

## LAB EXPECTATIONS WORKSHEET

**Student Name:** \_\_\_\_\_ **Advisor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This optional worksheet is intended to facilitate meaningful, productive conversations with your rotation/lab advisor, ensuring you are set up for success in the lab and fostering the foundation of a strong, collaborative working relationship. Use these questions as a starting point for discussing clear, reasonable expectations for your time in the lab and for helping decide which lab will be a good fit for you. It is a good idea to address some of these questions during your rotations, so they can help inform your lab decision. Useful questions to ask during your rotations are **bolded**, but we recommend that you read through all the questions and pick those that are most important to you.

Some professors may not have concrete answers to all of these questions right away. This is a living document, and **these questions should be revisited and an ongoing conversation throughout your time in the lab** (e.g. during your annual IPD meeting or other annual review meeting).

It is always recommended to document your conversation and your advisor's responses for future reference. If you would like to include this in your student folder, please send the completed worksheet to [neurogrd@uw.edu](mailto:neurogrd@uw.edu).

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### General Expectations and Hours:

1. **What are your expectations from me as a member of this lab? (general expectations)** \_\_\_\_\_
2. **What is your mentorship/advising style? I work best** \_\_\_\_\_  
\_\_\_\_\_ (see link for ideas)  
<https://grad.uw.edu/current-students/student-success/mentoring/>
3. **What is your preferred method and hours of contact (e.g. email, slack, text, 9a - 5p)?** \_\_\_\_\_
4. If we have a conflict, how will we address it? If needed, who can act as a mediator?  
\_\_\_\_\_
5. **What is your remote work policy?** \_\_\_\_\_
6. **How many hours of lab work a week are you expecting? Are you flexible to work outside the 9-5 hours? (Make sure to state your preferences)**  
\_\_\_\_\_

7. What is your expectation for balancing lab work and classwork?  
\_\_\_\_\_
8. If I am taking electives to fulfill my program requirements, is there flexibility in weekly hours? \_\_\_\_\_
9. Are there certain times of year that may impact my course load or ability to take electives? \_\_\_\_\_
10. I am required to complete 6 credits of teaching practicum over one or two quarters. The program expects that this may affect my capacity for lab work during this course. I will keep you informed of when this will be, but is there anything I can do to help prepare before this time?  
\_\_\_\_\_
11. **The ASE contract allows for one (1) week of paid vacation per quarter (20 hrs/quarter, 80 hrs/year total) and 7 days (28 hrs/year) of sick leave. How should I notify you about days I want to take off? How many days ahead? What's the best way to communicate that I'm sick?**  
\_\_\_\_\_
12. **Do people in this lab usually go home for holidays? For how long? I am planning on going home for holidays such as \_\_\_\_\_. Is it possible to work from home to extend time with family?** \_\_\_\_\_

### **Meetings**

1. **Would it be possible to schedule regular one-on-one meetings on a weekly or bi-weekly basis? If so, what would you recommend I prepare in advance for these meetings?** \_\_\_\_\_
2. I think it would be beneficial to have a quarterly or semi-annual review to assess progress and plan for the upcoming months. Would it be appropriate to schedule these reviews during our regular weekly meetings, or should we set aside separate time for them? \_\_\_\_\_
3. ***What are lab meetings like? What am I expected to bring/prepare for the lab meeting? Am I going to be expected to present? How often?***  
\_\_\_\_\_
4. I am expected to prioritize GPN seminars and events. What is your expectation of my involvement in your departmental seminars and events? How can I best balance both expectations? \_\_\_\_\_

### **Lab Organization and Protocols**

1. **Do you have a preferred lab notebook style?** \_\_\_\_\_

2. **Where should I store all my data?** \_\_\_\_\_
3. What are the general lab care tasks that I should be responsible for?  
\_\_\_\_\_
4. Am I expected to take on undergraduate mentees?  
\_\_\_\_\_
5. How do I go about purchasing things? How should I notify you about orders?  
\_\_\_\_\_
6. **What are required lab trainings?**  
\_\_\_\_\_
7. **What is the current mechanism to fund my appointment and how will my appointment be covered once that ends?**  
\_\_\_\_\_
8. What are your expectations for me applying for grants?  
\_\_\_\_\_

### **Papers, Abstracts, Conferences, and Other Writing**

1. How early should I send drafts to you? \_\_\_\_\_
  - a. Abstracts? \_\_\_\_\_
  - b. Poster? \_\_\_\_\_
  - c. Fellowship/grant proposals? \_\_\_\_\_
  - d. A paper? \_\_\_\_\_
  - e. Requests for recommendation letters? \_\_\_\_\_
2. How do you work with students to prepare manuscripts for publication or presentations at scientific meetings? \_\_\_\_\_
3. How often should I go to conferences and submit a paper? \_\_\_\_\_
  - a. What are some good conferences I should look into? \_\_\_\_\_
4. How does your lab typically negotiate authorship?  
\_\_\_\_\_