
UNAVCO Interns' Communication Seminar

Summer 2020: May 18 – July 31

General Weekly Summer Schedule *(all times are in Mountain Daylight Time UTC-06:00)*

Wednesday	Thursday	Friday
10 AM – 12 PM: Communication Seminar		11 AM – 12 PM: Geoscience Career Circle

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General Communications Seminar Schedule

Wednesdays, 10:00 A.M. – 12 P.M. Mountain Time (unless otherwise noted)

Geoscience Career Circle Schedule

Fridays 11:00 A.M. – 12 P.M. Mountain Time (unless otherwise noted)

Weekly Meetings: Communications Seminar

Week 1	W 5/20	Overview of Internship Online Tools; Program Expectations
Week 2	W 5/27	Email Etiquette; Mentor-Mentee Relationships; Work Plans
Week 3	W 6/3	Resumes, CVs, and Cover Letters Overview
Week 4	W 6/10	Giving/Receiving Feedback; Professional Societies; Career Centers
Week 5	W 6/17	Informational Interviewing; Virtual Presence; Resume Follow-up
Week 6	W 6/24	Best Practices for Poster and Oral Presentations; Figure design
Week 7	W 7/1	Elevator Speeches, Professional Meetings, and Networking
Week 8	W 7/8	Job Searches; Interviewing Strategies
Week 9	W 7/15	Individual Development Plans and Career Compass Activity
Week 10	W 7/22	Practice Talk (RESESS); Poster Working Session (GLP)
Week 11	M 7/27	Practice poster presentations
	W 7/29	Final virtual poster presentations (RESESS/GLP)
	Th 7/30	Final oral presentations (RESESS)
	F 7/31	Final oral presentations (USIP)

Week 1 – Wednesday, May 20

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MT)

Focus: Overview of summer communications seminar activities, tutorial of online tools to facilitate professional development learning and effective communication, summer expectations

Learning Outcome: Students will be able to:

- Prepare for summer professional activities by reviewing schedule and deliverables
- Be able to find all information/resources regarding professional development
- Utilize online learning tools to engage in program professional development

Week 2 –Wednesday, May 27

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MST)

Focus: Email Etiquette; Mentor-Mentee Relationships & Contracts; Project Work Plans

Learning Outcome: Students will be able to:

- Develop a summer project work plan with their mentors to aid with goal setting and meeting deliverables on time
- Communicate effectively and set appropriate expectations with mentors and partners
- Compose professional emails to professors, managers, and colleagues
- Understand proper etiquette for addressing potential advisors/managers, mentors, employers, and colleagues in various professional settings
- Develop written contract with project mentors regarding their mentor-mentee relationship

Week 3 – Wednesday, June 3

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MT)

Focus: Resumes, CVs, and Cover Letters Overview

Learning Outcome: Students will be able to:

- Identify essential elements and differences of a resume and CV

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- Compose an effective academic resume and CV
 - Construct a professional and well-articulated cover letter
 - Able to reformat general resume for government jobs

Week 4 –Wednesday, June 10

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MT)

Focus: Giving/Receiving Feedback, Virtual Presence, and Professional Societies

Learning Outcome: Students will be able to:

- Learn healthy and effective ways for giving and receiving feedback in professional settings
- Identify Professional Societies within the Earth sciences
- Leverage student opportunities and scholarships offered by Professional Societies
- Sign-up for Earth science Professional Society

Week 5 – Wednesday, June 17

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MT)

Focus: Resume and Cover Letter Review; Informational Interviewing

Learning Outcome: Students will be able to:

- Identify and contact an information interview candidate
- Conduct a professional informational interview
- Build the foundation of a LinkedIn profile and personal brand
- Develop a personal professional brand to boost career opportunities
- Review feedback given on personal resumes and CVs

Week 6 – Wednesday, June 24

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MT)

Focus: Best Practices for Poster and Oral Presentations; Figure Design

Learning Outcome: Student will be able to:

- Construct scientific poster in ppt including all key sections
- Utilize aesthetically-pleasing and professional fonts and graphic design
- Develop scientific talk with appropriate structure
- Develop one analogy for a specific part of their research or project for a non-scientist
- Locate and utilize that GAGE/UNAVCO's poster and ppt templates
- Identify and effectively use best practices for poster presentations

Week 7 – Wednesday, July 1

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MT)

Focus: Elevator Speeches, Professional Meetings, & Networking w/ Beth Bartel & Wendy Bohon

Learning Outcome: Students will be able to:

- Develop a short 'elevator' speech about research interests and research project
- Navigate large scientific conferences
- Identify opportunities for students and first-time attendees at conferences
- Identify their primary personal goal for attending a professional meeting
- Implement new strategies for networking with new colleagues at professional gatherings

Week 8 – Wednesday, July 8

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MT)

Focus: Job Searches, Interviewing Strategies

Learning Outcome: Students will be able to:

- Identify three locations to search for job opportunities in the Earth sciences
- Navigate job fairs, utilize on-campus career centers
- Apply the STAR interview method
- Apply best-practices for in-person and phone/virtual interviewing

Week 9 – Wednesday, July 15

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MT)

Focus: Individual Development Plans and Career Compass Activity

Learning Outcome: Students will be able to:

- Create a personal plan for a pathway within an Earth science career
- Reflect on how they came to the geosciences
- Identify unique accomplishments, attributes, personal strengths, experiences and consider how these empower a student develop into inclusive members of the geoscience community
- Identify personal and professional growth opportunities beyond academic coursework
- Identify specific opportunities to develop key competencies in geoscience
- Map high value extracurricular activities to progress toward a career goal
- Set strategic goals for with milestones to keep development on track
- Explore various fields within the Earth sciences

Week 10 – Wednesday, July 22

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MT)

Focus: Practice oral presentations (RESESS); practice poster presentations (GLP)

Learning Outcome: Students will:

- Present summer research to peers
- Provide constructive feedback peer oral presentations
- Constructively critique someone else's scientific poster

Week 11 – Multiple days

Communications Seminar: 10:00 A.M. – 12:00 P.M. (MT)

Focus: Practice and final oral and poster presentations

Monday: 7/27	Posters due and practice poster presentations
Wednesday: 7/29	Final virtual poster presentations (RESESS/GLP)
Thursday: 7/30	Final oral presentations (RESESS)
Friday: 7/31	Final oral presentations (USIP)

