



PARTICIPANT POLICIES

CICOES Research Experience for Undergraduates

Behavior/Performance

- You will follow the Participant Code of Conduct. You are to treat all others with dignity and respect. Bullying and inappropriate behavior are grounds for dismissal from the program.
- You are expected to be productive during your 35-hour workweek. If you do not know what to work on, then ask your mentor, research team, peers, or other CICOES staff for guidance.

Absences/Tardiness

- Your mentor or a contact delegated by your mentor must approve planned absences ahead of time.
- You must alert your mentor or a contact delegated by your mentor of unplanned absences or tardiness before the start of your shift or as soon as possible.
- No call, no show is unacceptable except during emergencies. If this occurs multiple times, it is grounds for dismissal from the program.
- Excessive absences or tardiness are grounds for dismissal from the program.

Technology/Equipment

- Unless specifically granted, do not use university or federal technology/equipment for personal purposes.
- Unless specifically granted, do not leave your workplace with university or federal technology/equipment.
- Theft or inappropriate use of university or federal technology/equipment are grounds for dismissal from the program and may be grounds for criminal investigation.

Dress Code

- While you are not required to wear business or business casual attire, you are expected to dress appropriately for a professional environment. For example, avoid clothing with offensive graphics or text, and refrain from wearing overly casual clothing, such as pajamas, beachwear, workout clothes, etc.