

A GUIDE TO WORKING IN A RESEARCH LAB

DURING THE RESEARCH EXPERIENCE

Be Professional!

Please remember that in addition to gaining experience in research, you are acting as an ambassador of Pomona College. How your colleagues and supervisors view you will influence their general impressions of the College. Thus, it is critical that you behave professionally while you are working in their labs (and living on their campus).

Here are some general tips:

- Avoid checking your phone every minute (or even every couple of minutes). Wait until you have a break to actually check to see if you have any messages
- During work hours, avoid texting
- During work hours, avoid checking your email all the time
- During work hours, avoid surfing the internet, unless you are looking for information related to your research project
- Your work should be your foremost priority. If you have finished all of your given tasks, or have a waiting period before you can proceed, always ask your supervisor (mentor) if there is anything else you can do or help with before sitting down and doing non-work related stuff.
- Ask when you are expected to be in the lab – and always show up on time. Ask when you are expected to stay to – and don't leave early. Don't take long lunch breaks – 30-45 minutes should be plenty.

At the end of the summer, if you think you have earned it, ask your supervisor (mentor) if they would be willing to write you a letter of recommendation in the future.