**Graduate Student and Post-Doc Advisor/Advisee Expectations**

**Hobbie Lab**

*Updated 21 October 2021*

Welcome to the Hobbie lab. I strive to create and maintain an open, safe, welcoming, and constructive atmosphere in the lab. Towards that end, I work to promote open communication and transparency. Therefore, in this document I have laid out my expectations for graduate students and postdocs in the lab, and what they can expect from me. This set of expectations was created through interactive conversations with members of the lab.

**My Expectations for Graduate Students and Postdocs**

**Participation and Communication**

* Participate in regular one-on-one meetings with me. Be on time and communicate if you can’t make it well in advance. Be prepared for meetings with an agenda and goals.
* Communicate with me regularly about your progress, in one-on-one meetings and via email.
* Use writing, as well as verbal communication, to express your research ideas (I often find written work easier to understand), and feel free to share with me how you best communicate ideas.
* Participate in lab meetings and in departmental, graduate program, college, and university communities. I expect you to seek support from and provide support to other members of the EEB graduate program, particularly your cohort.
* Plan times that I can come to the field with you.
* Teach me and everyone else in the lab new things.
* As long as these expectations are met and you are making good progress on your projects, feel free to spend some time working remotely.
* If you are coming from a previous graduate or postdoctoral position, limit time spent on past work to 20% of your work week.

**Lab and Data Best Practices**

* Be diligent about keeping notebooks to record detailed field and lab observations and methods. Don’t assume that you will remember anything. Your future self will thank you!
* Practice good data management practices (see Hobbie Lab share drive for resources)
* Clean up after yourself, be a good citizen, and learn from, teach, and work with other graduate students, postdocs, and technicians in the lab and in the field. Coordinate with others about use of lab bench space and about sample storage.
* Leave data and metadata in a publicly accessible form (in most cases, archived at EDI, via the Cedar Creek or MSP LTER websites).
* Use the Hobbie Lab shared google drive to store data and contribute and access protocols. If you develop a new protocol, be sure to document it in a way that can be understood by others. Include your name, contact, and the date, and archive on the shared drive.
* Use the Hobbie Lab Github, shobbie, to share code.
* When you graduate, take samples with you or throw them away (lab, cage, fridge, and freezer). I recommend that you keep subsamples archived until data are published, at least.

**Personal and Professional Development**

* Demonstrate independence and initiative in developing a research program and acquiring experience and skills that are relevant to your career (e.g., related to classroom teaching and mentoring if you plan to continue in academia; related to networking if you plan to pursue a career in the NGO world).
* Be deliberate about setting short-term (e.g., one-year) and long-term (e.g., 5-year, career) goals for your research and training that you communicate to me and to your committee. The EEB Individual Development Plan form can be a resource for this.
* Apply for funding, both for fellowships and for research funds.
* Start writing manuscripts as soon as you can. Aim to submit at least 2 chapter before defending. If papers are not submitted in a timely manner (e.g. within 1-2 years of defending), others may be asked to write up the work for publication.
* Write your chapters to be publications; 3 good papers make a dissertation.
* Mentor undergraduates (and/or high school students) in research if doing so matches your career goals. Include mentoring about data management.
* Students should finish in 5 years to ensure support.
* Initiate any discussions of personal issues that you wish to discuss (see professional boundaries, below)
* Give me adequate time to complete letters of recommendation and provide feedback on written work with deadlines (e.g., proposals): 1-2 weeks notice, if possible. Remind me 2 days in advance. When requesting letters of recommendation, provide me with your updated CV and details about the position.
* Include me as a co-author when warranted.

**Expectations for Myself as a Mentor and Advisor**

**Participation and Communication**

* Participate in regular one-on-one meetings and communicate ahead of time when I have a conflict.
* Visit field sites with students and postdocs.
* Learn from my students and postdocs.
* Respond to emails in a timely manner.
* Be respectful of maintaining personal and professional boundaries. I am happy to discuss personal issues, but those discussions should be initiated by the student or postdoc.

**Promoting Mentee Professional and Career Development**

* Provide resources to the best of my ability, including financial resources and professional contacts and connections.
* Provide timely and constructive response and feedback on written work (e.g., manuscripts and proposals): 2 – 4 weeks, unless deadlines, emergencies arise; I will try to let you know if it will be a long wait. The wait is proportional to the length.
* Provide letters of recommendation.
* Discuss career goals and Individual Development Plans.
* Create opportunities for students whenever possible, e.g., to attend meetings, network, participate in publications, participate in public engagement, etc.