



## Thrash Lab Personnel Expectations

*All members* of the lab are expected to do the following:

### Attitude

- Be kind, work hard.
- Maintain a positive, solution-oriented attitude.
- Treat others with respect and care.
- Be honest.
- Cultivate your curiosity about the work you do and think creatively.
- Represent the lab with pride. You are now an ambassador for the lab as well as a member- our reputation will partially be formed by how you interact with our colleagues.
- Have fun and get excited about contributing new discoveries about our world!

### Health and Safety

- Prioritize your physical and mental health.
- Maintain a safety-minded culture.
- Adhere to all USC safety rules and guidelines (see EHS GDrive directory and hard-copy folder for details), including those specific for Covid-19 response management.

### Participation and Schedule (some exceptions for undergrads, below)

- Develop a personal schedule that optimizes your creativity and motivation, based on your rhythms and habits, and taking into account your physical and mental health.
- Actively participate in all laboratory group functions.
- Be flexible and willing to work beyond your personal schedule if urgently needed.
- Submit fellowship/grant proposals for funding at all eligible opportunities unless you are already funded.
- Present at and attend research conferences.
- Clear any anticipated absences with the PI in advance so that all experiments and other work can be properly locked down or handed off for the days you will be gone.
- Adhere to the MEB Code of Conduct.

### Communication

- Respond to all communications via email or **Slack** in a timely manner during your normal working hours and monitor communications regularly in case of emergencies (freezer outages, etc.)
- Deal with research challenges in the following order:
  1. Think about solutions yourself
  2. Look for answers in the literature
  3. Solicit advice from fellow lab-mates
  4. Seek advice of the PI. I'm always happy to discuss issues, but it's in all our best interests if you first work on the problem yourself.
  5. If we're still struggling, we'll go outside the lab for advice (see next).
- Include the PI on all communications regarding any lab research (yours or others'). This includes cc'ing the PI on emails and making the PI aware of any conversations outside of email. Basic research is a competitive environment, involving valuable intellectual property (ideas and techniques), and intense competition for funding at all levels. All members of the Thrash Lab are expected to exercise discretion in revealing the details of our work. This does not mean we will not be open with our colleagues, only that the PI needs to be aware of the communication beforehand. If you are unsure of what level of detail to describe to whom, please ask the PI about it in advance.

### Infrastructure

- Maintain and treat all lab equipment with care.
- Help with purchasing and interfacing with vendors and maintenance workers.
- Keep the chemical inventory updated.

### Research Integrity

- Maintain a legible, organized, and fully updated lab notebook in **Evernote Premium** so that sharing, version control, and cloud backup is implemented. Use this to track both wet lab and computational progress, and keep your notes shared with the PI. If you maintain a handwritten lab notebook, transcribe or otherwise transfer the pages from that notebook into your Evernote lab notebook.
- Provide weekly reports via **GitHub** indicating
  1. Past week accomplishments
  2. What was not accomplished and why
  3. Current week goals
  4. Items requiring the PI's attention
- Maintain and keep current all data and research outputs on our shared **USC Google Drive** directories and/or our USC HPC file server (/home/thrash-00/).
- Make all protocols, scripts, sequences, data, and other research products freely and publicly available upon publication so that our work may be reproduced. This can be done via our **GitHub**, **FigShare**, and/or **Protocols.io** repositories.

### Additional position-specific expectations:

As the *Principle Investigator* of the Thrash lab, JCT is additionally expected to:

- Ensure the integrity, quality, and rigor of the work that is produced by the laboratory.
- Provide mentorship, guidance, and support to those who work in the lab, including, but not limited to, technical training for lab protocols and equipment, experimental design, project strategy and planning, manuscript preparation and submission, logistics, job searches, poster and oral presentations, teaching, letters of recommendation, and curriculum choices.
- Obtain funding to pay for salaries, supplies, and general lab operations.
- Develop and nurture a culture of curiosity, exploration, learning, teamwork, and positive, solution-oriented attitudes throughout the lab.
- Ensure a safe and supportive work environment free from any forms of harassment and dedicated to personal equality.
- Be available to discuss scientific and personnel issues at most times of the day.
- Develop and nurture collaborations with other PIs and their lab members.
- Read, evaluate, and approve all abstracts, manuscripts, or any other representation of the research that comes from the lab.
- Be timely and constructive with comments on abstracts, proposals, and manuscripts in preparation.
- Give credit where credit is due and actively promote those who work in the lab.

As a *Postdoctoral Researcher* in the Thrash lab, you are additionally expected to:

- Maintain an active literature search for papers related to your project(s) and read continually.
- Operate independently and play a leadership role in managing projects on which you are working. This can include developing your own research ideas, coordinating among team members, securing the necessary materials to complete your work, and developing new collaborations. It also includes setting a good example of proper research conduct, integrity, and work ethic; providing advice and guidance to junior team members; and encouraging a creative, collaborative environment.
- Provide technical training and mentorship for graduate students and undergraduate researchers.
- Provide high-quality manuscript drafts with publication-ready figures to the PI.
- Discuss possible job applications with the PI in advance so proper time away expectations can be developed.

As a *Graduate Student* in the Thrash lab, you are additionally expected to:

- Maintain an active literature search for papers related to your project(s) and read continually.
- Increase your level of independence as you progress through your degree so that you are ideally capable of independently managing a research project in your next career step.

- Produce at least 3 first-author publications during your Ph.D. (excluding Genome Announcements).
- Be familiar with and meet the deadlines and requirements laid out in the GPMBBO Guidelines document, including completion of qualifying exams by the end of your second year.
- Provide mentorship and training for undergraduate researchers.

As a **Research Technician** in the Thrash lab, you are additionally expected to:

- Closely coordinate with the PI and members of the lab to provide optimal project support.
- Operate independently to accomplish the majority of your tasks.
- Provide training when applicable.
- Oversee maintenance of equipment and the culture collection.
- Serve as the primary point of contact for shipping/receiving.

As an **Undergraduate Researcher** in the Thrash lab, your first priority is school. We are happy to have you and excited for you to progress in your experimental skills, but your degree responsibilities come first. The lab supports your efforts to succeed scholastically at USC. Working in the lab should enhance those efforts, not detract from them. If you can be successful in school AND have time to work in the lab, while you are here you are expected to:

- Ask lots of questions. Cultivate your curiosity about what you're working on, why you're being taught something, how what you're doing fits in to the larger picture, and make sure you've cleared up any confusion about a task before beginning.
- Take copious notes when learning and transcribe these into your Evernote lab notebook.
- Actively participate in whatever laboratory group functions you can attend.
- Adhere to the agreed upon schedule of work hours, and be available and willing to work beyond it in emergencies, except,
- If scheduling conflicts arise, in which case be proactive and communicate effectively with the PI and any others depending on you.
- Remain focused and task-oriented while working (e.g., avoid cell phones and other distractions).