

Research Group Expectations

General expectations

- Respect and kindness: we treat *everyone* in our communities with the respect and kindness that all humans deserve. We respect their humanity, their time, and their work.
- Growth mindset: we never expect perfection, but we do expect to actively improve over time.
- Integrity: we are honest, responsible, and accountable.
- Self-motivation and independence: research is a self-motivated endeavor. Each individual sets their own priorities, and aims to find their own solutions to challenges.
- Communication: we listen to others and seek to understand. We ask for help when we need it. We provide honest and respectful feedback to each other.

Specific expectations

- Work hours: at the start of the summer, we will establish mutually agreeable work hours, meeting times, and time off. Work definitely includes meetings and meeting preparation, listening to talks, preparing talks or posters, reading material, taking breaks to think or stretch, bashing your head against a problem without solving it, etc.
- Meetings: every meeting has a meeting leader. The meeting leader sets the purpose of the meeting, creates an agenda, and provides homework for meeting attendees well before the meeting. Every meeting concludes with specific action items.
 - Group meeting: unless announced otherwise, I will lead a one hour meeting every week with all group members. This includes weekly goal setting for everyone and assessment of the past week.
 - One-on-one meetings: I have reserved time for every group member to request at least two 30-minute meetings with me individually each week. I will lead the first couple weeks of one-on-one meetings. After that, the person requesting the meeting is the meeting leader. You can and should give me homework for our meetings when you are leading them.
- Goals: research is inherently unstructured and requires each individual to create structure for themselves. At the start of our work together, I will give you guidance and many specific tasks. Eventually, you will take over part or all of this process for yourself.
- Getting stuck and asking for help: if you are stuck on a problem that you find interesting, work on it as long as you continue to find it interesting. If/when it stops being interesting (which could be immediately), then draft me an e-mail with:
 - (1) a concise summary of the problem you are experiencing,
 - (2) the solutions you tried so far, and
 - (3) any other approaches you can think of but would require a lot of time.

Unless it's time-sensitive, don't send the e-mail immediately. Put the problem down for a bit (an hour or two, or overnight) and do something else. Then come back and see if describing the problem clearly helps you see a solution. If yes, then great! If not, then send the e-mail. You should also feel free to ask fellow group members for help.
- Setbacks: I constantly experience setbacks where I do not accomplish what I hoped to. These are a regular part of research, and you will experience them too. Be honest with yourself and with others about why these things happen. Sometimes you have to learn something new that you did not realize, sometimes external factors prevented you from doing what you thought you could, sometimes tasks just take longer than initially expected, etc. I will *never* judge you or get upset for not accomplishing what you hoped to. But I do expect you to be honest, reflect on why this happened, and think about what you might do differently in the future.

- Other mentors: I am your primary point of contact this summer, but it is my responsibility to introduce you to other mentors so you have multiple points of contact, access to different expertise, and ability to learn from a variety of perspectives. I expect you to be respectful and timely in interactions with me and others you will meet during this research experience. I also expect me, and every other person you work with, to treat you with respect. *If anyone does not treat you with respect and kindness, please bring it up with me so I can address it.* If you do not feel comfortable talking to me about this, you can ask your other mentors to bring it up with me.
- End of summer: I expect that at the end of the summer you will provide me with the results of your work, including any final presentations. Regarding publications, your research projects are not guaranteed to produce research results that can be published, although we always hope they can be.

I understand these expectations and agree to be involved in this summer research internship.

Signature of Student

Date

Signature of Mentor

Date

This document has benefited from resources by Andy Casey (Monash), Johanna Teske (Carnegie Observatories), and Alycia Weinberger (Carnegie DTM).