Welcome to NCEAS!

Jesse Goldstein, Dominic Mullen, Jeanette Clark, Irene Steves, Mitchell Maier, Bryce

September 9, 2022

First day to-dos

- Get a tour of the office from Ginger
- Fill out required paperwork from Ana (room 325)
- Schedule a headshot with Alex (room 326)
- Set up the remainder of your accounts

Account information

- LDAP - this should be set up prior to your start date in order to help get other accounts set. This account and password control your access to:
  - arcticdata RT queue
  - GitHub Enterprise - arctic-data

- Dateam server - follow instructions in email from Nick at NCEAS to reset your datateam password in the terminal
- ORCiD - create an account
  - Login to test.arcticdata.io with your ORCID iD

- NCEAS Slack - get an invite from slack.nceas.ucsb.edu
  - Channels to join: #arctica, #arcticbot, #computing, #datateam, #devteam, #social
  - Introduce yourself in #datateam and then use that channel to ask Jeanette to make you an administrator on test.arcticdata.io

- Arctic Data Center Team - after creation of ORCiD and sign-in to both arcticdata.io and test.arcticdata.io, request addition to the admin group from Jeanette in Slack
- GitHub - if you do not have a public GitHub account already, please register for one here
- If you are an intern, fill out anticipated quarterly schedule on the intern google calendar shared with you.
- Electronic Timekeeping - make sure you can log on to electronic timekeeping via your UCSBNetID and password (may not be accessible on the first day, if you continue to have issues please let Ana know). If you are an hourly employee, log your hours for your first day! Under today's date select 'Hours Worked' under the Pay Code column, enter the amount of hours under the Amount column, and finally click the 'Save' button in the top right. At the end of every two-week pay period you will also need to click the 'Approve Timecard' button in order to submit your timecard.
  Detailed Instructions
- Let Jeanette or Daphne know what email you would like to use for general NCEAS updates from all@nceas.ucsb.edu

NCEAS events

NCEAS hosts a number of events that you are encouraged to attend. Keep an eye on your email but the recurring events are:

- Roundtable
    - weekly presentation and discussion of research by a visiting or local scientist
    - Wednesdays at 12:15 in the lounge
- Coffee Klatch
    - coffee, socializing, and news updates for NCEAS
    - Tuesdays at 10:30 in the lounge

NCEAS Community Meetings/ Groups

Check out their individual calendar entries and channels for more information

- Early Career Researcher Community Forum - #ecr_community
- Hacky Hours - #hackyhour
- Data Science Chats - #data-science-chats
- NCEAS Diversity Team
- NCEAS Book Club - #bookclub

Internship Expectations

As an intern with the data team, there are a few expectations that the Project Coordinators have of you. Overall, we expect you to be communicative and proactive. We want you to learn and grow in this position, but we don't want you spinning your wheels going nowhere fast! If you've spent 10-15 minutes on an issue and you're not making any progress, reach out to us and your peers for help in the #datateam slack channel. The #datateam slack channel is the main form of communication, and we expect all interns to become comfortable communicating in this space.

Additionally, we expect interns to work within the standard business hours of 8am - 5pm (pacific time). We ask that you mark your expected work hours on the shared "Intern" Google Calendar. This is so that the Project Coordinators are aware of who's working day-to-day and can plan their days accordingly. We also use this to verify time sheets when they are submitted. Ideally, interns would input their proposed hours on the calendar at least one week in advance. During exams and other unusually busy weeks at school, we understand you may need to shift your hours or reduce your workload. When this occurs, please make sure to email either Daphne or Jeanette so that we know not to expect you during your usual schedule.

Code of Conduct

Take a moment to review the diversity and inclusion page and code of conduct at NCEAS so that we can foster an environment that is safe, welcoming and inclusive for everyone.

Citation Information