

Professionalization Workshop
Professional Etiquette
Friday, January 18, 2013
Lead Speakers: Emily Kuiper, Matthew Randolph

As a graduate student, many students are transitioning from a college student to a professional. Graduate school is a professional workplace and must be treated as one.

How do you act like a professional?

- Learn the local professional standards
- Adhere to the standards
- As you mature, you set the standards

In class/seminars

- Attend them
- Respect the presenter- Awake and attentive, ask questions
- Punctual-Both faculty and students
- Refrain from electronic communication!- text, email, Facebook, twitter
- Create a positive environment
- BCDB Addendum
 - Faculty
 - Present lectures, respond questions, moderate discussions
 - Students
 - Arrive one time, pay attention, ask questions, quiet and disciplined

By email

- How do you write a reagent request?
 - Salutations
 - Signatures
 - Refer to the publication
 - Provide FedEx account
 - How much needed
 - What assay used for/ what experiment
 - Acknowledge it if you used it in a paper
- Request a Thesis committee member
 - Email them, then sit down and chat about the project

In the laboratory

- Interact with lab mates in a polite manner (not just the PI)
- Your work impacts others around you- work together on projects
- Communicate with them about you're whereabouts:
 - We don't care what you're doing, we just want to know how to find you if we need you/something goes bad with an experiment of yours (during 'normal business hours')
- Be a good lab citizen – mentor students, discuss results, active at lab meeting, conscientious of the last reagent, clean, be aware of people's space

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- Continual use of headphones sends the signal that you do not willing to be engaged by your co-workers.

In the BCDB Program/ Department-end of a letter of recommendation

- Show up to seminars
- Take on additional responsibilities- recruitment, newspaper, Emory science clubs
- Engage faculty in scientific discussion

Professional Persona

- Be aware of what's on social media and when you're using social media
- Attire
- Language
- Quality of presentations