Professional Development and Service Learning Requirement – Record Keeping Form

I. Professional Development  (See text below for instructions, please obtain faculty confirmation during conferences or field trips, or shortly after return to River Falls.)

A. Geology Conference:  
Attach (staple) copy of program cover page(s) and receipt for your payment.
Name of Conference You Attended: ____________________________
Location of Conference: ____________________________ Date: _________________________
Confirmation by (Name of Faculty): ____________________________ Date: _________________________
Check if you presented a □ talk or a □ poster at the conference or field trip; provide the title of this: ____________________________ and also attach a copy of your abstract or first page.

B. Geology Field Conf./Trip:  Attach (staple) copy of guidebook cover page(s) and receipt for your payment.
Note: UWRF Regional Geology Field Trips cannot be used to meet this requirement.
Name of Field Trip You Attended: ___________________________________________________
Location of Field Trip: ____________________________ Date: _________________________
Confirmation by (Name of Faculty): ____________________________ Date: _________________________

C. UWRF Geology Speakers:  Summary Table of Talks Attended.  (You must attend 3 UWRF talks)
Attach (staple) copies of individual attendance forms.

<table>
<thead>
<tr>
<th>Name of Speaker</th>
<th>Topic Presented</th>
<th>Date</th>
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To meet this requirement students shall satisfy each of the following components (A, B, C). Note that these requirements may be completed at any time during your undergraduate program (including semesters abroad or at institutions from which you transferred credits):

At a minimum...

A. Attend 1 professional geology-related conference where oral presentations and/or posters are given. To satisfy this requirement you must attend at least 1 full day of a conference.  (Examples: GSA national, GSA-North Central, AWRA-Wisconsin Section, Institute for Lake Superior Geology, Specialty Conferences held by Wis. or Minn. Ground Water Association, etc.)

B. Attend 1 field conference/field trip.  The conference must be 1 full day in length at a minimum.  (Examples: Field trips associated with a GSA meeting, Tri-State Field Conf., Friends of the Pleistocene, SEPM, WSU Student-Led Field Conference, etc.) Completion of a geology (or related geoscience) field camp for credit will satisfy this requirement (B).

C. Attend minimum of 3 visiting scientist or faculty professional talks held here at UWRF or at comparable institutions.

Note: Presenting a technical paper/poster may satisfy one or more items in this category.

Documentation:

It is your responsibility to keep track of conferences, field trips, and professional talks that you attend. The best documentation is your receipt or cancelled check for the conference or field trip, or a record of your attendance signed by a UWRF faculty or an organizer/leader of that trip or conference. Please make sure that you inform your advisor of this participation at your next scheduled advising meeting. Flyers, programs, and or field guide cover sheets make a nice addition to your portfolio and highlight graphically what professional activities you participated in. Attendance slips or receipts, however, are necessary for us to “check you off” on meeting requirements A, B, C, above.
II. Job Exploration

(Complete two of the following categories, check categories completed):

☐ A. Job Shadowing
Name of Person (Shadowed): _________________________, Signature: ________________________________
Position: _________________________, Organization:  ______________________________________________
Location: _____________________, Telephone Number:  _________________________________,
Date: _________________, e-mail:  __________________________________,  (Attach business card)

☐ B. Graduate School Exploration & Analysis
Summarize Information on Schools and Departments Explored below; Then attach much more lengthy version of
this with detailed evaluations, notes, etc.

<table>
<thead>
<tr>
<th>Grad School Reviewed</th>
<th>Location</th>
<th>Department(s) Reviewed</th>
<th>Faculty and Research Areas of Interest</th>
<th>Comments/Evaluation (Expand this form, especially this column, and attach)</th>
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☐ C. E-mail Exploration
Attach hard copies of e-mail questions/replies/re-replies from at least 6 geology professionals.

☐ D. Informational Interviewing
Attach logs of phone calls (6 people) or in-person interviews (3 people)
Logs should include: Name, Position, Organization, Date, Information on Nature of Work, Expectations,
Training/Skills Needed, Positives – What do they like, Negatives or Challenges, Suggestions on How to
Prepare/Obtain Work in this Area (and other items of interest to you). (Attach business cards for in-person
interviews (and/or obtain their signatures and dates)

☐ E. Job/Career Workshops
Attach Cover Page and Program/Agenda from workshop, attach receipt (if there was a registration cost), obtain
signature, name, phone number of workshop organizer/staff.

☐ F. Internship
Organization:  _________________________, Start/End Dates:  ___________ - ___________
Location:  _____________________, Phone Number:  ____________________, e-mail:  ________________________
Supervisor (print name):  ____________________________________, Signature:  ________________
Duties:  ______________________________________________________________________________________
Skills Learned:  ________________________________________________________________________________

To meet this requirement students must complete any 2 of the following categories. Note that this requirement may be completed at any time
during your undergraduate program.

A. Job Shadowing
Minimum of 1 day spent with a geoscience professional or at 1 geoscience-related organization.
B. Graduate School Exploration & Analysis
Web research and a written analysis comparing strengths and weaknesses of programs, indicating areas of interest and specific research
programs at the institutions, faculty to work with, and reasons why their research interests you.
Minimum of 4 Universities/Colleges should be evaluated.
C. E-mail Exploration
Contacting professionals about career opportunities at their firms, research facilities, or universities.
Minimum of 6 e-mails sent along with responses to their replies
D. Informational Interviewing
By Phone (6 persons), submit clear phone logs
In Person, submit clear in-person interview forms (3 persons)
E. Job/Career Workshops
Minimum of 2 hours total
F. Internship with a geoscience-related organization

Documentation:

To satisfy this requirement written documentation must always be completed. This documentation may consist of e-mails, phone logs, or other
records. Use the page above to record your data, and attach additional information as indicated, or if in doubt be sure to have the outside person
sign a sheet of record on which you state the date, place, duration of experience in hours, your name, and what you did. Then have the outside
person both print and sign their name, along with full contact information (address, phone, e-mail).
### III. Service Learning

**Log of Service Learning Activities**

<table>
<thead>
<tr>
<th>Name/Signature of Supervisor</th>
<th>Tasks Completed</th>
<th>Hours Spent</th>
<th>Date</th>
<th>Notes</th>
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To meet this requirement students must complete 8 hours of volunteer activities, such as those listed below. Note: These cannot be a part of course requirements.

- Ag Ambassador to high school
- Talks to public groups on geology topics, schools, scouts, geo club, etc.
- Earth Science Week activities
- Flood help/river clean-ups
- Volunteering in geology-related activities (outside of class, subject to approval)
- Displays at rock and mineral shows
- Data collection of use to outside entities (e.g., organizations, municipalities)
- Geoclub officers
- Table minding/other tasks for club day, Academic Day, Freshman-Transfer Night, Science Day, WSU field conference
- NAGT, GSA booth staffing
- Helping to host prospective students/parents
- Volunteer as a regular teaching assistant in Geology 102 Lab
- Mentoring freshman/transfer students
- Van driving
- Constructing/maintaining displays and bulletin board exhibits
- Club web site upgrade
- Other appropriate service activities (please check with your advisor)

**Documentation**

You should keep a log of your activities, including signature(s) of your supervisor, amount of time spent, description of activity, date(s). Retaining documentation of these items is required, and also a benefit for your resume and portfolio.