Getting Started

Before you Arrive

- **Confirm Start Date with Advisor and Education Coordinator**
  Communicate and discuss start date with advisor(s) and education coordinator

- **Confirm Start Date and Schedule Check-in Appointment with the Academic Programs Office**
  Confirm your start date with Lea Fraser (lfraser@whoi.edu) and schedule a check-in appointment

- **Complete All Check-in Forms**
  Forms are available on JP website under current students, academic resources.

  ---For Foreign Nationals Only---

- **Check-in at MIT's International Student Office (ISO)**
  Go to the ISO website: [http://web.mit.edu/iso/index.html](http://web.mit.edu/iso/index.html) Click on For Students, which has information for newly admitted students on applying for I-20 or DS-2019, and all the other information needed to enter the country. When documents from ISO are sent, that office sends information about checking in etc. You must check-in with the MIT ISO before arriving at WHOI.

- **Complete WHOI's Foreign National Information Form (FNI F)**
  Complete the FNI Form is available on JP website under current students, academic resources. Bring appropriate documentation (originals no copies)

Your First Three Days at WHOI

- **Check-in with Lea Fraser (lfraser@whoi.edu)**
  Attend check-in appointment with Lea Fraser. You must bring completed check-in forms and appropriate identification to your appointment

- **Check-in with Housing Coordinator**
  If staying in WHOI housing, check-in with Valerie Caron (vcaron@whoi.edu)

- **Obtain WHOI Identification/Library Card**
  Call the MBL Swope Center at 508-289-7668, Monday-Friday, 10AM-2PM. Bring a driver’s license or other photo identification with you and tell them your WHOI ID number. The ID card allows you to check materials out and access the library and WHOI buildings after hours. See Welcome Packet for more details.
Complete Environmental Health and Safety Training

All new arrivals are required to complete General Safety Awareness training which you can complete online and take the quiz. Talk to your advisor/supervisor about other required trainings.

Setup Employee Online

Setup Employee Online which allows you to view pay stubs, change your personal information, tax status, etc. You will need to request a password and have your WHOI ID and password to begin using Employee Online.

Setup Electronic W-2’s (If Applicable)

If your stipend is paid by WHOI, WHOI does not withhold tax on Fellowships (unearned income); therefore you will not receive a year-end tax statement. WHOI fellowships are, however, taxable and individuals must determine if they should pay estimated quarterly taxes. Your final check stub will give you year-to-date earnings in order to file your annual tax return. GRA's (earned income) receiving a salary from a particular grant to perform a specific task is taxed as an employee and provided with a W-2 at year-end. You are able to access W-2 forms via Employee Online which will allow one to obtain the W-2 sooner as well as allow viewing or printing as often as needed (for loan applications, refinancing, etc.). Complete the consent form by accessing your Employee Online Account, and click W2 Consent (under Pay Information heading) and check the box to receive an electronic copy of your W2 - click 'Save'. Contact Dena Richard, WHOI’s Payroll Manager at drichard@whoi.edu or at EXT. 2377.

Complete Conflict of Interest Form

It is required that you complete WHOI’s Conflict of Interest form. You will need your WHOI email and LDAP password to access.

Setup WHOI’s Campus-Wide Emergency Notification System

E2Campus is an early notification system that can send you email and text alerts when there is an emergency on campus. Registration is easy and takes less than 60 seconds. Information provided via e2campus will not be sold or used for unrelated emails or text. Contact Timmy Meissner at tmeissner@whoi.edu or EXT. 3158. Be informed! Be safe!

Parking Pass

If needed, a temporary parking pass will be provided and is valid for up to two weeks. Temporary parking passes are available at your WHOI department or the Academic Programs Office. After you have received your WHOI ID number, you will be able to apply for a parking permit on-line through the facilities department and will need to upload a copy of your registration.
Academic Programs Office Contacts

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valerie Caron</td>
<td><a href="mailto:vcaron@whoi.edu">vcaron@whoi.edu</a></td>
<td>Housing Requests, Computer Loans, Dean’s Calendar</td>
</tr>
<tr>
<td>Budget Manager/Title IX</td>
<td><a href="mailto:ccharette@whoi.edu">ccharette@whoi.edu</a></td>
<td>Financials, Tuition, Stipend, OVF, Gym Membership, Title IX</td>
</tr>
<tr>
<td>Christine Charette</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janet Fields</td>
<td><a href="mailto:jfields@whoi.edu">jfields@whoi.edu</a></td>
<td>Postdoc Information</td>
</tr>
<tr>
<td>Graduate Admissions and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dea Fraser</td>
<td><a href="mailto:lfraser@whoi.edu">lfraser@whoi.edu</a></td>
<td>Student Affairs, Video Links, Thesis Preparation and Defense Scheduling, Student Center Maintenance, JP Website, Reserving Rooms</td>
</tr>
<tr>
<td>Postdoc Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tricia Gebbie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest Student Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delia Oppo</td>
<td><a href="mailto:doppo@whoi.edu">doppo@whoi.edu</a></td>
<td>Academics, Advising, Concerns, Career Advice</td>
</tr>
<tr>
<td>Kama Thieler</td>
<td><a href="mailto:kthieler@whoi.edu">kthieler@whoi.edu</a></td>
<td>Summer Student Fellow and Semester at WHOI Programs</td>
</tr>
<tr>
<td>Undergraduate Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meg Tivey</td>
<td><a href="mailto:mktivey@whoi.edu">mktivey@whoi.edu</a> <a href="mailto:vcaron@whoi.edu">vcaron@whoi.edu</a></td>
<td>Academics, Advising, Concerns, Career Advice</td>
</tr>
<tr>
<td>Registrar</td>
<td><a href="mailto:jwestwater@whoi.edu">jwestwater@whoi.edu</a></td>
<td>Registration, Grades, Transcripts, Class Scheduling/Video Links, Career Seminars, Conference Travel Reimbursement, Insurance</td>
</tr>
</tbody>
</table>

Student Resources at WHOI

There are many resources at MIT for JP students who may be experiencing academic or personal difficulties, and many of them can be accessed remotely from Woods Hole. These include:

- MIT Office of Graduate Education (OGE) including Graduate Student Support (GPS)
- MIT Mind and Hand Book
- MIT Ombuds Office
- MIT Personal Support & Wellness
- MIT Resources for Easing Friction and Stress (REFS)

There are also resources available at WHOI. These include:

Advisor/ Supervisor

Education Coordinator
Each discipline has an Education Coordinator at WHOI
Joint Committee
Each Joint Committee has academic oversight responsibility for your progress from admission to approving your thesis.

Academic Programs Office (APO)
The Dean, the Associate Dean, or anyone else with whom you feel comfortable are available for consultation. APO has an “open door” policy and will hold issues discussed in confidence at the student’s request; the exception to this would be if we believe there is a danger to anyone or if it may be a case of harassment or discrimination where we are required by law to report.

Outside Resources
The WHOI Employee and Student Assistance Program service is provided by E4 Health and is available 24/7 to help students cope with work-related or personal stress. The ESAP is confidential, and five short-term counseling sessions are available at no charge to the student. The ESAP can provide help in obtaining confidential, professional assistance for a variety of personal problems (e.g., family and marital discord, financial and legal issues, alcohol and substance abuse, wellness and more). Information on this program can be obtained 24 hours a day, seven days a week by calling 1-800-828-6025. e4health Resources

Registration

Summer Registration
- JP students must register each summer, fall, and spring term that they’re enrolled.
- May – Continuing students preregister for summer research
- June – Registrar approves; student receives email notification and must submit registration
- A math refresher is offered in July and August – noncredit, not on registration

Fall Registration
- Student discusses subject selection with advisor
- During last week of August, student sends email with proposed registration to advisor and asks advisor to send approval to registrar
- When registrar receives advisor’s permission, she approves.
- Student receives notification of approval and must submit by September 7

Preregistration (for continuing students only)
- Students should make sure to preregister for any subjects they plan to take. The class schedule is based on the preregistration numbers.
- For the first few weeks of the term, the schedule is called the “WHOI first-day class schedule” because changes may happen with instructors and students finding the optimal time to meet.

There is a Student Registration Manual (under Related Links on JP registration web page)

Many JP subjects are linked via videoconference (referred to as videolink or VL). Those subjects are recorded, and the recordings are placed on the subject website accessible to students registered for that subject.
Student Extended Health Insurance

- Basic health insurance (covering services at MIT Medical) is included in the tuition payment; extended insurance (which covers hospitalization and more) is also required.
- Extended insurance will be paid by APO, MIT department, or the student’s funding agency each term when tuition is paid.
- If covered under another form of insurance (parent, partner, Navy, etc.), students are requested to waive the extended insurance to save the Joint Program the unnecessary expense.

More information about health insurance can be found on the JP website.

Anytime Fitness Gym Membership

WHOI’s Academic Programs Office offers JP students subsidized access to Anytime Fitness (AF) on Main Street in Falmouth. The AF program is only for JP students who are based at WHOI, i.e. JP students who are based at MIT are ineligible since they have regular access to the MIT facility. We offer 2 options: a full year membership for $150 (new or renewal) or a 3-month membership for $50 (new or renewal). See Christine Charette for information.

Stipends

MIT’s stipend rate for the 2018-2019 Academic Year is $3187 per month.

Tuition

MIT’s tuition costs are covered by the Joint Program, but can be found at: http://odge.mit.edu/finances/tuition/

Title IX Offices

Both MIT and WHOI are committed to fostering an educational and working environment free from gender-based discrimination. Gender-based discrimination, including sexual misconduct (a term used to describe a range of behaviors including sexual harassment, non-consensual sexual contact/sexual assault, non-consensual sexual penetration/rape, and sexual exploitation), intimate partner violence, and stalking committed by MIT or WHOI students, staff, or faculty will not be tolerated.

MIT’s Title IX Office
120 Massachusetts Ave.
W31-223
617-324-7526
titleix@mit.edu

WHOI’s Title IX Office
Christine Charette
Clark Lab, Room 223
508-289-2848
titleix@whoi.edu
Locations, hours & contact

- Staffed locations:
  - Lillie Library, 2nd floor, Lillie Lab (7 MBL St)
  - Data Library & Archives, ground floor, McLean Lab (WHOI Quissett campus)
- Open:
  - Lillie: Monday-Friday from 8AM to 5PM
  - Lillie: After-hours* seven days a week, 7AM to 11PM
  - Data Library & Archives: Monday-Friday from 8AM to 5PM
- Contact
  - http://www.mblwhoilibrary.org
  - email: library@mbl.edu; call: 508-289-7002 or 508-289-2865

Library card

Issued at the MBL SWOPE CENTER
Monday-Friday, 10AM to 2PM, Phone: 508-289-7668

Use the MBLWHOI Library card/card number to:
- Check out books
- Request delivery of locally owned books via “Get this item”
- Make interlibrary loan requests
- Access e-journals and databases remotely
- Access Lillie After-hours*

*After-hours access: complete the After-hours Access form and return it to the Library: http://www.mblwhoilibrary.org/about-library/access

Facilities

- Lillie Library
  - Public workstations
  - wifi
  - Complimentary photocopying, scanning & printing (from public workstations)
  - Self-checkout station for books (journals do not circulate)
  - Bay Reading Room for quiet study
  - Grass Reading Room for collaborative work
  - 5 floors of stacks housing book and print journal collections
  - Rare Books Room & MBL Archives, available by appt only for research and tours
- Data Library & Archives (DLA), located on the WHOI Quissett Campus, McLean Lab
  - Researcher workspace
  - Data collections, technical reports, DLA book and journal collections
  - Map Room
  - WHOI Archives

5/1/2018
Resources

- Books
  - Use the library catalog to search holdings:
    [http://library.whoi.edu/vwebv/searchBasic]
    Select “Get This Item” to have books(s) delivered to a library location, or via
    interoffice mail to your MBL, WHOI, or USGS lab/office

- Journals
  - Use the journal list to find and browse the journal collection:
    [http://norton.whoi.edu/sfx_local/journalsearch]
    There may be both print and electronic holdings depending upon the year

- Databases
  - Use the database list to select database(s) to search for published content
    across a wide spectrum of topics and disciplines

Interlibrary Loan Service (for items not available in our collections)

- Request at no charge journal articles, books, and book chapters not owned by the
  Library
- Estimated 24-hour turnaround time for journal articles and book chapters, and 3-5
  business days for books
  [http://ill.mblwhoiibrary.org/illiad/]
  - Log in using your 5 digit library card number and your last name

Remote Access to e-content (when you are away from campus)

- WHOI: (recommended) Log in to WHOI VPN before accessing a journal or database
  through the library website. You will remain logged in until you quit VPN. You must
  access the resource through the library interface.

  Proxy server:
  Initially, your username and password for the proxy server are identical, a combination of
  your initials and the 5-digit number on your Library card.
  Example: Pat Smith with Library card #12345
  - Username: ps12345  Password: ps12345

  You will be prompted to set a new password, which needs to be changed on an annual basis.

TWIC Card: Allows access to WHOI Docks & Vessels
For unescorted access to Secure/Restricted areas, you will need to enroll, activate and receive a
TWIC* card, in addition to your ID/Access card. This includes access to the Iselin building, Alvin
high bay and the machine shops. It is necessary to carry your TWIC card on you when any
regulated MTSA vessel is at the dock in Active status.

*Transportation Workers Identification Credential (TWIC) applies to WHOI's dock Facilities and
Vessels as a result of our Facilities and Vessels being regulated by the Marine Transportation
Security Act (MTSA). We are regulated because of the size and class of our vessels, the fact that
they are members of Safety of Life at Sea (SOLAS), and they make international voyages.

TWIC cards are valid for five years, and there is a cost to obtain the card. With prior approval
from your supervisor, WHOI will reimburse employees for the cost of obtaining a card.
To enroll for a TWIC card, please go to WHOI's Facilities website for instructions or contact Dave
Derosier at dderosier@whoi.edu for assistance.

For more information, visit the following websites:
- [http://www.whoi.edu/facilities/page.do?pid=30840]
- [http://www.whoi.edu/facilities/page.do?pid=30841]
The following is a list of some of WHOI’s important policies and where they can be found on WHOI’s internal web page. The Institution, in accordance with government regulations and policies and Institution policy, expects all employees, students, postdocs, fellows, guests, and those with visiting appointments to be familiar with these policies. Therefore, please take the time to review these policies and also the benefits of the Employee and Student Assistance Policy at your earliest convenience.

If you have any questions regarding this memo or the policies stated below, please contact the Academic Programs Office. Thank you.

Margaret K. Tivey  
Vice President for Academic Programs and Dean

WHOI Policy Listing A-Z: [http://www.whoi.edu/HR/policies/a-z-listing/](http://www.whoi.edu/HR/policies/a-z-listing/)

In particular, please read the following:

- Code of Conduct
- Computer Software Use
- Consensual Relations
- Drug-Free Workplace
- Equal Employment Opportunity/Affirmative Action Employee and Student Assistance Program (this is available to the student’s family as well) [http://www.whoi.edu/HR/page.do?pid=16125](http://www.whoi.edu/HR/page.do?pid=16125)
- Grievance
- Harassment (Policy Against)
- Respectful Workplace and Violence Prevention
- Substance Abuse
# MIT-WHOI Joint Program Committees

## Joint Committee for Biological Oceanography (JCBO)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Tarrant (Chair)</td>
<td><a href="mailto:atarrant@whoi.edu">atarrant@whoi.edu</a></td>
<td>Redfield 212</td>
<td>3398</td>
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<tr>
<td>Becky Gast*</td>
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<td>Redfield 324</td>
<td>3209</td>
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<td>Jesús Pineda</td>
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<td>2274</td>
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<td>Gregory Fournier</td>
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<td>MIT 54-1016</td>
<td>617-324-6164</td>
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<tr>
<td>Serguei Saavedra</td>
<td><a href="mailto:sersaa@mit.edu">sersaa@mit.edu</a></td>
<td>MIT 48-429</td>
<td>617-715-2597</td>
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<tr>
<td>Andrew Babbin</td>
<td><a href="mailto:babbin@mit.edu">babbin@mit.edu</a></td>
<td>MIT 54-1420</td>
<td>3-2181</td>
</tr>
</tbody>
</table>

## Joint Committee for Chemical Oceanography (JCCO)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shuhei Ono (Chair)</td>
<td><a href="mailto:sono@mit.edu">sono@mit.edu</a></td>
<td>MIT E25-641</td>
<td>3-0474</td>
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<tr>
<td>Jeffrey Seewald*</td>
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<td>Clark 408A</td>
<td>2518</td>
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<tr>
<td>Colleen Hansel</td>
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<td>Watson 222</td>
<td>3738</td>
</tr>
<tr>
<td>Mak Saito</td>
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<td>2393</td>
</tr>
<tr>
<td>Phil Gschwend</td>
<td><a href="mailto:pmgschwe@mit.edu">pmgschwe@mit.edu</a></td>
<td>MIT 48-415</td>
<td>3-1638</td>
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<tr>
<td>Roger Summons</td>
<td><a href="mailto:rsummons@mit.edu">rsummons@mit.edu</a></td>
<td>MIT E34-246</td>
<td>452-2791</td>
</tr>
</tbody>
</table>

## Joint Committee for Marine Geology & Geophysics (JCMG&G)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Behn (Chair)</td>
<td><a href="mailto:mbehn@whoi.edu">mbehn@whoi.edu</a></td>
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<td>3637</td>
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<tr>
<td>Dan Lizarralde*</td>
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<td>Clark 260B</td>
<td>2942</td>
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<td>McLean 214C</td>
<td>3549</td>
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<tr>
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<td>MIT E25-625</td>
<td>3-3545</td>
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<td>Taylor Perron</td>
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<td>3-5735</td>
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<td>Oliver Jagoutz</td>
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<td>MIT 54-1226</td>
<td>617-324-5514</td>
</tr>
</tbody>
</table>

## Joint Committee for Applied Ocean Science & Engineering (JCAOSE)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henrik Schmidt (Chair)</td>
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<td>MIT 5-204A</td>
<td>3-5727</td>
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<tr>
<td>Andone Lavery*</td>
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<td>Bigelow 211</td>
<td>2345</td>
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<tr>
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<td><a href="mailto:amichel@whoi.edu">amichel@whoi.edu</a></td>
<td>Blake 217</td>
<td>3078</td>
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<td>Dave Ralston</td>
<td><a href="mailto:dralston@whoi.edu">dralston@whoi.edu</a></td>
<td>Bigelow 212</td>
<td>2587</td>
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<tr>
<td>John Leonard</td>
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<td>MIT 5-214</td>
<td>3-5305</td>
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<tr>
<td>Pierre Lermusiaux</td>
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<td>MIT 5-428</td>
<td>324-5172</td>
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<td>Heidi Nepf</td>
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<td>MIT 48-216D</td>
<td>3-8622</td>
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<tr>
<td>Brian Williams</td>
<td><a href="mailto:williams@mit.edu">williams@mit.edu</a></td>
<td>MIT 33-332</td>
<td>3-2739</td>
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<tr>
<td>Alexandra Techet</td>
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<td>MIT 5-230</td>
<td>617-452-2266</td>
</tr>
</tbody>
</table>

## Joint Committee for Physical Oceanography (JCOPO)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larry Pratt (Chair)</td>
<td><a href="mailto:lpratt@whoi.edu">lpratt@whoi.edu</a></td>
<td>Clark 301A</td>
<td>2540</td>
</tr>
<tr>
<td>Claudia Cenedese*</td>
<td><a href="mailto:ccenedese@whoi.edu">ccenedese@whoi.edu</a></td>
<td>Clark 359</td>
<td>2696</td>
</tr>
<tr>
<td>Amala Mahadevan</td>
<td><a href="mailto:amahadevan@whoi.edu">amahadevan@whoi.edu</a></td>
<td>Clark 224</td>
<td>3440</td>
</tr>
<tr>
<td>Mick Follows</td>
<td><a href="mailto:mick@ocean.mit.edu">mick@ocean.mit.edu</a></td>
<td>MIT 54-1526</td>
<td>3-5939</td>
</tr>
<tr>
<td>Glenn Flierl</td>
<td><a href="mailto:glenn@lake.mit.edu">glenn@lake.mit.edu</a></td>
<td>MIT 54-1426</td>
<td>3-4692</td>
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<tr>
<td>Pierre Lermusiaux</td>
<td><a href="mailto:pierrel@mit.edu">pierrel@mit.edu</a></td>
<td>MIT 5-428</td>
<td>324-5172</td>
</tr>
</tbody>
</table>

* WHOI Education Coordinator (J. Seward Johnson Chair)
EMOTIONAL WELL BEING
e4health offers up to five (5) sessions of confidential counseling for employees, their family members and household members. Call 24/7 for support with issues including:
- Relationship Difficulties
- Mental Health Concerns
- Life Cycle Events
- Grief and Loss
- Addiction
- Stress
- Family

LEGAL CONSULTATION AND REFERRALS
Call to be connected to a free, 30-minute consultation with an advice attorney for most legal matters, such as:
- Civil Lawsuits
- Real Estate Transactions
- Divorce/Custody
- Criminal Actions
- Contracts
- Immigration Issues
- Eldercare Tools (e.g., wills, healthcare proxies)
Note: Should your matter be more complex in nature, you will be referred to an attorney at a 25% discounted rate.

FINANCIAL CONSULTATION AND REFERRALS
Our financial professionals are available to provide free telephonic consultation on most financial issues, including:
- Credit/Debt Issues
- Budgeting
- Bankruptcy
- Identity Theft
- Tax Filing
- Estate/Retirement Planning

HEALTH & WELLNESS RESOURCES AND REFERRALS
Receive information, resources and referrals to assist with health-related issues, such as:
- Walking/Fitness Programs
- Diet and Nutrition
- Smoking Cessation
- Stress Management
- Chronic Disease
- Referrals to Gyms/Health Clubs, Holistic Health Resources, and Support Groups

FAMILY & CAREGIVING RESOURCES AND REFERRALS
From becoming a new parent to taking care of an aging relative to pet care needs, our specialists provide you with in-depth consultations, resources and referrals to help you make educated decisions. Common concerns include:
- Parenting
- Special Needs Programs
- Educational Programs
- Childcare Services
- Prenatal/Fertility
- Adoption
- Eldercare Services
- Pet Care

CONVENIENCE SERVICES
Referrals to local vendors and resources to assist with everyday tasks such as:
- Chore Services
- Moving and Relocation
- Electricians and Plumbers
- Event and Party Planners
- Consumer Comparisons
- Volunteer Opportunities
- Travel and Safety

WEBSITE
Log on to access the savings center, legal and financial resource center, articles, FREE webinars, searchable databases, monthly newsletters and more.

Toll-free: 800-828-6025
Website: www.HelloE4.com
Username: WHOI
Password: guest

ALWAYS AVAILABLE | ALWAYS CONFIDENTIAL
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*NO SHIP DRAW
# WHOI
## PASSENGER SHUTTLE SCHEDULE
runs Monday-Friday (except holidays)

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updated July 1, 2016
Local Transportation

WHOI Campus Shuttle
http://www.whoi.edu/facilities/page.do?pid=26455

Cape Cod Regional Transit Authority
508-385-1430
http://www.capecodtransit.org/

WHOOSH Trolley (summer only)
800-352-7155
http://www.capecodtransit.org/whoosh-route.htm

Peter Pan Bus
800-343-9999
http://peterpanbus.com/

Plymouth/Brockton Bus
508-746-0378
http://www.p-b.com/

Falmouth Taxi
508-548-3100
http://www.falmouthtaxi.com/

Upper Cape Taxi
508-540-1290

Cape Flyer
508-775-8504
http://capeflyer.com/#sthash.TuL9yl8z.dpbs

The Green Shuttle
866-934-6476
http://gogreenshuttle.com/

Enterprise Rent-A-Car
508-540-7784
http://www.enterprise.com/car_rental/home.do

National Car Rental
508-548-1303
https://www.nationalcar.com/
WHOI HOUSING

HOUSING CONTACT – COMMUNICATION FROM THE HOUSING OFFICE IS BY EMAIL
- Valerie Caron – Housing Coordinator; housing@whoi.edu; extension 2389
- Lynne Ellsworth – Housekeeper

JP HOUSING LOCATION
- 85 Oyster Pond Rd., Quissett Campus, Falmouth, MA

HOUSING TERMS - As a Joint Program student, you will need to be familiar with the following terms for WHOI Housing:

- **TRANSIENT HOUSING**
  - During the first two years in the Joint Program, students usually establish a residence near MIT. Students may request Transient Housing if they need to be in Woods Hole for 2 to 3 nights a week on a regular basis during the fall or spring term.
  - Call for fall term transient housing requests is made in August

- **ON CALL HOUSING**
  - For JP student trips to Woods Hole for an occasional night or two. Please contact Housing at least a couple days prior.

- **COMMUNITY HOUSING**
  - After the first two years in the program, most students live in the community of their Institution of Residence. **WHOI Housing is not intended to be permanent housing.** WHOI maintains a Community Housing website listing rental opportunities local to the Woods Hole campuses.

- **IAP HOUSING**
  - MIT Independent Activities Period is roughly the month of January when there are no formal classes. Call for IAP Housing requests is sent in November.

- **SUMMER HOUSING**
  - All students who require summer housing in Woods Hole must make a formal request in March and provide the required documentation, as noted in the message sent in March.
  - There is a charge for all summer housing. After the first summer in the program, JP students may apply for Summer Rent Assistance.

PLEASE RESPOND PROMPTLY WHEN CONTACTED TO AVOID REPEATED EMAILS
PLEASE CONSIDER YOUR REQUESTS FOR HOUSING CAREFULLY.
- On-call beds are always available if you really just need an occasional night.
- If you request a bed, it will be held for you; notify housing if your plans change.

PICKING UP KEYS
Housing keys are always sent to the security desk at Smith Lab for new arrivals to pick up. The desk is staffed 24/7, so arrival after hours or on the weekend is not a problem. Smith Lab is in close proximity to the Bus Stop at the Steamship Authority where the Peter Pan bus from Boston, the MIT/WHOI shuttle, and the local CCRTA buses arrive and depart.

KEY RETURN ENVELOPE
Upon departure, keys are left in the unit from which you are departing. **PLEASE USE THE KEY RETURN ENVELOPE** provided in your arrival packet. There is a $50 per key non-refundable replacement charge for lost or unreturned keys.
NO OVERNIGHT GUESTS
Overnight guests are not allowed. Unassigned beds are ‘on-call’ beds and must be kept available for occupancy on short notice.

NO PETS
Refer To “Animals in WHOI Housing” Policy.

HOUSING BINDER
There is a Housing Binder in each unit. Please review for:
- Emergency Procedures and Assembly points in case of fire;
- Information on responsibilities of housing occupants;
- Shuttle schedule and other helpful local information;
- Information for Foreign Nationals.

PARKING
Parking permits are required for all WHOI lots, including Housing, and must be properly displayed. Cars without properly displayed permission to park in WHOI lots, or parked illegally will be towed at the owner’s expense.

OCCUPANCY AGREEMENT
Everyone in WHOI Housing signs an Occupancy Agreement. It is your license to occupy WHOI Housing. Failure to abide by Housing policies and procedures will result in permanent revocation of occupancy license.

FIRE/SMOKE/CO DETECTION
Housing units are hard-wired for fire, smoke, and CO detection. If an alarm sounds, evacuation is mandatory.
- Do not tamper with detectors, as this could cause an alarm and call the fire department, as well as damaging the system.

IN AN EMERGENCY
- If there is a fire or other emergency, call 2911 from your WHOI phone, or 911 from a cellphone; IF IT IS A FALSE ALARM, NOTIFY SECURITY – we are charged by the Town for false alarms.

CONTACTING SECURITY FOR OTHER BUSINESS
- You can reach the security desk 24 hours a day, 7 days a week by dialing 0 (zero) on your WHOI phone, or by calling 508-548-1401 from your cellphone for:
  o Urgent maintenance issues overnight or on weekends (non-urgent maintenance issues should be reported to the Housing Office);
  o If you forget your key and are locked out. PLEASE DO NOT TRY TO BREAK IN.

HOUSEKEEPING
The day-to-day housekeeping of the unit is the responsibility of the occupants. We supply a broom, mop, bucket, and vacuum (vacuums may be shared with a nearby unit). We do not supply cleaning products.

BE A GOOD NEIGHBOR
All of WHOI Housing is in close proximity to private homes. You represent the Institution to our neighbors and in the community. Please be a good neighbor.
- No outside activities or noise after 10PM on weeknights (Sunday through Thursday) and midnight on weekends (Friday and Saturday).
Getting Started

Login
Go to the WHOI internal page or to http://www.whoi.edu/mywhoi/. Login using your email name and password.

1. Edit your personal information
To edit information that appears in the internal and external directory (and is used by applications such as grants and contract services), click the “edit personal info” button in the upper left column. You may edit contact information such as addresses and phone numbers and profile information such as education and research interests.

2. Manage your email account(s)
Through MyWHOI, you can change the settings on your email account(s) by clicking the “email manager” button in the upper left column. Settings include vacation message, forwarding, and password manager.

3. Layout Preferences
Customize the look of your page by clicking the arrows on the modules and changing the text size.

4. Set up bookmarks/links
You can personalize your bookmarks/links within MyWHOI by clicking “edit” within the “My Links” module located in the left column.

5. Search WHOI
Enter keywords to search the internal and external WHOI Web sites.

6. WHOI Directory
Search the WHOI Directory by entering any part of the person’s name. Changes you make when you “edit your personal information” will be reflected in the directory.

7. Add your content
To select content to be displayed in the middle column of the MyWHOI window, click the “edit” button next to “My Content.” You will be asked to select from from existing content including Oceanus magazine and WHOI news releases or to add your own content. All content is generated using RSS feeds.

8. Personalize your weather
To change the default settings, click “edit” within the “Weather” module.

9. Edit your sites
You can access your personal homepage, built with the Homepage Builder, or add/edit a site built using Site Builder through the “My Sites” module.

Questions? Comments? Feedback?
Contact webdev@whoi.edu.
What is MyWHOI?

MyWHOI is an intranet portal that allows you to edit your personal information, manage your email accounts, view internal and external news generated from RSS feeds, and view modules such as the WHOI directory, weather from Weather.com, quick links, and more.

1. **Edit Personal Information**
   Add/edit/view your profile (education, research interests, etc) and contact information (telephone, address, etc).
   Preview your internal and external directory pages.

2. **Email Settings**
   Add/change your vacation message and view/edit your email accounts.

3. **Layout Preferences**
   Change the layout and text size of your MyWHOI page.

4. **My Links**
   Add your favorite internal and external links.

5. **Search WHOI**
   Search the internal and external sites.

6. **WHOI Directory**
   Search the WHOI Staff Directory for contact information and more.

7. **My Content**
   Chose from pre-selected RSS feeds or add your own.

8. **Weather**
   View your personalized weather report from weather.com.

9. **My Sites**
   Access your personal homepage builder and other site builder sites.
We are a team of innovative and professional designers, illustrators, photographers, and technicians who help communicate ocean-related science, engineering, and education. Our state-of-the-art graphics department is staffed by highly-trained personnel well versed in all the latest technologies, hardware, and software.

Our services include graphic design and illustration, 3D modeling and animation, web design and development, photography, videography, and multimedia presentations.

**Pricing**

**Large format scanning:**
- $15 setup fee, $5/scan, quantity pricing

**Posters:**
- $85 to print, trim, laminate OR fabric material

**Passport /visa photo:**
- $43 for printing, digital file, archiving

**DVD Duplicating:**
- $3 each for printed label, $20 minimum

**Base pricing**

These are rough estimates. For a more detailed quote on these and many other project possibilities, please call or stop by for a free consultation.

**Poster design (includes printing):**
- 4-8 hours, up to $680

**Lab website design & implementation:**
- 20-40 hours, or $1,600 - 3,200

**Short videos and podcasts:**
- $1500 for 3 minutes

**Animations:**
- $43 a second, or $2580 a minute

**Framing:**
- $170 for 16x20” printed photo, mounted, matted, & framed

**Slide/negative scanning:**
- $3-5/scan base, quality and quantity dependent

**Free!**

**Camera loan program:**
- Take a high end camera on loan for a short or long term project

**Initial consultations**
- There’s no charge to talk to us

"I have benefited from the services of WHOI Graphics over my entire career at WHOI. The quality of their work has been uniformly high and their illustrations have appeared in many of my publications, presentations, posters, and proposals. This quality is owed to their extensive experience in creating illustrations specifically for ocean science and engineering. While many scientists and engineers do their own graphics, I find that by giving [Graphics] the job, they not only do it much better (and faster!), but it frees me up to do what I am uniquely qualified for—science.

Tim Stanton
Senior Scientist"
WHOI Creative Studio

Administration

Katherine Joyce
Creative Director
Web design & development
» 508 289 3567
» kjoyce@whoi.edu
» www.whoi.edu/creative

Linda Skiba
Administration
Technical reports/theses
WHOI business cards/stationery
» 508 289 3516
» lskiba@whoi.edu

Audio and Video

Matt Barton
Videography/Broadcasting
Audio/video support
Video camera loan program
» 508 289 3461
» mbarton@whoi.edu

Tim Silva
3D Modelling and Animation
Video production
Video editing
» 508 289 2468
» tsilva@whoi.edu

Design & Illustration

Eric S. Taylor
Graphic design
(Print and web)
Multimedia design
» 508 289 2660
» etaylor@whoi.edu

Natalie Renier
Illustration
Graphic design
Interactive design
» 508 289 4837
» nrenier@whoi.edu
Points of Interest

Distance in miles

10.7 0.0
North Falmouth. Northern end of bikeway; main parking area.

8.8 1.9
Cranberry bog, privately owned. Cranberries have been harvested here each fall for over 100 years.

8.5 2.2
Bourne Farm. The cattle tunnel is a main trail crossing to 49 acres owned by Salt Pond Bird Areas Sanctuaries, Inc.

7.4 3.3
West Falmouth. Scenic West Falmouth Harbor.

6.7 4.0
Deck overlooking West Falmouth's Oyster Pond and the glacial moraine to the east.

6.4 4.3
Great Sippewissett Marsh, important salt marsh habitat for the Buzzards Bay ecosystem. The Town of Falmouth, Salt Pond Bird Areas Sanctuaries, Inc., and the Massachusetts Audubon Society protect 140 acres of the marsh.

5.4 5.3
Little Sippewissett Marsh, protected by the barrier dunes at Woodneck Beach. The name Sippewissett comes from the Wampanoag language, meaning “little cove” or “little river.”

4.8 5.9
At about 50-ft elevation, here you cross the glacial moraine separating the Buzzards Bay and Vineyard Sound watersheds.

4.5 6.2
Trail connection to Goodwill Park/Grew's Pond/Long Pond and Moiraine Trail. Please be extremely careful crossing Rte. 28/Palmer Ave.

3.6 7.1
Falmouth Village. Main parking area; go uphill on Depot Ave. to Highfield Hall and trail connection to Beebe Woods.

3.3 7.4
Locust Street. Original northern end of bikeway when dedicated in 1975. Limited parking. Visit the 300 Committee (a Falmouth land trust) office to obtain maps of conservation lands in Falmouth.

2.8 7.9
Salt Pond. Trail connection to access paths at Salt Pond Area Reservaion (40 acres).

2.2 8.5
Oyster Pond, formed from a glacier kettle hole; stewardship of this watershed is provided by Oyster Pond Environmental Trust.

2.0 8.7
Monument to Katharine Lee Bates, author of “America the Beautiful.”

1.8 8.9
Trunk River, the outlet from Oyster Pond into Vineyard Sound; seasonal alewife herring run.

1.0 10.7
Woods Hole. Southern end of bikeway; metered parking; research institutions, public aquarium, ferry to Martha’s Vineyard

Legend

- Shining Sea Bikeway
- Bike Routes on Roadways
- Highway
- 1 Mile Markers (S>N)

- Point of Interest
- Water
- ATM/Bank
- Bus Station
- Ferry Station
- Hospital
- Swimming Beach
- Picnic Area
- Trail Connection

Scale

0 0.5 1 1.5m
0 0.5 1 mi
WHOI FITNESS TRAIL
(Website: http://www.whoi.edu/generalinfo/internal/fittrail/)

PLEASE NOTE: Due to the construction of the LOSOS building, the trail may be picked up at the Ring Road; the first station is #3.

The Fitness Trail is located along 1.5 miles of wooded paths encompassing over 60 acres in the most beautiful and peaceful walking areas of WHOI’s Quissett Campus. The trail consists of a 20-station exercise system with instructional signs and exercise structures. The self-guided, self-paced system combines the three essential elements of total fitness (stretching/flexibility, muscle toning, and cardiovascular conditioning) into a balanced exercise routine. You perform the recommended exercises at each station and proceed through the routine with warm-up, conditioning, and cool-down exercises. Heart-rate guides allow you to gauge exertion levels and properly pace your workout.

Water is available at a fountain near Station 15, at 85 Oyster Pond Road.

Our fitness trail represents a continued commitment on the part of the Institution to employee wellness. It is also an excellent addition to our recreational complex. We hope you’ll find it an ideal resource to improve your health and a fun way to reach your fitness goals. Proper footwear is recommended.

Watch out for poison ivy and ticks!
What is Lyme disease?
Lyme disease is caused by bacteria (germs) that are spread by tiny, infected deer ticks. Both people and animals can have Lyme disease.

Where do cases of Lyme disease occur?
In the United States, Lyme disease most commonly occurs in the Northeast and mid-Atlantic regions and in the upper Midwest. In Massachusetts, Lyme disease occurs throughout the state.

How is Lyme disease spread?
Lyme disease is spread by the bite of an infected deer tick. The tick usually must be attached to a person for at least 24 hours before it can spread the germ. Deer ticks in Massachusetts can also carry the germs that cause babesiosis and human granulocytic anaplasmosis (also known as human granulocytic ehrlichiosis). Deer ticks are capable of spreading more than one type of germ in a single bite.

When can I get Lyme disease?
Lyme disease can occur during any time of the year. The bacteria that cause Lyme disease are spread by infected deer ticks. Young ticks (nymphs) are most active during the warm weather months between May and July. Adult ticks are most active during the fall and spring but may also be out searching for a host any time that winter temperatures are above freezing.

How soon do symptoms of Lyme disease appear after a tick bite?
Symptoms of early Lyme disease, described below, usually begin to appear from 3 to 30 days after being bitten by an infected tick. If untreated, symptoms of late Lyme disease may occur from weeks to years after the initial infection.

What are the symptoms of Lyme disease?
**Early stage (days to weeks):** The most common early symptom is a rash (erythema migrans) where the tick was attached. It often, but not always, starts as a small red area that spreads outward, clearing up in the center so it looks like a donut. Flu-like symptoms, such as fever, headache, stiff neck, sore and aching muscles and joints, fatigue and swollen glands may also occur. Even though these symptoms may go away by themselves, without medical treatment, some people will get the rash again in other places on their bodies, and many will experience more serious problems. *Treatment during the early stage prevents later, more serious problems.*

**Later stages (weeks to years):** If untreated, people with Lyme disease can develop late-stage symptoms even if they never had a rash. The joints, nervous system and heart are most commonly affected.
- About 60% of people with untreated Lyme disease get arthritis in their knees, elbows and/or wrists. The arthritis can move from joint to joint and become chronic.
• Many people who don’t get treatment develop nervous system problems. These problems include meningitis (an inflammation of the membranes covering the brain and spinal cord), facial weakness (Bell’s palsy) or other problems with nerves of the head, and weakness or pain (or both) in the hands, arms, feet and/or legs. These symptoms can last for months, often shifting between mild and severe.
• The heart also can be affected in Lyme disease, with slowing down of the heart rate and fainting. The effect on the heart can be early or late.

Is there treatment for Lyme disease?
People who are diagnosed with Lyme disease can be treated with antibiotics. Prompt treatment during the early stage of the disease prevents later, more serious problems.

What can I do to lower my chances of getting Lyme disease, or any other disease, from ticks?
Prevention begins with you! Take steps to reduce your chances of being bitten by any tick. Ticks are most active during warm weather, generally late spring through fall. However, ticks can be out any time that temperatures are above freezing. Ticks cling to vegetation and are most numerous in brushy, wooded or grassy habitats. They are not found on open, sandy beaches, but may be found in grassy dune areas. When you are outside in an area likely to have ticks (e.g. brushy, wooded or grassy places), follow these simple steps to protect yourself and your loved ones:
• Use a repellent with DEET (the chemical N-N-diethyl-meta-toluamide) or permethrin according to the instructions given on the product label. DEET products should not be used on infants under two months of age and should be used in concentrations of 30% or less on older children. Permethrin products are intended for use on items such as clothing, shoes, bed nets and camping gear, and should not be applied to skin.
• Wear long, light-colored pants tucked into your socks or boots, and a long-sleeved shirt. This may be difficult to do when the weather is hot, but it will help keep ticks away from your skin and help you spot a tick on your clothing faster.
• Stay on cleared trails when walking or hiking, avoiding the edge habitat where ticks are likely to be.
• Talk to your veterinarian about tick control options (tick collars, repellents) for your pets.
• More information on choosing a repellent and how to use repellents safely is included in the MDPH Tick Repellents fact sheet at www.mass.gov/dph/tick. contact the MDPH at(617) 983-6800 for a hard copy

Did you know?
You don’t have to be a hiker on Cape Cod to worry about ticks. In Massachusetts, you may be bitten in your own backyard. There are lots of things you can do around your own backyard to make it less inviting for ticks! Visit the MDPH Tickborne Disease Website at www.mass.gov/mosquitoesandticks for suggestions.
After spending time in an area likely to have ticks, check yourself, your children and pets for ticks. Young ticks, called nymphs, are the size of a poppy seed. Adult deer ticks are the size of a sesame seed. Both nymph and adult deer ticks can spread the bacteria that cause Lyme disease; however, nymphs are of more concern. They are aggressive feeders and so tiny that it can be difficult to see them on the body, unless you are looking carefully. When doing a tick check, remember that ticks like places that are warm and moist. Always check the back of the knees, armpits, groin, scalp, back of the neck and behind the ears. If you find a tick attached to your body, remove it as soon as possible using a fine-point tweezers. Do not squeeze or twist the tick’s body, but grasp it close to your skin and pull straight out with steady pressure.

Know the symptoms of Lyme disease as described in this fact sheet. If you have been someplace likely to have ticks and you develop symptoms of Lyme disease, or any other disease carried by ticks, see your health care provider right away.

Where can I get more information?

- Your doctor, nurse, or health care clinic or your local board of health (listed in the telephone directory under local government)
- The Massachusetts Department of Public Health (MDPH), Division of Epidemiology and Immunization at (617) 983-6800 or toll-free at (888) 658-2850, or on the MDPH Tickborne Diseases website at [www.mass.gov/dph/tick](http://www.mass.gov/dph/tick)
- Health effects of pesticides, MDPH, Center for Environmental Health at 617-624-5757
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Updated: March 2011