

Geo-Launchpad Internship Program

Summer 2018: June 11 – August 3

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.

Online version

General Weekly Summer Schedule

Monday	Tuesday	Wednesday	Thursday	Friday (UNAVCO)
Full day of work <u>Morning</u> : Individual check-in with Program Assistant	Full day of work	Full day of work	Full day of work	<u>Morning</u> : Skills workshop <u>Lunch</u> : Geoscience Career Circle <u>Afternoon</u> : Communications seminar

Geo-Launchpad orientation: Monday, June 11, 9:00 am – 3:30 pm

Mondays (starting June 18): individual weekly check-ins provide an opportunity to talk about your projects, your goals for the week, accomplishments, and any general comments you may have. Check-ins will take place at USGS in Einstein’s Bagels in Building 41 near the library.

Individual weekly check-ins: 10:30 am -12:00 pm

Fridays (starting June 22): weekly skills workshop, career circle lunch, and communications seminar

Skills workshop: 9:30 – 11:30 am (unless otherwise noted)

Geoscience Career Circle: 12:00 – 1:00 pm

Communications seminar: 1:30 – 5:00 pm (unless otherwise noted)

Summer Photos

Throughout the summer, UNAVCO staff members will be taking photos of all UNAVCO-sponsored interns for a variety of purposes. The list of photos and approximate dates for photo capturing are listed below.

Geo-Launchpad (GLP) photosFirst week

- Group photo(s) for GLP SmugMug website (Monday)
- Group photo(s) during Rocky Mountain National Park field trip (Friday)

Mid-summer

- Working in the lab, field, or elsewhere
- Field trip group shots (also with RESESS)

Final week

- Group photo with faculty mentors (Thursday morning)
- Individual head shots for UNAVCO internship alumni website (Thursday morning)
- Poster session photos (Thursday afternoon during poster session)

We also request that your mentors take photos of you during the summer. These photos can be emailed to Aisha at morris@unavco.org or uploaded directly to your photo folder on SmugMug.

Please let a member of the program staff know if you have any questions.

Geo-Launchpad Skills Workshops
Megan Brown
UNAVCO
megan.r.brown@colorado.edu

General Skills Workshop Schedule

Friday mornings, June 22 – July 27

9:30 – 11:30 am (unless otherwise noted)

The purpose of the workshops is to introduce students to the science UNAVCO supports and build on professional development skills. *All GLP interns attend.*

Location of Skills Workshop

UNAVCO Lakeside conference room

6350 Nautilus Drive, Boulder, CO 80301; 303-381-7500

Weekly Meetings*

Week 2	F 6/22	<i>Workshop: Digital Organization, Time Management, and Self Care</i>
Week 3	F 6/29	<i>Workshop: Intro to Adobe Illustrator with Guest Lecturer</i>
Week 4	F 7/6	<i>Workshop: Teamwork and Communication</i>
Week 5	F 7/13	<i>Workshop: Conflict Resolution</i>
Week 6	F 7/20	<i>Workshop: Technical Writing</i>
Week 7	F 7/27	<i>Workshop: Google Earth</i>

* Consult Geo-Launchpad [online calendar](#) for exceptions.

Communications Seminar
Megan Brown and Dr. Aisha R. Morris
 UNAVCO
megan.r.brown@colorado.edu
morris@unavco.org

General Communications Seminar Schedule

Friday afternoons (except week 1), June 22 – July 27

1:30 – 5:00 pm (unless otherwise noted)

The purpose of the seminars is to explore non-academic communications as a student and a scientist. Most seminars are combined with RESESS and USIP interns. *All GLP interns attend.*

Location of Communications Seminar

UNAVCO classroom

6350 Nautilus Drive, Boulder, CO 80301; 303-381-7500

Weekly Meetings*

Week 1	T 6/12	<i>Communications Seminar: Professional communication I: resumes, cover letters, and CVs</i>
Week 2	F 6/22	<i>Communications Seminar: Professional Communication II: job searches, elevator speeches, informational interviewing</i>
Week 3	F 6/29	<i>Communications Seminar: Professional communication III: resume review and interviewing strategies</i>
Week 4	F 7/6	<i>Communications Seminar: Formal communication II: best practices for poster presentations; attending professional meetings and job fairs</i>
Week 5	F 7/13	<i>Communications Seminar: Informal communications: communicating with outreach materials and social dimensions of science and science policy</i>
Week 6	F 7/20	<i>Communications Seminar: Hands-on Illustrator Session (Guest Helper)</i>
Week 7	F 7/27	<i>Communications Seminar: Poster finalization: 1:00 p.m. – 4:00 p.m.</i>
Week 8	W 8/1 Th 8/2	RESESS Colloquium (9:15 a.m. - 12:00 p.m.) Practice poster presentations (morning) Poster Session at NCAR (2:00 p.m. - 5:30 p.m.)

* Consult Geo-Launchpad [online calendar](#) for exceptions.

Additional Weekly Activities

Individual Check-ins with Kelsey

General Check-ins Schedule

Mondays, June 18 – July 30

10:30 am – 12:00 pm

These are 15-minute sessions to meet individually and discuss the work you've been doing, project goals you may have planned for the upcoming week, and any general comments. *All GLP interns attend.*

Location of Check-ins

USGS – Einstein Bagels in Building 41 near the library

Geoscience Career Circles

General Geoscience Career Circle Schedule

Fridays, June 22 – July 27

12:00 – 1:00 pm

Career circles are unique opportunities to meet informally with professionals from different sectors of the geoscience workforce each week during lunch.

Location of Geoscience Career Circles

UNAVCO Classroom

6350 Nautilus Drive, Boulder, CO 80301; 303-381-7500

Weekly Meetings

Week 2	6/22	<i>Non-profit:</i> Tahlia Bear, Diversity and Career Officer, & Matthew Dawson, Education & Outreach Program Officer, Geological Society of America (GSA)
Week 3	6/29	<i>Consulting:</i> Corinne Slayden, Project Manager for Environmental Services, Versar
Week 4	7/6	<i>Industry:</i> Philip LeMay, Sr. Geologist, Crescent Point Energy U.S. Corp
Week 5	7/13	<i>Academia:</i> Kamini Singha, Professor and Ben Fryrear Endowed Chair for Innovation and Excellence, Associate Department Head, Geology and Geological Engineering, Colorado School of Mines
Week 6	7/20	<i>Government:</i> Treasure Bailey, Environmental Protection Agency (EPA)
Week 7	7/27	<i>Research:</i> Laura Slivinski, Research Scientist, University of Colorado Boulder's Cooperative Institute for Research in Environmental Sciences (CIRES) at NOAA's Earth System Research Laboratory

Important dates

- June 11 First day of internship
- June 15 All day field trip to Rocky Mountain National Park
- June 30 Day 1 of Overnight field trip to Univ. Colorado Mountain Research Station
- July 1 Day 2 of Overnight field trip to Univ. Colorado Mountain Research Station
- July 4 *Holiday* - offices closed
- July 20 Ice cream social at UNAVCO
- July 23-27 Poster creation week – *posters due to printer on Friday, July 27 by 5:00 pm!*
- August 2 Poster session
- August 3 Final day of internship

Week 1: June 11 – 15
(All interns at UNAVCO)

Monday, June 11

9:00 am – 3:30 pm Orientation: Welcome to UNAVCO!

Tuesday, June 12

10:00 am – 12:00 pm Geo-Launchpad program overview, guidelines, mentor-mentee roles, & expectations

1:30 – 4:00 pm *Communications Seminar*: Professional communication I: email, resumes, cover letters, and CVs.

Wednesday, June 13

9:00 am – 4:00 pm *Activity*: team building and leadership training. **Be prepared to be outdoors.**

Thursday, June 14

8:00 – 11:30 am *Activity*: facility tour at USGS. **Bring valid photo ID (and lunch). Bus leaves UNAVCO at 8:15 a.m.**

1:00 – 3:00 pm *Activity*: facility tour at NCAR. **Bring valid photo ID.**

Friday, June 15

7:15 am – 4:30 pm *Activity*: all-intern, all day field trip to Rocky Mountain National Park. **Bring lunch, water, sunscreen, hat, sunglasses, close-toed shoes, & extra layers. A cooler will be provided on the bus. Bus leaves at 7:30 a.m.!**

Looking forward to week 2:

First week of project work! Interns at USGS Monday-Thursday and UNAVCO on Friday.

Week 2: June 18 - 22**Monday, June 18****Individual Check-ins:** 10:30 am – 12:00 pm (15 min. each)**Friday, June 22****Skills Workshop:** 9:30 am – 11:30 am*Digital Organization, Time Management, and Self-care***Geoscience Career Circle:** 12:00 – 1:00 pm*Non-profit: Tahlia Bear, Diversity and Career Officer, Geological Society of America (GSA) and Matthew Dawson, Program Officer, Education and Outreach, Geological Society of America (GSA)***Communications Seminar:** 1:30 – 4:00 pm (note time)*Professional Communication II: Job searches, elevator speeches, and informational interviewing****Looking forward to week 3:*****Due Monday 6/25:** resume and cover letter prepared for selected job or scholarship opportunity. Email to Aisha Morris ([moris@unavco.org](mailto:morris@unavco.org)) no later than Monday, June 25 at 5:00 p.m.

Familiarize yourself with Adobe Illustrator in preparation for your next Skills Workshop.

Week 3: June 25 - 29**Monday, June 25****Individual Check-ins:** 10:30 am – 12:00 pm (15 min. each)**Due:** prepared resume/CV & cover letter [email to morris@unavco.org no later than June 25]**Friday, June 29****Skills Workshop:** 9:30 am – 11:30 am*Intro to Adobe Illustrator – Guest Lecturer***Geoscience Career Circle:** 12:00 – 1:00 pm**Consulting:** *Corinne Slayden, Environmental Scientist/Remediation Project Manager, VERSAR***Communications Seminar:** 1:30 – 5:00 pm*Resume/CV & cover letter review by UNAVCO staff and interview strategies****Weekend activity:***

June 30 – July 1: Overnight fieldtrip to the CU Boulder Mountain Research Station

Saturday 9:00 am Departure from Bear Creek Apartments

Sunday 3:00 pm Return to Bear Creek Apartments

*More information about this activity will be shared when you arrive.****Looking forward to week 4:***

Holiday reminder – Wednesday, July 4, all offices will be closed.

Week 4: July 2 - 6**Monday, July 2****Individual Check-ins:** 10:30 am – 12:00 pm (15 min. each)****Wednesday, July 4: Happy Independence Day!******Friday, July 6****Skills Workshop:** 9:30 am – 11:30 am*Teamwork and Communication***Geoscience Career Circle:** 12:00 – 1:00 pm**Industry:** *Philip LeMay, Sr. Geologist, Crescent Point Energy U.S. Corp,***Communications Seminar:** 1:30 – 4:30 pm (note time)*Formal communication: Best practices for poster presentations and attending professional meetings and job fairs****Looking forward to week 5:*** Prepare short biography for use on intern alumni website.

Week 5: July 9 - 13**Monday, July 9**

Individual Check-ins: 10:30 am – 12:00 pm (15 min. each)

Friday, July 13

Skills Workshop: 9:30 am – 11:30 am

Conflict Resolution

Geoscience Career Circle: 12:00 – 1:00 pm

Academia: Kamini Singha, Professor and Ben Fryrear Endowed Chair for Innovation and Excellence, Associate Department Head, Geology and Geological Engineering, Interim Director, Hydrologic Science and Engineering Program, Colorado School of Mines

Communications Seminar: 1:30 – 5:00 pm

Informal communication: Science for the public – communicating with outreach materials and social dimensions of science and science policy

Looking forward to week 6:

Revise your bio for Communications Seminar.

Week 6: July 16 - 20**Monday, July 16**

Individual Check-ins: 10:30 am – 12:00 pm (15 min. each)

Friday, July 20

Skills Workshop: 9:30 – 11:30 am

Technical Writing

Geoscience Career Circle: 12:00 – 1:00 pm

Government: Treasure Bailey, Environmental Scientist (Geologist) EPA

Communications Seminar: 1:30 – 3:00 pm

Hands-on Adobe Illustrator Session – Guest Helper

Ice cream social: 3:00 – 4:00 pm in kitchen

Looking forward to week 7:

Finalize your abstract, bio, and poster and have them ready for printing on **Friday, July 27**.

Week 7: July 23 - 27**Monday, July 23**

Individual Check-ins: 10:30 am – 12:00 pm (15 min. each)

Friday, July 27

Skills Workshop: 9:30 – 11:30 am

Google Earth

Geoscience Career Circle: 12:00 – 1:00 pm

Research: Laura Slivinski, Research Scientist, University of Colorado Boulder's Cooperative Institute for Research in Environmental Sciences (CIRES) at NOAA's Earth System Research Laboratory, Physical Sciences Division

Communications Seminar: 1:00 – 5:00 pm (Lakeside conference room)

Poster finalization – posters due to printer by 5:00 pm.

Looking forward to week 8

Final week. Prepare for meeting with your mentor and presenting your poster.

FINAL WEEK**Week 8: July 30 - August 3****Monday, July 30**

Individual Check-ins: 10:30 am – 12:00 pm (15 min. each)

Final check-in! Please provide feedback for the program.

Tuesday, July 31

9:00-11:00 Focus group with program evaluator [USGS]

Final day at USGS

Wednesday, August 1

9:15 am - 12:00 pm Attend RESESS colloquium in classroom

12:00 - 1:00 pm Colloquium luncheon in kitchen

Thursday, August 2

10:00 am - 12:00 pm Poster presentation practice with RESESS in classroom

2:00 - 5:30 pm Summer internship poster session at NCAR Center Green

Friday, August 3

10:00 - 10:30 am Exit paperwork with HR in classroom

10:30 am - 12:00 pm Attend USIP presentations in classroom

12:00 - 1:00 pm Farewell lunch in classroom

1:00 - 5:00 pm Prepare for departure