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 an 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
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