Mentoring plan:

- **Initial meeting with chair and advisor:**
  - Every Earth Science graduate student meets with their advisor and the department chair when they start their program to discuss requirements that need to be fulfilled
    - Note: *This meeting is usually very inconsistent, depending on the chair and the advisor*

- **Survival guides:**
  - There are survival guides for undergraduate and graduate students that outlines every step a student must take through their academic journey (available on department website)

- **Committee meetings:**
  - Every graduate student is expected to form a thesis/dissertation committee and meet with that committee three times a year (fall, winter, spring)
  - At each meeting, the following should be discussed:
    - Research progress/goals
    - Professional development goals
    - Contact schedule and preferred forms of contact

- **Annual evaluations:**
  - Every graduate student participates in an annual evaluation meeting throughout the duration of their graduate studies
  - Meet with two faculty members from the graduate studies committee (neither member is part of student’s thesis/dissertation committee)
  - Opportunity to express concerns about advisor and/or department
    - But what happens when those concerns are expressed?
    - Annual evaluations are a good idea overall, because it can help students who are off track on their research. But this may not necessarily be a safe space for students who have issues with advisors.

Core-work resources:

- **Code of conduct:** available on the department’s home page
● **Reporting Policy:** Complaints regarding sex/gender-related misconduct can be filed with the university’s Title IX office.
   - https://manoa.hawaii.edu/titleix/

● **Conference and workshop participation:**
   - Most students attend conferences/workshops if their advisor/grant can pay for it
   - Students can also apply for a Graduate Student Organization (GSO) award
     - Students are encouraged to apply because if more students apply, more money is designated towards their school
     - Max $1000/$2000 for domestic/international projects
     - Reimbursement rather than advance, so you have to be able to front the money
     - *For some postdocs in the department (who are paid via ‘stipend’), this gets classed as income and is taxable.*
       - Unclear how postdocs are hired/paid.
       - This may particularly be an issue for NSF-funded postdocs.
       - School policy may have changed recently.
   - SACNAS, Geoscience Alliance

**Community support and mental health resources:**

● Graduate students entering the department are emailed an informational document about moving to and living in Hawaii. The document includes topics such as campus life, typical modes of transportation, typical costs of renting apartments, food options around the university, the culture, etc. The students are also typically “welcomed” by 2-3 current graduate students who offer assistance with finding accommodations, transportation from the airport, or answering questions pertaining to the department/classes.
   - This is sometimes inconsistent, depending on who’s organizing it or who volunteered to help.

● **List serve:** All graduate students within the department are added to a grad student email list serve, along with the department-wide email list serve.

● **Huliāmahi** (the department JEDI group) is always open to hear student concerns
   - Weekly meetings that students can participate in at any time

● The School of Ocean and Earth Science and Technology (SOEST), currently has an interim **Diversity, Equity, and Inclusion Dean.** This position, however, is only part-time and not permanent.

● **Counseling & Student Development Center (CSDC)**
   - [http://www.manoa.hawaii.edu/counseling/](http://www.manoa.hawaii.edu/counseling/)
   - Individual, group, and couple therapy
   - All enrolled students are eligible for services
   - Must be physically located in Hawaii
   - CSDC are understaffed, so there is a waiting list to receive services past the initial appointment
   - May need to wait 1-2 months before being assigned a counselor
   - Counselors vary in experience (staff counselor, doctoral psychology intern, psychologist fellow, licensed psychologist)
- students could definitely benefit from a larger CSDC

- **Vacation**: If students are hired under an 11-month contract (typical for research assistants), they are expected to work 20 hours per week, with one month of vacation time per year. There are no strict rules about how to request vacation time, so each student should discuss this with their advisor.

- **No sick leave** for graduate students. The rules/understanding regarding vacation are adequate (and can even work in the grad student’s favour) if the advisor is accommodating and flexible. However, this may not be beneficial when an advisor is not accommodating or when there is an issue with the relationship between advisor and student.
  - Academic Labors United Hawaii (ALUH) trying to organize a graduate student union
    - Tackle issues such as paid sick leave, maternal/paternal leave, etc.
    - Issue of disclosure (student having to disclose health information to their advisor)

- **Individual Development Plan (IDP)**:
  - IDPs are currently not required because the program is in its early stages, but resources to start an IDP are available on the SOEST website.
  - [https://www.soest.hawaii.edu/soestwp/education/mentoring/individual-development-plans/](https://www.soest.hawaii.edu/soestwp/education/mentoring/individual-development-plans/)

- **SOEST Maile Mentoring Bridge**:
  - An opportunity for graduate students to mentor a local/Native Hawaiian undergraduate student in STEM fields. This also provides graduate students with an opportunity to meet other graduate student mentors from other STEM-related departments.
  - [https://www.soest.hawaii.edu/soestwp/education/mentoring/soest-maile-mentoring-bridge/](https://www.soest.hawaii.edu/soestwp/education/mentoring/soest-maile-mentoring-bridge/)

- **Other resources to read through**:
  - [https://www.soest.hawaii.edu/soestwp/education/mentoring/mentoring-links-and-resources/](https://www.soest.hawaii.edu/soestwp/education/mentoring/mentoring-links-and-resources/)

**Skillset support resources**:

- Required skillsets vary for each student, depending on their research focus. The department/school does not provide skill trainings, so students typically “learn on the job.” It is recommended to discuss this with your advisor, or even before applying to work for a specific advisor.

- Students aren’t required by the department to be First Aid/CPR certified, but some grants may require this certification before going out into the field
  - The Department of Public Safety offers free First Aid/CPR/AED Certification Training for individuals or groups
  - [https://manoa.hawaii.edu/dps/first-aid/](https://manoa.hawaii.edu/dps/first-aid/)

- If students need to know how to code, they can enroll in courses that teach coding skills. These, however, are limited. Example courses:
  - ERTH 250: Scientific programming (MatLab focus)
Professional development resources:

- **Seminar Class**: All graduate students are required to enroll in a seminar class once a year until graduation or for a maximum of 5 years. This class teaches presentation skills and students are required to present in front of the class to practice their skills.
- **TGIF Seminars**: Weekly Friday seminars are hosted by the department. Presenters may come from within or outside of the department and topics range across all fields of Earth Science. As of recently DEI speakers have been incorporated into the seminar series.
- **TA positions**: Depending on the department budget, TA positions are available for graduate students. TA These positions are typically limited and reserved for students who don’t have funding.
- **SOEST Scholarship Opportunities**:
  - Local: https://www.soest.hawaii.edu/soestwp/education/graduate/scholarships/
  - National: https://www.soest.hawaii.edu/soestwp/education/graduate/financial-support/
  - There are currently no ways to officially receive professional development through the department or university. Students (or faculty) need to actively ask for help and seek advice. The amount of professional development a student receives typically depends on their advisor. There are professional development workshops sometimes offered by the school/university, but the workshops are not necessarily consistently offered. This is definitely an area of improvement for the department.

Outreach resources:

- **Overall, the department and school are insufficient in this area.**
- **There are very little mentoring opportunities for undergrad and graduate students**
  - Students can seek out mentoring through the groups mentioned above
  - The IDP mentoring scheme is very new and only just starting to be suggested to the department
- **There are no mentoring opportunities for new faculty members.**
  - Faculty are not compensated for mentoring students and or new faculty
  - Since that is not a requirement in the tenure/promotion packages, there’s no incentive to mentor others.
  - JEDI/mentoring should be just as important as the number of publications and grants listed on a person’s CV.
- **Students and faculty can join efforts with Huliāmahi to tackle JEDI issues within the department, but there’s no compensation (other than adding it to their resume).**
  - It is often the same people volunteering their free time to take on these efforts.
  - These people are still expected to fulfill their paid duties.
- **TGIF seminar speakers are not compensated for their time (they receive thank you gifts)**
  - The department will compensate transportation/hotel/food/etc. for speakers who need to fly to Hawaii