Getting started in the Reynolds lab.

Welcome! Whether you are an undergrad, starting a rotation, here for a summer research experience, or joining the lab as a permanent member, here is some information to help you get started.

Getting along: Our lab aims to be a supportive and intellectually rigorous environment for doing science. The following code of conduct helps us keep it that way.
1) The lab is dedicated to maintaining a harassment free experience for everyone, regardless of age, gender identity/expression, sexual orientation, race, religion, or physical appearance. Harassment of any sort will not be tolerated. If you have been subjected to such harassment, or observed such harassment in the lab, please notify Kim immediately.
2) Clean up after yourself, and use reagents responsibly. Remember that you are sharing space and resources with your colleagues. Leaving a mess or not re-ordering depleted reagents is not only inconsiderate, it slows down science in the lab.
3) Consider your volume and length of conversations. We aim to be a friendly environment, but extended conversations in our open workspace (especially on non-work related matters) can be distracting to labmates working on code, writing, or setting up a complex experiment. If you want to catch up, make use of our break areas. All lab members should also feel free to use the phrase "I'm busy and need to focus" to ask any other lab member to limit distractions. Having a dedicated phrase makes it clear that this isn't a personal matter (and no one should take offense), there is just need for a little extra quiet.
4) Several lab members are fragrance sensitive: please don't wear perfume/cologne to work.

Regular meetings:
Lab meeting: Fridays, 1-2:30PM (~every other week).

One on one meetings with Kim: will be scheduled when you start/as we work together in lab. These are typically Mondays. For graduate students, summer research students, postdocs and research staff these will typically be every other week. For undergraduates we will meet about once a month. The goal is to have some dedicated time to discuss experimental plans, directions, troubleshooting, writing or whatever is most important to your project. Please submit a short written report beforehand (due by 7pm on Sunday, but can be submitted as early as Friday). This report should list progress on all goals set the week before, and 1-3 new goals for the coming week. It should be brief, maybe 0.5-1 page. Please feel free to arrange additional meetings beyond these 1:1s to support your science as needed, or drop Kim's office as needed to ask questions!

Lab show and tell: These occur on the weeks we do not have one-on-one meetings. Each lab member presents one "artifact" – could be a graph of some data, results from a confusing experiment, a paper they recently read, or a piece of writing for which they would like feedback. The goal is to troubleshoot and discuss as a group, and think about what constitutes the most efficient next problem-solving steps.

Dishwashing and Lab cleanings: These are scheduled somewhat dynamically by Chris. Lab chores are a shared responsibility that rotates among lab members, Chris arranges the schedule. For full lab cleanings, Chris will post a list of pre-assigned jobs

for each lab member. These jobs rotate on a monthly basis so no one gets stuck with a particular task (and everyone learns how to do everything).

Yearly planning meetings: For permanent lab members, we hold yearly planning meeting (usually in January or February) following the guidelines in:
https://doi.org/10.1016/j.molcel.2015.04.025
This gives us a chance to reflect upon progress for the past year, and make plans for the year to come.

Accounts you will need:

- Slack (for lab communications, ask Kim).
- Access to the lab google calendar and archive.
- For permanent lab members, access to labsuit.
- If you have a more compute or data-intense project, you will also need an account on ARCH. Kim is still setting these up, but more information will get added to this document soon as our lab allocation gets initialized.

Lab protocols: We use Benchling, an online electronic notebook system. All lab protocols are also kept on this platform. You should record all of your research efforts in the lab in your lab notebook. Follow the strategy of pre-writing your notebook entry, adding details as you perform and immediately after the experiment, and recording your analysis and interpretation of the results soon after.

Lab notebook and authorship policies:
Our lab has written policies on both notebooks and authorship. Please carefully review both documents; they are available on the Reynolds lab website:
https://reynolds-lab.net/resources-and-notes/

Ordering and lab inventory:
We currently use LabSuit to make requests for nearly all laboratory reagents. Chris places orders on Monday and Thursday mornings, she can very occasionally accommodate more rapid orders *if* they are extremely urgent. It is lab policy that if you use the last of something (or better yet, see that something is getting low and there is no backup) then you are in charge of re-ordering. For primers, Chris places all orders through the core store.

Archiving reagents: We currently use a google sheet to archive custom reagents – plasmids, glycerol stocks, strains, and sequencing samples.
And the full lab archive (and format) can be found here:
https://docs.google.com/spreadsheets/d/1UaiXqP70JGJfhlvsrZNK64QIL-00urmNZmacYn0plyI/edit?usp=sharing

Please create a personal archive that uses this format to make it easier to transfer your reagents (as they are completed) to the lab-wide, locked, permanent archive. Please note that the archive number convention is letter-your initials-a unique number. The letter indicates: g=glycerol stock of a plasmid, p=plasmid in water or EB (not in cells), st = a strain. Strains might be knockout strains, special strains for recombineering, the products of forward evolution, etc. More information on naming convention and instructions can be found here: https://reynolds-lab.net/resources-and-notes/

Equipment signups: We use Outlook appointments to sign up for the turbidostats and plate reader, since these are often long (multi-day) experiments. You can also claim a PCR thermocycler by putting your name on a piece of lab tape on the lid an hour or two in advance of when you'll need it.

Key: You may be issued a lab key for use on evenings/weekends. Please see Chris for help obtaining a key. This key MUST be turned in at the end of your appointment in the Reynolds lab.

Hours and vacation: I often receive questions about expectations for how much/when to be in the lab. The general response is to be in lab when you need to be to get your work done. Motivation should not be the limiting reagent. Full time staff are expected to work a regular schedule of 37.5 hours a week.

For undergraduates: You are expected to commit to a minimum of three credit hours, with ten hours a week in the lab. These hours should be active research time – this might mean running an experiment, reading papers relevant to your project, discussing science with your lab mates, or attending lab meetings. Please confirm your schedule with Kim and your mentor in lab so that we know when to expect you in lab. If you will be out, please mark your time off on the lab calendar (no details necessary).

Note that Kim will send slack messages and emails late at night and on weekends on occasion. While you're always welcome to respond, you can always wait to respond till the next morning/regular business hours.