Deliverable - Pod Guidelines

1. **Ground Rules**

These ground rules were developed and adapted for our student pod. Since students in our pod come from diverse backgrounds, the following list of common ground rules will serve as a starting point for creating inclusive and respectful pod environment:

1) This is a safe space. We all have different backgrounds and levels of understanding of racism. Learn from each other and try to help others learn. Don't invalidate someone's experiences. Don't be patronizing and be willing to share knowledge in a constructive way.
2) Be respectful when others are speaking, listen actively
3) Be receptive to constructive feedback and criticism
4) Monitor your body language, even over Zoom
5) Stay engaged, ask questions, be present in the conversation
6) Discussions within the group should remain within the group. Experiences are personal and should not be discussed freely outside of the group.
7) Try to discuss ideas, not people
8) Don't be late, let us know if you can't make it. Meetings are not to go over the allotted time.

2. **Making decisions as a group**

To make decisions as a group (e.g. during the formation of deliverables, reporting back to the larger URGE group on activities, etc.) we will go with group consensus. In case we cannot reach group consensus on some topics, we will go with the majority vote.

3. **Pod member roles and responsibilities**

Our graduate student pod has two leaders - Eliza Hurst and Claire Rubbelke. They are responsible for leading four sessions each (Fig. 1), which includes:
- Submitting files to the URGE website (e.g., sign up form, updates to pod membership, and deliverables)

- Leading and moderating discussions
- Scheduling pod meetings and taking attendance
- Scheduling meetings with department leadership

Session Number	Dates	Topic	Session Subtitle	Pod leader for this session
1	1/18 - 1/29	**Racism and Definitions**	Defining the Words we Use	Eliza
2	2/1 - 2/12	**Racism and Individuals**	What is my place in all of this?	Claire
3	2/15 - 2/26	**Racism and History**	Where are we as the geosciences?	Eliza
4	3/1 - 3/12	**Racism and Justice**	The Long-Lasting impacts of Racism inGeoscience	Claire
5	3/15 - 3/26	**Racism and Accessibility**	Breaking Down the Barriers in our Discipline	Eliza
6	3/29 - 4/9	**Racism and Inclusivity**	Building an Anti-Racist and Inclusive Community	Claire
7	4/12 - 4/23	**Racism and Self Care**	Taking Care of Ourselves in the Face of Racism	Eliza
8	4/26 - 5/7	**Racism and Accountability**	How do we keep Ourselves Accountable to Anti-Racist Work?	Claire

Figure 1. URGE sessions and assigned leader

Other members of the pod are responsible for signing up to lead a deliverable (groups of 2-3 members), which includes:
- Draft deliverable(s) and share with pod for review/edits/discussion (shared google drive) by Wednesday morning
- During discussion of deliverable, take notes and incorporate them into the deliverable
- After the URGE meeting on Wednesdays, allow pod members to make additional comments on the deliverable by Thursday evening
- Finalize the deliverable by Friday 12PM, so that the leader of the session could upload the documents to the URGE website