GeoInterns Guidebook

UC Santa Cruz Geopaths Summer Internship Program

by Adrienne Ricker, program assistant

Set Yourself up for Success

Having a successful and meaningful summer internship starts with one thing - you. Take the time to reflect on what your expectations and hopes are for this summer. Are you going to learn how to make new analyses, communicate effectively with the public, or collect data? What time and effort are you willing to put into this next step in your professional career? Write these down on the last page of this handout. (This is required and will be collected.)

Internships are hard enough, without the stress of a global pandemic and remote work situation. At the end of this program, you will have new skills and tools under your belt and will be one step closer to the career of your dreams! Stay the course, believe in yourself, and keep moving forward.

We believe in you and are here to help!
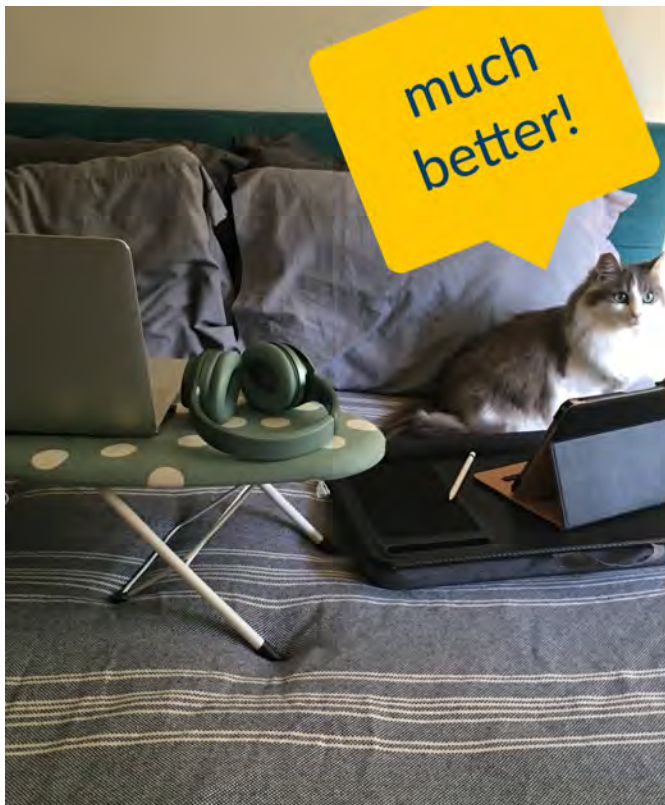
Create a Work Space

Once you have your mental state determined, transition that same energy into your physical environment. It is important to create distinctions between your work, entertainment, and relaxation states. Working from home makes this more challenging, as many of us are lacking in space or resources (such as extra desks)!

TIME

The simplest way to create a work state is to define work and other modes using time. Make a schedule/routine and stick to it. Make sure to get up early enough to complete your morning routine before work. For me, this includes morning hygiene, coffee, breakfast, watering my patio plants, and more coffee. Once this is done, I sit down to work. Time separation is an important component if you are unable to create a physical work space.

SPACE

If you are able to create a dedicated physical space for work, this is the most effective method for separating work from other modes. A desk, part of the dining table, or even a small folding table can all be great solutions for dedicating physical space for work.

If you are worried about other people distracting you or disturbing you during your work time, decide on a type of symbology to indicate when you should be left alone. For me, this is a lamp with a color changing lightbulb. I have a code for certain colors meaning "focused," "webcam on," "in a meeting," etc. A simple post-it or table tent can be just as effective!

While you can try your best to avoid interruptions, also know that they will likely happen. You might see the CEO of your internship agency get zoom bombed by their cat. You might be disrupted by your parents, siblings, or pets. It's okay, don't dwell on it. Laugh it off and move forward. I couldn't take these photos without my cat being in half of them and she frequently appears in my meetings! We are all simply doing the best we can with the space, time and resources available to us. Be kind to yourself and others as we all collectively figure out how to keep moving forward.

If you have to use your bed as a desk, make your bed every morning before work. A lap desk or even a table-top ironing board can help make the space more productive! Keep an eye out for your posture while working on a bed. It is easy to slump and sit with poor posture, which can lead to back pain and lower productivity.

ENERGY

This is essentially the mood you are bringing to your work day. This shouldn't be surprising, but getting enough sleep can play a huge factor, as well as staying hydrated.
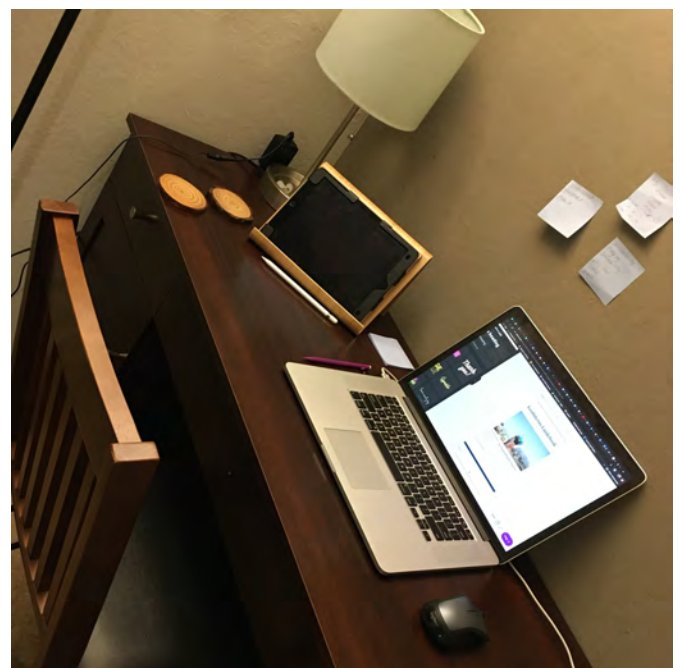
Proper scheduling can really help set the tone for the day. By knowing what you are going to do the moment you sit down to work, you can really hit the ground running. Some advice: briefly check your emails in the morning to make sure you aren't missing something critical, but save the less than exciting task of inbox management for later in the day.

ORGANIZATION

Messy space, messy mind! If your workspace is messy and cluttered, there are more opportunities for distraction. If you are able to get a new desk, one with drawers is an easy solution to hide away distractions. Accordion file folders or file storage boxes are affordable and transportable options, as well. Organization extends to the digital realm, too! I highly recommend that you make a dedicated folder space for all things related to your internship. Sub-folders can further define this organization.

DECOR

Surround yourself with inspiring decor. Whether that includes motivational posters, plants, candles, etc., find what makes you *want* to spend time in your work space. A nice lamp can create a more homey vibe and make any work corner feel more inviting. Creating and displaying a vision board is a great way to remind yourself daily of the goals you are working towards!

Headphones can help you get into work mode. Find some soothing or motivating instrumental music (lyrics can be distracting). Over-the-ear headphones can also be a signal to your family/ housemates that you are in work mode. Ear buds can be hard for others to see and might not be as effective for sound isolation.

This almost goes without saying, but try to limit the distractions of your phone and social media. If you do not need your phone for communication with your supervisor, put it away out of sight while you work. Put your phone out of reach. The simple need to actually stand up and walk over to your phone to check it is often enough of a barrier (for me, at least) to prevent this distraction! As for your computer, there are software programs you can install that block social media sites during the time periods that you set. It seems like a lot of work, but you might be surprised by how much it helps!

Grain of Salt

Keep in mind that images that you see on the internet and social media are carefully curated to show the best possible situation. Reality is not picture perfect. Even the images I shared above here are not realistic! My corner desk is right next to my couch and TV - a huge distraction to me, but the best I could do! My table corner (where I take most of my meetings because of the nice plant background and natural lighting) is currently next to a huge messy pile of boxes because I'm in the middle of moving. Do the best you can with what you have available to you.

So tempting!

Behind the scenes...

Writing a Professional Email

There are five main components to an email. Make sure to pay attention to each individually and to the combined email as a whole.

Subject

The subject line should be a concise description of the email.

Salutation

You can't go wrong with "Dear [First and Last name]," Make sure to double check the spelling!

Body

The meat of the email, try to be concise and clear. Double check your spelling and grammar. State what attachments you are adding and why.

Closing

You can wrap up the email by suggesting a time frame and reiterating any requests you are making. "I look forward to speaking with you soon. Please let me know if you have questions or trouble with the survey/attachment."

Signature

"Thank you," "Sincerely," "Best," and "Cheers," are all commonly used and polite send offs. Follow this with your name and institutional affiliation.
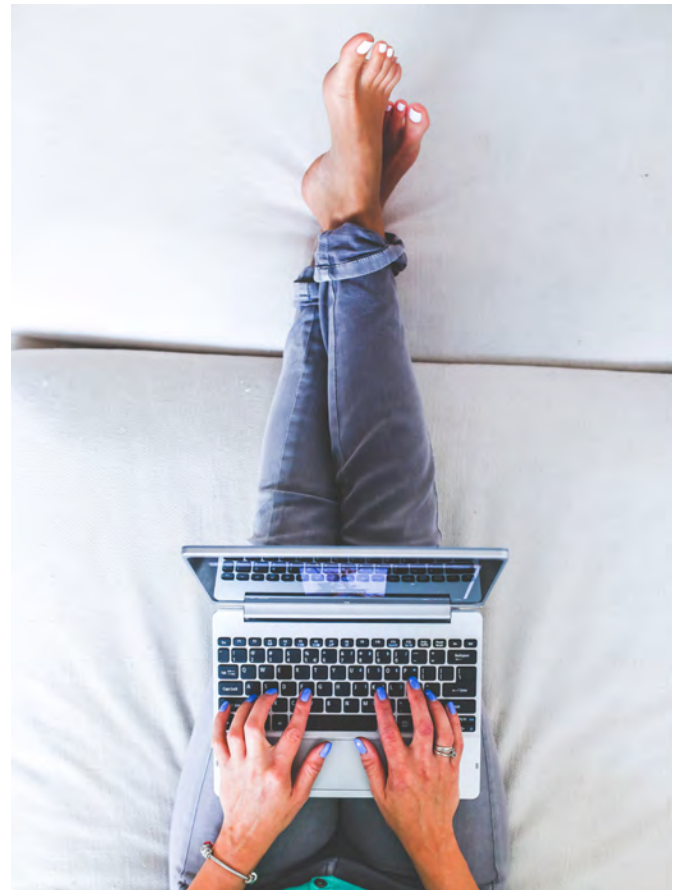
First Impressions in a Digital Workplace

First impressions are important and the current digital work-from-home situation doesn't change that. It's normal to feel nervous at the beginning of your internship, but don't let that get in the way! Conduct yourself in a professional manner. Learn who you will be working with and interacting with. Clarify who you are to approach when you have questions. Make sure to ask questions! You are not a bother to them and asking questions shows that you are engaged, curious, and expanding your knowledge.

Some great questions to ask on your first day:

1. What are the expectations for this project?
2. Will I be working closely with anyone?
3. What are the best practices for doing this activity/ collecting this data/ writing this report?
4. How often should I report progress?
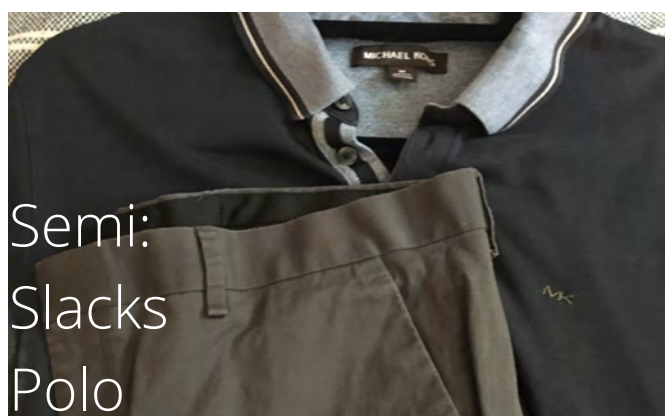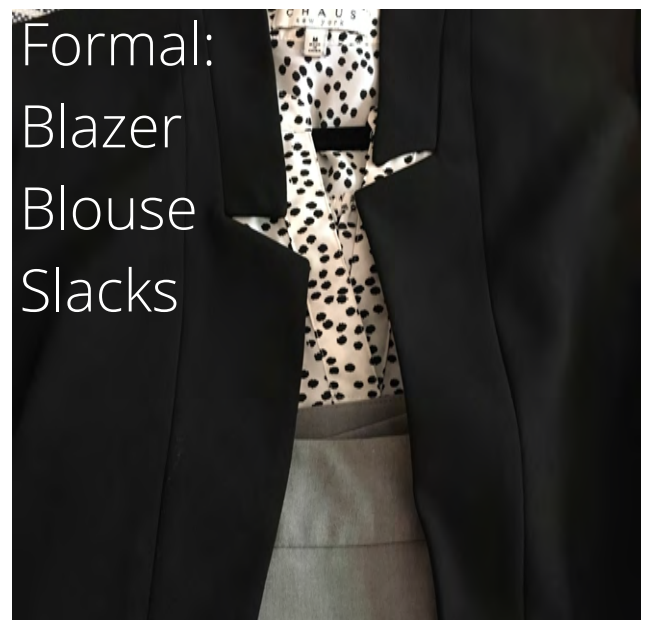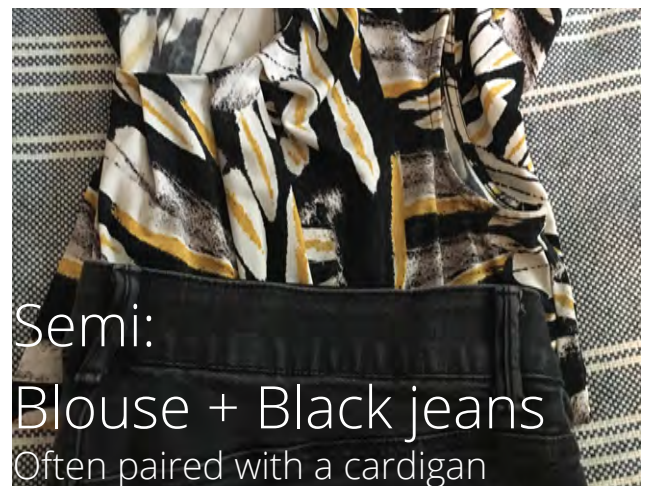5. How often will I receive feedback?

Dress for Success

You've probably heard this one before: a nightmare-fueling story of a person taking a video call and standing up only to reveal they are not wearing pants. Do yourself a favor and simply never attempt to get away with this. The benefits of saving a few minutes while getting dressed is not worth the potential professional fallout.

Even while working remote, take the time every morning to get dressed as you would if you were going in to work. First, it helps set your mental state for the day. Dressed for work = work mode. Second, you never know when your supervisor might need to schedule an impromptu video meeting!

Knowing *how* to dress is usually the main concern. The general field of earth science is pretty casual, but there are definitely instances where more business formal clothing is appropriate. While doing field or lab work, wear clothing that is appropriate to the task. To remain professional in these settings, you can avoid clothing that has graphics on it. Plain colored t-shirts will always be more professional than graphical ones. Many institutions (include universities) will ask that you avoid graphical designs and obvious branding while interacting with the public, other agencies, or the media. In an office or remote setting, business semi-casual is a generally safe choice. Pants can include slacks or good condition jeans (no holes, rips, bedazzling, etc.) and shirts can include plain colored t-shirts, simple shirts/blouses, or polo shirts. A blazer or cardigan are an easy way to "dress up" one of these simple combinations!

Whether you dress business formal, casual, or somewhere in between, comfort should be a priority. If you are not comfortable in your clothes (too tight, itchy, etc.), you will lower your morale and increase distractions. When in doubt, always ask!

Semi:
Blouse + Black jeans
Often paired with a cardigan

Formal:
Blazer
Blouse
Slacks

Semi:
Jeans
Button-up

Semi:
Slacks
Polo

UCSC Resources Available to You

Did you know that you can get many commercially available software programs for free or reduced cost as a student? It's true! Right now during the pandemic, there are some additional programs available that typically aren't, so make sure to check out

https://its.ucsc.edu/software/index.html

on a regular basis to know what is available to you at all times. My advice is to always check if it is free through the school and if not, see if there is a student discount. It really adds up!

Popular Software Programs Available

Microsoft Software, Office 365

Free Office 365 is available for UCSC students. Log in and download and install the current versions of Office and Office for Mac on up to 5 computers, 5 phones & 5 tablets.

ArcGIS by ESRI

ArcGIS Desktop & Pro are integrated collections GIS & Mapping software products available free for UCSC students. ArcGIS installs on **Windows OS only**.

JMP

JMP dynamically links statistics with graphics. JMP is provided free to UCSC students

Adobe

Adobe software includes Acrobat, Contribute, Creative Cloud, Dreamweaver, InDesign, Photoshop, and Premiere

**Free until July 6th, then available at student discount

What I Want From Summer 2020...

Write down what your goals are for the summer. What do you hope to learn? What skills do you hope to develop? What work ethic are you prepared to develop/use? How will this internship help you further your goals?

**Use a pdf editor or complete this reflection in a word document. When complete, send this to Adrienne at aricker@ucsc.edu. This should be a couple of short paragraphs or about 300-400 words.

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Set Yourself up for Success

PROFESSIONAL DEVELOPMENT INSIDE THIS ISSUE:

Didn't expect to see this twice, did you? This is one of my personal mantras and applicable in nearly every situation. This issue, we will delve into different earth science careers and preparing for them. Whether its your coursework, internships, applications, or interviews, you should go into each with a clear mindset of what you want from the experience and how you intend to achieve that outcome.

Many of us know what it is like to push something off until the last minute. Oftentimes, we're left disappointed with the result, with a nagging sense that *I could have done better if I started earlier*. It's important to realize this tendency and make active and conscious decisions to break the pattern. Self reflection is the first step to setting yourself up for success in everything you do!

All about ASBOG

ASBOG is the National Association of State Boards of Geology. Since many states have their own independent boards and requirements for practicing geologists, ASBOG serves as a connector between them to standardize exams. Many states require a professional geologist to pass one or more ASBOG exams. The first is the Fundamentals of Geology (FG) exam, which recent graduates are eligible to take with no work experience. The Practice of Geology (PG) exam can only be taken after a certain number of years of professional work, differing between states. Check out **asbog.org** for more information.

Licensing

Thirty states and one US territory (Puerto Rico) now have registration, licensure, or certification laws: Alabama, Arizona, Arkansas, **California**, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Minnesota, Mississippi, Missouri, Nebraska, New Hampshire, New York, North Carolina, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, Wisconsin, and Wyoming.

California has some of the strictest licensing requirements, due to the complex geology and numerous geologic hazards in the state. The benefit from this is that if you hold, or qualify for, a California license, you likely qualify for many other states' licenses. California also has a separate Professional Geophysicist licensure, and subspecialties such as Engineering Geologist and Hydrogeologist.

Geologist in Training (GIT)

The coursework for the UC Santa Cruz Earth Science major has been redesigned with California GIT certification in mind. Chances are, if you have followed the course guidelines, you have fulfilled the coursework requirements for the GIT. Make sure to double check, though!

You will need to pass the ASBOG Fundamentals of Geology (FG) exam, which is typically administered twice per year. You have to apply to take the exam, so make sure to follow their exam preparation checklist! The March 2020 exam was cancelled, but the October exam is still planned to take place (at time of writing this on 7/14/2020).

ASBOG has practice materials on their website. It's recommended to attempt the FG exam soon after graduating, while your knowledge is still fresh. If you graduated this spring/summer, download the study material and try to apply for the October exam. You will need to go through the state in which you intend to get licensed. Their approval is required to apply/register for the ASBOG exam.

Marketing yourself

It's nearly as important to know how to display your skills as it is having gained the skills in the first place. Using key terms and giving examples of your work can help you stand out as a candidate. While developing your resume and cover letter, pay attention to the terminology used in the job postings and imitate it. Also, don't believe you have to fit every listed requirement to apply. Ultimately, the requirement section is only a wish list, not a hard and fast rule for candidates. My rule: if you fulfill 50% of the listed qualifications, you should apply!

College courses teach you many skills beyond the subject matter listed on the syllabus. As a current student or recent graduate, understanding how to translate your college experiences into "job skills" will help set you apart. For example, group projects = collaborations. Class papers and lab reports = technical writing. Midterms and finals = working under pressure and time management. Don't sell yourself short!

Highly desired job skills

Each unique posting is going to require skills specific to that job. It is impossible to write a comprehensive list of all desirable skills, but there are some fundamental and universal skills you should know about and try to hone.

Communication

Communication skills are a universal job asset. Nearly every job posting states successful candidates must have developed communication skills, both orally and in writing. Top notch communication includes an ability to communicate with others knowledgeable of the field (technical communication) and those that are not (casual/public communication).

To develop communication skills, seek out opportunities to discuss your schoolwork or research with friends or family. Be creative and think outside the box. Can you describe your internship in a series of TikTok videos or in an instagram story? Try to explain a concept in your coursework in a brochure or infographic. Technical communication can be honed in your coursework, or in a professional community like the American Institute of Professional Geologists (AIPG).

Also, put your full effort into writing assignments- including the ones in this program! They will be published on the GEOPATHS website and can be used by you as evidence of your skill!

Your resume and cover letter are the first impression you give of your communication skills. Take the time to individualize your documents for each job application, if you can. Also, never skip proofreading your documents! Reading it out loud and/or to a friend/partner is a great way to catch misspellings, repetitive sentence structures or phrases, and grammar mistakes.

Critical thinking

The ability to actively and unbiasedly conceptualize, apply, analyze and evaluate information is critical in STEM jobs and highly valued outside of STEM. Critical thinking is practiced during data analysis and in decision making. Employers highly value employees that can rationally evaluate a situation and act accordingly.

You can display critical thinking skills in your resume and cover letter by using key words such as "analysis, research, interpretation, etc." Asking thoughtful questions in an interview is another way to display critical thinking to a potential employer.

Problem solving

A component of critical thinking, problem solving is highly valued as a job skill. Critical thinking in the broader sense will often let you know that there is a problem that needs solving. Next, your problem solving skills will help you determine what steps need to be taken. Some possible examples in the line of geology work: Does a remediation site need a full haul out or just spot work? Is a potential building site too unstable or are there measures that can be taken to shore up the site? How long will a consulting job take and how much will it cost the hiring company?

Problem solving can be honed in a variety of ways and you are all likely working on this in your current internship positions!

Curiosity

The ability or drive to seek out information without being directed to is often labelled in job postings as curiosity. Sometimes this is also conveyed as "ability/desire to keep abreast of the field." Regulations and new research applicable to your field of interest are a great thing to be curious about!

Time Management

In most advanced careers, time management is an important skill. Your company pays you for a certain amount of your time. In return, you have many tasks that need to be completed. You may be responsible for managing your own schedule or the schedules of others. A firm grasp on time management will be important for any consulting job, as you will have to give quotes on how long the contract will take. Working under a deadline is likely to occur in many earth science jobs, both private and public. Practice good time management now!

Independence

Many positions, especially field positions, will require you to complete tasks without heavy management or direct supervision. College is great preparation for this skill set, as you rarely get management or supervision of your homework assignments by professors. Your summer internship is likely to also develop this ability and any research position you can gain on campus likely will as well!

A clean driving record is more important than you may think in the earth science field! Many jobs, especially field based ones, will have you driving a company car to build sites and remote locations. If you are over 21, you can volunteer to drive a department van for field trips for experience. Other than that, drive defensively during your normal activities and avoid speeding!

4

Careers using a earth science bachelors degree

An earth science degree offers many opportunities for rewarding careers. While many are outside or field positions, there are also opportunities for work that is more inside/desk/computer related. Keep an open mind while searching and you may be surprised by all the options! Here are just a few.

Where are the rocks?

Engineering Geologist
Engineering Geologists work closely with Civil Engineers, architects, developers and planners to ensure that any geologic factors that could effect building or maintenance of a building project are accounted for. In CA, OR, and WA, the title of Engineering Geologist is legally protected and requires certification and continuing education to practice. Entry level jobs are available with a bachelor's degree in earth science, geology, or a related field.

GPS Technician
Little/no desk work here! GPS technicians are field professionals that require an eye for detail. GPS technicians are responsible for the precise placement of boundary lines and underground features, such as drainage tiles, trenches, junction boxes, and transformers. Key skills include a working knowledge of GIS and GPS, mathematics, technical writing, and communication/coordination. While not necessary for entry-level jobs, GIS/GPS certification can help you stand out from other applicants.

Geographer
There are two main categories of geographers: physical and human. Physical geographers are largely concerned with the distribution of natural resources and hazards. Geography work can include a mix of desk and field work, sometimes in remote locations. The majority of geographers in the United States are employed by the federal government. Proficiency in GIS can help you stand out from other candidates. While not necessary for entry-level positions, a GIS Professional (GISP) certificate can illustrate your knowledge and skill in GIS. This career field is growing at a slower rate than other earth science careers, so competition for a position might be steep!

HAZWOPER – Hazardous Waste Operations and Emergency Response Standard. This is a 24 or 40 hour training certificate required by Occupational Safety and Health Administration (OSHA) for some engineering, mining, and consulting careers. Refresher training is 8 hours. Initial training costs ~$250 and is often covered by your employer. If a job you apply for needs this, express willingness to take it as a condition of employment.

Environmental Scientist

This career provides many opportunities in both public and private realms. Depending on the agency, you could find yourself inspecting underground storage tanks, remediating contaminated sites, and/or data management and report writing. Remediation positions are likely to require HAZWOPER certification, so make sure to state if you have it or are willing to acquire it! Some environmental scientists are responsible for soil and water testing, as well as wildlife surveys, so get ready to crack open those animal ID books!

Educator

Earth science degree holders can fulfill a desire to influence the next generation with a career in education. There are options in education outside of the school setting, like summer science camp organizers, museum staff, etc. Public school positions are likely more common, but will require a teaching license. In California, a teacher prep course is required, which are available as a post-bac program or through programs like Teach for America.

Natural Resource Specialist

This is often a position offered through a state, federal, or military agency. The position can vary from place to place according to the resources and desires of that locality. For example, a resource specialist in North Dakota might be heavily focused on petroleum extraction, while the same title in Nebraska might be more surface and groundwater focused. Communication skills are a high priority, as this career often involves interacting with various stakeholders.

Communication/ Content Expert

Many companies and agencies are turning to content experts to communicate with the public. The ability to disseminate complex material in an easily understood way is key to landing a job in this field. Understanding social media trends and how to reach different demographics is also important. TikTok videos might not be the best way to reach senior citizens, but may be a great way to inform younger individuals! Volunteering with an educational outreach program like Women in Science and Engineering, or acting as the secretary/social media manager for a campus organization is a great way to develop your casual science communication.

Climate Change Scientist

Professional climate change scientists are often focused on analyzing, mitigating, and preparing for the consequences of climate change. Some specific projects include air quality assessment and natural gas/ methane emissions from landfills. Climate change scientists often conduct independent research but collaborate with a team of other professionals. Strong quantitative skills and knowledge of modeling will make you a stand out candidate. A marketing/sales sub-field is emerging as carbon trade markets are being developed. Subject matter experts (aka earth science degree holders) with strong communication skills are great candidates!

Politician

Yes, really! Politicians make decisions on public resources, land zoning, development, and regulations. The same skills that are valued in earth science fields are valued in the political landscape. Problem solving, critical thinking, and the ability to disseminate complex information all lend themselves very well to a political career. Very few congressional members have a degree in the sciences... a change that I think would serve our country well!

Ultimately, job searching is a numbers game, and it requires patience and determination. Even with years of experience and professional certificates, it can take dozens of applications before you receive an interview or job offer. Being flexible with location can significantly increase the number of positions available for you to apply to. If you receive a rejection from a company, thank them for their time and ask if they are able to provide constructive criticism on your application. You likely won't hear back but could receive good advice!

UCSC Resources Available to You

The Career Center is a great resource for current students and recent alumni. They can provide advice on organizing a job search, resume formatting, interview preparation, and hiring negotiation. They even offer one-on-one career coaching sessions (currently offered remotely). Visit

https://careers.ucsc.edu

for more information! Many services are currently offered to recent alumni (last 4 years) but will soon require a fee for access to coaching services. Book an appointment now!

Common Software Proficiencies Requested

Not a comprehensive list by any means, but these four software programs/families are very commonly listed as required or preferred qualifications in earth science job postings. Developing these skills can help you land the dream job! And they are all transferrable skills, if you decide to search for employment outside of the earth sciences.

Microsoft Office
Proficiency in Microsoft Office or similar software programs are becoming an essential requirement. If you feel that your Word, Excel, or Powerpoint skills could use some honing, check out Youtube or a skill-share website for tutorials and tips and tricks. On the GEOPATHS website, there are links to online learning platforms that you can access with a San Jose or Santa Cruz public library card. This is how I learned how to use Adobe Illustrator!

Adobe
Talking about Adobe... if you are interested in a career that involves marketing or communication with the public, having a skillset that includes Adobe products can help make you a superstar candidate! Create and maintain a personal website with a portfolio of your communication work (brochures, infographics, social media posts, etc). Link the website on your LinkedIn page and resume.

Linux/Unix
Positions requiring modeling with large data sets often call for experience scripting in Linux or Unix. Taking courses that focus on this or enrolling in extra-curricular online tutorials can help you build your skill set in this area. (Full caveat- it is not my expertise but many grad students in the department have experience!)

GIS
Many positions may require GIS knowledge/proficiency. Luckily, ArcGIS is free through ESRI (you can find a link on the ITS page for student software) and they have free training modules, as well! Once you have a basic understanding, you can experiment with whatever fun/interesting topics come to mind. GIS skills also translate well into other career fields, like big tech (think Google Maps, Snapchat, Fitbit)

Career research

Go to a job posting website and search for an entry-level job requiring an earth science degree. You can search for one listed here or find something new. Download/copy and paste the job posting. Pretend you are applying for this position and write a cover letter for your application portfolio.

**Please complete this assignment in a word document. When complete, send this to Adrienne at aricker@ucsc.edu.

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by Adrienne Ricker, program assistant

with help from the faculty and graduate students of the UCSC Earth and Planetary Science program

PROFESSIONAL DEVELOPMENT INSIDE THIS ISSUE:

Set Yourself up for Success

Finding success in applying to and attending graduate school relies a lot on your attitude and preparation. A willingness to recover from rejection is absolutely necessary. As a prospective graduate student, you will be rejected from programs you are interested in attending, fellowships and awards that would provide funding, journals that you would like to publish your efforts in, etc.

That being said, graduate school can be an extremely rewarding experience, both intellectually and financially (in the long run). Having an advanced degree can increase your career potential, but you really should take the time to reflect on whether attending, and attending now/soon, is what you want to do.

As a current student, there is a lot that you can do to prepare. Take more upper level classes, get involved in a professor's research group, and start networking within your field(s) of interest. There is no such thing as "too soon" to start!

Types of Graduate Programs*

There are many different types of graduate programs. This guidebook will largely focus on Masters and PhD programs in the Earth and Planetary Sciences, but you should be aware that there are other options. Medical school; veterinarian school; law school; Masters of Business Administration, Public Health, Education/Teaching, Landscape Architecture or Urban Planning programs are just a few. Each have different requirements for admission and completion, and provide different opportunities for fulfilling careers. Each can be combined with an Earth Science degree for different purposes or focuses.

Although an Earth Science bachelors may seem like an unusual degree to follow up with an M.D., it is a valid option. There is a field that pursues the study of how the environment effects human health (casually referred to as Medical Geology) and a strong understanding of geology, the environment, and human medicine is necessary. A Masters of Public Health is also an option for pursuing Medical Geology.

A J.D. combined with Earth Science can help you with a career in politics, policy, or environmental law. Such a degree combination could make you an ideal candidate for a non profit organization (NPO). NPOs have varying resources and being a candidate that can wear different "hats" can give you an advantage.

An MBA can be similarly advantageous for a non profit career, or for entrepreneurship. Perhaps you and your classmate pursue a start-up idea. An MBA could give you the expertise needed for a Chief Executive/Marketing/Financial Officer position!

A Masters of Education/Teaching can lead to a career in K-12 education. We were all shaped by the teachers that we had and a career in education can be very rewarding. A Masters of Education can also lead into a career in public or private school administration/leadership, corporate training/communication, educational consulting, museum content curating, or NPOs!

A Masters in Landscape Architecture or Masters of Urban Planning can lead to a career in sustainable planning and development, environmental restoration, or politics and policy.
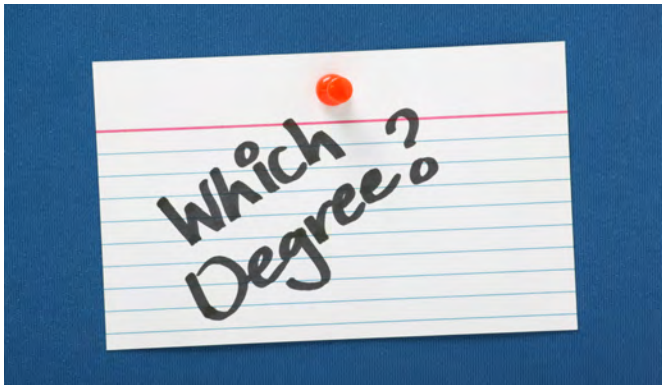
Grad Studies vs College

It is important to understand the difference between graduate school and college, and that graduate school is not just a continuation of undergrad. In college you have relative freedom to explore and expand your knowledge on a number of studies. Your courses are mostly structured and you have assignments and deadlines to keep you motivated. Each quarter, you get syllabi that spell out the expectations and "must dos."

In a PhD or research Masters degree, you pursue expert-level knowledge on a very narrowly focused subject. You will spend thousands of hours on a specific thing - thinking about it, reading hundreds of research articles, designing an experiment, writing code or doing laboratory work, analyzing data, writing, applying for grants and fellowships, submitting abstracts, giving presentations... So, it is advisable that you are personally interested in the subject that you pursue in graduate school. Otherwise, you could be lost or bogged down in the details. Day to day life in graduate school is very different than that of undergraduate.

You will also need to be very self motivated. Graduate school, especially a PhD program, can be viewed as an internship to a research career. While you will undoubtedly receive guidance and mentorship from your research adviser, there definitely will be an expectation that you can self-motivate and get stuff done without micro-management.

*This entire issue is admittedly biased towards advice for research-based Earth Science graduate programs in the United States.

Timing of Grad School

The timing of graduate school depends largely on your goals, perspective, and finances. While it can be easier to stay in the "school mindset" by going straight from undergrad to grad school, it can also cause imbalance and burn out. Most professionals and current graduate students (in my experience) highly recommend taking at least one gap year between undergrad and graduate school.

Taking a gap year does not mean you will necessarily be unproductive. You can take this time to pursue short-term internships or seasonal work, reflect on your goals, learn how to cook and budget, and of course prepare for applying to and attending graduate school.

Applying to graduate programs is itself a time consuming and challenging process. From experience, I can tell you that applying to graduate programs while in the midst of senior year – taking upper level classes, writing a senior thesis, trying to enjoy my last year on campus – was a challenge. I spent well over 100 hours researching programs, studying and taking the GRE, preparing application materials, etc., Many current students would not recommend this approach and I do not think I would do it the same way again.

Masters vs PhD

The choice to pursue a Masters or a PhD should be mostly circumstantial and a bit personal. If your desired career requires a Masters and not a PhD, there is little reason to dedicate the extra time and effort. Achievement for achievement's sake should not be the reason for pursuing a PhD.

Masters programs are typically 2-3 years. PhD programs are typically 4-7 years. The large ranges are due to personal reasons, funding, tradition, field work, lab/equipment availability, and now, public health.

A Masters thesis will often include one large research project, while a PhD dissertation typically includes three or more. A Masters degree is a great option for someone who is uncertain about pursuing a PhD or interested in high level consulting or technician work, without interest in an academic (university) career. Some Masters programs allow an opportunity to transfer from a Masters to a PhD program if desired. Many Masters programs are self-funded, while PhD programs (in STEM) are typically funded by the department or adviser through grants and assistantships.

Roughly half of PhD students receive a Masters degree before pursuing their doctorate. The experience of a Masters program can help set your mindset, develop your self-management, and solidify your research ideas. If a PhD is your ultimate goal, getting a Masters degree "on the way" should definitely be considered. Without undergraduate research experience, a Masters degree may be necessary to get accepted into a PhD program.

If you are certain of your desire for a PhD and are confident in your ability to self-manage, going straight from a Bachelors to a doctoral program is possible and fairly common. A conversation with your undergraduate academic and research advisers should help you make this decision.

Choosing a program

Choosing a graduate program should involve more consideration than choosing an undergraduate program. Many undergraduate programs are more or less similar. Although this may be disappointing, having a bachelors degree is often more important than where you received it. As a graduate student, you will spend 2-7 years in your program and you will be professionally connected to that program (realistically) for the rest of your career. Many things should be taken into consideration, from culture to resources and finances.

School Reputation

School reputation can mean many things. Perhaps a particular school has had a particularly large influence on your particular field, or perhaps it has a lot of resources that would benefit your studies. For example, I took into consideration schools that had natural history museums and/or fossil collections on/near campus. I chose UC Santa Cruz despite lacking this resource, which undoubtedly would have provided different (not necessarily better) opportunities for my research.

Other considerations: How does the school treat graduate students? How well are graduate students paid? Are graduate students included in decision making? What resources are available for graduate students (travel and research grants, fellowships, etc)? What (if any) professional development exists for graduate students?

Program Reputation

Some fields (like energy and extraction) may have particular graduate programs that are particularly impactful. If this is the case for the career of your interest, it could be beneficial to get affiliation with such a program. These programs are also likely to have the specific knowledge and expertise (in terms of professors and courses available) that will make you a star candidate.

Alternatively, reputation can be negative. Negative reputations are typically divulged through conversations with your undergrad adviser or current/past students of the program. Are current students enthusiastic about the program or do they only mention negatives? Something to consider.

Adviser Reputation

As with programs and schools, there are individuals that are known for their influence or contributions to their particular field. Working with such a person can be advantageous!

Additionally, some advisers can have a negative or concerning reputation. Maybe they have too many students and not enough time or maybe they have "very high" expectations for the number of hours you spend in the lab. Talk to trusted people in your field and to current/previous students about your potential research advisers.

Adviser Relationship

This is arguably the most important consideration. As a graduate student, you are entering into a 2-7 year relationship with your adviser. It is imperative that you find each other easy to communicate with and that you have complimentary mentorship styles. Try to build a relationship with your potential advisers previous to applying.

Location

Again, you will be spending 2-7 years in your graduate program. For your well-being, you should choose a location where you can have a good quality of life. Are you close with your family and rely on familial support? If so, attending graduate school (which many agree is a stressful experience) far away could be detrimental to your health and wellness.

Some locations, such as Santa Cruz. may have more challenging housing markets. However, these places may offer certain advantages, such as access to the outdoors, community, etc. Personally, after growing up in the midwest, I was eager for anywhere with a snow-free winter!

In some cases, your research may have a spatial context to it and living in a particular area will benefit your graduate studies. Take each of these into consideration when looking at graduate programs, although understand that by limiting your geographic scope, you may be limiting your opportunities.

Contacting Potential Advisers

You really can't do this too soon. Most professors have a personal website (that may be more or less up to date). Read about their overarching research interests on their website and follow up with reading some of their most recent papers. If you are interested in their research, email them! Even if you are planning on taking a gap year (recommended by many), you can start reaching out to potential advisers during your senior year. Emailing early gives you the opportunity to plan to meet at a conference or confer on an application for the NSF GRFP (more about that later).

Professors from our department said this about initial emails:
- I'm looking for someone that isn't just spamming the world and instead is familiar with what my research group works on.
- I would like examples of their research (links to abstracts or papers), connections to people I know or have heard of, and a good GPA. Shorter emails are more effective than long ones.
- A CV isn't really necessary, since undergrad CVs are fairly sparse. I would really like to know if they are interested in a Masters or PhD. A few sentences to initiate a conversation about research interests is good for me. I've received contacts as early as March (for a January application deadline) which was helpful, because we could talk about the GRFP application.

Always use a subject line that gives them an idea of the email at first glance. Write concisely and don't forget to attach your documents!

Subject: Prospective graduate student from UC Santa Cruz

Hello Dr. Soandso,

My name is Adrienne Ricker and I am graduating from the UC Santa Cruz Earth and Planetary Science department in May 2021.

I am completing a senior thesis on this interesting subject with Dr. Thisandthat and previously completed an internship project on this cool thing at the USGS. I am interested in these general topics that are related to your research and am particularly interested in pursuing this specific research subject.

Are you planning to take new graduate students in Fall 2022?

Attached are my CV and unofficial transcripts.

Sincerely,
Adrienne Ricker

GRE – The Graduate Record Examinations is a standardized test administered by the Education Testing Service. Graduate programs in the United States commonly require GRE scores as part of their application. A growing number of programs, however, are no longer requiring GRE scores. For these programs, a high GRE score could help balance a low GPA. The GRE includes a general exam and several subject exams. Make sure to check the requirements of the programs you are considering! The general GRE costs $200-260, depending on testing location. You may also have to pay additional fees to send your official score report to the programs you are applying to.

Application Components

Each graduate program has its own application process. It can be a little challenging to keep track of each application and its unique components. I recommend using a google spreadsheet. You can use hyperlinks to google documents with your individual essays. Choose a naming convention for your components and stick with it: Ricker_UCSC_SOP, Ricker_UCSC_Personal.

Application Fees
Applying to graduate school can be fairly expensive. Many graduate programs have an application fee that can range from $20 to over $150. Many programs have a limited number of fee waivers for applicants that are first generation, low income, or experiencing financial hardship. It is up to you to determine if there is such a waiver, who you need to contact, what paperwork they need, and when the waiver application is due. If you can't find this information, most graduate schools (or divisions) have a contact person for applicants.

Curriculum Vita(e), aka CV
A CV is not a resume. It should document your academic achievements, including awards and honors, any research projects you have participated in, relevant classes, and presentations or papers you may have. To be clear - having a paper published as an undergraduate is an incredible achievement and absolutely not a requirement or expectation. Campus leadership/service and educational outreach are common sections to include in a CV. I included a research project for a capstone course, but class assignments in general are questionable. When in doubt, ask your adviser or a mentor.

Essays
Many programs will have similarly themed essays with slight nuanced differences. Pay attention to the individual prompts for each program. You can have a generic essay that you then individualize for each application.

Statement of Purpose/ Research: This essay should be a reflection of who you are, what you have done, and what you wish to do. First, introduce yourself and why you are motivated to pursue a graduate degree. Make this interesting, but short. Next, summarize the research you have done before graduate school (either as an undergraduate, working professional, or intern) and how it relates to what you want to study as a graduate student. You can include technical work experience if it is relevant. The majority should be about your academic and research interests.

Personal Statement/History: This is not the same as an SOP. The prompts for this essay often include themes about your background, upbringing, cultural roots, etc., and how this has challenged and/or motivated your decision to pursue a graduate degree. Personally, I wrote about my experience growing up in a small town community in a low-income family and the challenges of being an out-of-state first-generation student. Graduate programs love to see stories of dedication, perseverance, and overcoming challenges, and these essays are sometimes part of the consideration for internal fellowships, so take them seriously.

Transcripts
Some graduate applications require official transcripts, while some are okay with unofficial. Official transcripts will cost you about $25 for a pdf version at UC Santa Cruz. When contacting potential advisers, it is recommended to attach your transcripts to the email so they can see what courses you have completed.

Letters of Recommendation

A standard number of three letters of recommendation are required for graduate applications, although this can range from 2-4.

Who to ask: You should have a primary letter of recommendation, preferably from a professor that you have worked with on a research project. This person should know you very well and be able to speak highly of your abilities. Additional letters can be solicited from professors whom you have taken multiple courses from, advisers of an academic program (like the EOP program), or internship/work advisers (like your summer internship, but not your part-time-job manager at Old Navy). It's important that the people who write your letters of recommendation know you and your academic/work ethic. At least one letter of recommendation should come from a professor.

How to ask: Sending an email is a good option. You should first let them know you are applying to graduate programs and ask if they have the time to write a strong letter of recommendation for you. If you have an idea of how many programs you are applying to, let them know. Include your CV and transcripts and update them when you apply to specific programs. A spreadsheet with the programs and due dates can be helpful. It's best if you start applying early (1-2 months before the deadline) to give them time to submit their letters. Send reminder emails both one and two weeks before the deadline.

Your primary letter of recommendation should preferably come from a professor you know well. If they are mentoring you, they should already know that you are applying to graduate school and asking them shouldn't be difficult. Ask in person and follow up with an email. If you would like your letter writers to mention specific things, like educational outreach to your community, make sure to let them know! You can even provide a rough sketch of what you would like them to say. They will edit as they see necessary!

My advice for all emails: Always use a subject line that gives them an idea of the email at first glance. Write concisely and don't forget to attach your documents!

Subject: Letter of recommendation for grad applications

Hello Dr. Soandso,

I am applying to graduate programs for 2021-2022. Due to our work together over the summer at XXX, I would be honored to have a letter of recommendation from you. I would particularly appreciate if you would be able to write about the community outreach efforts I made during my internship.

I am interested in Masters/Doctoral programs that will let me study XXX and think that I might apply to about five. The deadlines range from early December to mid January.

Do you have the time to write me strong letters of recommendation for my graduate applications?

Attached are my CV and unofficial transcripts for reference.

Thank you very much,
Adrienne Ricker

Make sure to use your UC Santa Cruz email address during the graduate school application process. It is an immediate reassurance to the recipient of the email that you are legit and it conveys that you are from UCSC. I recommend making an email folder for all of your grad application emails – you can even make separate subfolders for each program you apply to. This process is challenging enough without being disorganized and losing emails or information!

Consider getting a Post Office (PO) Box before you start the application process or while attending graduate school. Long term housing can be difficult to find in a college town (like Santa Cruz) and a PO Box can help make sure none of your important mail is ever lost. PO Boxes can be rented at the post office for 6 and 12 month increments.

Funding

Funding for graduate programs can vary place to place and year to year. Often, grad students will have multiple funding sources for each year, changing each semester/quarter. Doctoral programs in STEM are almost always fully funded, meaning that you do not pay tuition and/or fees and are usually given a stipend. Masters programs can be fully funded but are often not. If you are interested in a Masters program, make sure to ask your potential adviser if their Masters students are funded!

Here are some of the common ways that graduate students are funded in the Earth Sciences.

Grants
Professors apply for grants to fund their research labs. Typically, their grant applications will include a portion of the grant allocation to go towards a graduate student's tuition, stipend, or analytical costs (like lab supplies and running instruments or paying for analyses). Additionally, many professors will ask for grant support for student professional development, like attending conferences.

Assistantships (Teaching or Research)
A Teaching Assistantship is typically awarded in return for the time of the graduate student to assist a professor with a class - teach sections, give lectures, grade homework or exams, etc. A Research Assistantship is sometimes given to a student to focus on their own dissertation, but more often given in return for a student running lab equipment or processing samples for a professor, institute, or lab. These are usually considered part time and paid as such.

Fellowships
Fellowships cover tuition, fees, and/or stipends and can be either internal to the school/program or external. Typically, you have to be accepted into or established in a program before you are eligible to compete for an internal fellowship. One common external fellowship is the NSF Graduate Research Fellowship Program (GRFP), which most potential/junior graduate students are encouraged to apply for. If you receive an external fellowship, you are more likely to be accepted into graduate programs. Most professors don't pass up the opportunity for a "free" graduate student! You may even be able to collaborate with a potential adviser on your GRFP application.

UCSC Resources Available to You

GEODES (Geoscientists Encouraging Openness and Diversity in the Earth Sciences) is an incredible student-run EPS program that hosts quarterly events. Some recent events have focused on preparing for graduate school.

Check out
https://ucscgeodes.wixsite.com/home
for more information! They also have a twitter and instagram account (@ucscgeodes) and facebook page. Events are open to everyone, and they typically recruit new volunteer organizers at the beginning of the school year.

Questions to ask potential advisers and their students

Grad school is a big commitment. You want to be sure of your decision. The best way to do this is to ask a lot of questions. It can be nerve wracking to ask a lot of questions, but don't worry - no one will think you are being a bother and instead might be impressed that you are being quite serious about this decision/process. This list is in no way comprehensive and in no particular order, but they are all suggested by current graduate students from the EPS department.

Potential adviser
What are the upcoming projects in the lab?
What resources are available for grad students in the group/department/division?
What professional development does the program offer?
How do you/the department view extracurriculars?
How long does the average student take to finish?
What careers have your past students gone on to after their degree?
What is your management style? How much freedom will I have, and how much guidance/oversight will there be?
How do you feel about grad students being first authors on papers?
Can students work with other professors in the department, can they switch advisors, and how often does this happen?
Are there any opportunities to work outside of your department (missions, field work, collaboration with government/business, etc.)?
Are there regular department, group, or outside collaborations/meetings?
How is office space/lab space/work-from-home handled?
How are office resources (computers, printers, desks, chairs) issued out and replaced?
Is there money set aside for travel, conferences, or other resources (scientific membership fees, access to online journals, software licenses, etc.)?
Are analytical instruments shared? How are instruments maintained? Are there typically wait times for analyses?
How often would TAing be required?

Current/ past students
Is this department/particular research group a high-stress environment?
What do grads do for fun?
Is there a sense of community in the department/amongst the grads?
How often do students have to TA? Are there ever issues with too few assistantships?

Career panel reflection

Think back on last Friday's career panel. Who's career story resonated the most with you and why? What surprised you? What would you like to learn more about? Has this changed your outlook on post-graduation?

**Please complete this assignment in a word document. When complete, send this to Adrienne at aricker@ucsc.edu.

GeoInterns Guidebook: Back to (Virtual) School

UC Santa Cruz Geopaths Summer Internship Program

by Adrienne Ricker, program assistant

Set Yourself up for Success

PROFESSIONAL DEVELOPMENT INSIDE THIS ISSUE:

The beginning of the school year is usually marked by certain events - move in, opening weekend, slugfest, orientation, etc. This year, obviously, things are different. Transitioning from summer to a back-to-business school mindset is always a challenge and will likely be more so this year due to these missing events.

This edition of the GeoInterns Guidebook is mostly recycled material from the first edition, recommending how to set up a work space for summer internships. Much of the advice is transferable to setting up an academic space. There is some new material to reflect the subtle differences between school and work, though, so pay attention!

As with everything, your mindset and preparation will be large factors in your success. Take some time before classes start to reflect on the coming quarter and your goals. Write them down. along with how you plan to achieve them!

Create a Work Space

Once you have your mental state determined, transition that same energy into your physical environment. It is important to create distinctions between your work, entertainment, and relaxation states. Working from home makes this more challenging, as many of us are lacking in space or resources (such as extra desks)!
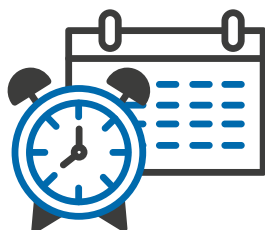
SPACE

If you are able to create a dedicated physical space for work, this is the most effective method for separating work from other modes. A desk, part of the dining table, or even a small folding table can all be great solutions for dedicating physical space for work.

If you are worried about other people distracting you or disturbing you during your work time, decide on a type of symbology to indicate when you should be left alone. For me, this is a lamp with a color changing lightbulb. I have a code for certain colors meaning "focused," "webcam on," "in a meeting," etc. A simple post-it or table tent can be just as effective!

While you can try your best to avoid interruptions, also know that they will likely happen. You might see your professor get zoom bombed by their cat. You might be disrupted by your parents, siblings, or pets. It's okay, don't dwell on it. Laugh it off and move forward. I couldn't take these photos without my cat being in half of them and she frequently appears in my meetings! We are all simply doing the best we can with the space, time and resources available to us. Be kind to yourself and others as we all collectively figure out how to keep moving forward.

TIME

The simplest way to create a work state is to define work and other modes using time. Make a schedule/routine and stick to it. Make sure to get up early enough to complete your morning routine before work. For me, this includes morning hygiene, coffee, breakfast, watering my patio plants, and more coffee. Once this is done, I sit down to work. Time separation is an important component if you are unable to create a physical work space.

If you have to use your bed as a desk, make your bed every morning before class. A lap desk or even a table-top ironing board can help make the space more productive! Keep an eye out for your posture while working on a bed. It is easy to slump and sit with poor posture, which can lead to back pain and lower productivity.

Headphones can help you get into work mode. Find some soothing or motivating instrumental music (lyrics can be distracting). Over-the-ear headphones can also be a signal to your family/ housemates that you are in work mode. Ear buds can be hard for others to see and might not be as effective for sound isolation.

This almost goes without saying, but try to limit the distractions of your phone and social media. If you do not need your phone for necessary and timely communication, put it away out of sight while you work. Even better, put your phone out of site and out of reach. The simple need to actually stand up and walk over to your phone to check it is often enough of a barrier (for me, at least) to prevent this distraction! I've also turned off notifications, which helps me choose when I want to check my phone rather than reacting to the stimulus. As for your computer, there are software programs you can install that block social media sites during the time periods that you set. It seems like a lot of work, but you might be surprised by how much it helps!

ENERGY

This is essentially the mood you are bringing to your school day. This shouldn't be surprising, but getting enough sleep can play a huge factor, as well as staying hydrated.

Proper scheduling can really help set the tone for the day. By knowing how long you are going to work on something and what you are going to do the moment you sit down, you can really hit the ground running. Some advice: many people give the advice to "view college as a job. Treat it like one!" What I suggest, since many students don't have the experience of a full time career job, is to treat it like high school. Set up scheduled school time, breaks, lunch, and some extracurricular activities. Or try both and see which helps you stay motivated!

ORGANIZATION

Messy space, messy mind! If your workspace is messy and cluttered, there are more opportunities for distraction. If you are able to get a new desk, one with drawers is an easy solution to hide away distractions. Keeping a planner, journal, or calendar can help you never miss a deadline! Go through your syllabi and take note of all due dates now before you get into the thick of the quarter. Organization extends to the digital realm, too! I highly recommend that you make dedicated folder spaces for all things related to your individual classes. Sub-folders can further define this organization.

DECOR

Surround yourself with inspiring decor. Whether that includes motivational posters, plants, candles, etc., find what makes you *want* to spend time in your work space. A nice lamp can create a more homey vibe and make any work corner feel more inviting. Creating and displaying a vision board is a great way to remind yourself daily of the goals you are working towards! There are some posters included at the end of this guidebook. You can save them as screensavers or desktop backgrounds or print out and hang up!
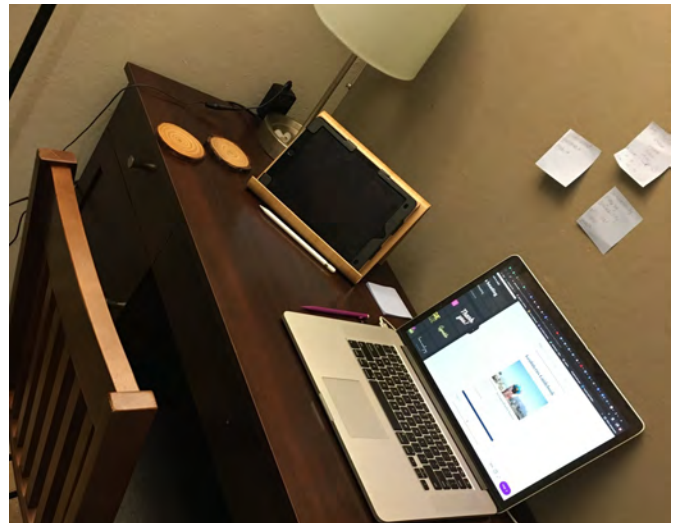
If you are trying to simulate a classroom, study room, or library space in your home, look no farther! For some of the more commonly found school items, I have searched for budget-friendly way to bring them into your home. Consider the list below, weigh the benefit vs. the cost of the item, and be realistic about what you need and what you would actually use. Waste not, want not!

WHITEBOARD/CHALKBOARD

Lowe's hardware has a dual whiteboard/chalkboard for $7. The edges are rough, so if you want something more finished, you could put it into a large frame or purchase and glue some framing pieces around it. If you want to be able to switch between the two sides, I recommend drilling some holes into the board and hanging it from string. That way, you can easily turn it from one side to the other!

Product info:
24-in W x 36-in H Dry Erase BoardItem #907231Model #312061

Alternatively, white boards can be purchased from Amazon, Target, Staples, Office Depot, and other department stores for $20 or less. Don't forget to get some markers, too!

PRINTER/SCANNER

Purchasing a brand new printer is pretty straightforward. Just consider whether an inkjet or laser printer is better for your situation. If you prefer to write by hand but struggle to keep things organized or are worried about your physical space getting cluttered, a document scanner could be a good solution for you. Some (more expensive) printers have document scanners built in. Document scanners can also be purchased separately, connect via bluetooth or USB, and can often be found for under $100.

Both scanners and printers can fairly often be found on second hand marketplaces like craigslist, facebook marketplace, etc. Remember to always meet strangers in a public place, preferably with someone you trust, and bring sanitizing wipes to clean the item when you receive it!

There are also some apps that are available for smartphones that let you take photos and convert them to pdfs. This may be a more accessible option for document "scanning."
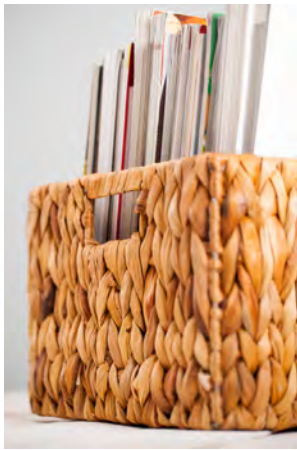
DOCUMENT STORAGE

Piles of papers scattered about are unlikely to strike anyone with inspiration. A cute basket or magazine box can help keep your papers orderly! If you're looking for a DIY option, cereal boxes or shipping boxes can be cut into shape and decorated using stationary, paint, or twine. Putting papers into folders and placing folders in a storage box like these take your organization to a whole new level!

More traditional school options include an accordion file folder or binders. Whatever system you choose, just dedicate yourself to keeping to it!

STUDY GROUP

Study groups are very helpful for understanding course material. Many people believe that teaching is the best way to learn and a group of students teaching each other is one of the most effective ways to study. In normal circumstances, study rooms, the Geopaths lounge, and various nooks and crannies in the EMS building would be available for study groups.

Virtual study groups are not only available, but fairly easy to set up! You have access to all Google Suite applications through the university. Google hangouts, Documents, Slides, and Jamboard are opportunities to learn collaboratively with your peers.

You can set up your own Zoom study sessions and make them a recurring fixture on your calendars. Discord or Slack are great options for creating a digital community space for different chats.

PERK COFFEE

Grabbing a cup of joe, matcha latte, or tea acts as a transition marker between relaxation and academic modes for many students. If this was true for you on campus, see if sticking to this same practice helps you at home.

Fashioning your favorite beverage can be relatively simple! Pour over, drip coffee, even espresso can be made at home for relatively cheap! Heat up some milk using the stove or microwave and work those muscles foaming it with a whisk!

You may not achieve the same level as a professional barista but you can certainly get close! Just make sure you are drinking enough water - I certainly am drinking more coffee these days than back on campus...

For students who do not have a functioning laptop and/or are struggling with poor or no internet, please contact Slug Support!

Grain of Salt

Keep in mind that images that you see on the internet and social media are carefully curated to show the best possible situation. Reality is not picture perfect. Even the images I shared above here are not realistic! My corner desk is right next to my couch and TV - a huge distraction to me, but the best I could do! My table corner (where I take most of my meetings because of the nice plant background and natural lighting) is currently next to a huge messy pile of boxes because I'm in the middle of moving. Do the best you can with what you have available to you.

So tempting!

Behind the scenes...

Digital Communication

In this digital age, we are all used to using informal writing while online. Because of the environment of remote learning, it could be tempting to use a similar style of writing. It's important to keep in mind that by participating in remote learning this year, you are still part of the university community. Communicate with peers, instructors, and advisers in a professional and respectful manner, especially when on official university platforms such as Zoom and Gmail.

UC Santa Cruz asks students to adhere to our Principles of Community, helping us create a remote learning community that values and supports every person in an atmosphere of civility, honesty, cooperation, professionalism, and fairness. The UC Santa Cruz Office for Diversity, Equity, and Inclusion also provides additional resources and information for students.

Writing a Professional Email

There are five main components to an email. Make sure to pay attention to each individually and to the combined email as a whole. The first time you email a professor or adviser, it is a good idea to introduce yourself!

Subject
The subject line should be a concise description of the email. For emails to instructors, include the course number.

Salutation
You can't go wrong with "Dear [First and Last name]," or "Dear Professor [Last Name]," Make sure to double check the spelling!

Body
The meat of the email, try to be concise and clear. Double check your spelling and grammar. State what attachments you are adding and why.

Closing
You can wrap up the email by suggesting a time frame and reiterating any requests you are making. "I look forward to speaking with you soon. Please let me know if you have questions or trouble with the attachment."

Signature
"Thank you," "Sincerely," "Best," and "Cheers," are all commonly used polite send offs. Follow this with your name and institutional affiliation.

Class Participation

When learning remotely, it can be hard to dial in to your motivation and participate in the same way you would for in person classes. While acknowledging this, I also want to urge you to try your best to stay engaged and focused while in class! You will learn better and retain more information if you give 100% of your attention to your classes while you are in them.

- Turn off your phone/notifications
- Remove your phone from your sight/ out of reach
- Close all irrelevant browser tabs
- No multitasking!
- Take notes, by handwriting if possible
- Ask questions
- Do assignments on time
- Complete reading assignments before lecture to ask questions on the material

Remote Study Habits

Studying will be different while remote learning. It will likely be more difficult to remove distractions - you can't just get up and go to a quiet study room in the library! But you can try to simulate one at home!

Managing distractions, motivation and your time will be essential. If you are living with family or roommates, try to have a group discussion about boundaries and prioritizing learning.

Create a daily to-do list and try to be accurate and reasonable about how long each item will take you to do. Start with something that will take the least amount of time to get the ball rolling and when motivation is high, tackle your big tasks! Remember to break down large projects into small steps.

Avoid multitasking. It will cause your tasks to take longer overall and you will be less likely to retain the information and more likely to make mistakes. Find a study method that works well for you and don't forget to take breaks! Get up and stretch/walk around and look at things that are different distances away from you to avoid eye strain.

Find some music that motivates you! Lofi is very popular right now or put on some acoustic instrumental or classical music!

Visit
keeplearning.
ucsc.edu
for more information
and tips!

Learning is a physical process – your brain is creating physical connections between neurons! Give yourself time for this physical process to take place. When studying a new concept or term, spend a minimum of 10 seconds on it. Try to connect it to something you already know. Go over the material in a few different ways – read it out loud, write it down, share it with someone else, etc.

Dress for Success

You've probably heard this one before: a nightmare-fueling story of a person taking a video call or attending virtual class and standing up only to reveal they are not wearing pants. Do yourself a favor and simply never attempt to get away with this. The benefits of saving a few minutes while getting dressed is not worth the potential embarrassment.

Take the time every morning to get dressed as you would if you were going to class. First, it helps set your mental state for the day. Dressed for work = work mode. Second, it prevents embarrassing camera mishaps. Third, it can really serve as "you time." I personally like to make my coffee, and listen to a podcast while getting ready. Starting my morning like this helps me switch modes from relaxation to work.

Knowing **how** to dress is often the main concern for people. College (and the general field of earth science) is pretty casual, but there are definitely instances where more business formal clothing is appropriate. While doing field or lab work, wear clothing that is appropriate to the task. To remain professional in these settings, you can avoid clothing that has graphics on it. Plain colored t-shirts will always be more professional than graphical ones. Many institutions (include universities) will ask that you avoid graphical designs and obvious branding while interacting with the public, other agencies, or the media.

For conferences, workshops, and interviews, business or semi-casual is a generally safe choice. Pants can include slacks or good condition jeans (no holes, rips, bedazzling, etc.) and shirts can include plain colored t-shirts, simple shirts/blouses, or polo shirts. A blazer or cardigan are an easy way to "dress up" one of these simple combinations!

For online classes, it's really up to your preference. What makes you feel ready to take on the day? A comfy outfit of jeans and tee? A full face of makeup? Spiking your hair up? Clean shave or rocking a quarantine beard? You do you! Dress the way that is going to help you keep a motivated mindset. (Just also keep in mind that some classes will be recorded and your image may be viewable as a thumbnail in the recording.)
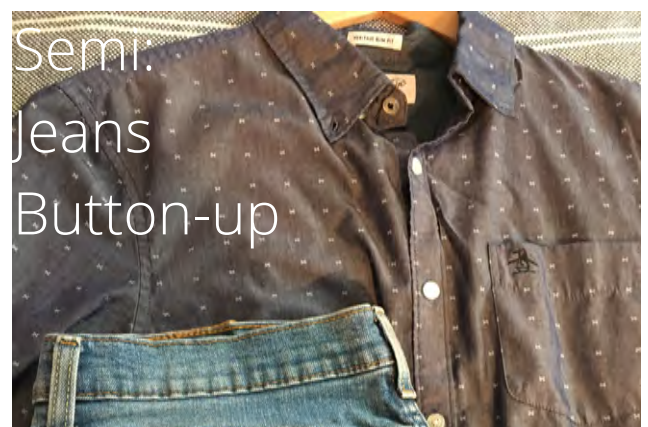
Whether you dress business formal, casual, or somewhere in between, comfort should be a priority. If you are not comfortable in your clothes (too tight, itchy, etc.), you will lower your morale and increase distractions.
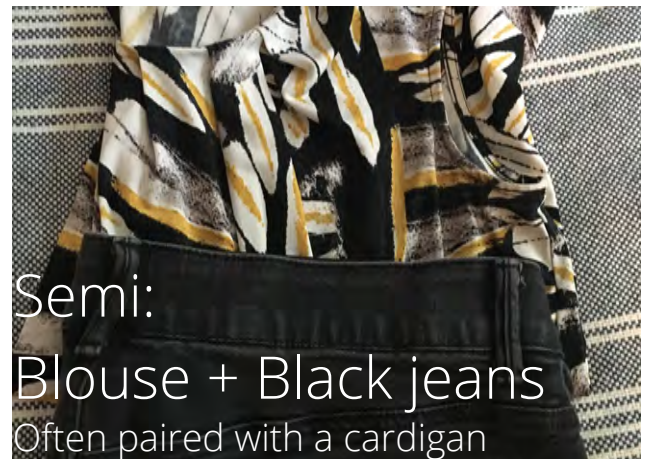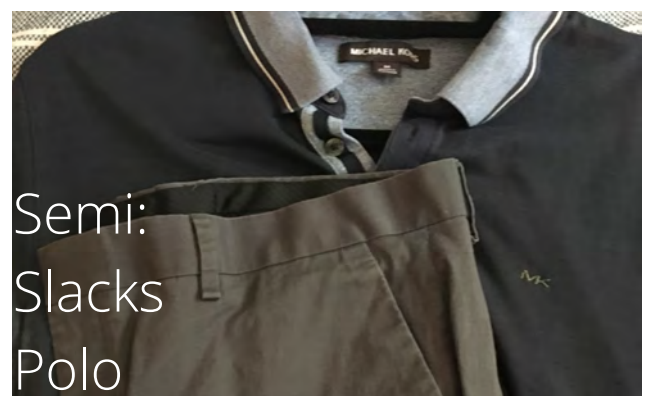

Semi:
Blouse + Black jeans
Often paired with a cardigan
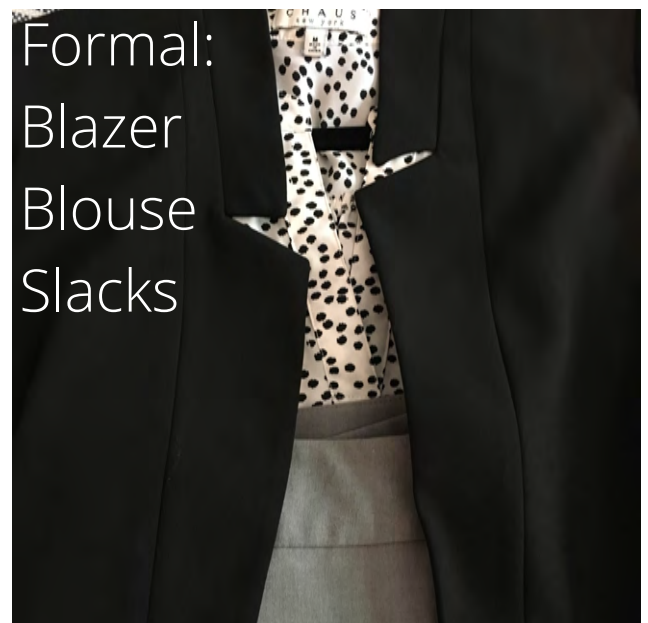
Formal:
Blazer
Blouse
Slacks

Semi:
Jeans
Button-up

Semi:
Slacks
Polo

Self Care

It's more important than ever to keep in mind that your well being directly affects you. If you are stressed or sick, you may find it difficult to pay attention or retain material. If you are feeling anxious or depressed, you may struggle finding motivation. These feelings and experiences are completely normal even during normal times, let alone during unprecedented health, historical and political events.

It's important to recognize how you are feeling and what is affecting you. It is very likely that you are unable to keep focus like you used to and that you are not resulting in the same level of productivity that you used to. Remember to take time to care for yourself. "You can't pour from an empty cup," as the saying goes. Many people find journaling and meditation helpful for rejuvenation. Bookending your work day with these activities can help shape your mindset and structure your day.

CAPS Resources

Counseling And Psychological Services has a number of different options for you to receive the support you need. For more specific information, please check out their webpage!

Let's Talk drop in sessions - brief, confidential conversation with a professional counselor. Check the webpage for the schedule!

Tao Connect - therapist assisted or self guided tools for mindfulness, motivation, encouragement, and more!

One Perfect Meditation - software for guided meditation exercises

Anxiety Toolbox - Anxiety Toolbox is a three-part series designed to help you better recognize your anxiety symptoms and triggers and learn strategies for coping with and reducing your anxiety. CAPS created this series because anxiety and stress are the top reasons students seek help from us, and there are some basic facts and tools related to anxiety management that can be very effective.

During business hours (Mon–Fri, 8 a.m.–5 p.m.), if you are a UCSC student who is **experiencing an immediate crisis situation, phone CAPS at (831) 459-2628.** If it is outside business hours, consider the resources on the following page.

For wellness tips and resources, visit
https://healthcenter.ucsc.edu/wellness/index.html

CRISIS RESOURCES

CRISIS TEXT LINE (AND STEVE FUND PARTNERSHIP WITH CRISIS TEXT LINE FOR PEOPLE OF COLOR)TEXTS ANSWERED BY TRAINED, SUPERVISED VOLUNTEER COUNSELORS WITHIN A FEW MINUTES OF YOUR TEXTING; FREE FOR AT&T, T-MOBILE, SPRINT, AND VERIZON CUSTOMERS; **TEXT HOME** **TO 741741** FROM ANYWHERE IN THE USA, ANY TIME, ABOUT ANY TYPE OF CRISIS. **IF YOU ARE A PERSON OF COLOR WHO WOULD LIKE TO TEXT WITH ANOTHER PERSON OF COLOR, TEXT STEVE TO 741741**

EMERGENCY (POLICE, FIRE, MEDICAL)
- **911**

IMALIVE
- **(800) 784-2433**
- **(800) 442-4673** (HOPE)

MONARCH SERVICES (SEXUAL ASSAULT AND DOMESTIC VIOLENCE SERVICES)
- **(888) 900-4232**

NATIONAL DOMESTIC VIOLENCE HOTLINE
- **(800) 799-7233** ([800] 799-SAFE);
- **(800) 787-3224** (TTY)

NATIONAL SUICIDE PREVENTION LIFELINE (800) 273-8255 ([800] 273-TALK)

RAPE, ABUSE & INCEST NATIONAL NETWORK (RAINN)
- **(800) 656-4673** (800-656-HOPE)

SANTA CRUZ COUNTY CRISIS STABILIZATION PROGRAM (CRISIS STABILIZATION AND INPATIENT CARE)
- **(831) 600-2800**

SUICIDE PREVENTION SERVICE OF THE CENTRAL COAST
- **(877) 663-5433** OR (877) ONE-LIFE

THE TREVOR PROJECT (CRISIS RESOURCES FOR LGBTQI YOUTH AND YOUNG ADULTS)
- **(866) 488-7386** ([866] 4-U-TREVOR)

UC SANTA CRUZ POLICE DEPARTMENT
- **(831) 459-2505**

VETERANS CRISIS LINE
- **(800) 273-8255 AND PRESS "1"**

Stick to a routine
Get dressed, go to class and keep some structure to your day

Eat healthy food regularly
Skipping meals or eating unhealthily can rob you of the energy you need

Talk to supportive friends or family members
Isolating yourself can make you feel worse

Keep a journal
Reflect on your thoughts and feelings. Note any patterns and don't be afraid to share with a counselor

Get some sleep
Most people need 7-9 hours per night. Try to keep a schedule

Do some kind of physical activity regularly
Even just walking for 5-10 minutes can help you feel better and reduce stress!

Find activities that are relaxing or soothing
Listen to your favorite calm music, take a bath, meditate, walk, do some coloring. Find what works for you!

Use humor
Talk with people that make you laugh, watch a comedy or read a funny book

Pause Every Day

Mindfulness Bingo

Set a schedule	Stretch for 10 seconds	Eat deliberately	Speak honestly	Drink some water
Color or draw something	Listen wholeheartedly	Set a daily intention	Thank someone	Compliment yourself
Walk slowly	Listen to music	FREE SPACE	Write your thoughts	Take a break from technology
Show appreciation	Read a book or poem	Pause between action	Practice a hobby	Take 5 measured, deep breaths
Watch the sun rise or set	Do something physical	Massage your scalp	Declutter one space	Get a good night's sleep

UCSC Resources Available to You

Did you know that you can get many commercially available software programs for free or reduced cost as a student? It's true! Make sure to check out
                    https://its.ucsc.edu/software/index.html
on a regular basis to know what is available to you at all times. My advice is to always check if it is free through the school and if not, see if there is a student discount. It really adds up!

Popular Software Programs Available

Microsoft Software, Office 365

Free Office 365 is available for UCSC students. Log in and download and install the current versions of Office and Office for Mac on up to 5 computers, 5 phones & 5 tablets.

ArcGIS by ESRI

ArcGIS Desktop & Pro are integrated collections GIS & Mapping software products available free for UCSC students. ArcGIS installs on **Windows OS only**.

JMP

JMP dynamically links statistics with graphics. JMP is provided free to UCSC students

Adobe

Adobe software includes Acrobat, Contribute, Creative Cloud, Dreamweaver, InDesign, Photoshop, and Premiere

While you are in the process of scheduling a counseling appointment, you may ask what you can do in the meantime to try to alleviate some of the distress you may currently be experiencing. This handout provides some suggestions. *(This handout is for informational purposes only and is not intended to diagnose or treat any conditions—it cannot substitute for a consultation with a medical or mental health professional.)*

- **Stick to a routine**. Get dressed, go to class, keep to the structure you normally have during your day.
- **Eat healthy food regularly**. Skipping meals robs you of the energy you need to cope.
- **Talk to supportive friends or family members**. Isolating yourself can make things worse.
- **Keep a journal** of your thoughts and feelings. Note any patterns or questions you'd like to discuss in counseling.
- **Get some sleep**. Most people need 7 to 9 hours of sleep every night. Try to go to bed and get up at the same time every day.
- **Do some kind of physical activity** regularly. This can be running, swimming, playing sports, working out—preferably something you like to do. Even walks around the campus and neighborhood can help you feel better emotionally and reduce stress.
- **Avoid using alcohol or drugs** as a way to "self-medicate." This includes caffeine.
- **Find activities that are relaxing** or soothing to you. Listen to your favorite music, take hot baths, meditate, go on a long walk, visit the CAPS website "Self-Help" page for relaxation podcasts and other self-help resources.
- **Use humor**. Spend time with people who make you laugh, watch a comedy, read a funny book.
- **Distract yourself temporarily** from your difficulties. Watch TV, play a game, go window shopping.
- **Recall what has helped you before** in similar situations. Make a list of these things and try to do them.
- **Check out the CAPS website** (http://caps.ucsc.edu). Our site has information about our services, including same-day crisis assessments and consultations; other services on and off campus; self-help resources; and more.

Other On-Campus Resources That May Help:

Academic Advisors (academic support & services)	Call or visit your college office
Cantu Center (GLBTQ community support & resources)	(831) 459-2468
CARE Office (sexual assault, domestic violence, & stalking support)	(831) 502-2273
Career Services (career counseling & job hunting support)	(831) 459-4420
Disability Resource Center (disability accommodations & services)	(831) 459-2089, (831) 459-4806 (TTY)
Educational Opportunity Programs (for 1st-gen, low-income, & others	(831) 459-2296
Ethnic Resource Centers (community support & resources)	(831) 459-2427
Learning Support Services (tutoring, study groups, & more)	(831) 459-4333
SHOP (drug/alcohol, wellness, sexual health support)	(831) 459-3772
Smith Renaissance Society at STARS (for former foster youth, juvenile offenders, runaways, orphans, homeless youth)	(831) 459-4968
Student Health Center	(831) 459-2211
Slug Support at Dean of Students Office (early intervention for students in need of support and/or resources)	(831) 459-4446
SOAR (student orgs, government, & community activities)	(831) 459-2934
STARS (services for transfer & re-entry students)	(831) 459-2552
VETS at STARS (veteran community support & resources)	(831) 459-1520
Women's Center (community support & resources)	(831) 459-2072

Crisis & Other Resources

Counseling & Psychological Services offers same-day crisis assessments and consultations for students experiencing mental health–related emergencies. Students in need of crisis services can come to CAPS or call (831) 459-2628 Monday through Friday between 8 a.m. and 5 p.m.

The following emergency resources are available on holidays, weekends, and after CAPS office hours:
- CAPS After Hours Crisis Service: (831) 459-2628 (follow menu prompts to talk to a counselor by phone)
- Crisis Text Line: http://www.crisistextline.org/ (text START to 741-741 to text with a trained peer counselor; text returned in a few minutes; free for AT&T, T-Mobile, Sprint, & Verizon)
- Emergency (police, fire, medical): 911
- National Alliance on Mental Illness (NAMI), Santa Cruz County chapter (support and information): www.namiscc.org
- National Domestic Violence Hotline: (888) 799-7233 (SAFE)
- National Suicide Prevention Lifeline: (800) 773-8255 (TALK)
- Santa Cruz County Crisis Stabilization Program (mental health crisis stabilization and inpatient care): (831) 600-2800
- Suicide Prevention Service of the Central Coast: (877) 663-5433 (ONE LIFE)
- 24-Hour Suicide Crisis Line: 877-663-5433 (ONE LIFE)
- UC Santa Cruz Police Dispatch: (831) 459-2345 (emergencies when can't call 911)

What I Want From Fall 2020...

Write down what your goals are for the quarter. What do you hope to learn? What skills do you hope to develop? What work ethic are you prepared to develop/use? How do you plan to meet your goals?

GOALS FOR THE WEEK

This week I will:

✖ ....

✖ ....

✖ ....

✖ ....

✖ ....

✖ ....

✖ ....

✖ ....

✖ ....

✖ ....

STRIVE FOR

progress

NOT PERFECTION