UNAVCO Interns’ Communication Seminar

Summer 2020: May 18 – July 31

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

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<td>Communication Seminar</td>
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<td>Geoscience Career Circle</td>
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Dr. Andria Ellis & Kelsey Russo-Nixon
UNAVCO
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russo-nixon@unavco.org

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

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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
● 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)