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(Fricke, Jones, Lindsey, Lisak, Stilwell)

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Expectations for Members of the Lindsey Lab

This document is meant to be dynamic and updated periodically. Some of these may be obvious to you, some may not. Everyone comes from different backgrounds and work environments, so I have detailed what my expectations are for the lab and lab members. Please read through, ask questions, and let me know if we need to update/change/add anything.

On Safety and Personal Wellness:
Your mental and physical well-being are more important than research. I expect everyone to adhere to lab safety codes, stay up-to-date in University mandated safety training, keep lab spaces clean and clear, avoid working through potentially dangerous protocols when alone in the lab, and stay home when you are sick or otherwise unable to work such that you and/or other lab members are at risk of harm. I do want to know if you are managing something personal (mental/physical health, negotiating family/personal problems, etc) so we can coordinate time-off or a modified schedule, but I will not pry into your personal matters: what you share with me is up to you. I will listen to you, and I care about you, but I am not trained in counseling or medicine. It is your responsibility so seek help and I am happy to direct you to on-campus resources (ex., metal wellness, stress management, Student Conflict and Resolution Center (SCRC), and Student Advocate Services).

On Emergencies:
Call 911 and then me if there is a serious emergency (someone has a heart attack, fire in the lab, etc). If there is something urgent but not dangerous (mysterious puddle, incubator not running, lab is very hot, power outage), call me. If I am out of town, I will designate someone to be the go-to person for these sorts of events (either a senior lab member, or PI from the shared lab space).

On Sexual Harassment, Sexual Assault, Stalking, and Relationship Violence:
The University of Minnesota and federal law prohibit sexual harassment, sexual assault, stalking, and relationship violence. You are welcome to speak with me about any concerns related to these issues, and I can help you connect with campus and community resources. Please be aware that I am a mandatory reporter, and, in some instances, I may be required to share what I learn with the University's Office of Equal Opportunity and Affirmative Action (EOAA). The University offers confidential support resources, including the Aurora Center, Boynton Mental Health, and Student Counseling Services. To learn about the University's policies and processes related to sexual assault, sexual harassment, stalking, and relationship violence, and to find out about other campus and community resources, please visit https://eoaa.umn.edu/ or contact EOAA at (612) 624-9547 or eoaa@umn.edu.

On Personal Relationships:
Close personal relationships (this usually means romantic in nature) are usually prohibited in cases where there is a power disparity or where "the relationship has a negative impact on the educational or work environment" (i.e., other lab members). The Office of Equal Opportunity and Affirmative Action may grant exceptions to this, but it requires a written agreement and transparency about said relationship. Please read the following UMN Statement on Nepotism and Personal Relationships: https://policy.umn.edu/hr/workplacerelationships

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On Professional Conduct and Communication:
Science entails lots of sharing, communication, and the critical assessment of ideas and data. As such, it is important to cultivate a community of respect. Everyone should feel welcomed and appreciated. All communication should be professional, including on-line and in-person. Harassment and discrimination will not be tolerated. Be kind, be conscious of others, give everyone a chance to speak, do not make assumptions or jump to conclusions (about other people, events, missing reagents, or data), do not lie or gossip, do not be defensive. Listen to your colleagues and think about what they have to say. Offer help to others. If you don't understand something or know how to do something, ask. Please remember how it feels to have your ideas and data discussed and be kind (but constructive) when offering feedback to others. This includes in the lab, in class, at conferences, and in any other situation where you are representing the lab, the university, and your science. Networking is (like it or not) very important in science and you never know who might be looking to hire a postdoc, serving on a grant panel, or reviewing your manuscript. Learn to manage conflict, navigate difficult conversations, and manage your emotions during. If you want guidance, UMN offers many opportunities to develop these skills and I can forward you to the relevant resources.

I would be thrilled to be known for having a lab of kind and conscious people.

On Lab Communication:
We have a lab Slack account to communicate and maintain a record of communications. This is important for many reasons! Ex: figuring out where someone stored the shipment of media, notes on which fly stocks are sick, staying informed regarding each other's travel plans, sharing useful protocols, etc. Here are channels and what we use them for:

- *#ordering*: If we run out of something, post it here. If you put away a package, post here what was received and where you put the item. Pay attention to the item's storage requirements: they are not always shipped at the temps we need to store at. If you don't know, *ask.* Do not just leave the package on someone's bench and hope they will get to it. Even small packages can be worth thousands of dollars. We get shipments of *Ephestia* eggs from Beneficial Insectary every other week. NEVER freeze *Ephestia* eggs – those always go in the fridge despite what the shipping insert might occasionally say.
- *#reading*: Find a good paper you want to share? Fun new R package? Throw the link and a note about the paper here.
- *#chat*: This is casual. Post memes and hilariously failed experiments. This is also a useful channel for announcing/coordinating smaller lab-related things with the group (e.g., "would anyone be able to take a plate out of the incubator for me tomorrow?", "FYI I need to use the M125 scope for the whole day on Thursday, does this interfere with anyone's plans?", etc)
- *#pets*: Please share pet photos. Plants/rocks also acceptable.
- *Direct messages*: For day-to-day things we can chat 1:1 on slack. This works fine for "are you in the lab?", "did you see where I left the flies for you?", "can you please coordinate a meeting with so-and-so" etc. This is *not* a good place to coordinate anything that we want more permanent records of. For example, sending me datasets or figures, sending sequence files, etc. Those are better suited to email! If it is a quick photo of "FYI this is what my plates look like" that is fine for slack. But if it is something that might be useful for a presentation, manuscript, or sharing with a collaborator, please email.

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On Emails:
While the day-to-day activities of the lab are primarily coordinated via slack, we use email to send rare announcements that are more comprehensive, send calendar invites, coordinate with folks outside the lab group, etc. Additionally, anytime we share files (code, figures, manuscript drafts, etc,) please send those via email. You are welcome to use google drive and share things via google drive, but I ask that you also send me a separate email with a description and the link, plus the action items for me. I get *a lot* of google drive emails and it is really challenging to sort through them and figure out what is actually needed from me. Same thing goes for forwarding me emails – please include why you are forwarding and what you need me to do, or note if it is just an FYI. Additionally, please follow these email practices:

- You need to read your emails. All of them. All the way through. Even the weekly bulletins from the college. Even the out-of-office replies (if you need something to happen and the OOO says they are on sick leave indefinitely, then you need to make a new plan of attack, not just assume they will get back to you in a week or so).
- Do *not* delete emails. Keep everything. You never know what might be helpful to look back at, and storage space is not a concern.
- Respond to emails within 24 working hours. I do not expect replies on evenings and weekends or whenever your non-standard working hours are. But all emails addressed to you (e.g., from me, grad program coordinator, department, head collaborators, whomever, with the exceptions being listservs or those clearly just meant to inform a large group) require 1-day turn around on response. Even if it is just forwarding you something interesting, please confirm receipt so I know you got it. If you struggle with this, then schedule a daily ~15-minute block to handle emails.
- If you are on vacation/traveling/etc, set up an out-of-office reply.

On Time Management:
I would like everyone in the lab to use their google calendar that is associated with your UMN account. Please make it available and put all your meetings, classes, blocked off time, etc on there. I want to be able to check anyone in the lab's calendar and have it be up to date so I can schedule things without excessive email chains and polls. If it is last-minute, I will check if a time is okay before I add the event, but having the calendar up to date saves a lot of back and forth. This will also make your life easier when it comes to scheduling meetings with me! You are welcome to check my calendar and send me an invite if you want to make sure you can grab a chunk of my time outside of our normally scheduled meetings. I also encourage you to use your calendar to help you plan, schedule, and block off time for the experiments or other tasks you will be doing.

Come up with a system to schedule your time and keep track of your to-do list and priorities: both short (e.g., day/week) and long term (e.g., semester/year/grad program). Three times a year we will work on our plans as a lab (beginning of Fall, Spring, Summer), but you should continue to revisit and revise your plan as needed. I can help you with this and share what works for me (or forward you to resources), but I want you to take the initiative in trying things and finding what works for you. Be cognizant of where your time is going. Learn to say "no" to things and prioritize the priorities.

Keep track of the things on your to-do-list that hinge on someone else's action. Do not let your progress be hindered by someone else forgetting to reply to your email. Take the initiative to

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check on people you are waiting on for a response or action. For example, if I email HR with a request to change someone's appointment from part-time to full-time, I make a note on my "to-watch" section of my planner to make sure I hear back from HR and this gets properly taken care of.

On Meetings:
I will meet formally with each lab member on a regular basis (baring travel, holidays, etc). For most lab members, this is once a week. We will work together to come up with a regular schedule. Formal meetings will be a time to ensure we revisit goals and have regular check-ins. 1:1 meetings are scheduled for 30 minutes. We might not use all the time, or depending on how things are going we might decide to also schedule an additional mid-week meeting. Beyond that, if my door is open and you need to chat, come on in. While I will typically be available, I might hole myself away if I have a looming deadline. We will work together to come up with a system for keeping track of our meetings/tasks. For weekly 1:1 meetings, I expect you to come prepared with:

- Notes on progress related to the tasks we laid out the week prior.
- Data, figures, other items for discussion pulled up and ready to look at!
- A plan for what you will tackle in the next week.
- Notes on any other things you want to discuss. This open: we can chat about a fellowship you are eying, who you want on your committee, the classes you are thinking of taking, a crazy new hypothesis you thought up, a tricky situation you want feedback on, etc.

We will hold weekly lab meetings. What we tackle during lab meetings will be variable. It might be paper discussion, research updates from one or more lab members, a practice talk before someone goes to a conference, revising a lab member's grant proposal, a time to revisit lab documents (including this one), or it might be training related to ethics, diversity, and/or inclusion, or data management. I will add the lab meeting to our calendars and include in the notes section of the event a link to a google doc where the schedule is located, plus other pertinent information for that semester (e.g., when folks are traveling, standing meetings, who is giving a talk when, birthdays, etc).

There will be some semesters where I may also organize lab writing groups or journal clubs, which will be as needed and depending on workloads. Sometimes this will be in combination with other lab groups. You are encouraged to organize such things yourself if you find the need – and they can be with whomever is interested!

On Working Hours:
I expect you to maintain a sustainable schedule that allows you to achieve the goals we have set together. Work smartly and efficiently (both for the sake of your time and health, and the lab's funds). You should strive for, on average, a 40-hour work week (or the appropriate proportion thereof given your FTE; graduate students, see section below on your multiple roles). There is no avoiding that sometimes you will need to work on weekends due to time-points, maintenance of your organisms, or a looming deadline, but it should not be the norm, and you should take some time off mid-week if you put in a lot of night/weekend hours. While I will not micromanage your schedule, I do want to see you regularly and expect we will have a good amount of overlap in when we are on campus. I will typically be on campus from around 9AM to 6PM and will let the lab know when I am out of town, home sick, teaching, what have you. If you

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are more of a morning/evening person, or need to pick kids up from school, etc, adjust your schedule accordingly and keep me in the loop so I don't go days or weeks wondering if you are okay. Let me know in advance if you are planning to take vacation. It is your responsibility to ensure any experiments or insect/cell maintenance are handled while you are away. You are expected to attend and contribute to all lab meetings, which will be scheduled after we consult everyone's schedule for the semester. I do not expect you to return emails outside of your normal working hours. I might send email or post on Slack at weird times (waking up in the middle of the night with an idea, on a layover in another time zone, etc), but I do not expect you to respond until your normal working hours. If you need to go in over the weekend, let the lab know – perhaps someone else needs a culture taken out and you can alternate weekend trips.

On Being a Graduate Student:
As a graduate student, you have multiple roles and responsibilities, which can be a little confusing (and it varies from student to student depending on many factors including fellowships and candidacy status). You are firstly a full-time student in your graduate program (which is not inherently linked to any particular department). Being a full-time student makes you eligible for fellowships (through department, college, university, or extramural sources like the NSF) and certain employment opportunities (RA-ships and TA-ships, offered by a given department, in our case, Entomology because that is my affiliation). Having an RA/TA-ship makes you an employee of the department. Therefore, you would be both affiliated with the program AND the department, but your roles, rights, and benefits are different between the two. Additionally, being a student in my lab and having an RA-ship in my lab makes me both your graduate advisor and your boss/supervisor, respectively.

As a student: The credits you are registered for as a student, including both traditional courses, and your thesis research units, provide a framework for how much time to devote to those tasks. This should be ~20 hours/week. I expect that you will use some of this "student time" to meet your program requirements such as written exams and seminars, attend and study for your classes, and complete some thesis research in the lab.

RA-ships: These are typically 20/hours a week, though they may be more in the summer. A bonus of the RA-ship is having your student tuition covered. I will do my best to organize RA-ships such that the work aligns with your thesis project. (Thus, time spent on research will be a combination of the RA-ship, plus your thesis research credits). There may be times when funding is such that I need to put you on a grant that is not focused on your thesis research. In that case, you may have to take on a "side project" for the time you are being paid off that fund (but you would still be doing a little thesis research for your thesis credits, as per above).

TA-ships: You will devote the amount of time in the terms of the TA-ship to those activities (e.g., 25% TA-ship = 10 hours/week).

Fellowships: The terms of the fellowship will guide us here. Typically, they are a substitute for an RA-ship and the assumption is that you will maintain your full-time student status (which is 50% of your time) and work the other 50% time on the goals of the fellowship. If you are on fellowship, I no longer hold the boss/supervisor role, just the graduate advisor role.

There will be tasks and activities that are easily sorted into "student" and "RA" roles: ex., attending lecture or setting up an experiment at the bench. Other tasks won't be quite so clear (e.g., reading papers, attending lab meeting, applying to a fellowship). I'm not asking you to

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catalogue your activities and hours, but you should be generally cognizant of if you are meeting your 20 hours/week RA-ship (or TA/fellowship/etc), and if you are progressing as a student (completing written exams, finishing courses, giving your thesis proposal seminar, etc). If you are unsure about anything, feel like it is difficult to balance tasks, etc, just talk to me. We will look at everything on your plate and prioritize and strategize accordingly.

On Lab Maintenance and Procedures:
I will encourage the practice of limiting the sharing of reagents, plastics, tools, space, etc. There are several reasons for this: (1) reduce contamination, (2) keep track of reagents that have spoiled or tools that aren't working, and (3) no one will need to track down all their perfectly curated supplies when they are ready to start an experiment and only have an hour in which to do it. All lab members will maintain their own supplies, aliquots, favorite pens and forceps, etc at their own bench/section in fridge/freezer/walk-in. The exception to this will be at shared workstations (ex., microscope, hood, etc), where there will be a set of tools that will be designated for use at that station. There will be times where your pen has run out of ink or you run out of TE in the middle of an experiment. I just ask that you check with lab mates before borrowing any supplies.

One more exception is that we will share stocks and particularly expensive or precious reagents (ex., antibodies, a large extraction kit). Please be very careful with these items and make yourself an aliquot when appropriate so we don't risk contaminating the stock. Make notes on what you took, and when. For certain stocks (ex., cell culture media) I ask that you work in the hood and pour into a falcon tube (rather than stick a pipette in) when aliquoting yourself media. Be especially careful about ensuring shared items go back into their designated spot. Replace/re-order items before they are gone. Please take the initiative to ensure that everything is ready for whomever may need it next. If we are out of something completely or a reagent has gone bad, let the lab know ASAP (on Slack!) so everyone can adjust experiments accordingly. Same goes for anything that may need fixing/repairs. If you need to leave something sitting out (cells adhering to coverslips, long incubation, etc) label it with your name, date(s) it will sit there, and "do not touch" – we do not want anything accidently getting tossed!

There are certain lab chores that everyone should help with. Be proactive about taking care of these, and don't expect that someone else will handle it. The major chores are: (1) autoclaving and disposing biohazard waste, (2) autoclaving tubes (1.5ml microcentrifuge tubes especially) so we always have some ready, (3) washing dishes, and (4) refilling buffers. If the biohazard waste is full, autoclave it, dispose of it, put a new bag in the bin. Do not just keep packing in more waste. If you take the last container of autoclaved tubes, prepare more. Take care of your dishes. Sometimes we put things in the sink to soak, which is fine, but if they are piling up, wash the whole batch. If you use the last of the TAE, make more. Do not leave it empty for the next person. Protocols for all of this are on google drive. If you feel like you are always the one taking care of these, remind your lab mates, and if it is still a problem, we can assign lab chores more formally. If you take the last of something and don't have time to make more in that moment, at a minimum, please do post on Slack in case someone else needs it before you can make more.

Combat entropy whenever you can and keep the lab clean and tidy.

On Lab Notebooks, Data, and Ethics:
Maintain your lab notebook and keep it up to date. Every day you do anything in the lab, you need to update your lab notebook. Even if it is a routine task (e.g., "I processed the next batch

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of 24 RNA extractions for the qRT PCR project (#s N-Z) following the protocol on YYYY/MM/DD page X."). Back up all data in multiple places. Do so regularly and keep notes on where everything is and how to access it. We will discuss the particulars of this as they relate to your project and data. Lab notebooks will stay in the lab after you leave, but you can scan/photograph pages if you'd like to take notes with you.

Label *everything* with your name and the date. If you print out a document, write the location and file name on the document you print (ex., a gel image). *Always* write dates in YYYY/MM/DD format. Other formats are ambiguous. Research labs are international, and we don't want confusion between dates written MM-DD-YY and DD-MM-YY, etc. The other bonus is YYYY-MM-DD format allows you to sort by date on the computer quite nicely.

Please read through and become familiar with UMN's documentation on Ethics and Compliance: https://research.umn.edu/ethics-compliance/overview

We will regularly discuss matters related to data, ethics, and compliance and I expect the lab to be a model for laboratory ethics and data integrity. If you are unsure about anything related to Ethics and Compliance, ask.

On Authorship:
We follow the IJME rules for authorship rules:
1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Projects evolve over time and authorship inclusion and author order will be re-evaluated accordingly.

On Professional Development:
We will work together to push your science forward and work towards the next step in your career. Keep me in the loop about your career goals and interests so that we can identify opportunities that will be useful to you. Maintain a CV and update it any time there are changes (a new paper, award, etc). Take the initiative to seek out and apply for grants, fellowships, and awards. It is your responsibility to know where your funding comes from, including salary, research, and conference funds. While I am committed to supporting you during your time in the lab, I expect you to try to supplement that with extramural funding. Having your own funds will allow the lab financial flexibility (which means more sequencing can be done, or we can hire a tech, etc) and it will be a huge boost for you, your CV, and your career development.

For students and postdocs, making progress on research should be your priority, but I expect you to be a well-rounded lab member and you should identify one or two other activities that help you develop as a scientist, give you joy, and/or give back to the community. This can be outreach, mentorship, devoting time to Frenatae, serving on a departmental committee, applying for a summer statistics workshop, etc. There may also be teaching opportunities. If this is a career path you are interested in, we will find a way to get you experience in this area. While I see these activities as important, do be careful about overcommitting yourself such that

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you and your research suffer. My expectations for the amount of "other activities" will depend on you, your position, how research is going, and many other variables. We will work together to make sure your time is being used wisely and you are happy.

I will forward you many things: job postings, funding opportunities, experimental ideas, etc. I do not expect you to apply for/do ALL of these, but you should consider them, talk with me, and pursue what interests you. Be honest with me and yourself about what you have time for. If there is an experiment that *needs* to happen (ex., critical for publishing a paper, I need preliminary data for a grant proposal), I will be very clear with you about that. I do not anticipate such needs to be frequent.

It is essential that you take responsibility for your own progress, schedule, and timeline. I will try to help and keep an eye on these things, but it is already hard to keep track of myself, let alone a whole lab of people. Take it upon yourself to push your project forward and meet deadlines. Similarly, students are expected to keep track of their program requirements and should regularly check to make they are not missing anything and that courses, documents, etc., have all been recorded properly in their MyU account/file.

On What to Expect from Me:
My role is to advocate for you, provide resources, and direct your development as a scientist. I will help you identify opportunities that will help you grow and achieve the goals that we will set together and regularly re-visit. Success in the lab can be defined many ways and depends on you, your goals, and your position. Ultimately my goal is to help you get to the next step in your career: for graduate students that would be graduation followed by a position that interests you (industry, government, academic postdoc, what have you). For postdocs that will likely be a faculty position or PI position at some other type of institution.

While I expect that you work with your colleagues to resolve small issues as they arise, you can expect that I will listen to your concerns and help as best as I can. This includes, but is not limited to, concerns about lab members, lab operations, and me. If something about my mentorship is not working for you, let's work together to think carefully and solve the problem. My mentorship approach is adaptable and depends on the person: everyone's needs are different.

I will help you prepare/edit grants, thesis/dissertation proposals, manuscripts, conference abstracts, posters, and talks. I will aim to return edits to you within a week for larger projects (manuscripts, chapters, grants), and within three days for smaller ones (e.g., abstracts). I want to see everything before it is submitted (big or small!) so we can: (1) maintain quality, (2) give you the best chances for acceptance/funding, and (3) ensure we are not sharing preliminary data that for whatever reason maybe confidential.

I will write you letters of recommendation. I need at least two weeks of notice to write a letter, and I will want to see any materials you may be submitting that will complement the letter. This will ensure we are telling the same story and I can write to particular aspects of your application/proposal/what have you. If you find an opportunity and there is less than two weeks before it is due, still ask me! A previous letter might be close enough that I can edit it quickly, and we don't want to miss out on an opportunity. In general, do your best to plan ahead.

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I will share with you the state of the lab and what sorts of things I am up to. This includes which funds and projects are active, what sorts of things I am working on and thinking about, which courses I am teaching or preparing for, which grant proposals I am writing, what positions we are hiring in, and conferences we should plan for.

Depending on your goals/workload/interests, I will include you in professional development opportunities assigned to me. These might include working alongside me to review a manuscript for a journal, helping me write a grant, teaching a guest lecture for one of my classes, giving a talk at a conference that I cannot fit into my schedule, including you in a collaboration, etc.

I will not have all the answers, but I will do my best to help you find them. Sometimes this will mean connecting you to other people or resources or pointing you in directions that I think will be fruitful. I will help you network and introduce you to colleagues on campus, at conferences, and over email.

You can expect that I will work as hard towards your success as you do, destigmatize failures, and celebrate victories.