

2017 PolarTREC Orientation

5 February – 10 February 2017

IARC, UAF Rm 501 | Fairbanks, Alaska

Participants: *If you are using your own computer or other equipment for the expedition, please bring any items with you for the start of the orientation. Every day, we will be meeting in the hotel lobby, as a group, for our drive to the meeting location. Please bring everything you need for the day and be on time.*

Sunday, 5 February 2017

(All day at Institute of Arctic Research Center, University of Alaska Fairbanks, Room 501)

NOTE: Breakfast is not served at the hotel on Sunday. There are two stores (Safeway & Fred Meyer) located within walking distance of the hotel. All rooms have a cooktop and refrigerator. We will also have a catered breakfast at the meeting.

9:00 a.m. Meet in hotel lobby to depart for UAF

PROGRAM INTRODUCTION AND OVERVIEW

10:00 a.m.	Introductions and Welcome <ul style="list-style-type: none"> • Agenda for the Week • Orientation Goals • Housekeeping Items: Breaks, Meals, Transportation, computers, etc. • Individual Introductions 	Janet Warburton <i>PolarTREC Project Manager</i>
10:30 a.m.	Travel Policy & Substitute Reimbursement	Judy Fahnestock <i>Project Assistant</i>
10:40 a.m.	Icebreaker Activity "Getting to Know You"	Judy Fahnestock
11:15 a.m.	Welcome & About ARCUS <ul style="list-style-type: none"> • Welcome Remarks • Presentation about ARCUS 	Dr. Bob Rich <i>ARCUS Executive Director</i>
12:00 p.m.	LUNCH at IARC	
1:00 p.m.	PolarTREC In-Depth <ul style="list-style-type: none"> • PolarTREC Program • 2017-2018 Project Overview 	Janet Warburton
1:30 p.m.	Group Discussion What are your expectations and needs? Ground rules for a successful orientation.	Everyone
2:00 p.m.	What makes a successful "PolarTREC" experience?	Janet Warburton

2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska

2:15 p.m.	Reflections on the Experience (panel discussion) Teachers Presenting: Lisa Seff, Mark Buesing, and Armando Caussade	PolarTREC Alumni
2:45 p.m.	Questions and Discussions with Alumni	All Participants
3:00 p.m.	BREAK	
TECHNOLOGY TRAINING - INTRODUCTION		
3:15 p.m.	A Guided Tour of Computers and Technical Resources <ul style="list-style-type: none"> • What equipment are you being issued? • What software will you use? • What's in the dock? • What you will learn this week? (Checklist) 	Zeb Polly Systems Administrator
3:55 p.m.	<u>About the Equipment Agreement</u>	Janet
4:00 p.m.	Warburton Hands-On Technology Training Activity: Break into small groups for hands-on computer setup and application review. <ul style="list-style-type: none"> • Issue PolarTREC equipment • Equipment Agreement • Computer Use and Setup Goal: By the end of this activity you're working on checklist tasks 1-3. Group A: Jennifer Baldacci, Rebecca Harris, Steve Kirsche, Adeena Teres (Mark Buesing) Group B: Dave Jones, Ruth Rodriguez, Lee Teevan (Lisa Seff) Group C: Lesley Anderson, Jennifer Bault, George Hademenos (Armando Caussade)	
4:15 p.m.	Technology Speak <ul style="list-style-type: none"> • E-mail & Webmail • Mattermost • Text Wrangler • <u>FTP Site</u> Goal: By the end of this activity you're working on checklist tasks 12.	Ronnie Owens Director of Web Development
4:45 p.m.	Closing Discussion <ul style="list-style-type: none"> • General Discussion and Questions • Homework Assignment • Reminders for Tomorrow 	Janet Warburton
5:00 p.m.	Adjourn for the Day & Head to Hotel	
5:30 p.m.	Meet in Lobby to Drive to Dinner	
6:00 p.m.	DINNER: Group Dinner at Gambardella's Pasta Bella, 457-4992	

**2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska**

HOMEWORK: Mastering Text Editors

Using Text Wrangler, write a short reflective essay (200-300 words) about being selected for PolarTREC, traveling to Alaska, and your first day of orientation. **Do not post this as a journal. We will use it tomorrow for journal posting training.** Send this essay as a plain text email, not as an attachment, to PolarTREC Staff at journals@polartrec.com

2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska

Monday, 6 February 2017

(All day at IARC, UAF)

6:30 a.m. BREAKFAST: Zach's serves breakfast M-F on the second floor of the hotel.
(We will have food available at IARC before we start.)

7:30 a.m. **Meet in hotel lobby to go to UAF as group**

8:30 a.m. **Plan of the Day (POD)** and Introductions of New Participants Janet Warburton

- [Collect clothing to take to Trademark](#)
- Homework review, Questions, Answers, and Clarifications about Tech training, logistics questions

SCIENCE BREAK

8:45 a.m. **Polar Regions Overview – Arctic and Antarctic** PolarTREC Researchers
Arctic Overview – Katrin Iken, UAF
Antarctic Overview – Kristin O'Brien, UAF
Researcher & PolarTREC Alumni

9:30 a.m. **Alumni Highlight: Starting on the Right Foot** PolarTREC Alumni
What makes a successful experience & connecting with your research team.
(Kristin O'Brien & Armando Caussade)

10:00 a.m. BREAK

COMMUNICATION TRAINING - INTRODUCTION

10:15 a.m. **Tools for Communication** Janet Warburton

- What we provide & When to use it

TECHNOLOGY TRAINING – THE WEBSITE

10:30 a.m. **PolarTREC Website Overview** Ronnie Owens

- Different views
- Logging into the website
- Options as a logged in user
- Personal profiles
- [Project/Expedition Pages](#)
- [Teacher's Manual](#)
- [Program Requirements](#)

2017 PolarTREC Orientation

5 February – 10 February 2017

IARC, UAF Rm 501 | Fairbanks, Alaska

11:00 a.m. **Hands-On Technology Training**

Activity: Log into the PolarTREC website; become familiar with user home page, and check off program requirements. Practice login in with email & login with name. Review tasks 1-13 on checklist. Complete scavenger hunt.

Goal: By the end of this activity you have completed and reviewed tasks 1-12 in checklist. You will also have completed task 13 in checklist and completed the scavenger hunt.

Group A: Jennifer Baldacci, Rebecca Harris, Steve Kirsche, Adeena Teres (Mark Buesing)

Group B: Dave Jones, Ruth Rodriguez, Lee Teevan (Lisa Seff)

Group C: Lesley Anderson, Jennifer Bault, George Hademenos (Armando Caussade)

11:45 a.m. **Tech Check**

Ronnie & Zeb

12:00 p.m. LUNCH at IARC

PROGRAM REQUIREMENTS – TAKING THE EXPERIENCE TO THE CLASSROOM & BEYOND

1:00 p.m.	PolarTREC Program Requirements Overview <ul style="list-style-type: none"> • What are the requirements? • How will they be tracked? • What happens when they are completed? 	Janet & Judy
1:15 p.m.	Online Portfolios	Janet Warburton
1:30 p.m.	Overview of Education and Outreach Plan <ul style="list-style-type: none"> • Introduction to the PolarTREC Education and Outreach Plan • Purpose of the Plans • Components of the Plans • Examples of Plans 	Janet Warburton
2:00 p.m.	PolarTREC Program Evaluation <ul style="list-style-type: none"> • About the PolarTREC Orientation • Pre-Test Reminder and Instructional Survey 	Jen Danielson <i>Goldstream Group</i>
2:30 p.m.	Alumni Words of Advice: Planning, Practice, & Communications Lisa Seff, Mark Buesing, & Armando Caussade	<i>PolarTREC Alumni</i>

3:00 p.m. BREAK

COMMUNICATION TRAINING – JOURNALING

3:15 p.m.	Journaling to Communicate Science and Excitement (Resources)	Janet Warburton
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2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska

- 3:30 p.m. **Communicating from the Field:** Janet Warburton
 What is Realistic for Me?
 • The Realities of Journaling from the Field
 • Technical Challenges
- 3:45 p.m. **Alumni Highlight** David Thesenga (virtual)
 Making your journal entry your own *PolarTREC Alumni*
- 4:00 p.m. **PolarTREC Website Overview: Journaling** Ronnie Owens
 • [Posting a journal entry](#)
- 4:15 p.m. **Hands-On Technology Training**
- Activity:** Break into small groups. Log into the Virtual Base Camp (VBC) and post the journal entry you wrote the night before. Use markdown formatting to enhance the text.
- Goal:** By the end of this activity you should be able to check off tasks 19 & 20.
- Group A:** Jennifer Baldacci, Rebecca Harris, Steve Kirsche, Adeena Teres (Mark Buesing)
- Group B:** Dave Jones, Ruth Rodriguez, Lee Teevan (Lisa Seff)
- Group C:** Lesley Anderson, Jennifer Bault, George Hademenos (Armando Caussade)
- 4:50 p.m. **Closing Discussion** Janet Warburton
 • General Discussion and Questions
 • Homework Assignment
 • Reminders for Tomorrow
- 5:00 p.m. Adjourn for the Day & Head to Hotel

6:00 p.m. DINNER: On your own

HOMEWORK: Mastering Journals

Check off of your requirements on the website. View online and materials about posting journals in the Virtual Base Camp. Post a new journal entry online addressing a topic of your choice. Photos optional. Share your expedition page with others and promote your latest journals (email, social network, etc.). Review your portfolio and program requirements.

2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska

Tuesday, 7 February 2017

(Morning at IARC, UAF; Afternoon Field Excursion)

Participants: Remember to have warm clothes ready for afternoon excursions.

6:30 a.m. BREAKFAST: Zach's serves breakfast M-F on the second floor of the hotel.
(We will have food available at IARC before we start.)

7:30 a.m. **Meet in hotel lobby to go to UAF as group**

8:00 a.m. **Plan of the Day (POD)** and Introductions of New Participants Judy Fahnestock

- Check in on Tech Progress
- Homework assignment
- Head count for dinner

TECHNOLOGY TRAINING – CAMERA AND PHOTO MANAGEMENT

8:15 a.m. **This is your camera and this is how it works...** Joed Polly
(Virtual Presentation) *Video Production & Content Management*

8:30 a.m. **Photo Management and Uploading** Ronnie Owens
& Joed Polly & Zeb Polly

- Getting Photos/Videos on/off the Computer
- Deleting Photos
- Photo/Video [Documentation](#) & [Organization](#)
- [Photo Methods to Resize Photos](#)
- [How ARCUS Uses Photos](#)
- [Photo Permissions and Photo Ethics](#)
- [ARCUS Internet Media Archive](#)

9:00 a.m. **Hands-On Technology Training**

Activity 1. Take at least two photos with your digital camera. Load them onto your computer, [properly name](#), and [document](#) them. [Resize your photos following Web-Ready instructions.](#)

Goal: By the end of this activity you should be able to check off tasks 14-18.

Activity 2: Add [2 photos to the journal entry](#) you posted last night.

Goal: By the end of this activity you are able to check off tasks 21-25.

Group A: Jennifer Baldacci, Rebecca Harris, Steve Kirsche, Adeena Teres (Mark Buesing)

Group B: Dave Jones, Ruth Rodriguez, Lee Teevan (Lisa Seff)

Group C: Lesley Anderson, Jennifer Bault, George Hademenos (Armando Caussade)

2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska

10:00 a.m.	Break	
10:15 a.m.	Basics of Good Photography (Virtual Presentation)	Bill Schmoker <i>PolarTREC Alumni</i>
10:45 a.m.	Overview of Multimedia Journaling <ul style="list-style-type: none"> • Creating Structure and Content (scripts) 	Zeb Polly
10:50 a.m.	Videography and Music (Virtual Presentation) <ul style="list-style-type: none"> • Rule: No Copyright Music • Approved Music: Where to find • Uploading to YouTube 	Joed Polly
11:00 a.m.	Overview of iMovie	Zeb Polly
11:30 a.m.	Using Multimedia in Journals <ul style="list-style-type: none"> • Inserting a video into a journal 	Ronnie Owens
11:35 a.m.	Hands-On Video Training Activity: Create script for short (10-20 second) intro to video journal. Partner up to film this intro. Download video to computer, document video on multimedia sheet. Goal: By the end of this activity you should be <u>started</u> on checklist tasks 29 & 32	
12:00 p.m.	LUNCH at IARC [Possible lunch presentation w/ Lisa Seff on iMovie]	
1:15 p.m.	Closing Discussion <ul style="list-style-type: none"> • General Discussion and Questions • Homework Assignment • Reminders for Tomorrow 	Janet Warburton
SCIENCE BREAK		
1:30 p.m.	<u>Meet at IARC Lobby & Walk to Museum of the North and University of Alaska Hibernation Presentation & Museum Tour</u>	

2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska

2:00 p.m. **Field Excursion:** Museum of the North and UAF Hibernation Presentation (at Creativity Lab)

Presenter: Jeanette Moore, University of Alaska Fairbanks
PolarTREC Researcher

Activity: Take a short video (with storyboarding and composition in mind) while on field excursions. Do not upload to YouTube or add to journal yet, for use in tomorrow night's homework.

Goal: Checklist task 29.

4:30 p.m. **Depart Museum** for Hotel

5:00 p.m. Meet in Hotel Lobby & Drive to Dinner

5:30 p.m. **DINNER:** Group Dinner at Lemon Grass

HOMEWORK: Mastering Photos and Videos

Review documentation about file management and posting photos and videos in journals. Take 5 photos. Properly transfer images from your camera to your computer, document photos, and resize to be Web-Ready using iPhoto for your next journal. Find 1 photo in the ARCUS Internet Media Archive (<http://media.arcus.org>). Download high-res, resize, and add to one of your journals. Use appropriate credits.

Make a video journal using the elements (intro, body, end plate). Properly name and document video on multimedia sheet. Upload the video into PolarTREC YouTube channel. If you have a journal ready, you can insert video into journal and embed it.

Goal: By the end of this activity you should be able to check off tasks 29 – 34.

2017 PolarTREC Orientation

5 February – 10 February 2017

IARC, UAF Rm 501 | Fairbanks, Alaska

Wednesday, 8 February 2017

(Morning at UAF; Afternoon Field Excursion)

Participants: You do not need warm clothes for afternoon excursion, just your coat.

6:30 a.m. BREAKFAST: Zach's serves breakfast M-F on the second floor of the hotel. (We will have food available at IARC before we start.)

7:30 a.m. **Meet in hotel lobby to go to UAF as group**

8:00 a.m. **Plan of the Day (POD)** and Introductions of New Participants Judy Fahnestock

- Check in on Tech Progress
- Homework assignment
- Logistics questions (what do you want to know by end of the day)

8:30 a.m. **Alumni Highlight: Words of Wisdom** PolarTREC Alumni
 Preparing for the Field
 Presenting: Lisa, Mark, and Armando

SCIENCE BREAK

9:00 a.m. **Climate Change Science** Rick Thoman
National Weather
Service Scientist i

10:30a.m. Break

FIELD LOGISTICS AND RESEARCH SUPPORT

10:45 a.m. **Overview of PolarTREC Logistics Support and Processes** Janet Warburton

- [Who are our logistics providers?](#)
- [What is their role?](#)
- [Pre and Post Field Calls](#)
- [Evacuation Insurance](#)

11:00 a.m. **Field Research Support with CH2M HILL Polar Services (CPS) & US Antarctic Program (USAP/ASC),** Robbie Score
CH2M HILL Polar Services

11:20 a.m. **Being the Adult** Janet Warburton
 Quick overview of risks & situational awareness

11:30 a.m. **Small Group Discussions: Logistics** All
 Break into groups for discussion on field locations and logistics. Address any questions and concerns related to project logistics and preparation.

2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska

12:00p.m. LUNCH at IARC

1:30 p.m. Meet at IARC Lobby & Travel to CH2M Hill Polar Services Warehouse

2:00 p.m. **FIELD EXCURSION: CH2M HILL Polar Services Warehouse**

Robbie Score &
CH2M HILL Polar
Services Staff

- An Introduction to Clothing, Packing, and Preparing for Safe Work in the Polar Regions.

4:45 p.m. **Closing Discussion (at Warehouse)**

Janet Warburton

- General Discussion and Questions
- Homework Assignment
- Reminders for Tomorrow

5:00 p.m. Adjourn for the Day; Travel Back to the Hotel

DINNER: On Own

HOMEWORK: Mastering Photos and Videos

This is repetition of the prior night's homework.

Review documentation about file management and posting photos and videos in journals. Take 5 photos. Properly transfer images from your camera to your computer, document photos, and resize to be Web-Ready using iPhoto for your next journal. Find 1 photo in the ARCUS Internet Media Archive (<http://media.arcus.org>). Download high-res, resize, and add to one of your journals. Use appropriate credits.

Make a video journal using the elements (intro, body, end plate). Properly name and document video on multimedia sheet. Upload the video into PolarTREC YouTube channel. If you have a journal ready, you can insert video into journal and embed it.

Goal: By the end of this activity you should be able to check off tasks 26 - 31

2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska

Thursday, 9 February 2017

(Morning at UAF; Afternoon Field Excursion)

Participants: Remember to have warm clothes ready for afternoon excursions.

6:30 a.m. BREAKFAST: Zach's serves breakfast M-F on the second floor of the hotel.
(We will have food available at IARC before we start.)

7:30 a.m. **Meet in hotel lobby to go to UAF as group**

8:00 a.m. **Plan of the Day (POD)** and Introductions of New Participants Janet Warburton

- Check in on Tech Progress
- Homework assignment

8:15 a.m. **Alumni Highlight: A Personal Touch** Mark Buesing
Interviewing & Photography *PolarTREC Alumni*

TECHNOLOGY TRAINING – E-Mail Journaling and Journal Commenting

8:45 a.m. **Introduction to E-Mail Journaling and Commenting** Ronnie Owens

- [Sending journals and photos via email](#)
- Asking questions
- [Answering questions online and via e-mail](#)

9:00 a.m. **Hands-On Technology Training**

Activity 1: Send a journal entry and two photos using the e-mail journaling protocols using plain text.

Goal: By the end of this activity you should be able to check off task 26.

Activity 2: Respond to the comments from Janet & Judy on your journal posts. Post a comment on two other teacher's journal posts. Respond to comments from each other using the online response method and the e-mail response method.

Goal: By the end of this activity you should be able to check off task 27-28.

Group A: Jennifer Baldacci, Rebecca Harris, Steve Kirsche, Adeena Teres (Mark Buesing)

Group B: Dave Jones, Ruth Rodriguez, Lee Teevan (Lisa Seff)

Group C: Lesley Anderson, Jennifer Bault, George Hademenos (Armando Caussade)

9:30 a.m. **Open Training Time**

This is time for teachers to go over everything to date, ask questions, get one-on-one time.

10:00a.m. BREAK

2017 PolarTREC Orientation

5 February – 10 February 2017

IARC, UAF Rm 501 | Fairbanks, Alaska

COMMUNICATION TRAINING – Effective Outreach

10:15 a.m.	PolarTREC Education and Outreach Plan <ul style="list-style-type: none"> • Public Outreach • Professional Outreach 	Janet Warburton
10:45 a.m.	Real-Time PolarConnect Events <ul style="list-style-type: none"> • Presenting and preparing 	Janet & Alumni/mock event
11:15 a.m.	THINK BIG! Highlights of Alumni Outreach Alumni Activities, Takeaways, and Scenarios	All Alumni

12:00p.m. LUNCH at IARC

COMMUNICATION TRAINING – Effective Outreach

1:00 p.m.	Working with Media Discussion & Resources <ul style="list-style-type: none"> • Media worksheet • Complete expedition press release • Send PR to media contacts • Social Media 	All Participants Led by Janet Warburton
1:30 p.m.	Alumni Highlight Working with the media	Armando Caussade PolarTREC Alumni

2:00 p.m. BREAK

SCIENCE BREAK

2:15 p.m.	<u>Meet in IARC Lobby & Drive to Tunnel</u>	
3:00 p.m.	Field Excursion: United States Army Cold Regions Research and Engineering Laboratory (CRREL) permafrost tunnel	Pat Druckenmiller, University of Alaska Fairbanks
5:00 p.m.	Head to dinner	
5:30 p.m.	DINNER: Group dinner (location to be determined)	

Post Dinner: Possible Northern Lights Viewing Excursion (TBD)

HOMEWORK: Outreach Planning

Come prepared to share your ideas on outreach before, during, and after your expedition.

2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska

Friday, 10 February 2017

(All day at UAF)

Participants: If you are checking out today, you can keep your luggage checked at the front desk or ask a fellow teacher to store things in their hotel room.

6:30 a.m.	BREAKFAST: Zach's serves breakfast M-F on the second floor of the hotel. (We will have food available at IARC before we start.)	
7:30 a.m.	Meet in hotel lobby to go to UAF as group	
8:00 a.m.	Plan of the Day (POD) <ul style="list-style-type: none"> • Check in on Tech Progress • Homework assignment 	Janet Warburton
8:15 a.m.	Outreach Ideas Group Discussion on Homework	Group Discussion
8:45 a.m.	Education and Outreach Plan Review & Creating a Personal Program Requirements Timeline	Janet Warburton
BRINGING IT ALL TOGETHER: Next Steps		
9:15 a.m.	You Are Not Alone! <ul style="list-style-type: none"> • Next Steps • Pre/Post Field Calls • Partner Teachers • Travel Assistance Forms • Networking Groups 	Janet Warburton
9:45 a.m.	Review Challenge	All
10:00 a.m.	Break	
10:15 a.m.	Beyond the first year: <ul style="list-style-type: none"> • Continuing the journey • International connections • Words of Wisdom 	PolarTREC Alumni (both in person/virtual)
11:00 a.m.	Open Training Time This is time for teachers to go over everything to date, ask questions, get one-on-one time.	
12:00p.m	Lunch at IARC	
1:00p.m.	Orientation Reflections	All Participants
2:00 p.m.	Closing Discussion <ul style="list-style-type: none"> • General Discussion and Questions • Wrap-Up & Thank-You 	Janet Warburton

**2017 PolarTREC Orientation
5 February – 10 February 2017
IARC, UAF Rm 501 | Fairbanks, Alaska**

2:30pm **Complete Online Orientation Evaluation Form** All Participants

3:00pm **Drive participants back to hotel/ other staff take down room.**

DINNER: On Your Own