



Resource Map for AOOS & Friends Deliverable #7

This is a draft Resource Map for AOOS & Friends. It was adapted from the "Sample Ph.D. Mentoring Plan" developed by Vashan Wright (WHOI) and Karin Block (City College of New York and CUNY Graduate Center), License: [CC BY-NC-SA 4.0](#).

AOOS Mentoring plan

- The AOOS Executive director will meet with new employees and discuss their interests and options for mentorship either within or outside of AOOS.
- Based on the discussion, the director will help connect the new employee with a mentor. The mentor and mentee will establish a schedule for meetings and the topics that might be covered in those meetings (scientific interests, project management, time management, careers, current events, speaking with media, etc.)

Core work resources

- **Code-of-conduct** - Code of Conduct is outlined in the ASLC Employee Handbook. New employees sign they have received and agree to the rules in the handbook. AOOS staff should review the handbook on an annual basis, and resign if revisions are made.
- **Communication plan** - With a small staff, a formal communication plan is not necessary but effective communications can be discussed regularly. AOOS' approach to communications include
 - AOOS staff communicates through in person meetings, Zoom, email, and google chat.
 - AOOS staff have the opportunity to structure their work hours in flexible ways as long as they are completing their work and available to colleagues for collaboration as needed. While email exchange may occur outside the standard 8am-5pm work day, employees are not expected to respond to email during evenings, weekends and holidays.
 - Communication styles and methods will be discussed during an employee's annual review
- **Reporting Policy** - see [policy developed for this course](#)
- **Equipment** - AOOS employees are not typically involved in scientific fieldwork directly, but should the opportunity arise, the Executive Director will work with the employee to ensure they can acquire or borrow the necessary gear.
- **Travel**
 - AOOS staff have the opportunity to participate regularly in conferences and workshops. Depending on the position, travel can occur between several times a year to twice a month.

- Travel is paid for by AOOS or other funding sources, and employees receive per diem for the time they are traveling based on federal government formulas. This is outlined in the ASLC handbook.
- AOOS encourages workshops and conferences that promote diversity in professional development such as SACNAS, NABG, AISES, GeoLatinas and others

Community support and mental health resources

- Moving expenses/assistance may be provided depending on the level of the position and approved by Board
- Counseling and psychological services are part of the AOOS health insurance plan covered by the Alaska SeaLife Center
- AOOS can look into providing an Employee Assistance Program (EAP)
- AOOS commits to assist in making connections between a new employee and someone who may understand their experience (e.g., Native Alaska mentor and a Native Alaska new employee)
- AOOS commits to working with BIPOC partners and community connections to connect new employees with relevant affinity groups or mailing lists to join.
- AOOS will support membership fees for organizations like SACNAS, NABG, AISES, GeoLatinas, and others

Skillset support resources

- AOOS supports professional development that helps meet the AOOS mission. Employees seeking to strengthen or build skills in relevant areas can talk to the Executive Director about finding or enrolling in opportunities.
- AOOS supports field or travel opportunities for young career scientists or any employee that would like to broaden their experiences.

Professional development resources (many of these offered through NOAA and USFWS)

- Project management/budgeting
- Media training
- Proposal writing
- Public speaking
- Networking
- Alaska Native Engagement
- Getting involved in professional societies
- Additional coursework
- Fieldwork training
- Fellowships, internships, summer experiences, field course opportunities
 - *First Alaskans internship program:* [website here](#)
 - *UAF Tamamta program:* <https://www.tamamta.org/>
 - *NGA LTER REU program* <https://nga.lternet.edu/education-outreach/reu/>
 - *UAF CFOS field courses:*

- *Subarctic Oceanography; Scientific Diving; Nearshore Ecology; Marine Biology and Ecology; Shipboard Techniques*

Expanding staff perspectives

- AOOS will seek opportunities for staff to have direct experiences as a group to learn about cultures and perspectives in the community. This could include Alaska Native events, a group trip to the Alaska Native Heritage Center, and other opportunities.

Outreach resources

- AOOS will support BIPOC staff who would like to be involved in mentoring new hires and/or students who wish to engage in accessibility, justice, equity, diversity, and inclusion efforts.
- The AOOS director will acknowledge, discuss, and suggest policies to limit the “time tax” put on people of color for participation in these activities and support a clear path for opting out.