

Geo-Launchpad Internship Program

Summer 2017: June 12 – August 4

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 (All interns at UNAVCO)	Tuesday	Wednesday	Thursday	Friday (All interns at UNAVCO)
<p><u>Morning</u>: Individual check-in with Program Assistant</p> <p><u>Lunch</u>: Geoscience Career Circle</p> <p><u>Afternoon</u>: PoPNet Workshop</p>	<p>Full day of work</p> <p><u>Boulder interns</u>: at UNAVCO</p> <p><u>USGS interns</u>: at Denver Federal Center</p>	<p>Full day of work</p> <p><u>Boulder interns</u>: at UNAVCO</p> <p><u>USGS interns</u>: at Denver Federal Center</p>	<p>Full day of work</p> <p><u>Boulder interns</u>: at UNAVCO</p> <p><u>USGS interns</u>: at Denver Federal Center</p>	<p><u>Morning</u>: Skills workshop</p> <p><u>Afternoon</u>: Communications seminar</p>

Geo-Launchpad orientation: Monday, June 12, 9:00 am – 5:00 pm

Mondays (starting June 19): check-ins, Geoscience Career Circles, and PoPNet workshop

Individual weekly check-ins: 9:00 – 11:15 am
 Geoscience Career Circle: 12:00 – 1:00 pm
 PoPNet Workshop 1:00 – 3:00 pm

Individual weekly check-ins: 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.

Geoscience Career Circle: a unique opportunity to meet informally with professionals from different sectors of the geoscience workforce each week during lunch.

PoPNet workshop: hands-on scientific communication training to enable meaningful experiences between geoscientists and the public; a joint activity with UNAVCO Student Internship Program (USIP) interns.

Fridays (starting June 23): weekly skills workshop and communications seminar

Skills workshop: 10:00 am – 12:00 pm (unless otherwise noted)
 Communications seminar: 1:00 – 3:00 pm (unless otherwise noted)

Geo-Launchpad Skills Workshops
Kelsey Russo-Nixon & Jacky Baughman
UNAVCO

russo-nixon@unavco.org
jaclyn.baughman@colorado.edu

General Skills Workshop Schedule

Friday mornings, June 13 – July 28

10:00 am – 12:00 pm (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 1	T 6/13	<i>Workshop: Intro to GPS & Geodesy with Annie Zaino, Polar Engineer (afternoon)</i>
	W 6/14	<i>Workshop: Intro to TLS (Terrestrial Laser Scanning) with Marianne Okal & Data Engineer (morning)</i>
Week 2	F 6/23	<i>Workshop: Intro to SfM (Structure from Motion) with Project Manager Dave Mencin</i>
Week 3	F 6/30	<i>Workshop: Intro to Adobe Illustrator with Jacky</i>
Week 4	F 7/7	<i>Workshop: Digital Organization & Time Management with Kelsey</i>
Week 5	F 7/14	<i>Workshop: Technical Writing with Jacky</i>
Week 6	F 7/21	<i>Workshop: Hands-on Adobe Illustrator with Jacky</i>
Week 7	F 7/28	<i>Workshop: Google Earth & OpenTopography with Kelsey</i>

*Consult GLP [online calendar](#) for exceptions.

Communications Seminar
Dr. Aisha R. Morris and Jacky Baughman
 UNAVCO
morris@unavco.org
jaclyn.baughman@colorado.edu

General Communications Seminar Schedule

Friday afternoons, June 13 – July 28

1:00 – 3:00 pm (unless otherwise noted)

The purpose of the seminars is to explore non-academic communications as a student and a scientist. Most seminars combined with RESESS 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 6/13	<i>Communications Seminar: Professional communication I: resumes, cover letters, and CVs</i>
Week 2	F 6/23	<i>Communications Seminar: Professional Communication II: resume review and interviewing strategies</i>
Week 3	F 6/30	<i>Communications Seminar: Professional communication III: job searches, elevator speeches, informational interviewing</i>
Week 4	F 7/7	<i>Communications Seminar: Formal communication II: best practices for poster presentations; attending professional meetings</i>
Week 5	F 7/14	<i>Communications Seminar: Informal communications I; communicating with outreach materials</i>
Week 6	F 7/21	<i>Communications Seminar: Informal communications II; social dimensions of science and science policy</i>
Week 7	F 7/28	<i>Communications Seminar: Poster finalization: 1:00 p.m. – 4:00 p.m.</i>
Week 8	W 8/2 Th 8/3	RESESS Colloquium (8:30 a.m. - 11:30 a.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 19 – July 31

9:00 – 11:15 am (except Monday, July 10)

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

UNAVCO Boardroom

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

Geoscience Career Circles

General Geoscience Career Circle Schedule

Mondays, June 19 – July 31

12:00 – 1:00 pm (except Monday, July 10)

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 Lakeside conference room

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

Weekly Meetings

Week 1	M 6/19	<i>Non-profit:</i> Tahlia Bear, Diversity and Career Officer, & Matthew Dawson, Education & Outreach Program Officer, Geological Society of America (GSA)
Week 2	M 6/26	<i>Consulting:</i> Corinne Slayden, Project Manager for Environmental Services, Versar
Week 3	M 7/3	<i>Industry:</i> Matthew Findley, Sr, Environmental Specialist, DCP Midstream
Week 4	M 7/10	No meeting (symposium)
Week 5	M 7/17	<i>Academia:</i> Holly Barnard, Assistant Professor of Geography, CU Boulder
Week 6	M 7/24	<i>Government:</i> Treasure Bailey, Environmental Protection Agency (EPA)
Week 7	M 7/31	<i>Research:</i> Dan Broman, Bureau of Reclamation

Portal to the Public Network (PoPNet) (led by Beth Bartel)**General PoPNet Schedule**

Mondays, June 19 – July 31

1:00 – 3:00 pm (except Monday, July 10)

PoPNet provides hands-on scientific communication training to enable meaningful experiences between geoscientists and the public; a joint activity with UNAVCO Student Internship Program (USIP) interns. Two evening sessions at the Boulder County Farmers Market offer the opportunity to try out communication skills and activities. These take place on Wednesday, July 19 and Wednesday August 2.

Location of PoPNet

UNAVCO Lakeside conference room

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

Weekly Meetings

Week 1	M 6/19
Week 2	M 6/26
Week 3	M 7/3
Week 4	M 7/10 – no meeting (symposium)
Week 5	M 7/17
Week 6	M 7/24
Week 7	M 7/31

Important dates

June 12	First day of internship
June 16	All day field trip to Rocky Mountain National Park
June 24-25	Overnight field trip to Univ. Colorado Mountain Research Station (<i>optional</i>)
July 4	<i>Holiday</i> - offices closed
July 10	All day symposium at CU Boulder
July 21	Ice Cream Social at UNAVCO
July 24-28	Poster creation week – <i>posters due to printer on Friday July 28 by 5:00 pm!</i>
August 3	Poster session
August 4	Final day of internship

**Week 1: June 12 – 16
(All interns at UNAVCO)**

Monday, June 12

9:00 am – 5:00 pm Orientation: Welcome to UNAVCO!

Tuesday, June 13

9:00 – 9:45 am Geo-Launchpad program overview, guidelines, & expectations

10:00 am – 12:00 pm *Communications Seminar*: Professional communication I; resumes, cover letters, and CVs.

1:00 – 4:00 pm *Skills workshop*: Intro to GPS & Geodesy – Annie Zaino, Polar Engineer

Wednesday, June 14

9:00 am – 12:00 pm *Skills workshop*: Intro to Terrestrial Laser Scanning (TLS) – Marianne Okal &

1:00 – 5:00 pm *Activity*: team building and leadership training. **Be prepared to be outdoors.**

Thursday, June 15

8:00 – 11:30 *Activity*: facility tour at USGS. **Bring valid photo ID (and lunch).**

12:00 – 3:00 pm *Activity*: facility tour at NOAA. **Bring valid photo ID.**

Friday, June 16

7:30 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 am!**

Looking forward to week 2:

First week of project work! Interns split between UNAVCO & USGS (*Tuesday-Thursday*).

Due Monday 6/19: resume and cover letter prepared for selected job or scholarship opportunity. Email to Aisha Morris (morris@unavco.org) no later than Monday, June 19 at 5:00 p.m.).

Week 2: June 19 & 23**Monday, June 19****Individual Check-ins:** 9:00 – 11:15 am (15 min. each)*How was orientation week?***Geoscience Career Circle:** 12:00 – 1:00 pm*Non-profits* - Tahlia Bear, Diversity and Career Officer, & Matthew Dawson, Education & Outreach Program Officer, Geological Society of America (GSA)**PoPNet:** 1:00 – 3:00 pm**Friday, June 23****Skills Workshop:** 9:00 am – 12:00 pm (note time)*Intro to Structure from Motion (SfM)* – Dave Mencin, Project Manager**Communications Seminar:** 1:00 – 4:00 pm (note time)*Resume/CV & cover letter review by UNAVCO staff and interview strategies***Due:** prepared resume/CV & cover letter

1:00-2:30	Resume/CV & cover letter review by UNAVCO staff
2:30-3:00	Panel: Hiring Q&A with UNAVCO staff
3:00-4:00	Interview strategies and practice

Looking forward to week 3:

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

Optional weekend activity:

June 24 – 25: 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

Week 3: June 26 & 30**Monday, June 26****Individual Check-ins:** 9:00 – 11:15 am (15 min. each)*How was your first week of work?***Geoscience Career Circle:** 12:00 – 1:00 pm*Consulting* – Corinne Slayden, Project Manager for Environmental Services, Versar**PoPNet:** 1:00 – 3:00 pm**Friday, June 30****Skills Workshop:** 10:00 am – 12:00 pm*Intro to Adobe Illustrator* – Jacky

10:00-11:00 Presentation: 10 Skills for being an effective and efficient Adobe Illustrator user

11:10-12:00 Guided Adobe Illustrator practice – begin work on intro figures (ex. map, technique, field photos)

Handout 10 Adobe Illustrator Tricks

Communications Seminar: 1:00 – 3:00 pm in Lakeside (note location)*Job searches, elevator speeches, and informational interviewing****Looking forward to week 4:***

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

Week 4: July 3 & 7**Monday, July 3****Individual Check-ins:** 9:00 – 11:15 am (15 min. each)*What are your project goals?***Geoscience Career Circle:** 12:00 – 1:00 pm*Industry* - Matthew Findley, Sr, Environmental Specialist, DCP Midstream**PoPNet:** 1:00 – 3:00 pm****Tuesday, July 4: Happy Independence Day!******Friday, July 7****Skills Workshop:** 10:00 am – 12:00pm*Digital Organization & Time Management* – Kelsey

10:00-10:55 Presentation

11:05-12:00 Activity: Lists & Priorities

Communications Seminar: 1:00 – 4:00 pm (note time)*Formal communication: Best practices for poster presentations and attending professional meetings*

1:00-1:55 Discussion: What makes for a good poster (design, content, visuals)

2:05-3:00 Workshop: Storytelling with graphics (analogies)

3:10-4:00 Discussion: Best practices for attending meetings

Looking forward to week 5:

Reminder: Monday, July 10, is the all day symposium at CU Boulder – no regular Monday activities.

Week 5: July 10 & 14**Monday, July 10****Symposium – CU Boulder: Benson Earth Sciences Building**

- 10:00-12:00 Presentations
12:00-1:30 Lunch (provided)
1:30-3:00 Presentations
3:00-4:00 Communications activity

The symposium provides an opportunity to interact with geoscience graduate students at CU Boulder. The focus of the symposium will be on geoscience communication, research, and careers. Graduate students will address these topics by presenting on their past work experience, present research and outreach, and future plans. Small communications activities will be sprinkled throughout the symposium to get interns and grad students interacting and thinking on their toes!

Friday, July 14**Skills Workshop: 10:00 am – 12:00pm**

Technical Writing – Jacky

- 10:00-10:30 Presentation
10:30-11:00 Discussion – Your experience with scientific or technical writing
11:10-12:00 Workshop – Project related writing

Communications Seminar: 1:00 – 5:00 pm (note time)

Informal communication: Science for the public – communicating with outreach materials

- 1:00-1:45 Discussion: What deliverables are due by the end of summer?
1:50-2:30 Discussion: Appropriate visuals and photos
2:40-4:00 Workshop: Intern visuals and captions
4:00-5:00 Workshop: Intern biographies

Looking forward to week 6:

Adobe Illustrator intro figure due next week for Skills Workshop
Revise your bio, visual/graphic/figure, and caption for Communications Seminar.

Week 6: July 17 & 21**Monday, July 17****Individual Check-ins:** 9:00 – 11:00 am (15 min. each)*Only two weeks left! How's it going?***Geoscience Career Circle:** 12:00 – 1:00 pm*Academia* – Holly Barnard, Assistant Professor of Geography, CU Boulder**PoPNet:** 1:00 – 3:00 pm

Wednesday, 4-8pm (7/19): outreach event at Boulder County Farmers Market

Friday, July 21**Skills Workshop:** 10:00 am – 12:00 pm*Adobe Illustrator*

10:00-10:30 Presentation – Best Practices

10:30-11:15 Discuss/answer questions as a group

11:20-12:00 Illustrator work session and answer individual questions

Communications Seminar: 1:00 – 3:00 pm*Informal communication: Social dimensions of science and science policy*

1:00-2:00 Presentation: The science of science communication

2:00-2:30 Discussion: Role of scientists in policy creation

2:30-3:00 Discussion: How to use (and how not to use) social media for science and professional communication

3:00-4:00 Ice cream social

Looking forward to week 7:

Finalize your abstract, bio, and poster and have them ready for printing on Friday, July 28.

Week 7 – July 24 & 28**Monday, July 24****Individual Check-ins:** 9:00 – 11:00 am (15 min. each)*How do you feel about your poster & wrapping up your project?***Geoscience Career Circle:** 12:00 – 1:00 pm*Government* – Treasure Bailey, Environmental Protection Agency (EPA)**PoPNet:** 1:00 – 3:00 pm**Friday, July 28****Skills Workshop:** 10:00 am – 12:00 pm*Google Earth*10:00 – 11:00 *Activity:* learning the basics11:00 – 12:00 *Activity:* downloading topographic imagery from OpenTopography**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 31 & August 4****Monday, July 31**

Individual Check-ins: 9:00 – 11:00 am (15 min. each)

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

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

Research – Dan Broman, Bureau of Reclamation

PoPNet: 1:00 – 3:00 pm

Wednesday, 4-8pm (7/19): outreach event at Boulder County Farmers Market

Wednesday, August 2

8:30-12:00 Attend RESESS colloquium in classroom

12:00-1:00 Staff appreciation luncheon in kitchen

Wednesday, 4-8pm (7/19): outreach event at Boulder County Farmers Market

Thursday, August 3

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

2:00-5:30 Summer internship poster session at UCAR

Friday, August 4

9:00-10:00 Focus group with program evaluator in classroom

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

10:30-11:30 Attend USIP presentations in kitchen

11:30-12:00 Present PoPNet projects in kitchen

12:00-1:00 Farewell lunch in kitchen

1:00-5:00 Prepare for departure