

## **Expectations, guidelines, and best practices in the Feldl group**

**Group meeting** Attending the weekly group meeting is required for all group members, and others outside the group are welcome to attend! Every quarter we will find a 1.5 hour period that works for everyone, and we will aim for group meeting to last ~1-1.5 hours. In group meeting we share research updates. Occasionally we will use this time for a paper discussion or professional development workshop of interest to the group.

**Seminar attendance** I expect everyone in our group to regularly attend the departmental weekly seminar. Attending seminars in a diverse range of research topics strengthens breadth of knowledge and builds community across the department. I additionally encourage group members to sign up for one-on-one meetings with speakers in closely related disciplines.

### **What group members can expect from me**

- A computer to work on
- Regular, constructive feedback on your research progress and plans in one-on-one meetings
- Funding for one conference a year so long as you are presenting. For additional conferences we will decide together, and I will endeavor to fund conferences/workshops that we agree will help you advance!
- Connect you to fruitful collaborators and make sure you have resources to do your research
- Offer whatever support I can towards your professional development in any career trajectory, including reference letters
- Collaboration on research projects at all stages, from initial design through to execution. For the first project, the goal is a tangible and well-defined research objective that has publication promise within two years.
- Return manuscripts with comments/edits in a timely manner (within ~2 weeks)

### **My expectations for group members**

- Participate in group meetings and department seminars
- Set agenda for one-on-one meetings. Let me know the desired frequency and length of meetings.
- Apply for external funding
- Prepare and submit manuscripts for publication and present your research at conferences
- I expect all group members to spend time generously to train one another: teaching material, providing mentorship, and giving research and presentation feedback. I do not expect group members to provide feedback on each others' manuscripts, this is my responsibility!
- If you have an issue with another lab member that cannot be solved by talking with them about it, please talk with me. If you have an issue with me, please reach out to another member of the department who can intervene (i.e. another faculty member).
- Communicate openly and respectfully with other members of the group

## Target milestones

### PhD students

- Year 1 – coursework; select research topic; conduct exploratory research (read lots of papers with an eye for interesting research questions); stay in regular contact with your advisor and committee; ask questions; apply for graduate fellowships.
- Year 2 – present at a professional conference, apply for student research grants, draft first manuscript
- Year 3 – submit first manuscript for publication; have a start on a second manuscript, keep committee updated on progress, take Qualifying Exam by end of 3rd year
  - From the EPS grad handbook: “The normative time to take the Qualifying Exam in the UCSC Earth and Planetary Sciences Department is by the end of winter quarter of the third year for students entering with a Bachelors degree (second year if entering with a Masters degree).”
- Year 4 – Submit additional manuscript(s) for publication, hold committee meetings
- Year 5 – Submit manuscript(s) for publication; hold committee meetings, defend thesis; apply for a job post-graduation!
  - *PhD Thesis expectations*: 3-5 chapters, each chapter is written as a publication (a mix of published and submitted).

## Funding

**PhD students** Graduate students are guaranteed funding for a full 5 years. This funding relies on a combination of fellowship and teaching assistantships (TA). My expectation is to attain sufficient external funding to limit TAing for graduate students to ~1 quarter/ year. I will also fully fund graduate students during the summer quarter. Every student will work closely with me to write an excellent research proposal for graduate fellowships (e.g., NSF Graduate Research Fellowship). Writing proposals leverages group resources and helps develop grant-writing skills.

**Postdocs** Postdocs can expect me to communicate clearly where their funding comes from and for what period of time. If your postdoc is not externally funded, I expect we will write 1-2 research grant proposals together. Postdoc lengths can vary, and my expectation is a postdoc might last 1-3 years.

**Workplace** The academic workspace allows for flexible hours and location. That being said, I expect that your default workspace will be in the lab/office and that your default work times will overlap to some extent with 9-5 business hours, most days of the week. Physical presence in the department facilitates interactions with myself, your fellow group members, and the rest of the department. If you would like to work remotely for an extended period, please ask me first.

**Authorship** We will need to discuss carefully who is included as author on your papers and presentations. Please do not submit your work (proposals, abstracts, papers) before it has been properly edited and approved by me. I expect that you will give me and coauthors a reasonable amount of time to give feedback on drafts (two weeks or more for papers and proposals and one week or more for abstracts).

In general coauthorship means that person has substantially contributed to the intellectual and/or research work. You will be first-author if you contributed the majority of the intellectual effort and completed the project, including the writing. I encourage an open dialogue about who

contributed to an idea being born, developed and brought to fruition. Also it is important to be honest in your work – never skewing, biasing or misrepresenting results.

**Sick policy and vacation time** If you are sick, please stay home! Please let me know by email if you need to cancel any meetings or will not attend group meeting.

*Vacation time:* while there is no official policy, graduate students in my group are entitled (and encouraged) to take 2 weeks (10 days) of paid vacation time. This number is flexible and is meant as a guideline. Please let me know within two weeks of advance if you are planning to take a vacation!

You are not expected to come to work on staff holidays. If you are being paid, then you are expected to work during university breaks (except for staff holidays or if you're taking vacation time).

**Conference presentations** AGU Fall Meeting is our big annual conference! Abstract submission deadlines are usually late July. Plan to check the AGU website for sessions that are relevant to your research, and check in with me a couple weeks before the deadline if you are planning to submit an abstract!

*Talks:* If you are giving a talk to an audience outside the group I expect you to give a practice talk at least one week before the actual talk date. If this is your first public talk, I expect you to schedule two practice talks. Practice talks should be mostly finished in order for feedback to be most effective.

*Posters:* Please share a copy of the poster draft with me prior to circulating to other coauthors, with at least one week prior to leaving for the conference.

**Closed/open door policy** If my office door is closed, then I am unavailable. If my door is open, you are welcome to step in. If it is an emergency, of course please knock anyway!

**COVID-19:** Please use the group Slack to for questions and discussion in the interim between group/one-on-one meetings.