
Resource Map for Smithsonian NMNH Geosciences Pod

This is a Resource Map for the Departments of Mineral Sciences and Paleobiology at the Smithsonian National Museum of Natural History. 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.

NOTE: The NMNH Science Higher Education Committee (SHEC, meeting notes can be found [here](#)) is developing a New Scientist Mentoring Plan (pod member loan Lasco is part of this effort), and the Senate of Scientists is in the process of generating Hire Onboarding documentation that will be included in this resource map, when they are completed. Hire Onboarding documents will be adapted to hires at all levels (e.g., Postdocs, PAEC Scientists, Affiliated Agency Scientists, Science Staff).

- Core Work Resources

- **Code-of-conduct** - [SI-wide Statement of Values and Code of Conduct](#)
- **Communication Plan and Expectations**, e.g. how do members communicate with each other and what times are appropriate
 - There is no standard communication plan at the museum, but individual mentors or departments may have their own communication plans
- **Reporting Policy** - The Smithsonian Office of Equal Employment and Supplier Diversity (OEESD) has extensive offerings on reasonable accommodations, the equal employment opportunity complaint process, EEO training, diversity and inclusion initiatives, and workplace harassment policies:
<https://sinet.sharepoint.com/sites/PRISM2/SIOrganization/oeema/Pages/DiversityCorner.aspx>
- **From first deliverable about reporting policies:**
 - **EEO:** The OEESD handles EEO complaints at the Smithsonian. Three staff members (including two EEO Specialists for informal complaints and an attorney advisor for formal complaints) are available for staff to report complaints. Contact information is listed on the [EEO Complaints Contact Info](#) page (intranet only).

- **SI Civil:** SI Civil Complaint Hotline (202) 633-6620, sicivil@si.edu (for all staff which includes employees, research associates, interns, fellows, volunteers and contractors).
 - **Other resources:** In addition to the above, staff and affiliates can contact the following offices to discuss or receive support related to harassment:
 - **Office of the Ombuds** (all staff, see Community Support and Mental Health Resources, below), (202) 633-2010
 - Employee Assistance Program (EAP) (staff, interns, and fellows but not volunteers or contractors), (202) 633-1051
- **Field and Lab Safety Training**
<https://sinet.sharepoint.com/sites/NMNH-Team/Facilities-Operations/SitePages/Safety.aspx>
- **Equipment:** where to find, fund individual gear like hiking boots, fund or provide access to sufficient “library” of hiking/camping/outdoor equipment
 - Many departments have departmental resources (e.g., GPS, tents, cooking equipment) that are available for field work. Check with department chairs for availability.
 - In Mineral Sciences, available field resources include: tents, camp stoves, sleeping bags, sleeping pads, GPS, sat. phones, compasses, rock hammers, hand lenses, iPads
- **Conference and workshop participation**
 - PAEC Scientists
 - Federal budget fund allotment (currently 3K/curator) can be used for conference travel, or at the discretion of the scientist.
 - Postdoctoral Fellows
 - Funding for conference travel written into fellowship applications will typically be transferred, along with other research expenses, to fellow’s bank account after annual approval of funds.
 - Graduate Students
 - Determined at the PI-level
 - Many conference/workshops also have travel grants or similar funds for students and early career researchers
 - Research Staff
 - Department-level funding based on need and availability, set by department chairs.
 - Be open to considering proposed workshops/conferences, especially for groups like SACNAS, NABG, AISES, GeoLatinas and others
 - This should be encouraged at the department level
 - If you are interested in requesting financial resources to support your attendance at a conference like those listed above for activities specifically related to diversity and inclusion, please contact the NMNH IDEA Council at NMNH-IDEA-Council@si.edu.
- **Professional Organization Membership**

- Trust funds (NOT federal funds) can be used to pay for professional association memberships. For information on the process of making this type of request for the use of trust funds, contact Kim Waters WatersK@si.edu.

- **Community Support and Mental Health Resources**
 - **Relocation policies:** detailed in Smithsonian Directive 212, Federal Personnel Handbook Chapter 575, available at prism.si.edu
 - **Personnel Services:**
 - *Smithsonian Office of Human Resources* (<https://sinet.sharepoint.com/sites/prism2/OHR/Recruitment/Pages/diversityinclusion.aspx>) supports 4 goals related to diversity and inclusion: Goal 1: Enhance diversity by working with managers to recruit and secure a high-performing workforce drawn from all segments of American society; Goal 2: Establish educational and professional partnerships that support diversity of thoughts and of culture; Goal 3: Support workplace inclusion by cultivating a culture that encourages collaboration, flexibility, and fairness to enable individuals to contribute to their full potential and feel valued and supported; Goal 4: Institutionalize diversity and inclusion as a key strategic priority, through continued leadership commitment, accountability, and total workforce engagement
 - *Smithsonian Office of Equal Employment and Supplier Diversity* has a *Special Emphasis Program* through which it strives to proactively prevent unlawful discrimination through EEO training and to foster a culture of inclusion through outreach. (<https://sinet.sharepoint.com/sites/PRISM2/SIOrganization/OEEMA/Pages/SEEEOT.aspx>)
 - *Office of Fellowships and Internships* provides a handbook with lots of information for newly appointed fellows, interns and employees, with resources on travel, housing, health & safety, rights and duties: <https://www.smithsonianofi.com/academic-appointment-handbook/>
 - **SI-wide Affinity groups:** The Smithsonian supports employee participation in the activities of several affinity groups, which are open to all Smithsonian employees who have an interest in the group's activities.
 - *Latino Working Committee*, Chair: Sulema Castro, LWC@si.edu [Website](#)
 - *Smithsonian African American Association*, Chair: Omar Wynn, Wynno@si.edu [Website](#)
 - *Smithsonian American Indian Employee Network*, Contact: Tanya Thrasher, ThrasherTL@si.edu [Website](#)
 - *Smithsonian Asian Pacific American Alliance*, Chair: Jina Lee, LeeJi@si.edu [Website](#)

- *Smithsonian Pride Alliance*, Co-Chairs: Todd Doane, DoaneT@si.edu, Katherine Ott, OttK@si.edu, Randal Woodaman, WoodamanR@si.edu, Lauren Jones, JonesLAU@si.edu, [Website](#), [Facebook](#), [Listserv](#)
 - There are also federal-government-wide associations representing various groups: [National Image, Inc.](#), [Society of American Indian Government Employees \(SAIGE\)](#), [Federal Asian Pacific American Council \(FAPAC\)](#), [Federally Employed Women \(FEW\)](#)
- **Ombudsman:** The Smithsonian has an ombudsman to whom employees and affiliated staff can bring any work-related problem, concern or complaint that cannot be resolved through normal channels.
<https://sinet.sharepoint.com/sites/PRISM2/SIOrganization/Ombudsman/Pages/Home.aspx>
- **Smithsonian EAP (Employee Assistance Program):** The EAP Office offers free confidential evaluation, referral and counseling services to employees with work-related or personal problems. Contact Debbie Burney or Karen Howard (202-633-1051) <http://ohr.si.edu/eap/aboutusEAP.html>
- **NMNH Council for Inclusion, Diversity, Equity and Access (IDEA Council)**
 - [Website](#) provides resources including:
 - [Plan for IDEA](#)
 - Monthly recommendations for readings on IDEA-related topics
 - List of Council members, each of whom is a good individual resource
- **NMNH [Senate of Scientists](#)**
 - Advocates for science at the museum
 - Anyone whose work is in support of science is eligible to join
 - Contact departmental reps for more information
 - Current Dept. Reps
 - Paleobiology: Brian Huber (huberb@si.edu)
 - Mineral Sciences: Michael Ackerson (ackersonm@si.edu)
 - Supervisor should clearly communicate work-life expectations, including time off, work week, reasonable communication times

Smithsonian resources on work/life balance are found at

<https://sinet.sharepoint.com/sites/PRISM2/OHR/Benefits/Pages/worklife.aspx>

● Skillset Support

- **General information on career growth and paths at NMNH** is at:
<https://sinet.sharepoint.com/sites/NMNH-Team/Office-of-the-Director/SitePages/Frequently-Asked-Questions-About-Career-Growth-and-Career-Paths-at-NMNH.aspx>
- **Smithsonian Internal Moodle** (can be accessed remotely through telework.si.edu and searching “moodle”) has training in several areas including:
 - Benefits, Collections Stewardship, Communication Skills, Computer Skills Training, Financial Management, Grants and Sponsored Projects,

Leadership Development, Scientific Diving Program, Permitting - Introduction to Natural History Permits (NMNH specific), Scientific Diving, and EMu Training

- **GIS services and training:**
[https://sinet.sharepoint.com/sites/NMNH-Team/Information-Technology/SitePages/Geographic-Information-Systems-\(GIS\)-at-NMNH.aspx](https://sinet.sharepoint.com/sites/NMNH-Team/Information-Technology/SitePages/Geographic-Information-Systems-(GIS)-at-NMNH.aspx)
 - **Safety training for specific laboratories** is handled on an individual basis, and need is determined through communication with the departmental Lab Manager
 - Mineral Sciences: Tim Rose (roset@si.edu)
 - Paleobiology: Nick Drew (drewn@si.edu)
 - **General information on Smithsonian workforce training** and development opportunities are at:
<https://sinet.sharepoint.com/sites/PRISM2/OHR/Workforce/Pages/training.aspx>
 - **Prevention of Workplace Harassment (POWH)** training through EEO is mandatory for all new SI employees and postdocs and regularly thereafter.
- **Professional Development**
 - The **Smithsonian Carpentries Instructor Team** is a pan-institutional group of Smithsonian staff and fellows who work with data and computational tools on a regular basis. They regularly offer workshops for working e.g. with R, Python etc.
<https://datascience.si.edu/carpentries>
 - **Media training & Public speaking:** In addition to Moodles, training is intermittently available through NMNH Office of Communications, e.g.
https://sinet.sharepoint.com/sites/NMNH-Team/Communications/Lists/Resources/Attachments/2/2020_06_Menu_Press_Social_forScience_2pages.pdf
 - **Proposal writing:** In addition to Moodles, training opportunities are available through SI Office of Sponsored Projects. Additional information here:
<http://prism.si.edu/osp/FundingSources/ProposalDevelopment/PropDev.html>
 - **NMNH Postdoc Professional Development Group (PPDG):**
 - This is a loose group of NMNH postdocs organizing social get-togethers, monthly meetings, and seminars related to professional development. There is currently no website resource and all contact works through email. Contact Andrea Quattrini QuattriniA@si.edu to be added to the email list or Slack channel.
 - **Education Outreach Opportunities**
 - Myriad educational outreach opportunities including: Smithsonian Science How, Scientist is In, Dr. Is In, Social Media Takeovers, Descubre la Historia Natural, and various other opportunities through Q?rius. Departmental liaisons between Paleobiology and Mineral Sciences and the NMNH Department of Education, Outreach and Visitor Experience (EOVE) share opportunities throughout the year. Points of contact are:

- Mineral Sciences: Marion LeVoyer (levoyer@si.edu), Michael Wise (wisem@si.edu)
 - Paleobiology: Jen Collins (Collinsje@si.edu)
- **Fellowships, internships, summer experiences, field course opportunities:**
 - <https://www.smithsonianofi.com/latino-initiatives-i2f-program/>
 - <https://www.smithsonianofi.com/internship-opportunities/minority-awards-program/>
 - <https://www.smithsonianofi.com/fellowship-opportunities/native-american-visiting-student-awards/>
- **Regularly scheduled funding opportunities are listed here:**
 - <https://sinet.sharepoint.com/sites/NMNH-Team/Science/SitePages/Funding-Opportunities.aspx>
- **Local Geoscience Organizations:**
 - [Geological Society of Washington](#)
 - [Paleontological Society of Washington](#)
 - [DMV Association of Women Geoscientists](#)
 - [Mineralogical Society of the District of Columbia](#)
- **Departmental Seminars**
 - Both Paleobiology and Mineral Sciences have regularly scheduled seminar series, points of contact are:
 - Mineral Sciences: Michael Ackerson (ackersonm@si.edu)
 - Paleobiology: Camilla Alves Souto (AlvesSoutoC@si.edu)