



GeoCorps™ America

Final Materials Guidelines

Every GeoCorps America participant is required to submit a collection of final materials to GSA in order to complete the program. Some GeoCorps participants are also required to submit an interim report, based on the timing or length of their project. These guidelines outline the interim report and final material requirements for GeoCorps participants completing a project with the US Forest Service.

If you are a GeoCorps participant completing a project with another agency, please visit the [Participant Resources](#) section of the GeoCorps America webpage for final material guidelines specific to your agency.

Interim Report

An interim progress report is required when:

1. The project will extend past December 31;
2. The project duration is 24 weeks or longer; or
3. The project is extended

Interim Report Due Dates

Projects Extending past December 31: 12 noon Mountain Time on December 1.

Projects 24 weeks or longer: 12 noon Mountain time half way through the term of the project.

Projects that have been extended: 12 noon Mountain time on the end date of the initial term.

A specific interim report due date for your project is listed on your GSA GeoCorps Participant Agreement if an interim report is required. Please check your agreement if you are unsure of your interim report due date.

Interim Report Requirements

A one page summary of the activities you have taken part in as part of your GeoCorps project to date. The content of the interim report can be reused in your final report as you see fit.



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Every GeoCorps participant is required to submit their final materials in order to officially complete their GeoCorps project.

Final Materials Due Date

Spring/Summer Positions: 12 noon Mountain Time on September 1 **or** exactly 10 days following your project end date, whichever comes last.

Fall/Winter Positions: 12 noon Mountain Time exactly 10 days following your project end date.

A specific due date for the final materials for your project is listed on your GSA GeoCorps Participant Agreement. Please check your agreement if you are unsure of your final materials due date.

Final Materials Check List

- ☐ Final Report:
 - ☐ 5 x Photos of you in action
 - ☐ Photo Caption Form (Found at the end of the Report Template)
 - ☐ Any non-confidential materials you produced during your project.
 - ☐ Thank You Letter
 - ☐ [USFS GeoCorps America Program Evaluation for Participants](#)
- Please Note: The evaluation form is completed online. It does not need to be e-mailed to GSA.

File Naming Convention

Please use the following format for naming all files that you submit:

- Report: LastName_FirstName_USFS_LocationAbbreviated_Report
- Photos: LastName_FirstName_USFS_LocationAbbreviated_#.jpg or .tif
- Thank You Letter: LastName_FirstName_USFS_LocationAbbreviated_ThankYou
- Other Materials: LastName_FirstName_USFS_LocationAbbreviated_Description



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Submitting Your Final Materials

Submit your report, thank you letter, photos, photo caption form, and any work products by e-mail, or using cloud sharing services such as Google Drive or Drop Box.

E-mail your work, or give sharing privileges, to:

lpetrie@geosociety.org AND mdawson@geosociety.org

Next Steps

Once your final materials have been received by GSA each GeoCorps participant will receive:

- An e-mail confirming your final materials have been received
- A GeoCorps Alumni OpenBadge

If a participant does not complete and submit their final materials to GSA:

- They will not receive a GeoCorps OpenBadge
- They will not be recommended for other GSA programs based on their GeoCorps participation
- They risk a negative reference should a potential employer contact GSA
- GSA GeoCorps staff will not sign off on Public Land Corps documents until all final materials have been received

GeoCorps Alumni OpenBadge

An [OpenBadge](#) is a digital badge that contains data on the skills and experience you have gained through your GeoCorps project. You will be able to collect your open badge using a code that GSA will give you in your completion confirmation e-mail, once your final materials have been received. You can share your OpenBadge on social media platforms, such as LinkedIn.



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Final Report Guidelines

Instructions:

Your GeoCorps final report can take the form of a written blog post, a power point or poster presentation that includes a script, a pod-cast recording, a short video essay, or a story map. If you have additional creative ideas on how to present your report, please contact GSA. We are happy to consider additional options.

The report should take the form of a narrative discussing your GeoCorps project, and the tone of the report should be professional but engaging. Your final report will be shared with your agency mentor, and with project partners and donors.

If you choose to submit a written blog post please include a cover page in your final documents. An example of a cover page can be found at the end of this section.

If you produce a pod-cast recording, video essay, or story map, or any other media that will be publicly presented or accessible GSA, the GeoCorps America program, and your host agency must be acknowledged in the piece.

Do not distribute your final report to anyone other than the GSA GeoCorps America program staff without the prior consent of GSA and your agency mentor.

During your narrative you should:

- Provide a description of the location of your project
- Provide a description of your project
- Discuss your project aims and objectives
- Discuss the job and life skills required for your project: those that you had starting the project, and those that you had to develop
- Describe work in the field/with the public: share an interesting story about a day in the life of your project
- Discuss significant events: developments that changed the focus your project, events that demonstrated the need for your project, circumstances that challenged you personally and encouraged you to learn and grow, etc.
- Discuss if and how you met your project aims
- Describe how this opportunity affected your perspective on conservation, your career interests, your perspective of working on public lands, with the public, etc.
- Elaborate on any further work related to your project that you think would be beneficial
- Describe how your experience will help you in your future career, school work, or both



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You might also want to:

- Discuss other activities you took part in while at your location (both on and off the job, if relevant). In particular if you got to do something you wouldn't have had an opportunity to do elsewhere, mention it! (Example: Taking a sled dog for a walk.)
- Mention that you have been offered an extension, another position at your location, or a related position at another location

You should not:

- Discuss issues with housing, stipend, travel, personal conflicts with staff, or other potentially sensitive conflicts. We want to know immediately if you have any issues like these, so please provide us this information ASAP via phone or e-mail. Also, please discuss such issues in the Program Evaluation Form.
- Use slang and/or swear words. (We know it may sound ridiculous, but it **has** happened.)

Publishing Your Final Report

GSA is always looking for contributions from members and program participants. If you would like to turn your report into a blog for [Speaking of Geoscience](#), or have your video essay hosted on [GSA's YouTube channel](#) please let us know. We will work with you to get appropriate permission from your agency mentor, and to make any edits that may be required.

Examples:

Blogs:

Here are some examples of final reports that have been turned into blogs.

- [Chesapeake and Ohio Canal National Historical Park: An Unexpected Place for Some Unexpected Science](#) by Ivan Carabajal
- [GeoCorps America Blog – Ode to Cañon City, the BLM, and Rock Lovers](#) by Sarah Doyle
- [My Life as a GeoCorps Participant at Denali National Park and Preserve](#) by Amy Atwater

Story Map:

[GeoCorps: Groundwater Program Assistant, MGM-WO, US Forest Service](#) by Phoebe Ferguson

Pod-cast Recording:

Here are some examples of pod-casts to inspire your own recording.

- [StarTalk](#)
- [Science for the People](#)
- [RadioLab](#)



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Video essays:

Here are some examples of video essays. You can choose to film parts of your research, or if you are artistic, go the animation route. Please be respectful of the privacy of people around you, and get permission if someone other than yourself will be recorded. Please do not record minors.

- [PhD TV](#)

GeoCorps America Final Report



Participant Name
US Forest Service
Project Location:
Project/Position Title



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Photos

Instructions:

Submit 5 – 7 digital photos of you in action during your project. Get your agency mentor, other agency staff, or volunteers to help you by taking pictures of you while you are working.

Photos should:

- Be in color
- Be as high resolution as possible. Aim for a 3MB file size on each photo.
- Be in JPEG or TIFF format
- Show you working on your project, on location where you are working, with your mentor, other volunteers, or visitors, etc.

Photos should not:

- Be taken with a device that produces low resolution photos.
- Be in Word or PDF formats
- Be selfies
- Show a landscape without any people in it
- Be black and white

Photo Caption Instructions:

Complete a Photo Caption Form, like the example on the next page. Give each photo a corresponding caption which states:

Your Name, Agency, Location, What you are doing/where you are exploring, year.

Photo and Caption Examples:

Examples of acceptable photos with captions can be seen on the [GeoCorps website](#). More examples of acceptable photos can be seen in the [2013 GeoCorps Annual Report](#).



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Photo #	File Name	Description
Example	Lopez_Erin_GSA_Example_1	Erin Lopez at GSA in Boulder, Colorado working at a computer.
1		
2		
3		
4		
5		
6		
7		



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Thank You Letter Guidelines

The thank you letter that you write will be shared with program partners and sponsors. Its purpose is to thank them for supporting the program, and highlight the work that their support is helping to complete.

Letters Should:

- Be addressed “Dear Sponsor of the GeoCorps America Program”
- Give a brief overview of your location
- Give a brief overview of your project
- Highlight what you think your location has gained from your work
- Highlight what you have gained from participating in the program
- Thank the sponsor for their support
- Be no more than 1 page in length

Example:

An example of a GeoCorps thank you letter can be found on the [GeoCorps website](#).

Work Products

Please include digital copies of any work products you created during your GeoCorps project that do not contain sensitive or restricted information. If you are unsure if your work products contain sensitive or restricted information please ask your agency mentor.

Your work products may be posted online to show examples of the work that GeoCorps participants are completing. If the products you are submitting cannot be distributed, for whatever reason, please include “DoNotDisseminate” in the document name before your project ID, write “Do Not Disseminate” in red at the top of the first page of the document, or add “Confidential” clip art to the document.





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Presenting or Publishing Your Work

If you would like to present or publish your work in any of the following formats, you MUST get permission from GSA and your agency mentor.

- Present at a GSA Annual Meeting, section meeting, or any other conference
- Publish a paper based on your work
- Make your work available online through a GSA blog post, or a publicly available Story Map, video, or podcast.

To obtain official permission to use the work you completed as part of your project in any of the ways mentioned above please speak with your agency mentor. Explain what work you would like to present/publish and give them the opportunity to review that work. Once you have permission from your agency mentor please complete the online form [GSA Field Experience Programs: Permission to Publish/Present Work](#).