

UH Morphodynamics Team Manual

Expectations, Guidelines, and Information for All Team Members

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1 Welcome

Welcome to UH Morphodynamics! This manual is designed to help you navigate expectations and serves as a resource for you and your fellow Team members. It also lays out my vision for how the Team should function, including what I expect from you and what you can expect from me. It is intended to complement existing policies put forward by UH’s College of Science and Mathematics and the Department of Earth and Atmospheric Sciences, which supersede anything written below. This manual is also a living document, and I encourage you to provide feedback if you think something is missing, incorrect or needs to be revised. The Team will revisit and revise this document annually. This manual was inspired by many others, including manuals written by Antonia Sebastian, Mariam Aly, Jonathan Peelle, Katherine Anarde, Krista Capps, and Maureen Ritchey. In some sections, I have adapted, reproduced, or heavily borrowed content from their manuals. If you are a PI, feel free to share and use this manual in your own team/lab/group, but please attribute it to the original source.

-Brandee

2 Expectations and Responsibilities

2.1 Everyone

- Do work you are proud of individually and as a group. Double check your work.
- Do not plagiarize, tamper with data, make up data, omit data, or alter results in any way. Science is about finding out the truth, and null results and unexpected results are still important. This can't be emphasized enough: academic misconduct will not be accepted.
- Work hard when you need to, but take time off and vacation when you need it.
- Be supportive of the other Team members.
- Work independently when you can. Ask for help when you need it.
- Be on time to meetings.
- Communicate honestly, even when it's difficult.
- Commit to a writing habit that works for you (daily or regular).
- Attend the EAS Seminar series and ask questions.
- Attend the Earth Surface Processes Seminar series and ask questions.
- Participate in department-organized activities (e.g., coffee hours, thesis/dissertation defenses, graduation ceremonies) and culture.

2.2 PI

- All of the above.
- Maintain a vision for the Team.
- Support the members of the Team financially, emotionally, and scientifically.
- Meet regularly with members of the Team to discuss research progress and identify potential research goals.
- Provide timely feedback on project ideas, grants, conference posters, presentations, papers, and theses and dissertations.
- Help Team members identify and articulate their research and career goals and make progress toward achieving those goals. Support Team members' career development by providing networking opportunities, promoting their research, and writing letters of recommendation.
- Give you my perspective on academia and any tips/tricks that I have learned to help you thrive if that is the career path you want to pursue.
- Maintain a safe and healthy working environment for all members of the Team.

2.3 Postdocs

- All of the above.
- Develop your own independent line of research in addition to supporting the research going on in the Team.
- Create an individual development plan and identify your professional and career goals. Update it annually. Talk to me about your career goals to make sure you are getting the training you need.
- Present your research at UH events (e.g., Sheriff and Dobrin Lectures), as well as external conferences.
- Assist with Team projects and help to train and mentor students when they need it – either because they ask, or because I ask you to. Provide constructive feedback on students' written work and oral presentations when asked.
- Apply for external funding. I will hire postdocs when there is funding available; however, it is good for your research profile to also apply for postdoctoral funding (when opportunities are available).
- Begin applying for academic and/or industry positions when you are ready, but no later than the beginning of your second year as a postdoc.
- Respect the collaborators of the lab. Recognize that many of the collaborations that you have been invited to become a part of have taken years to cultivate. Cc or bcc your PI on communications with collaborators outside of the lab or faculty within the department.

2.4 Graduate Students

- All of the above.
- Acknowledge that you have the primary responsibility for the successful completion of your degree. This includes commitment to your work in classrooms, the field, and the laboratory. You should maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- PhD.: Develop your dissertation research. A dissertation consists of 3-5 projects/chapters that build on each other to answer an overarching research question or a common theme. It is your responsibility to develop a compelling research question that motivates you throughout the course of your PhD experience.
- MS: Develop your master's thesis project. A master's thesis consists of 1-2 projects that address 1-2 interrelated research questions and test one or more hypotheses. Get feedback from the other graduate students and postdocs on your ideas.

- Graduate school is a full-time job. I expect you to work 40 hours per week YEAR-ROUND either attending class, Team meetings, TA-ing, or working on classwork, research, or professional development activities. If you feel that financially you cannot make ends meet working 40 hours as a UH graduate student, let me know immediately.
- Create an individual development plan and identify your professional and career goals. Update it annually. Talk to me about your goals to make sure you are getting the training you need.
- Apply for external funding (e.g., NSF GRFP, NDSEG, Sea Grant Fellowships, EAS Graduate Research Grant).
- Meet the department and graduation deadlines. Be well-versed in policies outlined in the University's graduate student handbook.
- Stay up-to-date on MS and PhD. deadlines. Bring them to my attention. (See also the section on Policies: Deadlines)
- Attend class and meet the requirements for the courses you have enrolled in. For courses that include a class project or paper, try to make them relate to your research.
- Keep track of the literature related to your research and inform the group when there is something new or exciting to discuss.
- Present your research at UH events (e.g., Sheriff and Dobrin Lectures), as well as external conferences.
- Help mentor undergraduate students when they need it – either because they ask, or because I ask you to. Provide constructive feedback on written work and oral presentations when asked.
- Prioritize time for your research and to write. There will be lots of demands on your time (e.g., coursework, TA-ing, meetings) but ultimately your research is what gets you a degree and prepares you for the next stage of your career.
- I expect that you will enter your qualifying exams with your proposal reviewed and tentatively approved individually by all members of your committee. Hence, the discussion about your proposal during the oral exam should be used to highlight any concerns that individual committee members have already raised with you that they would like share with the entire committee. Moreover, we can use the time to try to predict/discuss solutions to any potential issues that may arise.

2.5 Undergraduates

- All of the above

- Assist other Team members with modeling or data collection when they need help.
- Work independently on your research project, ask for help when you need it.
- Be respectful of the lab space and clean up after yourself.
- Present your research at UH events (e.g., Sheriff and Dobrin Lectures).
- You are also encouraged to present your research results at the UH Undergraduate Research Day, as well as through publication and/or presentations at national and international meetings and conferences (when appropriate).

3 Code of Conduct

3.1 Harassment and Discrimination

- “Discrimination - Treating an individual or members of a Protected Class less favorably because of their membership in that class or having a policy or practice that has a disproportionately adverse impact on Protected Class members.”
<https://uhsystem.edu/compliance-ethics/docs/sam/01/1d71.pdf>
- I am an obligate reporter.
- Any person may report an allegation of Discrimination, Harassment (including Sexual Harassment). Online reporting form: <https://www.uh.edu/equal-opportunity/make-a-report/>

3.2 Policy Violations

- If there are minor infractions, please address them directly and/or refer them to this manual. If infractions persist or someone chooses to intentionally ignore the rules and policies in place, please bring it to my attention.
- If there are major infractions, please bring them to my attention immediately so that they can be addressed directly.

4 Health & Wellness

4.1 Illness

- If you are sick or think you may be getting sick, please stay home and take care of yourself. Do everything you can to avoid getting your colleagues sick.

4.2 Mental health

- Mental health is important and graduate school/academia can be hard. Take care of yourself and look out for your friends and lab mates. If you are struggling with mental health issues, please let me know and we will try and figure it out together. As a student, you also have access to counseling resources on campus: <https://www.uh.edu/caps/>
- A note about academic burnout: it's a real thing. Strategies to guard against burnout: make time for things you enjoy, socialize, exercise, go outside, and avoid procrastination. Refer to the vacation policy.
- A note about frustration: don't beat yourself up if progress on your research is slower than anticipated. Graduate school is a time of academic exploration. We will inevitably read papers, undertake projects and do analyses that simply won't show up in a future thesis or publication. This is ok. You do, however, need to communicate to me how you are spending your time and why you went down a specific research path, even if it's a "dead end" (see section on individual meetings).

5 Diversity, Equity, & Inclusion (DEI)

Many of the greatest scientific ideas and discoveries come from a diverse mix of viewpoints and experiences. I am committed to cultivating an inclusive Team environment that fosters creativity, innovation, and robust discussion. I promise to provide equal opportunities to all Team members and affiliates without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability, or any other protected category under federal, state and local law.

This statement has been adapted from the Simons Foundation Diversity Commitment

5.1 On DEI in the Geosciences and Engineering:

- Ethnic and racial diversity are extremely low in geosciences and engineering and there has been no significant improvement over the past 40 years (Bernard and Cooperdock, 2018).

5.2 On DEI in our Team:

- Be considerate of the different experiences and views of everyone in the Team. Recognize your own ability to relate or inability to relate. Be welcoming and inclusive.
- The Team should be an environment where all scientifically-grounded viewpoints are valuable. Encourage robust discussion. Great science comes out of challenging the status quo and asking good questions. This includes diverse political viewpoints, schools of thought.

- A note to new Team members: when you first become a member of the Team, please make sure that your PI (and other members of the Team) are made aware of the correct pronunciation of your name, your preferred nickname (if you have one), and your preferred personal pronouns.
- This is a workplace environment. Conversation topics, statements or actions that would not be appropriate in a normal business setting are also not appropriate in our office, the lab, on UH campus, or in the field.

6 Communication

6.1 Weekly Team Meetings

- We will meet as a Team once per week for no more than 1.5 hours. These meetings will be scheduled on Fridays 2:30 – 3:30 PM. Each Team member is required to present a research update once per semester.

6.2 Individual Meetings

- You will meet with me once per week to discuss research updates. You are required to show your progress by sharing new figures you've made, demonstrating methods, and/or sharing slides from a pertinent paper with a clear discussion about how it relates to your research.
- Come to our individual meetings prepared. In your meeting materials, include answers to the following questions:
 - What would you like to accomplish this week in our meeting?
 - What were your goals this week and do you feel that you accomplished them?
 - What is still in progress? Anything urgent?
 - Did you encounter any problems? If so, can you identify who can help and can you contact them?
 - What are your goals for next week?
 - Are you smiling enough?
- Please note that failure to communicate a research update will be considered a missed deadline.

6.3 Calendars

Meetings will be scheduled using Outlook including:

- Group Meetings
- Individual Meetings

- When people will be out of office or on vacation
- Important dates (e.g., conference abstract and registration deadlines)
- Birthdays!
- EAS Seminars

7 Website

- Our website is www.uhmorphodynamics.com
- Credentials are shared with Team members so that they may access and modify site content

8 Policies

8.1 Work Hours

- Academia provides incredible flexibility, but you should still treat it like a real job (40 hours/week) and show up to the office. It does not matter to me when or how you work so long as you get your work done and put your hours in. In general, try to be available during peak work hours during the normal work week (10 AM–3 PM M-F) so that you can return emails and answer questions within a reasonable time frame.
- Masters students and early PhD students: during the semester, I expect that courses and TAing will take ~20 hours/week and that research will take ~20 hours/week. This is on average, and I expect that the weight given to courses vs. research may fluctuate over the course of your tenure as a graduate student. Since you are being paid as a full-time graduate student, I also expect you to work during at least part of most academic breaks (e.g., spring break, winter break). Please adopt the model of 6 vacation weeks per year. (See the section on Vacation)
- Office culture. Being in the office is a good way of learning from your peers, helping others, getting access to resources, and creating a space for yourself that is dedicated to working. Please try to be in the office on a regular basis. If there are certain days where you have no obligations on campus and feel like you can get work done from home, that's fine, but please try to show up to the office on a regular basis. (See the section on Remote Work)
- In general, I try not to work on the weekends or late at night unless I have an upcoming deadline. Please respect that by giving me a heads up on impending deadlines so that I can get things done during the hours we work best. Sometimes something urgent comes up that is unavoidable.

- Sometimes I may send you a message on the weekend when I'm trying to catch up on things, but I DON'T EXPECT YOU TO ANSWER UNTIL YOU ARE BACK AT WORK. For some people, seeing an email or a message from your supervisor when you are trying to take a break is stressful. If this applies to you, I will help you find a solution (such as muting notifications at set times).
- If you are enrolled for graduate research hours, you should block out the class-equivalent time on your Outlook calendar as your designated research time. The general rule is that one hour of class time yields three hours of coursework (1 hour in class + 2 hours out of class). If you are enrolled in three hours of research time, you should schedule ~ 9 research hours per week. Add these times to your Outlook calendar and share this calendar with me.

8.2 Remote Work

- Working remotely is a privilege that all Team members automatically receive when joining UH Morpho. However, I will revoke remote work privilege from any individual that is not meeting expectations outlined in this manual.
- During the Fall and Spring semesters, Team meetings will be in-person and you may not attend remotely.
- If you are working remotely, you are expected to attend your weekly individual meetings.
- If you have not submitted for time off and updated the Outlook calendar, missed meetings and seminars will be considered missed deadlines.
- Remote work is not vacation and vacation is not remote work. Keep these things separate for your sanity!

8.3 Vacation

- Everyone in the lab is entitled to take vacation. Your vacation days can be taken consecutively or individually at times of your choosing; however, I encourage everyone in the lab to take at least one consecutive week-long break from research each year.
- You may take up to six weeks of vacation per year. **You must request vacation in writing at least 2 weeks before your vacation.**
- Vacation dates will be added to the lab's Outlook calendar.
- Taking days off is important. It gives your brain and your body a rest from daily chores and it can enhance productivity. Even if you don't have plans to leave town, I encourage everyone to make use of their vacation days. Be active. Go outside. Relax.

- Conflicts and missed deadlines can be avoided with proper planning. At the beginning of each semester (Spring, Summer, Fall), please inform your PI of any vacation plans you are considering and confirm them no later than two weeks in advance. This will help us to schedule soft and hard deadlines and foresee obstacles to meeting these deadlines before they occur. Please be mindful of your commitments (coursework, teamwork, research) when planning your vacation.
- During your vacation, you will not be expected to answer emails or phone calls. However, in order to continue to uphold this policy, please make sure you have completed all of your tasks before leaving and pass on any pending items on to me or to your lab mates (when it makes sense to do so). Set up an out-of-office response that designates a contact person in your absence.
- Mental health days are encouraged (see work hour policy above). As long as this policy is not abused and you are getting your work done on schedule, it will stay in place.
- Sometimes there are unavoidable circumstances that arise (e.g., family emergency) and it is necessary to take time off or work remotely. Please let your PI know if something happens and I will work together to find an appropriate solution.
- Internships do not count as time off. If you take an internship, you need to let me know your start and end dates, and you need to communicate to me when you plan to come back to the office (and get back on UH payroll).

8.4 Writing

- Writing takes time but it also helps us think, craft our ideas, and generate new insights. Commit to improving your writing and communication skills and developing a writing habit. I suggest that everyone write for at least 30 minutes a day. Write full sentences and paragraphs. This will save you a lot of stress and anxiety down the road. Your thesis is a marathon and not a race!
- In turn, I promise to help you develop your research questions, identify the relevant literature, structure your argument, and build a storyline for your manuscript, thesis, or dissertation.

8.5 Feedback

- Be constructive. Be willing to provide feedback on research questions, new ideas, abstracts, manuscripts, and presentations of your colleagues. It is beneficial for your own communication skills as well as theirs. Strive to be constructive when providing feedback. Point out the things done well along with the things that need more work.

- Respect confidentiality. The lab is a safe space designed for all of us to discuss new ideas, have robust debates, and generate cool and novel research. However, to maintain this level of openness and trust, it is imperative that we agree to keep new research ideas that are generated through discussion in the lab confidential. Please do not share research ideas that are not your own outside of the lab without the permission of the person who originally proposed the idea. (See also above comment on authorship.)

8.6 Field Work

- Be a team player! This means assisting on other projects in the field, sometimes without the promise of co-authorship (see requirements for co-authorship below). Our projects are successful because we are committed to helping each other meet goals and complete tasks!
- Fieldwork should never be completed alone. There must be a minimum of two individuals.
- A field plan must be created prior to fieldwork by the graduate student “Field Lead”; the remaining students in the field serve to assist the Field Lead. The PI must approve the field plan before conducting field research.
- A Field Lead is not equivalent to being a PI. For project management-level decisions that need to be made in the field, the PI should be contacted by the Field Lead. If you need to deviate from an approved field plan, contact the PI.
- Project PIs will be identified during the planning stages of the field season.
- If you are approached in the field by a community member and are in the middle of a field task, direct the community member to me (if on-site) or our website.
- Do not lend out sensors or equipment to anyone outside of our lab without my permission.

8.7 Talks/Conferences

- Anyone submitting an abstract for a conference, symposium, etc. should clear this with me first, and circulate to all authors at least one week before the submission deadline.
- Anyone giving a talk to a non-lab audience, including the Earth Surface Processes seminar, is required to give a practice talk to the lab at least one week before the real talk. **If your group meeting presentation is not timed such that it can serve as a practice talk, you are responsible for scheduling a practice talk with me and your Team mates.**
- Practice talks should be mostly finished (final slides, practiced, and the right length) so that our comments will be as helpful as possible.

- Anyone presenting a poster should circulate an initial version to all authors at least one week before the printing deadline. Make sure to double check the poster size and orientation for the conference, and the size of the paper or canvas on which it will be printed.
- Templates for posters and examples of presentations will be available, and you can use those as much or as little as you'd like. Some general rules for posters should be followed: minimize text as much as possible (if you wrote a paragraph, you're doing it wrong), make figures and text large and easy to see at a distance, label your axes, and make sure different colors are easily distinguishable. Other than that, go with your own style.
- You are free to access my old presentations and ask your group members for theirs to serve as templates. Give credit where credit is due.
- Graduate students should anticipate attending at least one national/international conference per year. Funding is available for graduate students who are presenting at the conference.
- The Team will be provided with daily roundtrip transport between lodging and the conference center. This is intended to make transportation safe and accessible. In the event that the Team uses a rideshare for this purpose, Team members will be expected to maximize the number of Team members per ride. You are expected to coordinate departure times based on the conference schedule.

8.8 Lab Tidiness

- Housekeeping staff DOES NOT come into the lab to remove boxes or trash.
- Please dump the trash and recycling into the hallway containers as needed.
- Please keep your work area neat and clean. Cleaning supplies are available in the lab.

8.9 Research Projects

- The PI, postdocs, graduate students, and undergraduate students contribute to the day-to-day functioning of projects in addition to the development/implementation of research that grows from them. This includes developing field plans, troubleshooting, data collection/management, writing grant proposals, doing fieldwork, and supporting relationships with community partners.
- If you are approached by someone outside the project for 1) research assistance, 2) clarification about the project, 3) any other reason, let me know.
- CC me on emails to colleagues about the project.

- Back up your data. Copies of your raw data should be kept on One Drive and in a shared folder on our lab server. Steps of data analysis should be kept on One Drive and on your personal folder on the lab server.
- If you give someone else your raw data, they should be able to reproduce your results exactly. This is critical, because if they can't reproduce your results, it suggests that one (or both) of you has made errors in the analysis, and the results can't be trusted. Reproducible research is an essential part of science, and an expectation for all projects in the lab.

8.10 Data Management

- Create a folder that is accessible to only you and me on the lab server.
- This folder will contain data files, abstracts, manuscripts, grant proposals, etc.
- Add subfolders with the following names and content: Raw Data, Manipulated Data, Notes from Committee Meetings, Proposals, Manuscripts
- Use Mendeley to manage your literature. Create a shared folder on Mendeley that contains relevant literature and share this with me.

8.11 Co-authorship, publishing, sharing results at conferences

- To be a co-author on a paper, you must contribute intellectually to the research questions. This includes assisting with data analysis and interpretation of results, methodologies – assistance with data collection alone does not substantiate co-authorship.
- All co-authors need to be able to comment on drafts, revisions, and proofs prior to submission and prior to publication.
- All papers will be made open-source.
- When the lead author gets a publication date, they need to notify all co-authors so we can consider doing a press release. Journalists like to release stories on the same date as publications, so we need to contact them in advance.
- Major findings are shared with community partners prior to publication or sharing of information at conferences.

8.12 Inclusive practices in science and meetings

- We seek to create an inclusive work and learning environment, both for researchers and community partners. This means 1) creating space for others to talk in meetings, 2) being an active listener, 3) recognizing that there are multiple ways of learning and knowing.

- In order to increase inclusivity in meetings, PIs will lead and moderate discussion. We aim for all students and researchers to speak once before providing a second comment or question.

8.13 Noise

- As a general rule, the hours between 9 am and 5 pm should be considered “quiet hours” in the building. Please be considerate of your colleagues who may be working in neighboring labs, classrooms or offices when having conversations in the lab or in the hallway.
- If you need to make a personal phone call, be mindful of others who may be trying to work in the office and do it outside of the office.
- Similarly, virtual meetings should be attended outside of the office unless absolutely necessary. If it is necessary to attend a virtual meeting in the office, notify your Team mates in advance so that they can make arrangements.
- Sometimes it is necessary to have one-on-one meetings in the lab or office. Please be mindful of others, and try to schedule these meetings to minimize disruptions, etc.
- If you are trying to do concentrated work or you are in a “flow state,” establish a way to signal this to your lab mates up front, for example, by wearing headphones or putting up a “do not disturb” sign. Let the other Team members know what you plan to use as your signal.
- Do not disturb Team members who have signaled that they are doing concentrated work and do not want to be interrupted!

9 Additional Resources

9.1 Lab Access

- Follow the directions outlined here to request a lab key: <https://uh.edu/facilities-services/famis/resources/famisdocuments2018/onlinekeyrequest.pdf>
- Use Cost Center 68969

9.2 Administrators

- List of EAS staff and expertise: <https://www.uh.edu/nsm/earth-atmospheric/people/staff/>

9.3 Travel Logistics

- Marsha Braxton is the EAS travel program manager: mubraxto@Central.UH.EDU
- Upon joining the Team, please contact Marsha to become a UH vendor. This will allow you to be reimbursed for travel expenses.
- For domestic travel, please contact Marsha Braxton four weeks before departure. She will initiate procedures for your logistics.
- For international travel, please contact Marsha Braxton four weeks before departure. She will initiate procedures for your logistics.

9.4 Purchasing

- Basic lab supplies can be purchased at the NSM Research Store in Fleming 070. To make purchases, I need to contact rstores@Central.UH.EDU and add your name to a list of approved purchasers. If you need to make a purchase, let me know and I will add you to the list.
- To request an online purchase, please send the following information to me via email or Slack: Site name, full item name, product number, and price.
- Prior to making an in-store purchase for the lab, please contact Antonius to obtain a sales tax exemption form. Show this to your cashier. Reimbursements for sales tax are not permitted, so please pay careful attention to this step.
- If you make an in-store purchase, be sure to obtain a copy of the **itemized** receipt. This is required for reimbursement. If you are using your personal card, please give the receipt to Antonius and ask for reimbursement. If you use my personal card, please give me the receipt.
- I strongly prefer that you do not pay for lab expenses with your personal funds. When possible, please let me know that you are making a purchase so that I can set up payment.

9.5 Personal Finance

- To learn how other graduate students manage finances on a stipend, please take a look at this resource: <http://pfforphds.com/about-emily/>
- If you are struggling financially, please talk to me so that we can work together to find a solution, likely by taking advantage of assistance programs through UH and applying for external funding.

10 Conflict Resolution

10.1 Policy on Conflict Resolution

At times, we will fall short of the goals we set forth in this document. When conflict occurs between Team members, I encourage you to follow the guidelines for conflict resolution that are outlined below. I am happy to support this process by mediating the resolution discussions. There will be no retribution for engaging in the conflict resolution process. Please notify me when conflicts arise.

- Clarify what the disagreement is about by discussing what needs are not being met on both sides and ensure mutual understanding of this.
- Establish a common goal(s) for both parties by agreeing on a desired and acceptable outcome.
- Discuss ways to meet the common goal(s) by listening, communicating, and brainstorming individually and together.
- Determine the barriers to the common goal(s) by acknowledging what has brought you into the conflict and talk about what problems may prevent a resolution.
- Agree on the best way to resolve the conflict by identifying solutions that both parties can live with.
- Acknowledge the agreed-upon solution and determine the responsibilities each party has in the resolution.

Conflict can arise between mentors and mentees. If this occurs, I am happy to engage in the conflict resolution process with you. If you would appreciate having our conflict mediated by a third party, we can engage the assistance of the Graduate Advisor or another senior member of EAS to support us in the process.

11 Failure to Follow Policies and Procedures

Failure to follow these guidelines will reduce the benefits you receive from participating in the lab community. For example, if a draft abstract is provided without sufficient time for comment, submission and meeting attendance may not be possible. Similarly, if a request for a letter of recommendation is not received with sufficient lead time, it may not be possible for me to write a letter in support of your application. More serious and/or repeated failures to follow the guidelines will precipitate discussions with me regarding conduct and may result in restriction of access to laboratory resources, including but not limited to loss of funding and/or loss of position.

By signing, I acknowledge that I have read all the material in the UH Morphodynamics Team Manual. I understand, and will do my best to meet the expectations outlined in the documents, and will adhere to the code of conduct and the policy on conflict resolution. By signing, I understand that failure to meet expectations or adhere to the code of conduct may result in the loss of funding and dismissal from the research group and/or the degree program.

Student: _____ Date: _____

Advisor: _____ Date: _____

Please sign and date this page and return it to Brandee.