

# 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 27,000 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. 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.

## 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 student applications must contain the signature of a faculty advisor. For the fastest and most convenient service, students can apply online at [www.seg.org/login](http://www.seg.org/login).

What SEG offers students:

- 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

(citizenship and residency determines the type of membership that will be paid). 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

## Forming a Student Chapter

How to Apply:

All applicants will be required to submit the following documentation at [seg.org/apply](http://seg.org/apply):

1. Form a group of at least 10 students and one faculty advisor.
2. Write a petition letter to the SEG President requesting to form a Chapter.
3. Elect officers including President, Vice President, Secretary, and Treasurer and provide their email addresses.
4. Provide a constitution for your Chapter.

## Student Chapter Operations

### Organization

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

Recommendations for position descriptions of officers:

#### 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.

#### 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.

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. Only with permission from the two faculty, will the Student and Early Career Department change the faculty advisor.

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.

### **Reporting**

The Chapter procedures require a **Student Chapter Report** to be submitted **each year after Officer Elections**. These reports are vital to SEG in that they provide SEG with its only tangible data regarding the success of the program. The reports can be submitted by the Faculty Advisor or a student officer. Completing the Student Chapter Report will qualify the chapter as 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 also be reduced.

Actively maintaining your Chapter's [SEG Wiki](http://wiki.seg.org/wiki/Main_Page) ([http://wiki.seg.org/wiki/Main\\_Page](http://wiki.seg.org/wiki/Main_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. All reports should be submitted at [seg.org/apply](http://seg.org/apply).

## 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.

To keep the SEG Student Chapter active each Chapter will need to submit a Student Chapter Report. The information provided in the report will designate Student Chapter ranking of Base. However, in order to achieve the higher levels of ranking, Student Chapters are to complete the Best Student Chapter Application.

The Best Student Chapter Application must be completed between January and March of each year detailing the previous year's Student Chapter accomplishments. All submitted activities must have taken place from January 1st through December 31st. Points are awarded for student members participating in SEG events, volunteering, outreach projects, lectures, and more. Depending on the amount of points obtained determines a chapter's rank as Ridge, Summit, or as the Best Student Chapter. Only reports submitted by March 31st 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](http://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, Exxon Mobil 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 where the activity 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 out of over 380 Student Chapters worldwide are awarded the rank of Summit. Achieving Summit rank is a grand accomplishment for Student Chapters.

## 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. Travel grants will cover the expenses for travel, lodging, and registration to SEG's Annual Meeting.

This focused program for developing leadership skills will include an address by the SEG President, best practices presentations from selected Student Chapters, professional leadership coaching, an organized team building activity, and a Strategic Problem Solving Session with the SEG Executive Committee. Only fifty student leaders, representative of SEG's worldwide network of Student Chapters, will be selected to attend. More details are found at

<http://seg.org/Education/Student-Early-Career/Student-Programs/Student-Leadership-Symposium> Applications for the SLS Program can be found at [seg.org/apply](http://seg.org/apply).

### 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 <http://seg.org/Education/Student-Early-Career/Student-Programs/Student-Education-Program>  
All applicants will apply at [seg.org/apply](http://seg.org/apply).

### 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.

#### Applicant eligibility

1. Have a paper selected for the SEG Technical Program.
2. The applicant must be a recent graduate or a student and be a member of SEG.
3. The applicant must be pursuing a degree in Geosciences.
4. The applicant must have above average grades.
5. The applicant must be in compliance with the SEG Student and Early Career and OFAC sanctions compliance procedures and policies.

#### How to apply

All applicants will apply at [seg.org/apply](http://seg.org/apply).

## Research Grants

### Near Surface Research Award

The SEG Near Surface Geophysical Research Endowment helps potential key contributors in the field of near-surface geophysics.

#### About Near-Surface Geophysics

Near-surface geophysics involves the application of geophysical methods to the study of subsurface targets primarily associated with hydrogeological and environmental studies, earthquake hazard assessment, geotechnical evaluation, archeological investigations, and agricultural studies. Depths of investigation may range from less than a meter to approximately a kilometer.

#### About the Award

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.

## 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 (depending on available funding). Find out more by going to <http://seg.org/fieldcamps>. Email us at [fieldcamps@seg.org](mailto:fieldcamps@seg.org) if you have questions.

### Timeline

Applications are available online at <http://seg.org/apply> beginning 1 November. The application deadline is 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.

### Eligibility

1. Proposed field camp projects must have an impact on the geophysical profession or students of the geosciences.
2. Awards will not exceed US\$20,000. Most funding awarded will be less than US\$20,000 to help ensure available funding for a broader base of applicants.
3. Any funding award which is not used for the purpose outlined in the proposal must be returned to the SEG, unless written permission is received to change the scope of the original project request.
4. Any funds not accounted for with invoices or receipts must be returned to the SEG.
5. Evaluation of the field camp project is required. An evaluation report must be received by the SEG Business Office within 60 days of the last day of the project.
6. Funds may not be utilized for administrative, overhead, or indirect costs.

The grant application may be submitted and the field camp led by students, but a letter showing faculty commitment is also required.

## 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.

### Scholarship Information

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 in 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](mailto:scholarships@seg.org).

For links to Scholarship Programs, please visit <http://seg.org/scholarships>

## Chapter Support

### Emerging Nations Program

To reward the Faculty Advisor's hard work and effort in improving the Student Chapter Excellence Program, the SEG Foundation has received an endowment to assist faculty advisors

from World Bank country classification Group I, II or III countries. The endowment will cover the costs of the SEG annual membership dues for the faculty advisor.

#### How to apply

Faculty Advisors will receive an email notification annually announcing that we are taking requests. If the Faculty Advisor would like to apply for this opportunity he/she will be asked to send a written request along with he/she's SEG member ID before October 1<sup>st</sup>. If the Faculty Advisor is not currently an SEG member he/she will need to complete the SEG application and return it along with their written request.

This opportunity is available only to Faculty Advisors who have not yet paid their membership dues for the current year. The Faculty Advisor's Chapter must have completed an Annual Activity Report to be eligible. For more information please contact [studentschapters@seg.org](mailto:studentschapters@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.

#### Special student benefits

- ❖ Online access to The Leading Edge Digital Edition and access to the SEG Digital Library
- ❖ Minimal admission fee to the Annual SEG Annual Meeting and Exposition
- ❖ SEG scholarship and travel grant opportunities
- ❖ Student discounts on continuing education courses, workshops and on books purchased in the SEG Book Mart
- ❖ Distinguished & Honorary Lectures, as well as Distinguished Instructor Short Courses
- ❖ Upon graduation, student members are eligible to transfer to Associate Membership and receive FREE dues

- ❖ Through association with fellow SEG members, students enjoy the benefit of developing professional contact and industry ties, increasing opportunities in networking, and guidance in career planning/development

### 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: [studentchapters@seg.org](mailto:studentchapters@seg.org)