

URGE Resource Map for the UCLA EPSS Pod

This is a draft Resource Map for UCLA EPSS Pod at University of California, Los Angeles. This was adapted from the “Sample Ph.D. Mentoring Plan” developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: [CC BY-NC-SA 4.0](https://creativecommons.org/licenses/by-nc-sa/4.0/). Some of these will be resources common to all and some will be questions for identifying specific resources based on needs/interests identified during initial meetings while implementing the mentoring plan.

- **Summary of the intent** of the resource map as well as the plan for working with new hires/students for connecting them with resources that will be of most use to them, e.g. schedule for initial call(s) and/or meeting(s) to identify needs/interests
 - The intention of this resource map is to provide easier access to resources that will help navigate various situations you may face in our workplace/graduate program. It will provide a place to start to identify problems/needs.

- **Student/Advisor Mentoring plan**
 - **Individual/Group meeting expectations** (interval/frequency, journal articles, presentations, socializing, time management, reviewing manuscripts, revising manuscripts/dealing with rejection, careers, current events, media requests)
 - Expectations decided upon within each individual research group. It is up to the students and their advisor to express and set these expectations. A resource for these expectations may lie within a group code of conduct or mentoring agreement, as suggested below.

 - **Evaluations:** rubric, frequency for advisor/committee evaluations, encourage self-evaluation (reflection) and review long term goals and how to achieve them
 - Student and Advisor must complete an annual end of the year review to discuss and document degree progress

 - **Suggestion:** at the beginning of the year students and their advisors could create a “Mentorship Agreement.” An example used by UCLA’s AOS department is provided in the resource folder in the google drive (With permission from the owner of this example agreement, a grad student from AOS):
<https://drive.google.com/file/d/1pQJbGP7JSdtkqNiqbXnccMgQfWYMjXOw/view?usp=sharing>

- **Core work resources**
 - **Code-of-conduct** - link, all members must sign a code of conduct that addresses inclusivity and diversity, mental health, publications or outputs, social media use, working hours, and vacation

- UCLA code of content for the entire university: [UCLA Student Conduct Code](#)
 - UCLA EPSS field trip code of conduct: [1 UCLA EPSS Field Trip Policies](#)
 - Refer to the session 6 deliverable for an in-progress departmental code of conduct developed by this Pod.
- **Communication plan and expectations**, e.g. how do members communicate with each other and what times are appropriate
 - Communication expectations such as email response hours, open-door office policies, interaction on internet forums, etc should be discussed between student and advisor - A code-of-conduct or Mentoring Agreement could include these expectations as suggested above.
- **Reporting Policy** - link, address issues related to insensitivity, harassment, exclusion and what are the consequences (e.g. not everyone drinks alcohol; no “locker room” talk), provide additional contacts for reporting outside of advisor
 - UCLA Title IX Office: [Welcome to UCLA Title IX Office](#)
 - How to move forward when a student, faculty, or staff member feels Title IX has not provided satisfying consequences? This link provides a lot of information about how decisions are made but nothing about what those “decisions” can be - e.g. Termination of employment of the assaulter? Restrictions on their attendance of certain events? Restraining orders?
 - UCLA’s EDI office has a “report an incident” button right on the front page: <https://equity.ucla.edu>
 - Types of incidents you can report on UCLA’s EDI office site:

Report Type

Please select the type of report you wish to submit (all that apply).

- Age
- Color
- Religion
- Disability
- Medical Condition
- National Origin/Ancestry
- Race
- Ethnicity
- Citizenship
- Marital Status
- Pregnancy
- Sex/Gender (including, but not limited to, gender identity, gender expression, sexual orientation, sex/gender stereotyping)
- Sexual Harassment
- Sexual Assault
- Stalking
- Relationship Violence
- Retaliation
- Veteran Status
- Genetic Information
- Other

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- EDI vice provost office <https://equity.ucla.edu/our-edi-team/vice-chancellor/>
- Associate dean for diversity in the physical science division
- Division of physical sciences diversity coordinator
- EPSS EDI staff member
- National Science Foundation reporting <https://www.nsf.gov/od/odi/harassment.jsp>

- NASA reporting: <https://www.physicalsciences.ucla.edu/diversity/>
 - **Equipment** - where to find, fund individual gear like hiking boots, fund or provide access to sufficient “library” of hiking/camping/outdoor equipment
 - UCLA Outdoor Rental Equipment: [UCLA Recreation's Outdoor Adventures](#)
 - UCLA EPSS vehicle for field trip request: [EPSS DEPARTMENT VEHICLE RESERVATION FORM](#)
 - Location of department field equipment: 1st floor, field storage closet. How to access keys: permission from Main Office.
 - [UCLA Environment, Health & Safety Field Equipment Loaner Program](#)
 - **Conference and workshop participation** (how often and who pays for it?) Be explicit about opportunities for this type of participation and at what point they will be expected to attend conferences
 - AGU Meeting: [Welcome to AGU | Advancing Earth and space science](#)
 - GSA Annual Meeting
https://www.geosociety.org/GSA/Events/Annual_Meeting/GSA/Events/home.aspx
 - DPS Conference: [2021 DPS Meeting | Division for Planetary Sciences](#)
 - AMS Conference: [AMS Annual Meeting](#)
 - LPSC Conference: [52nd Lunar and Planetary Science Conference \(LPSC 2021\)](#)
 - AAS Conference: [Meetings](#)
 - SBAG conference: [Small Bodies Assessment Group \(SBAG\) Meeting Information](#)
 - SACNAS Conference: [The SACNAS National Diversity in STEM Conference](#)
 - NABG conference: [NATIONAL ASSOCIATION OF BLACK GEOSCIENTISTS - Homepage of NABG](#)
 - AISES conference: [Welcome to AISES National Conference | AISES National Conference](#)
 - UCLA conference fund: [UCLA Doctoral Student Travel Grants for Conferences, Professional Development and Off-Campus Research \(DTG\)](#)
 - Every graduate student is provided with up to \$1000 in travel funds for graduate students to use for professional development purposes (conferences, workshops, etc)
 - UCLA Division of Physical Sciences provides up to \$5000 funding for student participation in diversity conferences. Requests for funding should be made through the department representatives on the Physical Science Diversity Committee.
 - Funding and attendance expectations needs to be expressed by the advisor. This could be included in a group code-of-conduct or a Mentoring Agreement.
 - Students and advisors should be open to some of the listed smaller conferences or workshops, where the focus may be more on professional development for underrepresented groups, and increasing the professional voice of underrepresented groups.
- **Community support and mental health resources**
 - *Assistance finding accommodations, moving expenses/assistance*
 - UCLA Graduate student housing: <https://portal.housing.ucla.edu/content/housing-single-graduate-students-and-students-families>

- Incoming UCLA graduate students are guaranteed housing for the first 3 (this changes every year, check the website) years if they want it. (EPSS only?)
 - UCLA Housing Rent Rates: [Housing Contract Rates & Rental Rates | Housing](#)
 - Resources for average LA rent by neighborhood:
 - [Average Rent in Los Angeles & Rent Prices by Neighborhood - RENTCafé](#)
 - [Average Rent in Los Angeles & Rent Price Trends](#)
- *Outline services at organization/university: diversity officer, counseling and psychological services, ombudsperson, affinity groups, etc.*
 - UCLA: UCLA CAPS for mental health services: [UCLA Counseling and Psychological Services: What's New at CAPS](#)
 - General public: Finding a therapist - [Find a Therapist, Psychologist, Counselor](#)
 - General public (US): National suicide prevention hotline: 1-800-273-8255
 - Los Angeles County Department of Mental Health
<https://dmh.lacounty.gov/get-help-now/>
- *Encourage and assist making connections to someone who may understand their experience (e.g., Black male counselor for a Black male student)*
 - Find a mentor (general STEM/Earth Science programs):
 - [MentorNet](#)
 - [AGU Mentoring Programs | Program Overview](#)
 - UCLA EPSS just began a mentor program - grouping undergrads and grads into families. In this program, we do indicate what we study and our expectations of the program - this information is used to create families.
- *Calendar(s) of events or mailing lists to join*
 - Professional Societies: e.g. AGU <https://www.agu.org/> Geological Society of America - see links for opportunities, programs, job boards:
<https://www.geosociety.org/gsa/faq/home.aspx>
 - AAS list of upcoming events: <https://aas.org/calendar/events>
 - Google Groups: comets mailing list: <https://groups.io/g/comets-ml>
 - UCLA Field Research mailing list: email Claudia Alli calli@ehs.ucla.edu
 - Research-specific mailing lists should be made known by advisors, so students can join early and stay in the know.
- *What activities/institutions will help them feel at home? Are there local clubs, religious or spiritual organizations, organizations, hobbies they were previously involved with that they can get connected with in the area?*
 - UCLA Clubs: [Clubs, Organizations & Recreation](#)
 - IM sports: [Intramural Sports](#)
- *Connecting with cohorts, organizations, social clubs with common identities and/or interests*
 - African Student Union
 - SACNAS

- American Indian Studies Organizations
 - Queers in STEM
 - National Association of Black Geoscientists
 - Society of Women in Marine Science
 - Earth Science Women's Network
 - UCLA Society for Gender Equity in Geoscience (SGEG): [Society of Gender Equity in Geosciences – at UCLA](#)
 - Facebook groups:
 - Earth Science Women's Network Facebook group: [Earth Science Women's Network - ESWN](#)
 - Africa Array Facebook group: [African Array - Home](#)
 - Early career Planetary Explorers: [Young Scientists for Planetary Exploration Public Group](#), QUIPS (Queers in Planetary Sciences) Facebook Group.
 - Lots of resources are always posted here for young career planetary scientists.
 - *Businesses or other needs, e.g. gyms, barber shops/hair services, etc.*
 - UCLA gyms/recreational centers: <https://recreation.ucla.edu/facilities>
 - *Introductions for other people of color - fund membership fees for organizations like SACNAS, NABG, and AISES, and highlight organizations like GeoLatinas (no fee for membership), and others*
 - SACNAS at UCLA: [SACNAS at UCLA Student Chapter - Home](#)
 - AISES at UCLA: [AISES Page | CEED](#)
 - GeoLatinas at UCLA: [Home | GeoLatinas at UCLA](#)
 - Queers and Trans in STEM at UCLA: [Queer and Trans in STEM — Institute of the Environment and Sustainability at UCLA](#)
 - SWG at UCLA: [Society of Women Geoscientists – at UCLA](#)
 - *Outline expectations for taking vacation (e.g., 3 weeks) and for reasonable work hours (e.g., 40-50 hrs/wk; be explicit!)*
 - This should be made explicit amongst research group - a Mentoring Agreement or research group code-of-conduct would be an ideal location to flesh out these expectations and uphold them.
 - Is this written anywhere in the UCLA student code-of-conduct?: <https://deanofstudents.ucla.edu/student-conduct-code>
- **Skillset support resources**
 - *What skills or experiences are required for their work/coursework? e.g., driving, hiking/outdoors activities, compass/GPS navigation, swimming/SCUBA, operating power tools, first aid, software development, safety training, lab skills, machine shop skills etc.*
 - UCLA EPSS geology majors are required to lead a lot of field work involving hiking, camping, driving department vehicles, and navigation skills.
 - *What skills training is supported through the organization, how would someone acquire/improve these skills? What training is available prior to arrival?*
 - UCLA EPSS does not necessarily offer or require any skill training. Your advisor may provide you with funding for skill developing workshops - you will need to

stay vigilant for opportunities like this - if your group creates a code of conduct - this could be a great resource that lays out workshops.

- Lick observatory workshop for young astronomers:
<http://mthamilton.ucolick.org/EVENTS/2020/index.htm>
- UCLA Field Research mailing list gives info about Field Training courses offered by UCLA as well as outside courses. Email Claudia Alli (calli@ehs.ucla.edu) for more information.
- For statistical help and support with data analysis:
<https://stats.idre.ucla.edu/ucla/policies/>
- *Do they need to know how to code? If so, what languages? (e.g., R, Matlab, Python) If they do not have this skill, what resources/training are available?*
 - UCLA offers workshops on almost any digital skills e.g. Python, ArcGIS:
<http://workshops.idre.ucla.edu/>
 - UCLA: offers a free Matlab license, offers free codings workshops through the UCLA Institute for Digital Research and Education, has coding classes through the Computer Sciences department or many departments have classes that use coding and are somewhat introductory
 - Tutorial on Machine Learning and Deep Learning for the Environmental and Geosciences: [AGU_MLtutorial_2020.mp4](#)
 - Matlab Onramp: [MATLAB Onramp - MATLAB & Simulink Tutorial](#)
 - Python Basics for Geoscientists: [General info](#)
 - Python for Geosciences Tutorials on github: [koldunovn/python_for_geosciences: Introduction to python use in geosciences.](#)
- **Professional development resources**
 - *Outline available resources for training/development or best practices in:*
 - Teaching/pedagogy
 - UCLA: Center for Diverse Leadership in Science, Center for Education Innovation and Learning in the Sciences
 - *Project management/budgeting*
 - *Media training*
 - UCLA has classes on communication that include topics like media training: [Courses](#)
 - *Proposal writing*
 - UCLA: Graduate Writing Center: [UCLA Graduate Writing Center: Graduate Writing Center](#)
 - *Public speaking*
 - Opportunity to display your skills: UCLA grad slam: [2021 UCLA Grad Slam Challenge](#)
 - UCLA extension program public speaking training: [Public Speaking for Professionals | UCLA Continuing Education Online](#)
 - *Networking*
 - UCLA Career Center: [Master's, PhD, and Postdoctoral](#)
 - *Design/drafting of figures using Adobe Suite/Python/ArcGIS*
 - Kaleidagraph (costs money):
<https://www.synergy.com/?gclid=Cj0KCQjw1a6EBhC0ARIsAOiTKrF4Sjys>

[7ES7ruT3qJmElwLHdc6-09T05JVXttGCMIZzQdSv3R765tsaAuD-EALw_wcB](https://ucla.service-now.com/support?id=kb_article&sys_id=KB0013458)

- Adobe Creative Cloud Software is free for all UCLA students/staff/faculty: https://ucla.service-now.com/support?id=kb_article&sys_id=KB0013458
- *Getting involved in professional societies*
 - AAS: [Join](#)
- *Additional coursework*
 - UC Cross-Campus Classes: [UC Intercampus Exchange Program](#)
- *List fellowships, internships, summer experiences, field course opportunities*
 - Keck visiting scholar program: [WM Keck Observatory](#)
 - JPL's Planetary Science Summer School: [Planetary Science Summer School](#)

Graduate

- AGI Harriet Evelyn Wallace Scholarship
 - [Harriet Evelyn Wallace Scholarship Application Information Page](#)
 - Women specific, for either Master's or Doctoral degree
 - Can be entering graduate school or already enrolled in a graduate program
 - Will receive \$5000, and is eligible to receive a second scholarship of \$5000
- Hertz Fellowship [Home | Fannie and John Hertz Foundation | Empowering Limitless Progress](#)
 - Due around October
 - Only first-year students eligible
 - Up to 5 years funding
- Ford Foundation Predoctoral Fellowship [Ford Foundation Predoctoral Fellowship Program](#)
 - Due December
 - Students with minimum 3 years remaining in PhD program (3 year fellowship)
 - Focused on diversifying the nation's college and university faculties
- National Science Foundation Graduate Research Program: [NSF Graduate Research Fellowships Program \(GRFP\)](#)
 - Due around October
 - Can apply as an undergraduate-graduate, or in your first two years of grad school. You can only apply ONCE while in grad school
 - 3 years of funding
- Paul and Daisy Soros Fellowship for New Americans [PD Soros Fellowship for New Americans — Eligibility](#)
 - Due around
 - Must follow New American Status (outlined on website) - immigrants or children of immigrants to US
 - Must apply in first two years grad school, must be younger than 31
 - Two years of funding
- National Defense Science and Engineering Graduate Fellowship Program [NDSEG Home > How to Apply](#)
 - Due October/November
 - Must apply in first or second year of graduate education (three years funding)

- Future Investigators in NASA Earth and Space Science and Technology Fellowship
<https://nspires.nasaprs.com/external/solicitations/summary.do?solId=%7b3E72ED7E-1FBD-F815-5A4E-2DA033EF7449%7d&path=&method=init>
 - Due late Jan-early Feb
 - All years eligible, typically 1st, 2nd, or 3d year students apply (up to 3 years funding)
- Ralph Cicerone Fellowship (NCAR) [Ralph Cicerone Fellowship | Atmospheric Chemistry Observations & Modeling \(ACOM\)](#)
 - Due late February
 - Two year fellowship, financial support awarded for four months to work with NCAR scientists in the ACOM laboratory
 - Specifically for grad students with experience in, or working with, underrepresented communities
 - For atmospheric chemistry specifically
- AAAS Mass Media Science & Engineering Fellowship [AAAS Mass Media Science & Engineering Fellowship](#)
 - 10 week summer program
 - All years eligible
 - Focused on increasing public understanding of science and technology
- Ford Foundation Dissertation Fellowship [Ford Foundation Dissertation Fellowship](#)
 - Due December
 - One year fellowship for final year of graduate education (Dissertation year)
 - Focused on diversifying the nation's college and university faculties
- UCLA Division of Physical Sciences Diversity Fellowships: The Division of Physical Sciences is making a financial commitment of \$100,000 each year for the next five years¹ to assist in the recruitment of graduate students who are committed to increasing the representation of BIPOC in their departments.
- [Graduate STEM Fellowships for International Students](#) (emphasis on Space-related fellowships).

PostGrad

- Ford Foundation Postdoctoral Fellowship: [Ford Foundation Postdoctoral Fellowship](#)
 - Due December
 - One year of support
 - Focused on diversifying the nation's college and university faculties
- NASA Postdoctoral Program
 - Due March/Late Feb, July, and November (3 cycles a year)
 - 1-3 years funding
 - Assignments with NASA scientists and engineers at NASA centers
 - Don't have to be a US citizen (except for 2021).
- President's Postdoctoral Fellowship Program: [Fellowship recipients | PFPF](#)
 - Due November
 - 12 month period
 - Established to encourage outstanding women and minority PhD recipients to pursue academic careers at the University of California

- AAAS Science and Technology Policy Fellowship [AAAS Science & Technology Policy Fellowships](#)
 - Due November
 - 12 month fellowship
 - For scientists and engineers to learn first-hand about policymaking while contributing knowledge and analytical skills to the federal policymaking process
 - AGU Congressional Scientist Fellowship
 - [The AGU Congressional Science Fellowship](#)
 - Due January
 - 1 year fellowship
 - To place scientists/engineers in the office of an individual member of Congress or committee
 - List of postdoc fellowships [geological sciences: Directory of Internships, Research Opportunities, Scholarships & Fellowships](#)
- *Outline departmental and regional seminars, presentation opportunities, and opportunities to meet with speakers for building a professional network*
 - Everyone is expected to attend the UCLA EPSS departmental colloquium: [UCLA - Earth, Planetary, and Space Sciences](#)
 - You are also expected to attend your departmental - field specific seminars: Planetary lunch, Space physics seminar, Seismology
 - You can sign up to speak and have lunch with any of the speakers every single week by emailing the professor in charge of the seminar.
 - UCLA grad slam: [2021 UCLA Grad Slam Challenge](#)
- *Outreach resources*
 - Centre for Diverse Leadership in Science: <https://www.ioes.ucla.edu/diversity/>
 - UCLA's Explore Your Universe: <https://www.exploringyouruniverse.org/>
 - *Outline opportunities, expectations, benefits, and/or compensation for mentoring new hires and/or students who wish to engaged in belonging, accessibility, justice, equity, diversity, and inclusion (Be A JEDI) efforts*
 - *Explicitly acknowledge, discuss, and suggest policies to limit the "time tax" put on people of color for participation in Be A JEDI activities and support clear path for opting out*
 - *Information on honoraria and establishing/charging speaker fees*