



## Geo-Launchpad Internship Program

2016 Summer

This document provides a detailed overview of summer activities and complements your program Orientation Guide. This document is available online. General program information is available in the Orientation Guide sent to you via email and available online in the Geo-Launchpad web pages.

<https://www.unavco.org/education/student-opportunities/geo-launchpad/program/program.html>

### General Weekly Summer Schedule

**\*\*Work hours are from 8:00am – 5:00pm Monday through Friday\*\***

**\*\*All dates/times/locations for activities below are subject to change\*\***

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Morning:</u> Brief (15-20 min.) check-in with Program Assistant Work on project	Full day of work	Full day of work  <u>Lunch:</u> Geoscience Career Circle	Full day of work	<u>Morning:</u> Skills workshop  <u>Afternoon:</u> Communications seminar

### Weekly Summer Schedule

Week 1	June 6 – 10	Location	Activities
Monday	9:00 am – 5:00 pm	Lakeside room	Orientation
Tuesday	8:30 – 9:30 am	Lakeside room	Program Overview
	9:30 - 12:00 pm	Lakeside room	Research Ethics/Resume Writing
	1:00 – 5:00 pm	Lakeside room	Leadership & community development workshop
Wed.	8:30 – 11:30 am	Lakeside room	Overview of GPS
	12:30 – 4:30 pm	Field Trip	NOAA Facility Tour
Thurs.	8:30 – 11:30	Lakeside room	Overview of TLS
	12:30 – 1:30 pm	TBD	Working groups
Friday	9:00 am – 4:30 pm	Field Trip	Local Geology – <i>Rocky Mountain National Park</i>
	6:00 – 9:00 pm	Bear Creek	Community Potluck Dinner (optional)

## Week 2 June 13 – 17

Monday	10:30 am – 12:30 pm	Lakeside room	Individual check-in with Program Assistant (15-20 minutes, rotating times)
Wed.	12:00 – 1:00 pm	Lakeside room	Geoscience Career Circle - <i>Industry</i>
Friday	10:30 am – 12:00 pm	Lakeside room	Skills seminar & working time – <i>Email and File Management</i>
	1:00 – 4:00 pm	Classroom	Communications Seminar – <i>Professional Communication: staff résumé review / panel and interviewing strategies</i>
Sat-Sun	June 18-19		Overnight field trip to Univ. Colorado Mountain Research Station (optional)

## Week 3 June 20 – 24

Monday	10:30 am – 12:30 pm	Lakeside room	Individual check-in with Program Assistant (15-20 minutes, rotating times)
Wed.	12:00 – 1:00 pm	Lakeside room	Geoscience Career Circle - <i>Consulting</i>
Friday	10:30 am – 12:00 pm	Lakeside room	Skills seminar & working time – <i>Time Management</i>
	1:00 – 3:00 pm	Classroom	Communications Seminar – <i>Professional communication: job searches, elevator speeches, informational interviewing</i>

## Week 4 June 27 – July 1

Monday	10:30 am – 12:30 pm	Lakeside room	Individual check-in with Program Assistant (15-20 minutes, rotating times)
Wed.	12:00 – 1:00 pm	Lakeside room	Geoscience Career Circle – <i>Non-profit</i>
Friday	10:30 am – 12:00 pm	Lakeside room	Skills seminar & working time – <i>Microsoft Excel</i>
	1:00 – 4:00 pm	Classroom	Communications Seminar - <i>Formal communication: best practices for poster presentations / attending professional meetings</i>

## Week 5 July 5 – 8

Monday			<i>Holiday</i>
Wed.	12:00 – 1:00 pm	Lakeside room	Geoscience Career Circle – <i>Research</i>
Thursday	10:30 am – 12:30 pm	Front Range rm.	Individual check-in with Program Assistant (15-20 minutes, rotating times)
Friday	10:30 am – 12:00 pm	Lakeside room	Skills seminar & working time – <i>Google Earth</i>

1:00 – 5:00 pm Classroom Communications Seminar – *Communicating with outreach materials (calendar materials)*

Week 6 July 11 – 15

Monday 10:30 am – 12:30 pm Lakeside room Individual check-in with Program Assistant (15-20 minutes, rotating times)

Wed. 12:00 – 1:00 pm Lakeside room Geoscience Career Circle - *Academia*

Friday 10:30 am – 12:00 pm Lakeside room Skills seminar & working time – *Adobe Illustrator*

1:00 – 5:00 pm Classroom Communications Seminar – *Science for the public: Social media*

Week 7 July 18 – 22

Monday 10:30 am – 12:30 pm Lakeside room Individual check-in with Program Assistant (15-20 minutes, rotating times)

Wed. 12:00 – 1:00 pm Lakeside room Geoscience Career Circle - *Government*

Friday 10:30 am – 12:00 pm Lakeside room Skills seminar & working time: POSTERS DUE

1:00 – 3:00 pm Classroom Communications Seminar – *Review of resume, elevator speech, informational interviewing, cover letters*

Week 8 July 25 – 29

Monday 10:30 am – 12:30 pm Lakeside room Individual check-in with Program Assistant (15-20 minutes, rotating times)

Wed. 8:30 am – 12:00 pm Classroom Attend RESESS colloquium

12:00 – 1:00 pm Lunch room Staff appreciation luncheon

Thurs. 10:00 am – 12:00 pm Classroom Poster presentation practice with RESESS

2:00 – 5:30 pm UCAR Summer internship poster session

Friday 9:00 – 10:00 am Classroom Focus group with program evaluator

10:00 – 10:30 am Classroom Exit paperwork with HR

10:30 – 11:30 Lunch room Attend UNAVCO Summer Internship Program presentations

12:00 – 1:00 pm Farewell lunch

1:00 – 5:00 pm Dorms Prepare for departure