The document outlines the requirements to remain in good standing within our team AND my responsibilities to you as a mentor.

Welcome to Human-Augmented Analytics Group!!!!

Masters-Led Research

In HAAGS, we believe masters researchers are capable and important independent members of our team. That's why I have implemented a **student-centered research plan** that allows you to develop yourself as a researcher and computational scientist . Masters-lead research means that each student is independently responsible for the accomplishment of their research objective and holds shared responsibility that maintains our research community. The guidelines, roles, and responsibilities are designed collaboratively with the undergraduates, masters, and PhD students who work together on this team**.** I will discuss at length what exactly is my expectations of you and what benefits you can gain from retaining good standing within our team.

About HAAG's OMSCS Research Coordinator :

BREANNA SHI

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Human-Augmented Analytics Group is a FREE PhD Student-led independent contract-based data science consulting resource founded by PhD...

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About Bree:

Bree Shi is a fourth year PhD student studying Bioinformatics with Minors in Machine Learning and Higher education. She holds many prestigious award such as: The GEM Ph.D Engineering and Science Fellowship Issued by The National GEM Consortium, STEM Diversity PhD FellowshipSTEM Diversity PhD Fellowship Issued by Graduate Fellowships for STEM Diversity, GAANN Biology Fellowship Issued by U.S. Department of Education, and many others. Before becoming a PhD student at Georgia Tech, Bree earned her master's in Mathematics from University of Minnesota where she earned Diversity of Views and Experiences Fellowship and her Mathematics BS degree at Stetson University.

Bree was 15 years old when she started her BS degree and is now 23. She created this Student-Led Research program because she understands that a lot of researchers can feel under-prioritized or disempowered in the research environment. In HAAG's, you are always to be treated as a full member of the team. As such regardless of if it's your first week with us, or your last, you will complete tasks which benefit the research team as well as yourself.

Your Grade Breakdown:

50% Satisfactory Collaboration

Collaboration score (includes but not limited to):

- regularly attends meetings with team and collaborator (if requested)

- Meets the goals set by the collaborator (Bree will request feedback from the collaborator)

- Provides tangibles requested by Bree and collaborator

- Responsive to team members

- Regularly completes role task

50% Progress toward publication

Publication score (includes but not limited to):

- Regular meets goals on time set by Bree, collaborator, or self

- Develops Novel CS tool

- Writing your manuscript

- Identifying a best-fit conference/ journal to submit your manuscript.

- Working with Bree/Collaborator to address concerns in your publication
- Submits Weekly Reports on time

**Up to 10% Extra Credit awarded for Scholarly activities read below

**Manuscript submission with approval from Bree/ Collaboration constitutes an automatic A in the course.

**Researcher Grade Available upon request. Don't ask every week. Preferably that you ask either through dm or request grade with on your weekly document submissions. This Policy may change if I get an influx of frequent request

Scholarly Activities

Bree Encourages HAAG members to participate in Scholarly activities, and She will promote these activities throughout the course. Bree also encourages researchers to propose their own scholarly activities for approval. A Scholarly activity is essentially any award, or otherwise photo-worthy moment participated in by the researcher that is adjacent to their role as a researcher. Photo evidence and shareability permission required for credit. Here are some examples (includes but not limited to) of scholarly activity.

- Present at a local Conference, seminar, webinar your HAAG research

- Volunteer in your research capacity for a STEM oriented event (example Atlanta Science Festival)
- Win a merit based scholarship or award

- Participate in a STEM or research based competition.

Other extra credit opportunities may include, filling necessary feedback surveys, generating group summarization materials, etc. You may request extra credit work from Bree.

Faculty Relations:

The highest priorities of the HAAG Group is meeting the project goals of our faculty collaborators. If projects are not adequately completed, faculty will likely be less interested in hosting projects with our team in the future. It is important for the progression of your research and the future research of the program that every HAAG member upholds a high standard of communication and collaboration with their faculty members.

Here are some general guidelines to follow when interacting with you Faculty Host:

(1) Always attend meetings with results slide deck and prepared to share with mentor. If you have a meeting conflict, the faculty should be notified 1-2 weeks in advance.
(2) At the conclusion of a meeting, send a follow-up email with your team with (a) summary of what was discussed, (b) summary of what future work was proposed and the members who will be responsible, (c) ask the faculty to respond with any errors in either of the summaries.
(3) Always communicate with your faculty member through their preferred communication channels (slack, discord, email, etc). Respond to any inquiry from a faculty member within 24 hours of request. If you need extra time, respond with a request for when you will have the deliverable by.
(4) Meet all deliverables!!! If you are not going to meet a deliverable, give ample notice.
(5) CC Bree on all deliverables and major project communications.
(6) Provide regular **Proof of work** for your faculty mentor. (IE do not just send results remember to create videos and documentation for your mentor that prove your results are reliable.)

Role Tasks and Research Support Projects:

- All students will self-assign themselves a role to support the community (returning members will all be trainers). Self-Assign will open the first week of class.
- Higher-Ed Sub-Team will work on projects that assist in the development of large-scale course changes and will assist in group management.

General Community Guidelines:

- Disrespect or unprofessional conduct toward any member in our group will not be tolerated. All interpersonal conflicts are to be raised to the research coordinator for assessment and guidance of the situation. You are not expected to deal with disrespect or unprofessional conduct from any member at any time and should raise the situation to the attention of leadership in **DIRECT MESSAGE or email**. DO NOT assume that Bree reads all messages in all channels, Bring it to leadership's attention directly when neccesary. There is much too high a quantity of messages for that to be possible.
- To date, we have not had any issues of this nature in HAAG. Let's maintain this status. Thanks Team!

Weekly Document Submission

Each Friday at 5pm EST you will submit a pdf to the time-log channel with the following

Sections:

Abstracts:

The abstracts and links to **1 article** which are similar in structure (not content) to the kind of paper you would like to write (not necessary to read all articles read abstract and figures)

- Generate summaries for each with https://www.explainpaper.com/

Scripts and Code Blocks

-Names of scripts uploaded to git (as all scripts should be)

    -brief description of function

    -flowchart of function

    -data: what data does this run on (if applicable) where is it stored higher ed team should have access

Important codeblocks

- Explanations of function

Documentation

List of steps you did as you would write them in your methods sections.

Script Validation(optional)

If you have written a longer script which will take time to verify, such as model training etc.
Please attach an unlisted youtube video link of you running the script to verify it works.
Results Visualization

Images with descriptions of results produced.

Proof of Work:

Any documentation that proves your results are reliable.Note, any oddities in your results and how you are investigating them.

Next Week's Proposal

Propose what you will do next week.

**If Bree takes issue with your proposal you will receive a message asking for a proposal update, otherwise execute your proposal.
You should never be waiting on Bree to continue your work, there may be periods where Bree is slower to provide feedback. You are expected to continue to work independently as you best see fit.

Plagiarism & AI Assistance Policy

- Plagiarism is not tolerated in the research group

- AI tools can be used to assist in code generation and paragraph phrasing

- All publications and progress reports to collaborators should be intellectually honest

- For clarification on the policy, please contact Bree

Absence Policy

- Report absent time/dates ONLY to timelog. No need to provide a reason as this may be personal. If Bree is noticing an issue, she may reach out privately to request such info

- You are still responsible for keeping your collaborator in the loop and meeting expectations for your weekly time commitments. If you do not make up that time, it will likely affect your grade in the course. It is left to the individual to find the best way to accomplish this.

- Members are generally expected to attend 80-90% of all meetings. While not a hard rule, if you are absent more than 20%, Bree or the Higher Ed Team may reach out in regards to the attendance issue.

Note Literature Review Guidelines

- Find a journal or conference you might submit to

- Review the submission from the previous year

- Look for articles that are in similar in structure to your planned paper.
    - If you are writing a paper on a computer vision application to fish, you will read different pipeline for birds, cars, planes, trees and NOT papers on how to right a algorithm from scratch for generalizable applications.

- For your knowledge, review papers are good. you can find them on most topics, but for weekly reports use applications articles.

- The paper needs to look like something that could be your paper if the application was changed

  - Look at the article's figures and think could I display my data/ pipeline in a similar fashion. If no, the paper is not similar enough.
- Continue to scan through previous years probably stop around 2020.

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