URGE Resource Map for University/Organization

This is a draft Resource Map for the Georgetown Pod at Georgetown University. 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. 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.

● Mentoring plan
  ○ Graduate students & postdoctoral fellows will develop mentoring plans with the PI to outline expectations for regular individual meetings, long-term research goals (publications and presentations, fieldwork, committee meetings, etc), and career goals/professional development opportunities.
  ○ An example graduate student mentoring plan is available here and can serve as a template for incoming graduate students looking to devise their own mentoring plans.
  ○ We also hold weekly lab meetings and astrobiology journal club sessions (1-1.5 hours each/week) for the whole lab group to meet and discuss their progress and the recent literature. The times for these meetings will be scheduled on a semester basis and will take into account all lab members’ existing commitments (e.g. teaching or class obligations).
  ○ The resource map, below, will be provided to incoming lab members to provide an overview to the various resources available at Georgetown and within our lab’s network. It is not an exhaustive list and ought to exist as a living document so more resources can be added or adapted over time—incoming lab members are also encouraged to express any needs or interests not covered in this map and gather suggestions from the rest of the lab team.

● Core work resources
  ○ Code of Conduct - All members must review and agree to a code of conduct that addresses inclusivity and diversity, mental health, publications/outputs, social media use, working hours, and vacation. Our lab’s code of conduct for all field expeditions is also included in this document.
  ○ Communication plan and expectations: Our lab communicates through various channels, including email/shared Google drive, a Canvas web page for our journal club class, and lab-wide WhatsApp and Slack threads. New lab members will be added to these channels of communication and are encouraged to utilize them.
Reporting Policy - This document outlines the policies and systems for reporting issues related to insensitivity, harassment, and misconduct at Georgetown. The resources and policies outlined in this document are university-wide, but lab members are also encouraged to bring any concerns to the PI or to the Biology graduate committee for additional support.

Equipment:
- Specialized gear for field expeditions (e.g. for field seasons in Antarctica) will be provided by the lab or by the collaborations organizing the expedition.
- GU Outdoor Education offers rentals for some camping/hiking equipment -- information is available here

Conference and workshop participation:
- All lab members are encouraged to submit abstracts to conferences--several of the conferences that members of our lab attend are listed below. Abstract submission fees and conference participation fees can generally be covered by laboratory/grant funds, but students can also apply for departmental/university funding (e.g. through the Provost’s Undergraduate Research Presentation Awards)
  - Common conferences:
    - Astrobiology Science Conference (AbSciCon): held every 2 years
    - Astrobiology Graduate Conference (AbGradCon): held annually
    - American Geophysical Union (AGU) Fall Meeting: held annually
    - Lunar and Planetary Science Conference (LPSC): held annually
    - London Calling (Oxford Nanopore Tech): held annually
  - Lab members are also encouraged to attend additional conferences beyond those listed here, particularly those that provide support and networking opportunities for groups who are underrepresented in the geosciences, such as SACNAS (Society for Advancement of Chicanos/Hispanics and Native Americans in Science), NABG (National Association of Black Geoscientists), AISES (American Indian Science and Engineering Society), GeoLatinas and others

Community support and mental health resources
- Assistance finding accommodations, moving expenses/assistance:
  - Georgetown’s Graduate Student Union, GAGE, has a mutual aid fund and an emergency assistance fund available for GU graduate students.
  - The Georgetown mutual aid fund is available to undergraduate students.
  - There’s also a food pantry, Hoya Hub, available to any member of the Georgetown community.
  - The GU Cares Employee Emergency Fund offers various forms of financial support for GU faculty & staff during the COVID-19 pandemic.
- University services:
  - Several resources available to GU students are listed here, including:
- **Academic Resource Center** (which also houses **Disability Support Services**)
- **Cawley Career Education Center**
- **Health Education Services** & the **Student Health Center**
- **Counseling & Psychiatric Services** (CAPS)
  - Funds to support students referred out by CAPS are available through the **Student Mental Health Fund**
  - Additionally, Georgetown compiled a **list of mental health providers** focused on serving traditionally marginalized or underserved communities, particularly women and femmes of color who have experienced sexual assault, harassment, or violence, as well as students dealing with racial trauma. This information was compiled and distributed in response to student needs identified by the Black Survivors Coalition, and services are free of charge to students and available through the end of the 2020-2021 academic year.

- **Campus Ministry**
  - This list outlines additional resources, specifically focused on diversity, equity, and inclusion. Some of the centers included in this list are below:
    - **Office of Institutional Diversity, Equity, and Affirmative Action** (IDEAA)
    - **Office of Student Equity & Inclusion**
      - OSEI houses several centers, including:
        - LGBTQ Resource Center
        - Center for Multicultural Equity & Access
        - Women’s Center
    - **Indigenous Studies Working Group**
    - **Title IX Office**
    - **Undocumented Student Resources**
  - Georgetown faculty & staff can utilize the **Health Advocate partnership** (available for free to all benefits-eligible employees) for healthcare support & advocacy, and the **Faculty & Staff Assistance Program** for mental health support.
  - Some resources have been made available to members of the GU community in response to the COVID-19 pandemic (these may not extend in perpetuity):
    - A subscription to the **Calm meditation app** is available to faculty and staff at no cost
    - Students can access counselors and therapists for virtual sessions through **Hoyawell**, and faculty/staff can access similar mental health resources through **Mindset**, which offers virtual therapy and coaching.
  - Georgetown Alliance of Graduate Employees (GAGE):
- **GAGE** is the labor union for graduate student employees at Georgetown and has negotiated the terms of graduate student contracts with the university to increase protections for graduate employees.
- GAGE offers several resources for graduate students, including the emergency assistance and mutual aid funds, mentioned above, as well as a reporting process for workplace issues and violations of the graduate employee contract, protection of graduate student rights during the COVID-19 pandemic and for international students, and diversity, equity, and inclusion advocacy for underrepresented graduate workers.

- **Getting involved:**
  - Georgetown’s Graduate School of Arts & Sciences supports a wide range of student groups and activities, listed here: [https://grad.georgetown.edu/student-life/student-groups/](https://grad.georgetown.edu/student-life/student-groups/)
  - Graduate students are also represented by GradGov, the graduate student senate.
  - The lab also encourages students/staff who are traditionally underrepresented in the geosciences to make connections with additional peers & mentors who may better understand their experience, including by funding membership fees for organizations like SACNAS, NABG, AISES, GeoLatinas, and others. Students & postdocs can, if interested, also work on incorporating plans for facilitating these connections into their mentorship plan with the PI.

- **Skillset support resources**
  - Some skills/experiences may be beneficial for lab members, particularly those doing fieldwork, such as driving, hiking/outdoors activities, compass/GPS navigation, swimming, operating power tools, first aid, etc. Some resources available at Georgetown for these skills are included below, but lab members are encouraged to work with the PI and the rest of the lab team to build experience in these skills if they are interested.
    - Swimming/lifeguard training classes at Yates (GU’s gym): [https://recreation.georgetown.edu/programs/aquatics/](https://recreation.georgetown.edu/programs/aquatics/)
      - Pricing information available here: [https://recreation.georgetown.edu/programs/aquatics/private-lessons/](https://recreation.georgetown.edu/programs/aquatics/private-lessons/)
      - Yates membership is opt-out for undergraduate students, opt-in for graduate students
        - Membership info here: [https://recreation.georgetown.edu/memberships/types/](https://recreation.georgetown.edu/memberships/types/)
Lab members may also need to gain experience coding in order to analyze data. Some training courses and resources are listed below, though the department also offers courses in introductory programming and genomic data analysis. Common languages used in the lab are R and Python.

- R tutorial for ecological data analysis: https://smbc-nzp.github.io/data_science_workshop/home.html
- Lots of skills are covered by LinkedIn Learning, through the GU library system, including tutorials in Python: https://www.library.georgetown.edu/linkedinlearning
- The software that is available on GU computers is listed here: https://www.library.georgetown.edu/software#bio-chem-physics

- Professional development resources
  - Outline available resources for training/development or best practices in:
    - Teaching/pedagogy
      - The Center for New Designs in Learning and Scholarship offers workshops and tools for developing teaching skills: https://cndls.georgetown.edu
      - https://biology.georgetown.edu/graduate/teaching-opportunities/
    - Project management/budgeting
    - Media training
      - Several resources for multimedia trainings are available through Georgetown’s library system, with more information available at the following links:
        - https://commons.georgetown.edu/tools/
        - https://www.library.georgetown.edu/news/multimedia-consultations
      - Media equipment can also be rented from the library, and the list of available equipment can be found here. Multimedia rooms are also available in the library for video editing, etc: https://www.library.georgetown.edu/gelardin/multimedia-rooms
    - Proposal writing
      - The introductory course for all graduate students Bio 505, covers some basic skills in proposal writing. Students & postdocs looking for more intensive training in proposal writing are encouraged to consider the Proposal Writing Retreat (PWR) that occurs in conjunction with AbGradCon every year.
    - Public speaking
      - Several public speaking/presentation opportunities are available through the department, including presentations in Bio 505, as well as the compulsory Work In Progress Seminars given by graduate students. Students can also present their work, if applicable, at the department’s Microbial Interest Group (MIG).
  - Networking
Georgetown’s Graduate Career Center offers career exploration and application guidance, as well as several service for networking: https://gradcareer.georgetown.edu

- Design/drafting of figures using Adobe Suite/Python/ArcGIS
- Getting involved in professional societies
- Additional coursework
- Publishing/writing/lit review:

  - Several resources on academic writing, research, and publication are available through Georgetown’s library system, including one-on-one writing workshop through the Writing Center. Additional resources are available through the following links:
    - Scholarly communications guide: https://www.library.georgetown.edu/scholarly-communication-copyright
    - Research consultations with GU librarians: https://www.library.georgetown.edu/schedule-rc

- Some fellowships, internships, summer experiences, and field course opportunities are listed below. Lab members are encouraged to apply—several of these opportunities provide or cover funding:
  - NASA summer schools: https://astrobiology.nasa.gov/education/schools/
  - Cosmos Club grants: https://www.cosmosclubfoundation.org/scholars/
  - ARCS grants: https://arcsfoundation.org/about-arcs-scholars
  - More information about funding available to graduate students: https://biology.georgetown.edu/graduate/funding/
  - Research opportunities for undergrads: https://biology.georgetown.edu/undergraduate/research/

- Departmental and regional seminars, presentation opportunities, and opportunities to meet with speakers for building a professional network:
  - Information about department seminars (faculty & student) is available here: https://biology.georgetown.edu/departmental_sems%26events/
  - The Carnegie Institute for Science offers a seminar series: https://carnegiescience.edu/carnegie-public-lectures
  - The University of Washington’s Astrobiology Colloquium offers a series of videos on various topics in astrobiology that are available online: https://depts.washington.edu/astrobio/wordpress/news-events/astrobiology-colloquium/

- Outreach resources
  - Lab members who wish to engaged in belonging, accessibility, justice, equity, diversity, and inclusion (Be A JEDI) efforts are encouraged to join the Biology
Department’s Diversity, Equity, and Inclusion Working Group, to get involved with GAGE’s Solidarity, Education, Accountability, and Community (SEAC) committee, or to pursue additional opportunities at or outside of Georgetown.

- We also want to acknowledge the “time tax” often put on people of color for participation in Be A JEDI activities. Lab members should feel free to opt out of these activities if they are posing a burden on their time or on their emotional labor; lab members who choose to opt in to Be a JEDI activities can work with the PI to manage their mentoring plan and research activities to ensure that they receive adequate support and can avoid burnout.