



**Lynne Bordon**

**Professor**

**Associate Dean of Organizational Innovation and Research, UMN Extension**

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I am pleased that you are interested in becoming a member of the REACH lab team. The REACH lab is an active lab with opportunities to explore a variety of research and outreach opportunities. I anticipate having a successful working relationship with you that is mutually beneficial to you and to the overall work of the lab. My objectives are to support your growth and development as a scholar by cultivating the knowledge and skills needed to meet your professional goals. I look forward to working together as you move towards becoming an active and contributing member of the academic community, either directly as an academic scientist or indirectly through an alternative path to academia.

Below you will find both my expectations for you and what you can expect from me.

**Communication:**

Communication is one of the keys to success when working in the REACH lab. It is important that communication be frequent and honest. If you would like to talk with me, please feel free to contact me by email. I typically will respond within a day or two. However, if for some reason you do not hear from me, please contact me again.

**Academics:**

*Your academic progress (e.g., course requirements, deadlines, applications) is your responsibility.* If you have any questions or concerns, I am happy to meet with you. I am open and available to discuss your progress at any time.

**Meetings:**

Students are welcome to request a meeting at any time. However, I expect my advisees or co-advisees to schedule a meeting with me either weekly or bi-weekly to ensure successful progress towards their goals. Meetings are co-created and jointly conducted by the student and myself. These collaborative discussions will include a brief overview of course work, current research progress, and advancement towards goals. After each meeting, I require students to provide me with a summary of the meeting to ensure that we are clear on the decisions that have been made.

**Research and Teaching Assistantships:**

Assignment as a teaching or research assistant under my supervision should be treated as a job. You will be required to set a regular weekly schedule indicating the hours you will be working and at what times I can expect to see you in the REACH lab. In general, students are expected to work onsite in the lab, unless otherwise approved. Working alongside others in the lab is beneficial as it provides opportunities to increase your skills, discuss new ideas, and to determine your own research agenda.

As a member of the REACH Lab team, you are considered an important part of the work. As such, you are expected to be on time and prepared to begin work. This is a professional position and, thus, you are expected to behave as a professional. If there is a deadline for a project you are to meet this deadline. Delegation to another member of the team is not permitted, as it is your responsibility.

Vacation time does not necessarily match the academic calendar; just because there are no classes does not mean that you are on vacation. Considerable work is often accomplished over summer, winter, and

spring breaks. While vacations are certainly permitted, I ask that you please carefully consult the employee calendar to ensure you know what days are considered vacation time and which days are considered work days.

### **Productivity and Authorship:**

Your success is important to me. During your time as a graduate student, there will be opportunities to attend professional meetings, write journal articles and grants, develop applied materials, and be part of community-based projects that are integral to the work of the REACH Lab. Please remember that research takes time and the time and effort you put into the work will determine the benefits you receive in the future.

Manuscript publication is an important component of the work we do in the lab. Your work will always be recognized; however, authorship is typically determined at the time the publication is outlined. At times, you may be expected to assist with an article in which you will not be an author. However, we always aim to discuss authorship openly at the beginning of the publication process.

### **Professionalism:**

A large part of your training as a graduate student is to build the skills needed to be successful as a young professional preparing to enter the workforce. You will be expected to be prepared and on time for lab meetings and individual meetings. All communication, both verbal and written (including texts, emails and others), should be professional and well written. I expect honesty and integrity when working in the REACH lab. Our team members work hard and are committed to the work we do. Every member of the team is responsible for ensuring all work done in the REACH lab is of the highest quality.

On occasion, a difference in opinion or a conflict between you and another team member may arise. If there is something occurring within the lab that concerns you, please make an appointment with me to discuss the issue. Conflicts occur as a normal part of the working environment, and it is essential that these conflicts are quickly resolved and not left to become a bigger issue. Please know that I am committed to providing a safe work environment for all members of the team, one free from prejudice, intimidation, harassment and competition. I am always interested and willing to talk with you regardless of the issue. If you are not comfortable speaking with me directly, you are also welcome to contact Department's Director of Graduate Studies or the Head of the Department, the College of Education and Human Development's Human Resource Office Lead, or the University of Minnesota's Office of Student Conflict Resolution.

### **Personal Life:**

Personal lives are important and respected. It is important to have time to spend with others and to find balance in your working and personal lives. The work expectations of the REACH Lab have been developed with this mind. Again, communication is key, so my hope is that we can work collaboratively to help you achieve that balance.

### **Ethics:**

All members of the team are expected to familiarize themselves with, and abide by, the University of Minnesota's "[Code of Conduct](#)".

### **Questions or Concerns:**

Please feel free to contact me with any questions or concerns regarding these guidelines and expectations. I am happy to discuss suggested additions to this document or to provide any clarifications. I look forward to connecting with you.