



BROWN VIRTUAL LAB

PROFESSIONAL
REFLECTION
AND ACTION
PACKET

Professional Collaboration Curriculum

This six-module pathway helps each professional enter with clarity, prepare for governed collaboration, shape consequential questions, work responsibly with methods and information, document contribution, and carry learning into a durable portfolio.

Prepared for Brown Virtual Lab professionals and laboratory collaborators | 2026 edition

Begin with a clear record

Name or laboratory crew

Institution or affiliation

Primary role

Home collaboration space

Start date

Target completion date

How this packet works

Complete each reflection in writing, attach or link the listed deliverables through the authorized project pathway, record quiz performance, and use the final pages for capstone review. The corresponding Site modules provide the full teaching and immediate scoring.

Professional Identity and Intention

Draft a 120-word introduction, a 250-word professional biography, and one sentence naming the contribution you can sustain for the next twelve weeks.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Professional introduction	
■	Professional biography	
■	Twelve-week participation intention	
■	Initial contribution statement	

Guided reflections

1. Which thread connects the most meaningful parts of my professional journey?

2. Which question continues to call for my attention?

3. What contribution can I sustain with excellence in this season?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Collaboration Readiness and Stewardship

Complete a readiness map covering role, authority, information boundary, weekly capacity, response rhythm, accessibility, conflicts, and escalation pathway.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Readiness map	
■	Information-boundary statement	
■	Weekly working rhythm	
■	Concern and correction pathway	

Guided reflections

1. Which conditions help me produce my most reliable work?

2. Which permissions or approvals shape my participation?

3. How will I surface uncertainty before it becomes a larger problem?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Questions, Evidence, and Scholarly Direction

Write one primary question, define the decision or audience it serves, identify five evidence categories, name three uncertainties, and select the most fitting project template.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Focused question	
■	Evidence map	
■	Uncertainty register	
■	Template recommendation	

Guided reflections

1. What decision could this question improve?

2. Where am I most likely to overstate the evidence?

3. Which bounded first project could create a trustworthy foundation?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Methods, Data, and Responsible AI

Create a one-page methods and stewardship plan naming the question, design, data source, authority, variables or concepts, analysis, AI role, verification, equity review, reproducibility record, and release decision.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Methods sketch	
■	Data provenance record	
■	AI assistance and verification plan	
■	Reproducibility and equity checklist	

Guided reflections

1. Which assumptions could most strongly shape the result?

2. Who has authority over each source and derived output?

3. Where must human judgment remain especially visible?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Contribution, Authorship, and Publication

Prepare a contribution table, provisional authorship discussion, publication-readiness checklist, and a plan for returning findings to the communities and collaborators who shaped the work.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Contribution table	
■	Provisional recognition plan	
■	Publication-readiness checklist	
■	Knowledge-return and correction plan	

Guided reflections

1. Which contribution can I document with clear evidence?

2. Which responsibilities am I prepared to accept?

3. Who should receive the learning before or alongside public release?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Portfolio, Mentorship, and Continuity

Assemble a portfolio index and write a 500-word capstone reflection covering growth, contribution, evidence, mentorship, stewardship, and the next twelve-week commitment.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Portfolio index	
■	Capstone reflection	
■	Mentorship map	
■	Next-season commitment	

Guided reflections

1. What changed in the way I understand my contribution?

2. Which evidence demonstrates growth with integrity?

3. What can I now return to another professional or laboratory crew?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Gather the pathway into one durable record

The most important change in understanding

The strongest evidence of readiness or growth

The contribution now available to the network

A responsibility that remains active

The next twelve-week or ninety-day commitment

The person or group who should receive the learning

Review, recognition, and continuity

Completion element	Learner or crew record	Reviewer determination
Six modules completed		
Six knowledge checks passed		
Reflections completed		
Deliverables reviewed		
Contribution evidence confirmed		
Knowledge return completed		
Next pathway selected		

Learner or crew representative

Reviewer or steward

Completion date and next review