IBA Mentor Guide:

For Industry Mentors, IBA Team Members and Faculty Advisors

Purpose: To provide guidance for mentors and student team members to facilitate understanding and implementation of their roles and responsibilities.

Objective: To ensure that IBA teams who are paired with industry mentors, embark on similar communication paths in coaching, advising, and knowledge transfer, between mentors and teams and vice versa.

Those universities with established mentors (2 experienced, 1 YP) likely have an effective and well-rehearsed student to mentor system that allows them to "hit the ground running" upon the arrival of the dataset.

However, for those teams new to the IBA program, who incorporate Global Mentors on their teams, this guide will help you successfully complete of your dataset interpretation with the assistance and knowledge from these experienced explorationists.

Each IBA team is allowed a total of 3 industry mentors, if at least 1 is a Young Professional. Rules were changed recently to allow a third YP mentor to encourage participation of more young professionals in the program.

This guide is divided into three sections, from pre-dataset arrival to the final evaluation presentation and includes:

1. ***Getting Started*** *- introductions, contacts, meeting schedules, online platforms, dataset information sharing, IBA 8-week planning calendar*

2. ***Team Presentation of Exploration Assessment and Mentor Reviews*** *- ongoing progress presentations to mentors and mentor assessments and advice to team*

3. ***Key Timeline Analysis Check Points -*** *establishing calendar dates of relevant completion of individual petroleum system elements and processes to ensure all judging criteria are assessed*

The intent of this brief overview is to serve as a guideline by providing suggestions and proven methodologies to ensure that all mentors and their assigned IBA Teams effectively coordinate and communicate their respective efforts, ensuring that a high degree of knowledge transfer, learning, coaching, and improving is successfully achieved.

Effective communication and a clear understanding of the roles and responsibilities on everyone's part is essential to achieve the best results in any mentor to team pairing.

It is imperative to remember throughout this IBA exercise that this is a collaborative activity *(student to student **and** student to mentors)* where *teamwork is essential* for not only a thorough and integrated interpretation of your dataset, but for the overarching enjoyment (and yes, fun!) for all involved throughout your participation in the IBA program.

It is hoped, with this checklist in hand, you're off to an effective start.

As this document is intended to be dynamic, at the end of your IBA experience, we would appreciate if *you* would critique, edit, and add suggestions to these Mentor Guidelines to better prepare future IBA teams. Thanks!

1a. Getting Started: Introductions

Team Captain to schedule a day and time for a "meet and greet" with the Faculty Advisor, team members and mentors

- Schedule a meeting 1-2 weeks prior to dataset arrival (more time for everyone to get acquainted often results in improved teamwork).
- For teams with virtual mentors, be mindful of time zone differences.
- Ensure online communication platform connections work prior to the meeting.
- Arrive prepared at this initial meeting by:
  - Reviewing all IBA Rules and Procedures posted on the AAPG IBA website (if there are questions or concerns, contact your IBA Coordinator for clarification).
  - Viewing (recommend taking notes) all AAPG provided IBA tutorials.
  - Knowing who your IBA Coordinator is *(name/contact and post this information in your IBA team room).*
  - Familiarize yourself with important IBA dates in your Region's competition. This is the responsibility of all team members and all mentors, not solely for the Team Captain or Faculty Advisor.

- Acquaint yourself with the official IBA judging criteria (i.e. what expectations might the judges have regarding your ability to assess and interpret your dataset?). Thoroughly review the judging form. Post the form in your IBA work room as a reminder of work/interpretation and appraisal expectations.

- Prepare a list of questions you might have after a concerted and concentrated review of all AAPG posted IBA information. It is your responsibility to be familiar with IBA Rules, competition dates, judging criteria, etc.

• Team member discussions (invite mentors) regarding petroleum systems, subject matter interests and knowledge will help ensure that the more prepared team members address topics of exploration analysis in which they have knowledge.

• Upon determining team member interests and knowledge, each team member to voluntarily determine their initial geologic tasks (these are accountable action items) to get started. This is where your mentors, can and should provide coaching.

  For instance, which team members are skilled at geophysical interpretation, log interpretation, stratigraphic relationships of reservoir and source rocks through geologic time, or perhaps which team member has taken a geochemistry course and therefore may be best assigned to thermal basin modeling of source rocks? In other words, determine the *geologic strengths* of each member and their desire to work on any given aspect of the dataset interpretation.

1b. <u>Getting Started</u>: Team Member and Mentor Contacts

Exchange contact information that has been agreed (i.e. mobile phone, email address, website, etc.) with one another and the Faculty Advisor.

• Create group email distribution lists (very useful for sharing pertinent geologic references, sharing work to date, and keeping the entire team, mentors and Faculty Advisor informed of progress)

1c. <u>Getting Started</u>: Team and Team-to-Mentor Meeting Schedules

Employ the survey app of choice with every team member and mentor to select their availability of days and times for weekly meetings.

1d. <u>Getting Started</u>: Communication via Online Platforms

Select robust online platforms for communication, especially with mentors who may be located in a different country. You may need to test several applications to determine which is the most effective.

- If necessary, coordinate with your department or university's IT department to ensure connectivity in communicating with Mentors, Regional Coordinators, and others who need to be involved with your work.

1e. <u>Getting Started</u>: Sharing Dataset Information

i. The most effective team-to-mentor coordination (and this implies coaching, teaching, advising, reviewing, etc.) is one in which all are informed at the same time.

ii. Mentors are allowed to have access to the Dataset, according to IBA Rules (to be used at the university on the IBA team computers, but not on an individual mentor's computer).

- Upon receipt of the dataset at the university, either the Team Captain or another Team Member, should forward to all mentors and Faculty Advisor the informational pages (often 2-4 explanatory pages) which details the information contained in the dataset (i.e. number of 2D and/or 3D seismic lines, number of wells, wells with electric logs, well histories, brief geologic setting perhaps, area of interest, maps, etc.) The actual data must not be sent to mentors or Faculty Advisors.

- The more informed your mentors are with your dataset, the better prepared they will be to advise you in your basin evaluation.

  Remember that your mentors are there to help you as experienced resources in exploration and to best assist, therefore engage them at the onset.

1f. <u>Getting Started</u>: IBA 8-Week Planning Calendar

At the first IBA team meeting (or before!), initiate populating "The Team Work Calendar" *(which should be clearly posted in the IBA work room)* of all significant IBA scheduled dates and key interpretation completion events".

- Include the following dates and times: a. receipt of dataset, b. submittal of final presentation, b. regional and final competitions, c. weekly meetings with the team, d. weekly presentations by team members to other team members , e. weekly meetings with mentors to review and critique progress

(i.e. a team presentation standing by your slides and in front of mentors - start practicing presentations on week one), f. presentations to department faculty, g. expected date when key elements of your interpretation are expected to be completed (n.b. exercise wise time management practices as 8 weeks will fly by very fast!), h. assess why or why not work is completed on schedule and adjust accordingly (solicit input from Faculty Advisor and mentors).

2a. <u>Team Presentation of Exploration Assessment and Mentor Reviews</u>: Ongoing progress presentations to team and mentors

Schedule bi-weekly team presentations and discussions among team members (starting Week 2). It is imperative that each team member fully understands and appreciates what every other team colleague is working on (and why!) and of their assessments, methodologies, analysis, interpretations, and results

This is important for several reasons: Teamwork !! - builds collective integration when individual members comprehend, appreciate, and understand the work of other members.

- In the event that a member is unable to present their work at the Regional and/or Final competition, team members will be appraised of each other's work throughout the 8-week interpretation phase and will find it less challenging to stand in and present for another team member.

2b. <u>Team Presentation of Exploration Assessment and Mentor Reviews</u>: Mentor assessments and advice to team: <u>About 1 hour, once a week</u>

i. Following any given team presentation is an opportunity for mentors, but also for other team members, to provide constructive reviews of the investigations and interpretations of each team member's work.

ii. Mentors will provide a critical and experienced eye for detail on not only what was presented by the team member but also what might have been omitted in the interpretation. Again, remember your mentors are well-versed in most subject matters of exploration employing a petroleum systems approach. Please listen to their comments attentively, seek to understand their suggestions, question if you do not understand, value their expertise, and then consider incorporating their recommendations into your work. Teamwork also involves your mentors!

iii. It is highly recommended that all team members take notes on mentor's (and other's) comments following team presentations to ensure that suggestions, insights, and knowledge are all captured. You might consider creating an "action list" with team presenter's name along with the mentor's name, their recommendation, comments, and any ensuing discussions in a spreadsheet. Organization of work and checklists are helpful throughout your evaluation to ensure the highest level of performance and a thorough dataset assessment.

iv. If your school has a legacy of IBA participation, consider inviting past IBA alums to your team presentations. They have been through this program and their comments are invaluable to your success.

3a. <u>Key Timeline Analysis Check Points</u>: Establish calendar dates of relevant completion of petroleum system elements to ensure all judging criteria are assessed

i. Post the judging criteria in plain sight in the IBA team work room or area to fully understand the petroleum system elements and processes you will each be evaluated on by the judges and plan your work accordingly.

- Know the IBA Rules to ensure you abide by these rules of inquiry within and outside the Area of Interest (AOI).

ii In your dataset evaluation, there are critical petroleum system elements that must be identified before you can move to the next phase of your investigation. For example, you will need to quantify overburden height for thermal modeling of source rocks or correlate electric logs to understand regional changes in reservoir or source rocks to employ in your understanding of stratigraphy (yes, the list is long!). Thus, determining the first steps in your basin evaluation through to the final analysis of play and prospect recommendations is critical.

- Check off completed significant tasks and note this on your IBA calendar.

The IBA Committee thanks you for your participation this year and wish you the best in your exploration appraisal!