

## Advice on team Work

Your professor and graduate co-instructors will assign you to a research team based on your research interests that you will indicate in the first class. You will be expected to complete the labs with a small of your peers (in small research teams). This is not only for practical reasons, but also because research is rarely conducted in isolation; teamwork is typically required of researchers. Working in a team (especially a team of individuals you do not know very well) can be challenging. It can also be highly rewarding! The following advice is intended to help maximize the rewards you receive from this experience.

Please also refer to the assigned reading:

Duhigg, C. (February 25, 2016). What Google learned from from its quest to build the perfect team. *The New York Times Magazine*. Retrieved from: <https://www.nytimes.com/2016/02/28/magazine/what-google-learned-from-its-quest-to-build-the-perfect-team.html>

1. Be respectful of each other. This should go without saying—but we are going to say it to reinforce this basic rule of common etiquette. Listen to what your research team members have to say without interrupting them. Acknowledge their ideas and opinions. Everyone brings a unique perspective to the team; unique perspectives are highly valuable! This allows us to reach outside “the box” and to examine issues from different angles that you may not have considered previously. Find a point of merit in ideas/procedures proposed by your teammates before opting to discuss any possible problems or challenges.
2. Stay engaged in the process and with your team. Effort in = Rewards out! For everyone! While you can’t control what your teammates do, you can control your effort and actions. Staying engaged benefits you AND your team. Remember that everyone has “life” happen. Check in with your teammates on how they are feeling and doing. A teammate might need a hand-up one week because of a personal issue. If “life” happen to you this semester, be honest with your teammates if there is a week that you are less than fully engaged. Teams that work together pick up the occasional slack for other teammates on occasion as appropriate.
3. Be clear about responsibilities and timelines. It is sometimes helpful to designate a team member as a “Research Team Manager (RTM)” to assist with this. Your RTM can also be the person who submits your team’s assignments and whom each member can contact if they are unable to make to a class/team meeting because of illness or an emergency. If you are unsure of your next step – it is likely that your teammates are also unsure. Ask!
4. Communicate! Talk to each other. Talk with your professor and your graduate co-instructor(s). If you or your team are having difficulties of any kind, don’t ignore it. Politely bring up how you are feeling – first to your team. If you need assistance or advice, check in with your professor and/or your graduate co-instructor(s). We can help.

TOGETHER WE CAN DO GREAT THINGS. RESEARCH IS A TEAM EFFORT.