

## Expectations for Graduate Students in the Hall Lab

- Hall Lab Culture
- Major Advisor-Student Expectations

Hall Lab Culture. I come from a culture where excellence is both expected and achieved with hard work, determination, and a supportive environment. I expect excellence from myself and those around me. I also am addicted to fun, and at the end of the day I believe that a career in science, education, or related fields should be fun, exciting, and deeply rewarding both personally and professionally. With this background in mind, below are values that are cultivated within our research group:

The Hall Lab values...

- *Integrity.* The primary goal of the Hall Lab is to produce high quality scientific results about important problems in ecology and conservation. High data quality, honesty, and the integrity of the scientific process are central to this mission.
- *Open communication and critique.* In all scientific fields, advancement proceeds through written or oral communication of results followed by critique from the scientific community. We strive to build an interpersonal environment in our group that cultivates this communication and critique process openly, respectfully, and without personal judgment. Straightforward, professional critique of our work by others is the means by which we improve our skills, insight, and products. In other words, don't personalize your scientific critique of your peers, and don't take critique of your own work personally. Constructive criticism of your work within our research group will only better prepare you for the inevitable scrutiny that your research must withstand when presented to the scientific community at large.
- *Productivity.* Peer-reviewed written research articles and oral presentations to the scientific community are the bread and butter of our trade –it's the way we legitimize our efforts. Production of quality publications is also the means by which members of the scientific academy (i.e. you) will be judged. We help each other to be productive, published scientists.
- *Accountability.* In order to participate in the scientific research community, we need to take responsibility for our actions or inactions. Our culture is built on trust, so we must meet our deadlines and commitments at all times, particularly those that include other people.
- *Confidence, with self-reflection.* A strong scientist requires both personal and professional confidence to withstand the scrutiny of our peers. You will be surrounded by very smart and capable people in college, graduate school, and beyond. Know that you have been selected to be a part of our group because you are also very smart and capable. Release your inner athlete – turn perceived setbacks into a drive to improve and succeed. Introspection – calm self-reflection – will also help you to evaluate your goals, become aware of your strengths and weaknesses, and tap into your motivation.
- *Teamwork.* Science of the 21<sup>st</sup> century – and ecosystem science in particular – depends on teamwork. Cultivate strong personal and professional relationships with people you trust. Pay it forward – offer your skills, time, and motivation to others, and you will likely receive it back someday when you need it most.
- *Open-mindedness.* The Hall lab values a diversity of perspectives from a diversity of people and experiences. Don't be afraid to try new things. Seek the most out of the time you have been given to pursue your passion.
- *Personal balance and a sense of humor.* Sustain your hard intellectual work with physical exercise and relaxation. Be a balanced and happy person. Make every day count. Work hard, and then take time off to play hard! Above all, make sure you take time to laugh at yourself and with others. Life is too short to do hard things without really enjoying yourself.

Major Advisor-Student Expectations. Below is a list of mutual expectations for students in my research group. I expect you to read this list and enter into a contract with me, your major advisor.

<b>What you can expect from me:</b>	<b>What I expect from you:</b>
<p>I will work diligently with you to help you achieve excellence during your graduate career.</p> <p>I will give you my absolute commitment to help you achieve your goals, as long as you are putting in the time and effort yourself, and as long as those goals remain largely related to science</p>	<p>I expect that you will put in the time, effort, and determination to achieve excellence while working in my research group. This means that you will give your research and writing your very best effort, and you will actively seek advice from me, your peers, and your colleagues on how to achieve your goals at the highest level.</p> <p>You will need to work hard to be successful during and after graduate school. In other words, you will be a leader in your own learning, and you will assertively pursue improvement in your skills as a scientist.</p>
<p>I will be flexible about your needs about when, how, and where you do your best work. I will do my best to accommodate your changing goals.</p>	<p>I expect that you will communicate regularly with me about your goals and your needs as they develop. You will meet with me weekly or at least twice per month to discuss your progress.</p>
<p>I will work with you to implement and fund your project.</p>	<p>You will explore internal (ASU) and external (outside ASU) funding options well before deadlines and will communicate with me in advance about your plans for applying. I also expect you to put in the hours required by your project (particularly if you are receiving lab funding), without having to make sure you are fulfilling your responsibilities.</p>
<p>I will regularly check on your progress.</p>	<p>Students in the Hall lab often work on projects that include – but are somewhat outside of – my area of expertise. As a result, you are responsible for taking the lead on your projects and will be proactive in your work. In other words, I will help to guide you – but ultimately <u>you</u> are responsible for finding methods, collaborators, and outside advisors in your research area. You will do the background reading, thinking, planning, preparation, etc. for your project with input from me (and help also from your lab mates.) <u>You</u> are responsible for setting up meetings with me and other colleagues to move your achievements forward.</p>
<p>I will work with you to develop skills that are <u>critical for your project</u> (e.g. statistics, writing, analytical techniques, etc.).</p>	<p>You will be responsible for actively seeking improvement in your skills from a range of resources, including classes, advisors, colleagues, peers, and other materials. You are responsible for your own self-learning.</p>
<p>I will help you to adaptively manage your project to explore unexpected findings and surprises.</p>	<p>You will analyze your existing data BEFORE collecting new data. Data analysis and evaluation should occur as soon as possible (even simultaneously) with data collection.</p>
<p>I will work with you to develop skills that are <u>critical for your future career path</u>. These skills include teaching, writing, and oral presentations, among others. I will</p>	<p>If you know you need improvement with your writing, you will work with the ASU Writing Center and your peers on your initial drafts. If you know you need improvement with your oral presentation, you will work with your</p>

<b>What you can expect from me (cont.)</b>	<b>What I expect from you (cont.)</b>
<p>also provide timely responses to requests for feedback on oral and written work.</p>	<p>friends, peers, and lab mates to practice your speaking abilities. You will allow time for at least two rounds of drafts and/or practice presentations with me <u>well ahead of your deadline</u>. This usually means preparing your work (and giving me a draft) at least 3 weeks ahead of time depending on the event.</p> <p>You will also let me know in advance about your upcoming deadlines so that I can block out sufficient time to work with you. You will be respectful of my other roles and responsibilities -- this means that you will get the time/effort you need from me, but there are times (hopefully only occasionally) that you will have to wait.</p>
<p>I will help you to identify committee members and other mentors that fill key areas of your interests that I cannot provide.</p>	<p>You will approach faculty members, colleagues, and peers with respect, including following up on all email or other dialogue. Remember that you are a not just a student, but you are also a representative of the Hall lab, and you are responsible for conducting yourself respectfully. This means that your emails need to be formal and professional. Make sure there are no typos or grammar problems even in casual emails. Always follow the rule of three (you email or talk in person, they respond, you thank them).</p>
<p>I will work with you to develop a promising project that is scientifically interesting and rigorous (and if you desire, that also addresses key applied issues).</p>	<p>You will follow up on advice and critiques of your work. If I, or other colleagues suggest that you do some reading or rethink your design, I fully expect you to carefully think through those suggestions and be ready to discuss any changes you've made, or the reasons for not adjusting your plans in response to input from others. You will respond to any tough situations that arise in a mature and professional manner.</p>
<p>I will praise you for your accomplishments, be honest about your performance, and I will provide constructive criticism for what you need to work on.</p>	<p>You will be honest with me about your strengths and weaknesses, and you will communicate regularly with me about your needs.</p>
<p>I will provide supportive and respectful environment that fosters an open exchange of ideas.</p>	<p>You will be respectful to your lab mates and will work to earn their respect. You will be respectful of shared resources and be considerate of your lab mates (clean up after yourself, keep distractions to a minimum, etc.). You will regularly attend lab meetings and will be supportive – not competitive – of your lab mates. This means that you will take their practice talks, etc. seriously (and you, in turn, will greatly benefit from their advice and involvement). Being supportive of your peers means not just praise, but constructive criticism as well.</p>
<p>I will be open to ideas and criticism.</p>	<p>You will be honest and direct with me about how you are doing and feeling with regards to your classes, project,</p>

What you can expect from me (cont.)	What I expect from you (cont.)
I will respect you for your work, career choices, and personal choices.	interactions with the lab, interactions with me, etc. I need to know both the good and the bad. You will communicate regularly with me about your progress and goals.
I will help you to network with key individuals and groups.	You will be a contributing member of the scientific community, which means that you will publish your work and disseminate it in a timely manner.
I will hold you to deadlines to make sure you are progressing towards your goals and graduate degree.  I expect you to write your first manuscripts while your ongoing research is continuing. Being a successful scientist means being able to not only fund, design, and conduct scientific research, but also disseminate it to your scientific peers in both written and oral form in a timely manner.	You will set ambitious but realistic deadlines for yourself you keep your progress on track. I will expect you to write a manuscript on your research within 6 months of a formal conference presentation. I will expect you to communicate clearly with me about any time management issues that arise.
I will provide outside opportunities for career development (e.g. invitations to write chapters, reviews, workshops, etc.).	You will be professional, respectful, friendly, and accessible when working with collaborators
I will be an advocate for what you need (e.g. fellowship funding, space, etc.)	You will have ownership and excitement about what you are doing.
I will provide a lab environment where careful, rigorous analyses can be performed.	Careful, rigorous work leads to high quality data. You will be completely honest about any concerns or misgivings about the integrity of your data. You or your lab mates (including me) will not tolerate any misrepresentation or falsification of data.
I will foster a supportive culture of teamwork in our research group.	You will be a team player, including helping to educate your lab mates on the skills you have learned (e.g. statistics, writing, lab methods, etc.). You will assist them in the lab and field on projects even unrelated to yours when possible. You will also ask your lab mates for help on your project when you need it.
I will help to foster a fun atmosphere in the lab where we enjoy both our work and our peers. I will also encourage us to take breaks from science to simply enjoy interacting with our lab mates, colleagues, and friends.	You will help maintain a positive and fun atmosphere in the lab!

I will uphold this contract to the best of my abilities.

Signature \_\_\_\_\_ Date \_\_\_\_\_ (Sharon)

Signature \_\_\_\_\_ Date \_\_\_\_\_ (Student)

*\*This list was developed in conjunction with colleagues, including Dr. Valerie Eviner, UC Davis. I hope that all students in the Hall lab feel comfortable adding to this list as needed.*