

STUDENT CHAPTER HANDBOOK



**SOCIETY OF EXPLORATION
— GEOPHYSICISTS —**

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SEG Student Chapters

Embracing a mission of connecting the world of applied geophysics, the Society of Exploration Geophysicists (SEG) is a not-for-profit organization supporting more than 20,000 members from 128 countries. The mission of SEG is to promote the science of geophysics and the education of applied geophysicists. SEG, founded in 1930, fosters the expert and ethical practice of geophysics in the exploration and development of natural resources, in characterizing the near surface, and in mitigating earth hazards.

Student Chapters bring together a group of like-minded individuals who share a common interest in geophysics. Providing opportunities for leadership, achievement, and cultivation of ideas, SEG Student Chapters open the door for students to actively participate in projects and initiatives that promote the science of geophysics.

In keeping with the purposes of SEG, Student Chapters are encouraged to provide a strong technical program to its membership. We recommend having a monthly speaker at your monthly meetings. These can be faculty members or geoscience professionals from the university or local industries. Student Chapter benefits include monthly issues of the *The Leading Edge* magazine for your Chapter's library, travel grant opportunities and the Student Chapter Excellence Program. In addition, upon joining SEG, members become a part of a worldwide commitment to promote a strong Code of Ethics, which will be beneficial when members list their professional affiliation on their resume.

Forming a New SEG Student Chapter

If a student or advisor is interested in starting a new SEG Student Chapter at their university, a New Chapter Petition Application can be completed online at seg.org/apply. Instructions and templates for petition letter and Chapter Constitution are available online at <https://seg.org/Education/Student-Early-Career/Student-Chapters/Start-a-new-SEG-Student-Chapter>

Student Membership

Members of the Student Chapter are not required, but are encouraged, to be members of SEG. To be eligible for student membership an applicant must be a full-time undergraduate or graduate student in good standing at a recognized university or college. Eligibility for student membership shall terminate at the close of the calendar year in which the student member ceases to be a graduate or undergraduate student in good standing at a recognized university or college. All students will be requested to provide an email address of a current professor to validate student status. Students can apply online at seg.org/join.

SEG Student Member Benefits:

- 12 issues of The Leading Edge by access to TLE online
- Heavily discounted admission to the Annual SEG Annual Meeting and Exposition
- SEG scholarship opportunities
- Deeply discounted registration fee for the SEG Continuing Education Courses (public)

- Participation in SEG's group insurance program
- SEG graduation gift to student members: If you are a student member the year prior to your graduation, SEG will pay for your first year of associate membership dues. Funds for this program are limited and will be distributed until exhausted.
- And most of all, through association with fellow SEG members, the benefit of developing professional contacts and industry ties, from increased opportunities in networking, and guidance in career planning and development

Student Chapter Operations

Organization

Chapters are to follow the standards listed in the Chapter Constitution.

The officers of this Chapter shall be President, Vice-President, Secretary and Treasurer. These officers shall compose the Executive Committee.

Student Officer Duties

President

The President shall preside at all meetings and administer the affairs of the Chapter. He/She shall carry out the correspondence and business of the Chapter in conjunction with the Secretary. He/She shall have authority to act for the Chapter within the framework of the Constitution.

Vice-President

The Vice-President shall assume duties of the President in the absence of the President. He/She shall be responsible for the arrangement of programs and shall assist the President in the business of the Chapter. He/She shall promote membership in the Chapter and SEG student membership.

Secretary

The secretary is the principal support to the president and provides administrative and other support services. He/she will record the proceedings of the meetings and furnish members with notification and agendas of meetings. Ensure a Chapter Report is submitted every year and after any officer elections and provides SEG Student Chapter Handbook to all members.

Treasurer

Treasurer shall maintain the finances and records of the Chapter.

Faculty Advisor and/or Co-Advisor

Choosing a Faculty Advisor (and/or Co-advisor) who is committed to helping and maintaining a Student Chapter will ensure the continuity of a Student Chapter. The Faculty Advisor will serve as the liaison between SEG and the Student Chapter. Additional duties of the Faculty Advisor are to be aware of the Constitution, Bylaws, and Rules of SEG and assure the Chapter's adherence to them; to assure that the Chapter prepares and delivers their reports to the SEG Student and Early Career Department as per the schedule; and to be a repository for the Chapters' records.

The majority of correspondence will be emailed to the Faculty Advisor and student chapter. The success (or failure) of a Student Chapter is often related to the participation (or lack of) of the Faculty Advisor. Even the most energetic of Student Chapter Presidents need support and encouragement of the Faculty Advisor. Note: To change Faculty Advisors of an active Student Chapter, the Student and Early Career Department will require an email from the outgoing Advisor expressing his/her decision to step down and an email from the new advisor expressing his/her willingness to serve in the role.

If a faculty is ready to relinquish some responsibility but is not ready to step down completely, he/she may wish to instate a co-advisor. The Co-Advisor position is the same level of communication and involvement as the faculty advisor, but the Co-Advisor can provide additional student support if the Faculty Advisor already has too many responsibilities in his/her university position.

Yearly Chapter Reporting - REQUIRED

Chapter procedures require an annual **Student Chapter Report**, submitted between 1 January and 31 March, detailing chapter activities at seg.org/apply. If new officers are elected between April and December, another student chapter report is required with officer contact information and SEG ID numbers. These reports are vital to SEG as they provide SEG with current chapter data. Reports can be completed by the Faculty Advisor or a student officer. Completing the Student Chapter Report will qualify the chapter at Base level. In addition to the Student Chapter Report, chapters can compete for Ridge, Summit, and Best Chapter Awards using the Best Student Chapter Application. This process is explained in the Student Chapter Excellence Program section of the Handbook.

Chapters who do not submit a Student Chapter Report will be placed on “**INACTIVE**” status. Once placed on inactive status, Chapters will no longer receive *The Leading Edge* magazine and student opportunities for SEG travel grants will be reduced until the chapter takes steps to become active again. Chapters that remain on inactive status for three consecutive years will be deactivated and must contact the SEG Business Office at students@seg.org to request information on how to re-activate the chapter.

Actively maintaining your Chapter’s [SEG Wiki](#) on the [Student Chapter Wiki page](#) is a great way to track activities throughout the year in order to more easily complete the required Student Chapter Report and Best Student Chapter Application. By adding to this a little each month, the end of the year report will be easier to complete.

Chapter List and Map

All active chapters will be displayed on the SEG website. Chapter name, Faculty Advisor, student officer names, university location, and contact information is available to view online on the [Student Chapter Details page](#). If any information is incorrect for your chapter, email students@seg.org.

SEG Student Chapter Excellence Program

The SEG Student Chapter Excellence Program recognizes existing SEG Student Chapters for their engagement. Active participation in the Student Chapter provides the student an opportunity to develop leadership and management skills. Additionally, a sense of professionalism is developed by actively running an organization and networking with professionals.

Information provided in the chapter report will designate the Student Chapter with a ranking of Base level. To achieve the higher levels of Ridge, Summit, or Best, Student Chapters are to complete the Best Student Chapter Application from 1 January to 31 March detailing the previous year's Student Chapter accomplishments. All submitted activities must have taken place from 1 January through 31 December of the previous year. Points are awarded for student members participating in SEG events, volunteering, outreach projects, lectures, and more. The number of points obtained determines a chapter's rank as Ridge, Summit, or as the Best Student Chapter. Only reports submitted by 31 March will be considered for the Best Student Chapter Award of a \$5,000 travel grant to the SEG Annual meeting. The travel grant to attend the SEG Annual Meeting will be awarded to the winning Faculty Advisor and a Chapter student of his/her choosing. Any Best Student Chapter Application submitted after the deadline will automatically be awarded base level. Reports are submitted at Seg.org/apply.

How your Chapter is ranked:

- 10 pts. Student Chapter officer/member roster (required for all active SEG Student Chapters)
- 20 pts. Participation in SEG student programs or activities
- 20 pts. Volunteering for SEG
- 20 pts. Chapter outreach programs or activities
- 10 pts. Collaborating with other Chapters or Universities
- 10 pts. Co-curricular activities
- 10 pts. Faculty Advisor summary
- 100 pts. Total

1. **Student Chapter officer/member roster 10 points**
List current contact information for members and Faculty Advisor
2. **Participate in SEG student programs 20 points**
Events to consider are Chevron Student Leadership Symposium (SLS), donating to the SEG Foundation, ExxonMobil Student Education Program (SEP), Honorary/DISC Lecturers, participation in SEG conferences, SEG Field Camps, SEG professional development courses, SEG Scholarships, Technical Program Travel Grants (TPTG), etc.
3. **Volunteer for SEG 20 points**
Volunteering activities to consider are serving on an SEG board or committee, volunteering at an SEG-sponsored conference, editing the SEG Wiki, etc.
4. **Chapter outreach 20 points**
Consider an activity where the Chapter led an outreach event to a high school or another group in the community to share the science of geophysics or submit a "How-To..." document describing how other Chapters can set up an outreach activity of their own.

5. **Collaborate with other Chapters or universities 10 points**

Write about the most significant activity where the Chapter has collaborated with another SEG Student Chapter or another university.

If no collaboration activities were realized, instead submit a "How-To..." document describing how other Chapters can set up a collaboration program.

6. **Co-curricular activities 10 points**

List an activity where the Chapter organized an event for Chapter members that provided social interaction and exchange of ideas between all levels of undergraduate students, graduate students and faculty, or where the Chapter established a relationship with local industry.

The chapter may also submit a "How-To..." document describing how other Chapters can set up a program which promotes this interaction.

7. **Faculty Advisor summary 10 points**

The faculty advisor will complete his/her comments on the status of the Chapter to demonstrate he/she is involved and aware of Chapter activities.

An average of 10-12 Student Chapters are awarded the rank of Summit. Achieving Summit rank is a grand accomplishment for Student Chapters. Summit level chapters will receive a trophy award and the Faculty Advisor will receive a plaque award for their achievements.

Travel Grants

SEG/Chevron Student Leadership Symposium (SLS)

The SEG/Chevron Student Leadership Symposium offers travel grants to students who are currently active officers of an SEG Student Chapter. Students receiving the SLS travel grant award will participate in a two-day focused leadership program. This focused program for developing leadership skills will include best practices presentations from selected Student Chapters, professional leadership coaching, an organized team building activity, and mentoring time with the SEG Board members. Only fifty student leaders, representative of SEG's worldwide network of Student Chapters, will be selected to attend. More details are found at seg.org/travelgrants. Only officers or chapter members who have been nominated (voted) by their chapter to be a representative at SLS can apply. One application per chapter. Applications for the SLS Program can be found at seg.org/apply between 1 January – 31 March.

SEG/ExxonMobil Student Education Program (SEP)

The SEG/ExxonMobil Student Education Program (SEP) is a 2½ day short course that prepares college students for the challenges of an oil industry career. The program includes lectures and exercises directly related to geoscience/geophysical work performed in the oil industry. ExxonMobil provides course materials, team exercises and instructors. Travel grants will cover the expenses for travel, lodging, and registration to SEG's Annual Meeting. More details at seg.org/travelgrants. Applicants can apply at seg.org/apply between 1 January - 31 March

Technical Program Travel Grants, Sponsored by the SEG Foundation

SEG Technical Program Travel Grants are for students and recent graduates presenting papers at the SEG Annual Meeting. In addition to having the opportunity to engage in the many activities available at SEG's Annual Meeting, applicants receiving an SEG Technical Program Travel Grant award will receive per diem, hotel accommodations, and travel to the Meeting.

More details at <https://seg.org/travelgrants>. Applications available at seg.org/apply in late June.

Research Grants

Near Surface Research Award

The SEG Near Surface Geophysical Research Endowment helps potential key contributors in the field of near-surface geophysics. The Near-Surface Geophysics Section of SEG is the founding supporter of the SEG Near Surface Geophysical Research Award endowment. The intention of this annual award is to provide a research grant(s) in support of an undergraduate or graduate student in good standing, enrolled in a relevant academic program at an accredited institution, and engaged in near-surface geophysics research. The award is intended to offset expenses directly related to the awardee's near-surface geophysics research; including field data acquisition, laboratory studies, specialized computer software, or other general activities related to the completion of the research program. Applications are available online at seg.org/apply between 1 January – 15 March.

Field Camp Grant Funding

The SEG Field Camp program is intended to advance the science of geophysics and support aspiring geoscientists by providing critical funding for projects that promote the professional development, student support, and youth outreach goals of the SEG. Applicants from around the world are encouraged to apply. The Field Camp program provides grants ranging from \$1,000-\$20,000 annually per project. Find out more by going to <http://seg.org/fieldcamps>. Email fieldcamps@seg.org if you have questions.

Applications are available online at seg.org/apply between 1 November - 1 February. Applications will be reviewed by the Field Camp Committee in February and March. Decisions will be announced in April and funds will be released when completed award packets are received.

Scholarship Program

SEG Scholarships encourage the study of geophysics and related geosciences. Thanks to the generosity of our donors, the SEG offers a range of different scholarship opportunities. Funds provided may be applied to tuition, books, and fees.

SEG general scholarships are awarded to deserving students in exploration geophysics and other related fields. SEG sponsored scholarships are also available to students who meet specific criteria in addition to the general eligibility requirements of SEG general scholarships. An applicant must meet all general eligibility requirements in order to be considered for either a general or sponsored SEG scholarship. SEG scholarships range from \$500 to \$10,000 with an

average award of \$3,700 per academic year. The number of scholarships available depends chiefly upon the number of sponsors and the amounts they contribute. SEG scholarships have been sent to universities all over the world.

Applicant Eligibility

SEG Scholarships are based on merit. To qualify, you must be a student who:

- Is a high school senior planning to attend college next year or an undergraduate or graduate college student;
- Has above average grades;
- Is intending to pursue a college curriculum directed toward a career in applied geophysics.

Online applications are accepted 1 November through 1 March. To access the application, follow the link for the application on the SEG Scholarships webpage: <http://seg.org/scholarships>. Scholarships applications are in a different application site than all other student programs, so you must create an additional account in the scholarships site in order to apply.

Mid-March through mid-May a committee of eight professional geophysicists independently review and rank each application. A consensus meeting is held in late May to discuss the applications and establish a final ranking. Top-ranked students are matched with available scholarships. Applicants are notified of results by 15 June.

Timeline

Nov–Mar: applications accepted

Mar–May: applications reviewed and scholarships assigned

June: applicants notified of results

June–Sep: enrollments verified; acceptance documents completed; funds distributed

How to apply

- Students must include current transcripts
- Must include email address for two faculty members who have agreed to serve as references
- Submit your application online

For more information, contact SEG Scholarships scholarships@seg.org, or visit <http://seg.org/scholarships>

Chapter Support

Emerging Nations Program

To support the Faculty Advisor and student officers' hard work and effort in improving their student chapter, the SEG Foundation (when funding is available) can assist faculty advisors and

officers from World Bank country classification Group I, II or III countries. The program will cover the cost of the SEG annual membership dues for one year. If your chapter is in a WB I, II, or III country and would like to apply for Emerging Nations Program, contact members@seg.org.

Committee Support

SEG strives to offer a strong student program for both graduate and undergraduate students. Your Student Chapter's affiliation with SEG provides a means of contact with the geoscience profession both inside and outside of academia. SEG offers a support committee to facilitate this contact through the Committee on University and Student Programs (CUSP).

Committee on University and Student Programs (CUSP)

The primary objectives of the committee are to:

1. Encourage geophysical student groups to seek affiliation, provide liaison with Student Chapters already affiliated, promote active participation in SEG activities, encourage students to apply for student membership in the Society, and to circulate pertinent information to Student Chapters.
2. Encourage and assist geophysical students and faculty members in obtaining industry experience.
3. Disseminate information on earth sciences and geophysics among college students.
4. Acquaint the academic community with current and future industry needs.
5. Coordinate with affiliated societies in all student-related activities and promote cooperation between relevant society committees.

Geosciences Student Conference

SEG Student Chapters are encouraged to organize and conduct student conferences in their regions. Starting in 2010, SEG, AAPG, and EAGE student chapters have collaborated to bring geoscience students and professionals together to present the latest applications and field techniques and increase awareness for career opportunities to graduating students. Conferences are held for two or three days with technical talks, poster sessions, networking events, and a variety of other events promoting the geosciences all organized by students.

If your chapter is interested in applying to host a Geoscience Student Conference, a detailed report and an event request form must be sent one year in advance to students@seg.org.

Written Detail GSC Proposal should include:

- 1) Student Chapter name
- 2) Persons responsible
- 3) Introduction of Student Chapter and its activities
- 4) Why do we want to do this?
- 5) Theme of IGSC
- 6) Proposed dates
- 7) Proposed venue of event

- 8) Proposed schedule / events / field trips
- 9) Expected # of delegates
- 10) Preliminary budget
- 11) How do we propose to raise the money?
- 12) Justification
- 13) Previous experience
- 14) Which societies will be involved?
- 15) Information on: University, host country, transportation, hotels, visas
- 16) Any other pertinent information

Event Support Request Form can be found at <https://seg.org/Events/Request-Event-Support>

SEG Challenge Bowl

SEG provides a global series of local and regional contests where teams compete to demonstrate the depth and breadth of their geophysical knowledge throughout the year. A final competition for regional winners takes place at the annual SEG's International Exposition and Annual Meeting. Contact students@seg.org to find out more information dates and locations of competitions, also check out the [Challenge Bowl Webpage](#).

SEG Social Media

Students can stay up to date with SEG promotions and events by following us on:

Facebook: [SEG Students](#)

LinkedIn: [SEG Students and Early Career](#)

Instagram: [segeophysicists](#)

Twitter: [SEGStudents](#)

YouTube: [SEG](#)

Student Chapter Contact Information

Kathryn Elkins

Student and Early Career Advisor

Society of Exploration Geophysicists

8801 S. Yale, Tulsa, OK 74137

1-918-497-4633

Email: students@seg.org