



## Schedule Agreement between SHINE Student and SHINE Lab

We like to have a general idea of what days and times we can expect to find the SHINE students in your lab so we can check in occasionally to see how things are going or perhaps to take photos.

**We highly recommend that SHINE students plan on a M/W/F schedule with a lunch break from noon – 1 pm so that the cohort can see each other and eat together. Friday cohort trainings are mandatory, so plan on being involved with the cohort every Friday from 10 a.m. – 1:30 p.m. Some cohort meetings will also take place on Wednesdays. Lunch will be provided on these days. No work on weekends or after 6 p.m.**

Monday	Tuesday	Wednesday	Thursday	Friday
Recommended!		Recommended! [Alternate day for cohort-wide meetings]		Everyone plan on being here from 9:30 a.m. – 1:30 pm.; you can go to your labs after 1:30.

This agreement can be modified at any time. For major changes, including addition or deletion of hours or days of the week, please file a new schedule with us (vast@usc.edu).

The Ph.D. mentor and SHINE student should exchange mobile phone numbers and agree to a mode of communication for unforeseen schedule changes such as illness, accident, etc.

The people named below have discussed schedule options for the SHINE student to participate in conducting SHINE research between June 17 – August 2, 2019, and we have agreed to the following general schedule.

Signed electronically by the following parties:

SHINE student: \_\_\_\_\_

SHINE parent/guardian: \_\_\_\_\_

SHINE Professor or Ph.D. student: \_\_\_\_\_

Please send the signed document to Dr. Katie Mills, vast@usc.edu, 213-740-0237 by June 25, 2019. If you have trouble creating an agreement for some reason, please contact Dr. Mills directly.