

Deliverable: FAU Palaeo Pod Guidelines

A) Ground Rules

1. Listen actively, and respect everyone when they are talking.
2. Speak from your own experiences instead of generalizing. The FAU Palaeo Pod is a safe space where these discussions are welcome.
3. Respectfully challenge ideas and problems by asking questions, but refrain from all personal attacks.
4. Participate as actively as you feel comfortable. We hope to create an environment where every individual is able to actively contribute and actively listen.
5. Instead of invalidating someone else's story with your own spin of their experience, share your own story and experience. All experiences are equally valid.
6. The goal is not to always agree, but rather gain a deeper understanding.
7. Acknowledge the diversity of experiences and backgrounds of our internationally composed pod, with individuals from at least nine countries.
8. Be conscious of body language and non verbal responses.
9. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
10. Acknowledge that we will make mistakes in this process, but they will be used as teachable moments.
11. Maintain confidentiality. All stories shared in this space will stay in this space. Internal note taking will use language that protects the privacy of individuals.
12. Give all participants equal opportunities to act as session leaders.

B) Decision making

We will maintain flexibility in decision making. Depending on the outcome being debated, we will allow for group consensus, majority votes, or other methods as we all see fit. There is no one strategy that works best for all issues, so we plan to dynamically adapt to the circumstances.

C) Pod member roles and responsibilities.

The FAU Palaeo pod is composed of Masters students, PhD candidates, postdoctoral researchers, and faculty. We aim to distribute tasks so everyone can contribute as best as their time allows.



1. We will provide the opportunity for each participant to lead a session. Members have the option to volunteer for a particular session based on their interest and availability. If no volunteer is available one week before the discussion time, the default leader for the session will be Dr. Jansen Smith.
2. Meetings will be scheduled by Dr. Jansen Smith. The meeting time has to take into account multiple time zones, students' exam schedules, and the change from lecture period to semester break.
3. Taking attendance and recording meeting minutes will be done by Tasnuva Ming Khan and Monica Alejandra Gomez Correa.
4. Deliverables will be uploaded to the URGE website by Dr. Jansen Smith.
5. Meetings with Institute of Palaeontology, GeoZentrum Nordbayern, and the FAU will be scheduled by Dr. Rachel Warnock, Dr. Jansen Smith, Dr. Theresa Nohl, and the international/minority student representative. We will elect/appoint a student representative at some future meeting.
6. The session leader, and individuals drafting deliverables, will read supplementary materials and articles.
7. Deliverables will be drafted by Tasnuva Ming Khan, Dr. Jansen Smith, Dr. Rachel Warnock, and Monica Alejandra Gomez Correa. The draft will be distributed to all pod members by email and through Slack. Deliverables will only be submitted after approval from all members.