Rice University Department of Earth, Environmental and Planetary Sciences Pod Guidelines

Pod Structure

Decision making: We will make decisions by consensus.

Roles and responsibilities:

The **Pod Leader** will schedule meetings, set up the Google Drive folders with resources and working documents, ensure there are discussion leaders for each meeting, assist in merging pod deliverables, and upload deliverables to the URGE website.

Pod **Discussion Leaders** will self-nominate in advance by filling out the URGE Scheduling Helper, take charge of the session deliverables, lead the discussion for their session, and help the Pod Leader merge each discussion section’s deliverables into one document for upload.

**Notetakers** will self-nominate in each discussion section. They will take attendance and create a written record of the meeting.

**Participants** will complete the reading assignments, attend the live lecture or watch the recording prior to discussion section, and commit to attending discussions and participating in the creation of deliverables.

Pod Code of Conduct

1. Listen actively -- respect others when they are talking.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
3. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas and problems rather than people.
4. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
6. The goal is not to always agree -- it is to gain a deeper understanding.
7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
8. Assume everyone’s good intentions, but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
9. Maintain confidentiality. All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting. An important exception to this is that some members of our group are mandatory Title IX reporters.
10. Be aware of power dynamics – in recognizing that our group is a mixture of undergraduate students, graduate students, and all levels of faculty and staff, we agree to use first names in this group with one another and to be mindful of power differentials in conversation with one another.
11. We recognize the value of junior voices in our community, and simultaneously recognize that these members of our community are not always heard first. We therefore commit to creating opportunities for the more junior members of our community to speak first, and to listen carefully to their voices.