

Hendricks Lab Expectations

Welcome to the Hendricks lab. Here, we complete world-class applied and methodological statistics research using genetics and 'omics to dissect the complex nature of human diseases and traits. We work in a collaborative setting with people from a variety of backgrounds and education levels. We are always learning, improving, and pushing ourselves and others to be our best. In doing so, we produce first-class research for the broader community and train the next generation of genomics and health data scientists.

My Responsibilities.

- I will do my best to help you become an exceptional researcher and to help you achieve your goals whether they be in academia or industry or other.
- I will provide timely, honest, and constructive feedback and thoughtful advice.
- I will do my best to provide a supportive, productive, and collaborative work environment.
- I will strive to set high and achievable research goals pushing the team to always improve.

Team Expectations.

- Take care of your mental, emotional, and physical health – if you are burnt out, you cannot do good work
- Make time for life to happen
- Commit to first-class rigorous and reproducible research
- Respect yourself and others
- Communicate proactively
- Be a contributing and collaborative member of the team
 - Work through issues or conflicts with other team members should they arise
 - Respond to emails or slack messages in a timely manner (e.g. ~24 hours) unless on vacation; expected responses include confirmation of receiving the email
- Help make our group inclusive and welcoming to all people (e.g., all races, ethnicities, genders, sexual orientation, age, background, religion)

Lab Meetings. Lab meetings will be weekly or biweekly. It is the expectation that research assistants attend each lab meeting unless otherwise determined. During lab meetings, we will connect as a team, set goals and timelines, and practice communicating our research. Please contact Audrey or your graduate student co-mentor if you have a conflict and will be unable to make a meeting or 1to1; at least 24 hours' notice is expected when possible.

Expected Time Commitment. A sufficient and regular time commitment to the research in the lab is necessary both to move the science forward and for the research assistant to have a beneficial research experience. As such, unless otherwise discussed with Dr. Hendricks, research assistants are expected to schedule at least 12 hours/week to work on the project of which at least 8 should be "in person" time available in person or for zoom and teams as needed. The number of hours committed to research will increase for Masters and PhD students (>20 hrs/week). Health and wellbeing are essential. As such, it is expected that research assistants will take off ~10% of their time each month.

Office: There is an office available for use by all researchers in our team. Please keep the office clean for the next people to use. The office should only be used by members of our research team. The office is on the math/stats floor room 4317. The code for the door is 53412.

Regular check-ins. Research assistants will attend weekly or bi-weekly check ins with Audrey and the graduate student co-mentor. Assistants will learn to lead their one-to-ones (i.e., managing their manager) guiding the flow of the meeting.

- an update (preferably in writing) on what they did last week
- what the plans are for the upcoming week
- questions or discussion topics to advance their research. It is expected that assistants will have at least one question/discussion topic.

Work time. It is expected that research assistants will coordinate with others working on similar projects. Assistants will check teams and email to see what others are working on and will communicate often with others. **For the fall semester, the default expectation is to be in person on Fridays.**

Health and Wellbeing. Health and wellbeing are absolutely essential to a productive team and, most importantly, researcher. Health and wellbeing includes physical, mental, and emotional well-being. Remember that sufficient sleep is necessary too! It is my expectation that research assistants will seek help and resources as needed including talking with me, and others in the team as comfortable. Remember to keep time in your life for life to happen. And, remember you can always readjust! CU Denver has free counseling and other resources (<http://www.ucdenver.edu/life/services/counseling-center/about/Pages/default.aspx?gclid=CjwKCAjwqZPrBRBnEiwAmNJsNv60cgOz09d3OdfzaH734eldMLvSxpVmYAfCbqmNKEDp8DX-uV2-RoCrgIQAvD BwE>). I and the rest of the team are committed to supporting the health and wellbeing of our team members. We will identify the best way forward to accommodate people.

Seminars. As part of this research team, it is encouraged that you attend some (not all) weekly seminars including

- Mathematical and Statistical Sciences Seminars: Mondays from 11-12:15. See here for calendar information: <https://clas.ucdenver.edu/mathematical-and-statistical-sciences/event-calendar>.
- Human Medical Genetics and Genomics Program Seminars: <https://www.cuanschutz.edu/graduate-programs/human-medical-genetics-and-genomics/events>

I have read, understand, and agree to the Hendricks Lab Expectations written above.

Name

date