

Mentorship, Expectations and Commitment to Diversity in the Sheryl Roberts Lab

My primary goal as an educator is to create environments in which mentees from all backgrounds can unlock their potential. To do this effectively, my approaches are to use effective communication, enhance scientific performance and create an inclusive and diverse environment to foster collegial and collaborative environment for all lab members. In summary:

My responsibilities are to motivate and train my mentees to be the best scientist they can be. I will provide as many opportunities as possible for them to pursue their scientific and professional goals.

My mentees' responsibilities are to be present, proactive, curious and act with rigor, integrity and humility while being kind to themselves and respectful to all lab members.

General Rules

1. Safety first
2. Respect
3. Displaying a positive and respectful attitude
4. Working with honesty and integrity
5. Maintain basic personal hygiene.
6. Work carried out in the Roberts Lab belongs to the Lab
7. Represent the organization and the lab in a responsible manner

As an Employee, you can expect:

- 1) Proper training, support and management
- 2) Timely and accurate payment of wages
- 3) Safe and healthy working environments
- 4) Full disclosure and explanations of the job responsibilities, organization policies and procedures
- 5) Regular feedback on performance from mentor
- 6) Following set policies and procedures when dealing with issues and problems
- 7) Benefits program while employed at WSU found here: <https://hr.wayne.edu/tcw/benefits>

Expectations (from all members)

- 1) Performing the job at a reasonable, acceptable standard.
 - a. The Roberts Lab Onboarding document is given on the first day of work.
 - b. Members of the lab is expected to complete the list of onboarding within 2 weeks.
 - c. After two weeks, PI and mentee will go through the checklist and both parties will sign it out as completed. If any, discuss outstanding tasks still to be completed.
 - d. Your major tasks must not be delegated to others, unless otherwise agreed upon with the PI. Decisions will be made on a case-by-case basis depending on the situation.
- 2) Maintaining attendance
 - a. Adhere to the University Attendance Standards on absenteeism and tardiness, APPM Section 3.0.11.- <https://policies.wayne.edu/appm/3-0-11-attendance-standards>.
 - b. We are lucky enough to work in an area where flexible working hours are the norm. However, we expect lab members to be present at the majority of normal business hours (8:30 am – 5:30 pm with one hour of lunch in between) during the work week. These are hours when most academic and institutional activities occur. There may be times when your project requires to work late at night or on the weekends, but you are not expected to regularly work more than a normal 40- hour work week.

- c. It is important that you take time off for personal life, vacations, etc. However, I ask that you notify me if you will be absent and let me know in advance of any extended leave. Recommended notifications for planned absences (vacation/personal days) are:
 - i. Notifications for a one-day absence – 2 working days in advance
 - ii. Notifications for a vacation – 7 days in advance
- d. You will need to contact your supervisor of any unplanned absences within one hour of agreed upon arrival time.
- e. You will need to plan/arrange to take your college courses after normal working hours unless the Supervisor can verify that (1) the course is offered only during working hours, (2) your supervisor is able to arrange adequate coverage of your position, and (3) your time taken off is charged to your vacation or, i.e., personal time (Any Purpose Time, if available) or additional hours are worked and arranged to make it up (working during lunch will not satisfy the make-up arrangement). If the course is offered only during work hours, evidence of that limitation shall be submitted at the time of your request. In such cases, permission must be secured before registering for the course.

3. Group and individual meetings, seminars, journal clubs and other lab and institutional activities

- a. Attendance and being on time to regular weekly lab meetings, monthly Molecular Imaging (MI) seminars, KCI Seminar series, meetings with collaborators are expected from all lab members. Participation in weekly lab coffee, other regular meetings, are encouraged but not required. Note that if you are funded on one of the lab's current grants, you are expected to attend those relevant meetings as well. There are a number of seminars (you will be notified) each week, and these are usually posted. You are strongly encouraged to regularly go to one or more each week.
- b. Group Meetings are:
 - i. To allow mentee to present data for the entire group to provide feedback on the analyses
 - ii. For mentees to prepare and think about the results and future directions of the project before the meeting
- c. Individual Meetings are:
 - i. Aimed to discuss experimental design, findings and interpretations
 - ii. Meant to provide guidance to mentees on the next steps
 - iii. At the end of meetings, the trainees must have a clear plan regarding the next steps.
 - iv. To provide honest and constructive feedback concerning whatever topic we will discuss.
 - v. To push in new directions

5. Laboratory Management and Inventory- Quartzy

- a. Every lab member will have access to Quartzy. A one-time training will be given by an experience lab member or PI.
- b. ALL items must be placed on Quartzy for ordering. Each person (the Requester) is responsible for placing their own orders on Quartzy. Delegation of this task is not encouraged.
- c. PI will approve and designated person(s) will purchase the items. There will only be one designated person in the lab. Verify with PI if it's unclear.
- d. Designated person for Quartzy Management will update the system with all the information (Requisition, PO, confirmation, tracking #, invoice etc.)
- e. After a successful purchase by designated person, it is the Requester's responsibility to maintain and update their own items on Quartzy. This must be done in real-time when the items have been unpacked and stowed away in the lab.
- f. The general rules of management are expected to be followed by each member of the lab.

6. Conferences

- a. Everyone is encouraged to attend at least one conference a year. Members of the lab regularly attend such meetings at the World Molecular Imaging Conference (WMIC), European Molecular Imaging Meeting (EMIM), Society of Nuclear Medicine and Molecular Imaging (SNMMI) and international Symposium on Radiopharmaceutical Sciences (ISRS). The lab, department and university may 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 suggested below for me (PI) and co-authors reviewing abstracts and posters or practicing talks.
 - i. 1st draft Poster- 7 working days before the deadline
 - ii. 1st draft Talk – 10 working days before the deadline
 1. Practice talk – 5 working days before the deadline

7. Authorship

- a. We follow the IJME rules for authorship rules:
 - i. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
 - ii. Drafting the work or revising it critically for important intellectual content; AND
 - iii. Final approval of the version to be published; AND
 - iv. 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.

8. Open Science

- a. Open science is important and highly encouraged. Experiments are carried out for the eventual goal of sharing our results to the scientific community and general public as a form of peer-reviewed publications, articles and communications. Decisions will be made as a team but in an unlikely event that there are differences in opinion, the institution and PI has the duty to make the executive and final call. As a member of this lab and during your work stay, you are not permitted to embargo experimental results for publications or any other data sharing capabilities.

In addition, specific rules for the varying members of the lab are as follows:

Career Development of Postdoc, Senior Ph.D. Student and Staff

1. My responsibilities to you are:
 - a. Assist with identifying and writing postdoctoral fellowships.
 - b. Develop project ideas
 - c. Interpret results.
 - d. Proof-read manuscripts.
 - e. Discuss future career goals (e.g., do you want to teach, go into academia, industry, continue in research?), and plan ways to facilitate these goals.
 - f. Meet weekly to discuss progress & pitfalls
2. Expectations from you are:
 - a. See documents
 - b. Prepare for our regular progress/pitfall meetings and a follow up email of progress and goals.
 - c. Write and submit manuscripts. I strongly encourage collaboration, and a quick glance at our publications should show that this generally works well. On average I expect your time as a postdoc in the lab to generate ~2 papers per year (first and/or co-authored). In general, this expectation within reasonable and actionable timeframe.

- d. Proof-read manuscripts from other lab members.
- e. Apply for external funding (either individual postdoc fellowships or contributing to larger lab grant writing).
- f. Maintain a set of lab notebooks (following instructions from the onboarding document), including directories of data, annotated codes & versions, detailed methods. These need to be sufficient to reproduce results without additional instructions. A good working example can be found here.
- g. Participate in general lab responsibilities (servers, maintain common areas, taking turns hosting visitors). Participate in talk rehearsals of your colleagues.
- h. Optional, but encouraged: Mentor at least one undergraduate student.

Career Development of Undergraduate, Master and Junior PhD Students

1. My responsibilities to you are:
 - a. Develop project ideas.
 - b. Interpret results.
 - c. Proof-read and contribute to writing of thesis, abstracts and manuscripts.
 - d. Meet weekly to discuss progress and pitfalls.
 - e. Discuss future career goals based on your individual development plan (IDP, e.g., do you want to teach, go into academia, continue in research?), and plan ways to facilitate these goals.
2. Expectations from you are:
 - a. Prepare for our regular progress/pitfall meetings and a follow up email of progress and goals.
 - b. Write and submit manuscripts. On average, I expect most students to produce three publications over the course of their PhD, including at least one first-author paper.
 - c. Undergraduate/Master students depending on the commitment level (10-20h/week for 1-2 years), I expect we will pull at least one-author paper together, as part of the process of training.
 - d. Maintain a set of lab notes, including directories of data, annotated codes & versions, detailed methods. These need to be sufficient to reproduce results without additional instructions. A good working example can be found here.
 - e. Write thesis in due time.
 - f. Proof-read manuscripts from other lab members. Participate in talk rehearsals of your colleagues.
 - g. Participate in general lab responsibilities (servers, maintain common areas, taking turns hosting visitors, communal sampling and field work etc). Participate in talk rehearsals of your colleagues.
 - h. Present multiple research talks/posters at conferences over the course of your time in the lab. You are encouraged to do so annually.
 - i. Complete your yearly individual development plan (IDP)

Received and signed by:

Sheryl Roberts, Ph.D.

Project Investigator

Employee Name

Project Investigator's Signature Date

Employee's signature Date