

Hubbard Brook Guidelines and Expectations Checklist

- **Hubbard Brook Culture:** At Hubbard Brook, each field crew tends to have its own “culture” We would like to encourage crews to discuss values and standards and expectations at the beginning of the season in order to set guidelines for behavior and interactions and to clarify expectations across the community.
 - [Hubbard Brook Ecosystem Study - Code of Conduct](#)
- **What is the Guidelines and Expectations Checklist?** An optional tool to facilitate communication about expectations within field crews (members, PI’s, visitors, etc.) and among residents. This includes topics relating to responsibility clarity, power dynamics, living details or anything else related to communal living and work/life balance. There are two sections to this tool: The Housing Dynamics and the Work Dynamics.
- **Filling out the checklist:** Individuals and crews are encouraged to fill this out with their PI’s. Feel free to only fill out the questions that apply and/or add additional questions.
- **Questions:**
 - Housing
 - What are the expectations of the living space? What boundaries will be implemented? What are some house rules that should be enforced?
 - How are chores divided? Will there be a chore chart?
 - What’s the plan with cooking/meals?
 - When are quiet hours?
 - Should there be a limit on discussions of work in the living space (i.e., limited to certain times or upon asking first, etc.)
 - Work/Crew
 - What are some general goals of the season (academic, work, personal)?
 - How often will check-ins about projects occur? How often will check-ins about field experience on site occur? About group dynamics? Where will these check-ins happen?
 - What does one do if there is a grievance? What if one would like to stay anonymous?
 - Additional Expectations/Questions (PI + individual/crew):
 - *[space for crewmembers to add questions]*
 - *[space for crewmembers to add questions]*
 - *[space for crewmembers to add questions]*
- *After reviewing the document, everyone involved can sign. Document can get printed and displayed during the field season.*