



## Graduate students/Postdocs in the Gaudin lab

This is a brief guideline to help you make your time in the Gaudin Lab productive. Please read this document, and let me know to set up a time to discuss the issues it raises.

### My responsibilities

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1. Train and mentor you as a scientist
2. Provide funds for your salary, research and conference expenses
3. Provide office space and computer if needed (property of the lab)
4. Assist with identifying and writing postdoctoral/doctoral fellowships.
5. Develop and brainstorm project ideas
6. Interpret results and guide you in developing manuscripts
7. Proof-read and submit manuscripts
8. Discuss future career goals and plan ways to facilitate these goals
9. Meet bi-weekly to discuss progress & pitfalls
10. Work toward timely graduation / project completion
11. Offer you opportunities for growth, both as scientists and global citizens
12. Be there for you if you need support and advice

### My expectations

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1. Hard work, work ethic, honesty and reliability
2. You should be prepared for our regular progress meetings and have progress to share.
3. Good communication and responsiveness on Slack during work hours
4. Writing and submission of 1-2 papers per year for postdocs (first or co-authored). I expect students to produce 3 publications over the course of their PhD and 1-2 during their masters, including first-author papers. I strongly encourage collaboration, and a quick glance at our publications will show that this generally works well. Getting results takes time but you can always come to me with a review paper/metanalysis proposal of your choice to fill this objective.
5. Organized and accessible shared folder with raw data, summary of results in ppt format and all project documents.
6. Proof-read manuscripts from other lab members.
7. Apply for external funding (either individual postdoc fellowships, graduate student fellowships or contributing to larger lab grant writing).
8. Participate in general lab responsibilities assigned to you.
9. Participate in lab meetings and talk rehearsals of your colleagues.
10. Optional, but encouraged: Mentor at least one undergraduate student.

### Other general rules

#### Safety first

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Your health and safety are more important than your research. This includes adhering to lab safety codes, as well as maintaining your physical and mental health. Never work in the lab if you are feeling sick, under medication that might affect your ability to work normally. Avoid working in the lab afterhours and by yourself doing potentially dangerous activities. Please be aware of UC Davis



resources and training on lab safety and keep up to date with all required safety trainings and wearing the appropriate PPE.

## **Respect**

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I expect lab members to contribute to a productive and friendly environment conducive to learning and research. This includes treating your colleagues with respect, listening to others' viewpoints and ideas, and ensuring the lab and offices are a place where everybody feels welcome and appreciated. Racist, sexist, or other inappropriate comments or behavior will not be tolerated under any circumstance. The university provides a number of resources (confidential and otherwise) to report or discuss any such activity you feel is inappropriate. Being able to work as a team is of prime importance in science, act accordingly!

## **Behaviors we do not tolerate**

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1. Dishonesty. If you do not understand a technique, a procedure, or a concept, please let us know. We are happy to repeat instructions or demonstrations as many times as it takes for you to understand. It is important to us that you do 'get it' so help us to achieve that.
2. Unkindness. The lab has to be a pleasant place to work. We treat everyone with respect and dignity and we will expect you to do the same.
3. Silence. If you are unhappy with your tasks, your interaction with others, or feel distressed, please set an appointment to talk to Dr. Gaudin. In the lab, if you do not understand how an instrument works, ask. If you are unsure of what you should do next; ask.
4. Withholding credit. If you are given help; acknowledge it. Do not misrepresent your effort. This is one of the worse things you can do in academia, because all we have are our ideas and efforts. This is a lose-lose situation because no one would be inclined to offer you help again.
5. Not owning up to your mistakes. This takes courage. Try to be brave and let us know if you inadvertently did something wrong. You are learning and this is normal. There will be no retaliation. We will respect you for stepping up and accepting responsibility.

## **Mentorship**

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Your stay in the lab allows you with an excellent opportunity for mentorship. However, you, as the mentee must take responsibility to be proactive in establishing this mentorship relationship. If you are anxious about your academic performance, stressed about balancing work and life, are unsure about planning your future or have financial concerns (just a few examples), we can talk to you about it and perhaps point you to resources on campus that may be helpful.

## **Basic Housekeeping**

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1. We do not have a lab manager so everyone is responsible to keep work benches and common-use areas clean. Lab should be clean when leaving on Friday.
2. Be aware of the system for storing glassware and chemical and keep it tidy.
3. Although we have a lock in the lab, theft might be a problem. Act accordingly.
4. Wipe up all spills immediately, especially on the floor - this is hazardous. Non-hazardous spills should be wiped up immediately. Hazardous spills should be reported to EHS right away and you should get help cleaning it up.
5. Keeping up to date with all required safety trainings and wearing the appropriate PPE



6. Please keep keys in the lab
7. Don't forget to log mileage every time you use the lab vehicle

## **Work hours**

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We are lucky to work in an area where flexible working hours are the norm. In order to be able to interact with the rest of the persons in the lab, we generally expect lab members to be around during normal business hours (9-5pm) since this is when most academic activities occur. Lab employees (postdocs and specialists) must be on campus during work hours unless previously arranged. There may be times when your project requires you to work late at night or on the weekends but it is important that you take time off for personal life, vacations, etc. I do ask, however, that you notify me if you will be absent for 2 days or more.

## **Meetings**

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Attendance to regular lab meetings and bi-weekly meetings with Amelie is expected of all lab members. You will also be asked to participate to various group meetings pertaining to your project. I try to invite all lab members for a drink on Friday at 4pm on a regular basis (usually every other week). Although it is not mandatory, it is important to do your best to attend lab gatherings. Team building is important to your success as a graduate student and you will reflect fondly on those moments in the future. It is also a wonderful opportunity to learn, exchange, get advice and laugh a bit!

## **Conferences**

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Everyone is encouraged to attend at least one conference a year. The department and university offer travel funding for graduate students and postdocs, and you should apply for external sources of funding to help cover travel expenses. Whenever possible, I will help fund attendance at one conference per year for each member of the lab on the condition that you are presenting a poster or talk at the meeting. Please provide ample time before the deadline for reviewing abstracts and posters or practicing talks.

## **Authorship**

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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;
2. Drafting the work or revising it critically for important intellectual content;
3. Final approval of the version to be published;
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.

## **Data sharing**

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I feel strongly that open science is important. All data produced during your time as a student/postdoc is property of the Gaudin lab and the University. It should be available to me at all time through a shared folder system of your choice (box, dropbox or google drive). This includes all raw data, experimental designs, project documents ... and must be organized and in a form that is intelligible and repeatable in the future.