***Sample Completed Program Form***

**Name: \_\_\_\_\_\_\_Steve Graham\_\_\_\_\_\_\_\_\_\_\_\_\_ Department or Program: \_\_\_\_Geological Sciences\_\_\_\_**

**□ Graduate Student □ Postdoc Program Start - End Date: \_\_\_Oct 2018-April 2022\_\_\_**

**Start date at Stanford: \_\_Fall 2018\_\_\_\_\_ Est. end date at Stanford: \_\_\_\_Summer 2023\_\_\_**

1. **Teaching & Mentoring**

Education: -*completed the CIRTL Graduate Teaching Certificate (2022, see form for certificate)*

Experience: -*completed the CIRTL Graduate Teaching Certificate (2022, see form for certificate)*

*-TA for SUSTAIN 1A (Fall 2022, >25 hrs)*

Portfolio: -*see* *online* *form for teaching philosophy statement and letters of evaluation from SUSTAIN 200 TA-ship*

1. **Writing & Public Speaking**

Education: -*completed GEOPHYS 205 (Fall 2019, 2 units - 20 hrs)*

Experience: -*first author* *manuscript “title” accepted to EPSL (Dec 2020, >25 hrs)*

*-invited talk “title” at Grenoble (4.22.21, 5 hr for prep and presentation)*

Portfolio: -*see form for links to published manuscript in EPSL and my professional website with photos of me giving an invited talk at Grenoble*

1. **Career Education**

Education: *-attended Stanford Earth Conversations with Alumni: Kira Smiley (11.19.21, 1hr)*

*-completed BEAM’s Navigating Career Uncertainty 5 week program (Nov 2021, 10hrs)*

Experience: *-attended Oceans Conference mixers (2020 and 2021, 6hrs)*

*-attended the BEAM Fall Career Fair (2021, 2hrs)*

*-conducted 10 informational interviews with SAM alums (list of 10 alum names, dates and times of interviews, 10hrs)*

*-met with BEAM career coach Lance Choy 4x (Jan-Mar 2022, 2hrs)*

*-presented a job talk “title” in a SkillShare session (2.22.22, 5hrs for preparation and presentation)*

Portfolio: -*see form for link to my professional website highlighting interests, achievements, and transferable skills; also uploaded to form 2 versions of my CV (one for applications to private sector positions, one for applications for positions in academia)*

1. **Leadership & Collaboration**

Education: *-attended Pro-Seminar on “Initiating Scientific Collaborations” with Kate Maher (3.1.19, 1hr)*

*-attended Ethics@noon “The ethics of creating actionable knowledge for the climate challenge” with Katharine Mach (4.29.19, 1hr)*

-*completed VPGE’s Negotiation Matters short course (May 2019, 3x 3hrs - 9hrs)*

*-watched MindOverMoney recording “I will teach you to be rich” (Jun 2019, 1hr)*

Experience: -*served as GS GSAC representative 2018-2019 (>25hrs)*

*-developed a research project “title” for an undergraduate student with my PI and Jenny Saltzman yet we ended up not finding a student (10hrs)*

*-proposed and chaired conference session “title” for 2021 Oceans Conference (10hrs)*

Portfolio: -*see form for SESUR project proposal and updated CV with professional service as GS GSAC representative and conference session organizer*

1. **Diversity, Equity, & Inclusion**

Education: *-attended Stanford Earth Respectful Workplace Training (Fall 2018, 2hr)*

*-completed reading from DEI library (Blindspot: Hidden Biases of Good People, Feb 2019, 1hr)*

*-completed SUSTAIN 203: Diversity and Inclusion in the Geosciences (Winter 2019, 1 unit - 10hrs)*

*-attended SGSI course: Diversity and Inclusion in STEMM (Summer 2020, 2hr)*

Experience: *-outreach with Bay Area Science Festival (Fall 2019 and 2020, 10hrs)*

*-created program proposal for increasing asian representation in the professoriate for SUSTAIN 203 final project (see form upload, 2019, 10hrs)*

*-served as Recruitment Ambassador at 2020 Oceans Conference (5hrs)*

Portfolio: -*see form for link to my professional website with a page specifically on my DEI activities*