Tool 2: “My Expectations” Document

[Draft]

What I ask of lab members and of myself.

John Boothroyd


Finding a Project.
Two brains are better than one, especially when creativity is the task. My hope is that everyone will engage in a period of intense and collaborative thinking when they join the lab and periodically thereafter to conceive of a project that is:

- original
- important
- interesting
- complements other projects in the lab
- meshes with the overall direction of the group and its funding base

I will help shape the project to meet these goals but expect that each person in the lab provides the creative spark behind their respective projects.

Work Ethic.
I expect all to be self-motivated and for the number of hours worked to never be an issue. A flexible time schedule is one of the many perks of our lifestyle. I ask, however, that all be in the lab for at least a majority of the usual workday (9-6) so that interaction with your colleagues can occur for their and your benefit. In other words, I ask that people do not routinely spend the bulk of their workday outside

Topics Addressed

- Finding a Project.
- Work Ethic.
- Absences.
- Notebooks.
- Reagents.
- Talks.
- Papers.
- Posters.
- Congresses.
- Safety.
- Animals.
- Behavior in the lab.
- Department Seminars.
- Department Retreats.
- Scheduled one-on-one meetings.
- Biweekly written reports.
- Spontaneous conversations.
- Lab Meetings.
- Graduation (Ph.D. students only)
- Finishing in the lab.
- What I expect of myself.
Biweekly written reports. Please:

Send a PowerPoint update that describes your progress since our last formal meeting by the night before (or, at the latest) 8:00 a.m. in the morning on the day of our scheduled one-on-one meeting. I use the time after breakfast to read these and actually THINK about the work. It is MUCH harder to do that when coming in cold to the conversation.

Name the report – YYMMDD-xxJBmtg where xx are your initials. Please use a first slide that has the date prominently displayed. I then take that slide set and merge it to the end of a slide set that has all your slides. That way, we can easily scroll up to look at data from past weeks and the date slide serves as a rough time signature.

State the title and goal of each project on a separate slide. Obviously, this won't change most weeks but it is very helpful to me and probably not bad for you, to see what you are really trying to accomplish with the work. And it “costs” nothing to have those slides repeated in the cumulative slide deck.

Include any recent results in graphical format.

Describe short-term experimental plans.