MODULE: Laboratory Readiness

**MENTOR GUIDE**

# Checklist

### Prior to meeting with mentee(s)

* Familiarize yourself with the content provided in the overview document.
* An important element of the mentee meeting is convincing them of the importance of maintaining a high-quality, timely notebook. Prepare your reasons for wanting them to take the time and effort to do this documentation.
* In order to emphasize the importance of laboratory safety, we found it was useful to have one student make a short (5 minute) presentation each week on a concise safety topic. The PowerPoint presentation “Can I Chew Gum in the Lab?” could be used by the mentor to set the tone and model for such presentations during this meeting.
* The General Safety assignment asks the students to make a sketch of your laboratory with the safety equipment and potential hazards. You may want to provide an answer key or plan a walk-through of the laboratory.

### Discussion with mentee(s)

* Lab Safety
* Lab Notebook and Documentation
* Research Planning
* Five-Minute Reflection

# Suggested Schedule

1. Review the module materials.
2. Distribute module to mentee and give brief background, review assignment expectations. Schedule mentor-mentee meeting.
3. Direct the mentee to work on module content independently, remind mentee to bring assignments and reflection to meeting.
4. Discuss email etiquette, time management, lab notebook/documentation, and research planning. Review assignments.
5. Review the mentee’s completed five-minute reflection and discuss any points of confusion.

# Considerations

1. Show either your lab notebook or a colleague’s/former student’s as an example of good lab notebook etiquette.
2. Consider having students give a short presentation on laboratory safety at the start of group meetings. The sample presentation, "Lab\_Readiness\_Sample\_Safety-Gum.pptx", describes the prohibitions on food and cosmetics in the laboratory. Potential Safety Topics:
   1. Safety - Chemical
   2. Safety - Compressed Gas
   3. Safety - Electrical
   4. Safety - Ergonomics
   5. Safety - Fire Extinguisher Use
   6. Safety - Gum in the Lab
   7. Safety - Hearing Protection
   8. Safety - Height Hazards
   9. Safety - Machine Guarding
   10. Safety - Radiation
   11. Safety - Sharks v Sharps Presentation
   12. Safety - Slips, Trips, and Falls
   13. Safety - UV Protection
   14. Safety - Sources of Information
   15. Safety - Stress Management