment to uncovering the mysteries of life at the molecular level and creating a space where we all feel welcomed, respected, and valued. We recognize that each of you brings unique expertise, insights, talents, and skill sets with common and individualized needs to be successful. Your collective experiences, expertise, and insights are an asset to research in the biomolecular sciences.

Science is a collaborative human enterprise to better understand our world through iterative, systematic inquiry-based practices using empirical evidence. As such, science is a social endeavor. The Kal Das Biomolecular Research Suite (BTCIS 207A-I, BTCIS 201C, and BICIS 210L) was designed based on that underlying premise. We are therefore each part of the Biomolecular research community at Skidmore College. For a community to thrive, we need a common language of understanding of how to conduct ourselves in the space to support one another, an understanding of social conduct. As the [Code of Social Conduct](#) from the Skidmore College Student Handbook states,

“Good social conduct in the large majority of cases is a matter of common sense and the ordinary principles of fairness, respect, and honesty. Considering how we ourselves would like to be treated will usually provide guidance on how to interact with other members of the community. The social policies listed below cannot capture the essential value of a respectful and cooperative community. The items listed do, however, suggest some of the more serious issues that sometimes confront our community.”

Expectations of Faculty

The six faculty members of the Kal Das Biomolecular Research Suite are here to support our students. As it pertains to the research community, we will organize and provide direction to our research groups to enable our undergraduate collaborators to learn how to do scientific research and in the process facilitate their growth and development by doing high quality biomolecular science with integrity in the Skidmore College liberal arts tradition of connecting the hand to the mind. We are charged with building and sustaining a productive learning and research community for each and every student in our research groups. Accordingly, we will listen to student concerns; direct students to resources; be clear when a student is not meeting expectations; provide productive feedback; teach students how to do research in the lab safely & appropriately; empower students to conduct research safely without the faculty supervisor as appropriate to the students' level of understanding, engagement, & training; encourage and support students; teach students how to engage with the research articles and communicate science to the wider community as appropriate to the work they are doing; make sure students complete appropriate training before being granted access to the spaces and carrying out work in the laboratory; and to meet with our research students to plan research, answer research questions, and for mentoring. Facilitating all of that is respecting all members of our Biomolecular research community and the wider Skidmore community. From that place of respect, we will communicate with one another and our undergraduate collaborators as well as serve as advocates for our research community. We will

appropriately handle incidences of discrimination, harassment, abuse, assault, and abuse as well as laboratory safety concerns that arise.

As such, we will follow the expectations, policies, and procedures of the College including, but not limited to the:

- [Faculty Handbook](#)
- [Equal Employment Opportunity, Diversity and Anti-Harassment: Policies and Procedures](#)
- [Disability and Accessibility Policies](#)
- [Environmental Health & Safety Policies](#) including:
 - [Laboratory Safety and Chemical Hygiene Plan](#),
 - the [Institutional Biosafety](#) policies and guidelines,
 - the [Waste Management Policy and Guidelines](#), and
 - [Radiation Safety](#)
- [Academic Freedom](#)
- [Intellectual Property](#)
- [Academic Policies](#) including:
 - [FERPA: Protecting Student Academic Rights](#)
 - [Grade Changes or Disputes](#)
 - [Religious Observance Policy](#)
 - [Sexual and Gender-Based Misconduct-Title IX](#)
 - [Accommodating Students with Disabilities, Providing Accessibility](#)
 - [Academic Integrity](#)
 - [Academic Calendar](#)
 - [Policy on Disruptive Students](#)

Expectations of Students

Given the above, all students using the Kal Das Biomolecular Research Suite are expected to adhere to the following:

- I. **Student Code of Conduct.** Based on students' agreement to the Honor Code, we expect students to abide by the College's [Code of Social Conduct](#)¹ including as it pertains to:
 - a. Sexual and Gender-Based Misconduct, including sexual assault, dating/domestic violence, and stalking.
 - i. See the Sexual and Gender-Based Misconduct Policy at <https://www.skidmore.edu/sgbm/policy>
 - b. Discrimination
 - i. For more on campus climate and bias incidents reporting and protocols, see <https://www.skidmore.edu/bias/>
 - c. Harassment

¹ Language copied and adapted from the [Code of Social Conduct](#) from the Skidmore College Student Handbook

- i. For sexual and gender-based harassment definition, policy, and conduct procedures, see Sexual and Gender-Based Misconduct Policy at <https://www.skidmore.edu/sgbm/policy>
 - d. Abuse of Conduct Process
 - e. Alcohol and other Drugs
 - f. Animal and pets
 - g. Collusion
 - h. Damage and Destruction
 - i. Disruptive Behavior
 - j. Failure to Comply
 - k. Falsification/Tampering
 - l. Fire/Life Safety
 - m. Gambling
 - n. Harm to Persons
 - o. Health and Safety
 - p. Hosts and Guests
 - q. Infringement of Certain Intellectual Property Rights
 - r. Retaliation
 - s. Smoking
 - t. Taking property
 - u. Unauthorized Access
 - v. Weapons
 - w. Other Policies
- II. **Health & Safety Including Trainings.** Chemical safety regulations protect the user, other members of Biomolecular research community, the lab infrastructure, and the environment. Students will follow *all* chemical safety rules at *all* times. Students will refrain from any activities that put themselves, others or the laboratory at risk. This includes but is not limited to: dangerous pranks, using equipment and reagents other than intended. Accordingly, and in agreement with the Student Code of Conduct, students using the Kal Das Biomolecular Research Suite spaces are expected to follow [the policies of the Skidmore College Office of Environmental Health and Safety for Academic Affairs](#) including but not limited to the College's:
 - a. [Laboratory Safety and Chemical Hygiene Plan](#);
 - b. the [Institutional Biosafety](#) policies and guidelines,
 - c. the [Waste Management Policy and Guidelines](#), and
 - d. following the safety instructions of the faculty and EHS staff, including standard operating procedures (SOPs).

As such, students using the spaces must successfully complete the relevant safety trainings as determined by Office of Environmental Health and Safety for Academic Affairs before being authorized to use the spaces.

- III. **Authorization to use Space in the Kal Das Biomolecular Research Suite.** Successful completion of the relevant training is the minimum to be authorized

to use the Kal Das Biomolecular Research Suite spaces. However, to be authorized, a student's faculty research mentor must approve. The approval is for specific spaces and not the entire research suite. Without approval of the relevant faculty research mentor, a student is not authorized to use the spaces. Students are only allowed to use the spaces they are authorized for.

- a. Each faculty research mentor can authorize a student to use the shared spaces:
 - i. BTCIS 207 Vestibule
 - ii. BTCIS 207A Write-up Room when not otherwise reserved
 - iii. BTCIS 207B Shared Research Lab
 - iv. BTCIS 207C Instrument Room
 - v. BTCIS 207D Cold Room
 - vi. BTCIS 207E Chemical Prep Room
 - vii. BTCIS 210L Computational Room (each research group has a designated computer station; usage is limited to that station unless authorized by the relevant faculty research mentor).
- b. The following spaces have specific faculty supervisors. Only specified faculty member can authorize a student to use the specialized space.
 - i. BTCIS 207F Specialized Biochemistry Room – Dr. Madushi Raththagala
 - ii. BTCIS 207G Developmental Room – Dr. Jennifer Bonner
 - iii. BTCIS 207H Cell Culture – Dr. Sarita Lagalwar
 - iv. BTCIS 207I Radiation Room – Dr. Patricia Hilleren and Dr. Kelly Sheppard (also requires successful completion of Radiation Safety Training)
 - v. BTCIS 201C BSL2-Lab – Dr. Sylvia McDevitt (also requires relevant Biosafety training).

IV. **Access to the Kal Das Biomolecular Research Suite.** Students taking research for credit, work study, or other authorized activity are allowed access to relevant spaces through an access code provided by the faculty research mentor once the student is authorized to use the space.

V. **No Permitting of Unauthorized Access.** Sharing of access codes, propping open doors, or allowing guests into the research spaces is not permitted.

VI. **Reagent, Chemical, Instrument, and Equipment Usage.** Using reagents, chemicals, instruments, and equipment not specifically designated as “shared” is only allowed with prior approval of the relevant faculty research mentor. However, use of even shared instruments & equipment requires approval by your faculty research mentor following training.

The shared instruments/equipment are as follows:

- i. Bio-Rad GelDoc Go (CIS 207C)
- ii. Bio-Rad Trans-Blot Turbo (BTCIS 207C)
- iii. Gel electrophoresis power supplies and equipment (BTCIS 207C)

- iv. Nanodrop 2000c (BTCIS 207C)
- v. Avanti JE Centrifuge (BTCIS 207C)
- vi. AirClean 500 Workstation (BTCIS 207C)
- vii. Optima XPN-90 Ultracentrifuge (BTCIS 207C)
- viii. Savant DNA 120 SpeedVac (BTCIS 207C)
- ix. Eppendorf Centrifuge 5810 (BTCIS 207B)
- x. Eppendorf Centrifuge 5804-R (BTCIS 207B)
- xi. Allegra X-30R Centrifuge (BTCIS 207B)
- xii. Fisher Scientific Sonicator (BTCIS 207D)
- xiii. Balances, pH meters, microwave, and stir plates in Chem Prep Room (BTCIS 207E)

VII. **Cleaning Up Common Spaces.** Following chemical safety protocols, students must clean up after themselves and put all reagents back to their proper locations after use.

VIII. **Fridges and Freezers.** Students should only use the freezers and refrigerators of their research group and no other group. If a freezer and refrigerator is malfunctioning alert the relevant faculty research mentor if present or another faculty member of the research suite or Kara Cetto Bales (BTCIS 110O, x5130) or if after business hours Campus Safety (x5567).

IX. **No Unauthorized Animals.** Due to the hazardous nature of the work done in the laboratory spaces, the need for sterility, and the possibility of allergic reactions to others in the space, animals are not permitted in any of the lab or auxiliary spaces unless it is a service animal specifically authorized and trained to safely work in the laboratory space following laboratory safety policies and protocols, including proper use of PPE, in accordance with the College's policies, regulations, and procedures. Students need to consult and coordinate with their faculty research mentor, Student Access Services, and Environmental Health & Safety for Academic Affairs in advance.

X. **Be courteous and thoughtful.** Be mindful of the fact other people are working in the spaces in addition to you. Keep noise levels appropriate so that others in the space can concentrate. When in doubt, ask those also using the space if your levels are appropriate and adjust accordingly.

XI. **Communicate Mistakes.** All of us will make mistakes and on occasion break something. We are here to learn. Part of that growth and development comes from owning to those mistakes and communicating them to the appropriate people including your faculty research mentor, other faculty members, other members of your research group, the Biomolecular research community as relevant. Chemical spills should be immediately reported and cleaned as detailed in the [Laboratory Safety and Chemical Hygiene Plan](#). If an instrument or piece of equipment breaks, immediately contact your faculty research mentor and

relevant other faculty member(s), others using the research suite at that time as well as leaving a note on the instrument or piece of equipment.

- XII. **Not Meeting Expectations.** There may be times when an individual is not meeting the expectations detailed above. The goal is to learn, grow, and develop. Situations will be approached in that context. However, in doing so the learning, growth, and development of all members of the community will be taken into consideration. For serious violations of the Code of Conduct, a student may lose authorization to access the Kal Das Biomolecular Research Suite spaces in addition to other institutional consequences and those spelled out by a student's faculty research mentor. Students should report concerns to their faculty research mentor and other faculty members as warranted.