

Expectations for All Undergraduate Mentees:

Example from former University of Wisconsin-Madison graduate student mentor, Ashely Shade

1. **Send me weekly e-mail updates by Fridays at 5 p.m.** describing briefly what you've been working on, what you plan to do the following week, and any questions or troubles you had. Important things to include: project you've worked on, broken equipment, storage/equip conflicts, if your data look weird.
2. **Attend lab meeting.** The entire lab assembles approximately once a week to discuss our research. Generally, the person leading lab meeting will distribute reading materials in advance. You should read these materials and come prepared to participate actively in the discussion.
3. **Be organized.** There is a lot of overlap in projects, and it is essential that you keep track of all of the samples in the way that I specify. This includes updating the data spreadsheets and lab notebooks immediately.
4. **Read background information and protocols about our projects, and about the McMahon lab research.** This includes the protocol handout, the wiki, and related journal articles from the lab that I've suggested. I'd love to discuss any journal article or protocol, so just say the word and we'll grab some coffee and chat.
5. **Be consistent with your lab schedule.** E-mail/call me if you are going to be Very Late or unable to make your scheduled lab time.
6. **Be independent.** I am periodically away, and I expect you to get things done well without me. Ask questions when I am around, but don't be afraid to try to do detective work on your own if I am not. We have a helpful, experienced lab so know that folks other than me may be excellent resources.
7. **Respect the lab area and your colleagues.** Keep it neat and ask if you have questions on equipment use, cleaning, etc. It is very important that you tell me if a piece of equipment breaks. Do not be worried that I will be angry. These things happen all the time in labs and the important thing is that I know it is broken and can arrange to have it fixed.
8. **Let me know if you need anything from me as a mentor, or if you have questions.** Be up- front and I will do the same.
9. **I have an "open door" policy.** Let me know if you hare having troubles or concerns that you want to talk about with me, work-related or not. My phone number is XXXXXX.