GLAUNSINGER MENTOR-MENTEE COMPACT

THE SCOPE OF MY JOB

It is my job to initiate research that will make tangible contributions to science, mentor students and postdocs, secure funding for the lab, participate in undergraduate and graduate teaching, and perform department and campus level administrative service (e.g. thesis meetings/oral exams, undergraduate/graduate/faculty recruitment efforts, department/college/campus committees). In addition, I am expected to perform service to the greater scientific community, for example by serving on grant panels, journal review/editorial boards, participating in conference organization, etc. I am a strong proponent of clear science communication and engage in public outreach as well as present workshops on this topic. Finally, a critical component of my position is to disseminate and publicize our discoveries by giving talks and publishing papers with you.

I place high value on leading a balanced life and prioritize making time for family, friends, exercise and other extracurricular activities. We all have "crunch" times, but in general you won't see me at work past 6PM or on weekends. I believe that the most thoughtful, focused and creative work is done by people who are not overworked.

WHAT YOU SHOULD EXPECT FROM ME

✓ **I will set the scientific direction for the lab and provide the means to pursue those directions.** This will include helping you to find a research topic, writing grants to fund the research, and seeking out collaborators for our work to further your opportunities.

✓ **I will be available for regular meeting and informal conversations.** My schedule often requires that we plan in advance for meetings and I will send out my weekly availability on a google doc. However, I also welcome informal discussions, so feel free to come in anytime my door is open.

✓ **I am committed to mentoring you now and in the future.** I am committed to your education and training while in my lab, and to advising and guiding your career development. I will work to promote you and your work.

✓ **I will discuss data ownership and authorship policies regarding papers with you.** These can create unnecessary conflict within the lab and among collaborators. It is important that we communicate openly and regularly about them. Do not hesitate to voice concerns when you have them.

✓ **I will encourage you to attend scientific/professional meetings.** I will not be able to cover all requests, but you can generally expect to attend at least one major conference per year, when you have material to present. Securing outside funding (e.g. a fellowship or travel award) will enable you to attend additional meetings. I will work together with you to optimize your presentation.

✓ **I will strive to be supportive, equitable, accessible, encouraging, and respectful. I will try my best to understand your unique situation, and mentor you accordingly.** I am mindful that each trainee comes from a different background and may have different professional goals. I seek to understand and value each lab member as an individual with unique strengths and areas for growth and will work to help position you for the career of your choice.

✓ **I will work towards recognizing and dismantling the structural racism in academia and creating a culture of belonging in our lab.** If you notice things that cause you to feel marginalized, disrespected, or inequitably treated please let me know. I will create space for all lab members, myself included, to participate in outreach and anti-racism activities individually and as a group.

What I expect from you

I think the most important part of my job as a professor is to train and mentor students and postdocs. I must contribute to your professional development and progress in your degree. I will help you set goals and hopefully achieve them. In general, I expect you to:

- Learn how to plan, design, and conduct high quality scientific research
- Learn how to present and document your scientific findings
- Be honest, ethical, and enthusiastic
- Be engaged within the research group and with outside colleagues
- Treat your lab mates, lab funds, and equipment with respect
- Take advantage of professional development opportunities
- Work hard – don't give up! But take breaks when you need them. ☺

➤ *Take ownership over your training experience*

✓ **Acknowledge that you have the primary responsibility for the successful completion of your degree or fellowship.** You should maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.

✓ **Ensure that you meet regularly with me and provide me with updates on the progress and results of your activities and experiments.** In general, we should meet at least every other week to review primary data. If you cannot make any of the meeting slots I send out, please let me know and I will find another slot that works for both of us. I expect you will come to the meeting with your primary data labeled and organized. Make sure that you also use this time to communicate new ideas that you have about your work and challenges that you are facing.

✓ **Be knowledgeable of the policies, deadlines, and requirements of the program and the university.** Comply with all institutional policies, including academic program milestones, laboratory practices, and rules related to chemical safety, biosafety, and radiation safety.

✓ **Actively cultivate your professional development.** UC Berkeley has resources in place to support professional development for students and postdocs. It is important to take advantage of these resources, since becoming a successful scientist involves more than just doing academic research. All graduate degree programs require attendance at a weekly seminar. Attendance at conferences and workshops will also provide professional development opportunities. It is a good idea to become a member of one or more professional societies such as the American Society for Virology or the RNA Society.

✓ **Develop your writing and presentation skills.** As you start to make progress, begin outlining a paper's figures and drafting the text. Be prepared to go through rounds of revisions before submitting an abstract or paper. Although the availability of travel funds will vary, I encourage you to submit your work for presentation at one conference per year (two if you secure outside funding). Conference abstracts need to be approved by me prior to submission, and we should work on your talk or poster together before it is finalized. Take full advantage of local opportunities to present your research, including BayViro and other CEND symposia, PMB Monday seminars, Bay Area RNA club, the ID&I seminar series, etc.

➤ *Be a team player*

✓ **Attend and actively participate in all group meetings, as well as seminars.** Participation in lab and sub-group meetings does not mean only presenting your own work but providing support to others in the lab through shared insight. You should refrain from using your computer or phone during research meetings. Even if you are using the device to augment the discussion, it is disrespectful to the larger group to have your attention distracted by the device. Do your part to create a climate of engagement and mutual respect; be there on time and provide constructive feedback, enthusiasm and ideas to your lab mates.

✓ **Strive to be the very best lab citizen.** Take part in shared laboratory responsibilities and use laboratory resources carefully and frugally. Maintain a safe and clean laboratory space. Be respectful, tolerant of, and work collegially with all laboratory colleagues: respect individual differences in values, personalities, work styles, and theoretical perspectives.

✓ **Apply for fellowships, awards, and travel grants.** Not only will an award help your career and the overall lab funding situation, the experience of writing the proposal will help you think about what you are doing more deeply. If you see an award you are eligible for, please let me know and I'll be happy to nominate you!

➤ *Develop strong research skills*

✓ **Take advantage of your opportunity to work at a world-class university by developing and refining stellar research skills.** I expect that you will learn how to plan, design, and conduct high quality scientific research.

✓ **Prepare scientific articles that effectively present your work to others in the field.** The 'currency' in science is published papers, and we have an obligation to funding agencies (and taxpayers) to complete and disseminate our findings. I will push you to publish your research as you move through your training program, not only at the end. We will deposit all our manuscripts on a preprint server like bioRxiv at the same time as we submit them to a peer-reviewed journal. Ultimately, as the first author it is your decision where you would like to submit your work, though I strongly encourage submission to open access journals. *Note that by 2022 HHMI requires that ALL manuscripts published by HHMI funded labs be published in fully open access journals.*

✓ **Keep up with the literature so that you can have a hand in guiding your own research**. Block at least one hour per week to read papers. You are expected to keep on top of both current and past literature related to your project. Because of the volume of individual research projects in the lab and my other teaching and administrative duties, I do not have the bandwidth to be on top of all of the literature for everyone's project—*I expect you to be the expert*! Please forward me papers you come across that you think are particularly relevant.

✓ **Maintain detailed, organized, and accurate laboratory records.** You should maintain an electronic lab notebook through Benchling. Your notes should allow your work to be reproduced (meaning they must be understandable by people other than yourself) and will help to assign credit for authorship. They are required by funding agencies and for any potential patents. At a minimum each experiment should clearly identify the purpose, what you did, the results, and your conclusions. Be aware that your notes, records and all tangible research data are property of the lab. When you leave the lab, I encourage you to take copies of your data with you. But one full set of all data must stay in the lab, with appropriate and accessible documentation. Regularly backup your computer data. **At the time of your manuscript submission, you must deposit all new plasmids in that paper to Addgene, so they may be easily accessed by the scientific community**. I strongly encourage you to similarly submit detailed protocols of your published work to The Protocol Exchange, an open repository for sharing scientific research protocols hosted by the Research Exchange platform (https://protocolexchange.researchsquare.com). The goal is to document your protocols with sufficient care such that anyone else inside or outside the lab can reproduce your findings.

➤ *Communicate clearly*

✓ **Remember that all of us are "new" at various points in our careers.** If you feel uncertain, overwhelmed, or want additional support, please overtly ask for it.

✓ **Let me know the style of communication or schedule of meetings that you prefer**. If there is something about my mentoring style that is proving difficult for you, please tell me so that you give me an opportunity to find an approach that works for you. No single style works for everyone; no one style is expected to work all

the time. Do not skip meetings with me if you feel that you have not made adequate progress on your research; these might be the most critical times to meet with a mentor.

✓ **Discuss policies on work hours, leave and vacation with me.** I am not interested in tracking hours – instead, I am interested to see that you are productive. As long as you are meeting expectations, you can largely set your own schedule. That said, I expect that, on average, the majority of your time in lab should overlap with regular working hours (e.g. ~8AM-6PM), as this will enable you to interact with and get advice from others in the lab and vice versa. Please notify me (and relevant fellow lab members, esp. Jennifer) in advance of planned absences. Work-life balance and vacation time are essential for creative thinking and good health. I think that it is reasonable for you to take ~4 weeks of personal travel away from the lab in any given year (separate from university holidays). I am happy to consider longer leaves when situations call for them—including for health and/or family reasons.

At times, graduate school and postdoctoral training can feel very stressful. If you begin to feel overwhelmed, anxious, or depressed—please seek assistance and take time to attend to your mental health.

Resources from the Tang Center:
Gold Folder: https://uhs.berkeley.edu/sites/default/files/ucb_goldfolder.pdf

Promoting Student Mental Health: A Guide for UC Faculty and Staff: https://uhs.berkeley.edu/counseling/prevention-education-outreach/mental-health-handbook

Berkeley Campus Resource Insert: https://www.ucop.edu/student-mental-health-resources/_files/pdf/PSMH-Berkeley-insert.pdf