Welcome to WHOI
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 Lea Fraser (lfraser@whoi.edu)

☐ Complete All Check-in Forms
Forms are available on JP website under current students, academic resources. Bring appropriate I-9 documentation (originals no copies)

---For Foreign Nationals Only---

☐ Complete Foreign National Information Form (FNI F)
Complete the FNI Form is available on JP website under current students, academic resources. Bring your passport, I-20/DS-2019, VISA, and a copy of your electronic I-94 to the session.

---For Foreign Nationals Only---After you Arrive in the US

☐ Complete MIT’s International Student Office (ISO) Online Check-in Forms
All incoming international students must complete ISO’s Online Check-In forms AFTER you arrive in the U.S. This is required, so you will not be able to request your MIT ID card or complete enrollment registration for your term until you have completed the Online Check-In. You must complete the check-in forms before arriving at WHOI. The ISO recommends that students set up multiple DUO Authentication methods (other than text message) prior to arrival at MIT. For more information, please contact MIT Information and Systems Technology.

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 Martha Bridgers (mbridgers@whoi.edu)
□ **Obtain WHOI Identification/Library Card**

Call the MBL Swope Center at 508-289-7247 to arrange a time to have the card issued. 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.

□ **Obtain your WHOI Email Account, VPN, and DUO Passwords**

Visit Clark Lab Help Desk located on the first floor or the Help Desk at 508-289-2439 (or ext. 2439 from a WHOI phone) to obtain your LDAP and VPN password. Your email and VPN accounts have been created but you need to obtain your passwords. Use your email username and password to access WHOI web-based (LDAP) restricted areas. Use your VPN account to access the wireless network.

□ **Complete Environmental Health and Safety Training**

All new arrivals are required to complete the online trainings below:

- General Safety Awareness training
- Cybersecurity Awareness training (3 separate components)
- Respectful Workplace and Anti-Harassment training

https://www.inspiredlms.com/whoiTMS/AdditionalPages/Page/762

Talk to your advisor about other required trainings.

□ **Set up Employee Online**

Set up [Employee Online](#) to view pay stubs, change your personal information, access W-2s, tax status, etc. You will need to your WHOI ID and password to begin using Employee Online.

□ **Set up 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 shows year-to-date earnings in order to file your annual tax return. GRA’s (earned income) receiving a salary from a particular grant is taxed and a W-2 is provided at year-end. Access W-2 forms via [Employee Online](#) by completing the consent form, click W2 Consent (under Pay Information heading) and check the box to receive an electronic copy of your W2, and click ‘Save’. Contact Dena Richard, WHOI’s Payroll Manager at drichard@whoi.edu or at EXT. 2377.

□ **Set Up 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. [Register](#) for WHOI’s campus-wide emergency notification system.

**Your First Week at WHOI**

□ **Unanet Training Video for Travel Reimbursement**

At WHOI, requests for reimbursement are submitted on a monthly basis using [Unanet](#).
Review this 5-minute training video and guide for instructions on using UNANET.

☐ Complete Conflict of Interest Form

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

☐ Parking Pass

A temporary parking pass (valid for two weeks) may be obtained from your WHOI department or at 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.

☐ Review your Discipline’s Handbook

☐ Review and Discuss Faculty/Student Responsibilities

Academic Programs Office (APO) Contacts

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>Martha Bridgers</td>
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<td>Housing Requests, Dean’s Calendar</td>
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<td>Housing Coordinator</td>
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<tr>
<td>Budget Manager/Title IX Coordinator</td>
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<td>Janet Fields</td>
<td><a href="mailto:jfields@whoi.edu">jfields@whoi.edu</a></td>
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<td>Postdoc Coordinator</td>
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<td>Lea 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, J P Website, Reserving Rooms</td>
</tr>
<tr>
<td>Graduate Admissions and Student Affairs Officer</td>
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</tr>
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<td>Tricia Gebbie</td>
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<td>Guest Student Appointments</td>
</tr>
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<td>Academics, Advising, Concerns, Career Advice</td>
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<td>Associate Dean</td>
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</tr>
<tr>
<td>Registrar</td>
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Academic and Personal Support Resources

There are many academic and personal support resources, and many of may be accessed remotely. These include:

- MIT Office of Graduate Education (OGE)
- Graduate Student Support (GPS)
- MIT Mind and Hand Book
- MIT Ombuds Office
- MIT Personal Support & Wellness
- MIT Resources for Easing Friction and Stress (REFS)
- Advisor/Supervisor
- Education Coordinator
  - Each discipline has an Education Coordinator at WHOI to strengthen department education efforts and who are available to students during office hours
- Each Joint Committee has academic oversight responsibility for your progress from admission to approving your thesis
- Academic Programs Office
- 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.
- 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 is available 24 hours a day, seven days a week by calling 1-800-828-6025. e4health Resources

Additional resources are available on the current student webpage under Academic Resources and Student Resources.

Registration

Summer Registration
- Students must register each summer, fall, and spring term for which they are enrolled
- June – Registrar approves registration for WHOI-based students (summer research); student receives email notification and must submit registration
- A math refresher is offered in July and August – noncredit, not on registration

Preregistration
- Students should make sure to preregister for any subjects they plan to take in the fall. The class schedule is based on the preregistration numbers

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
• Registration is approved when advisor’s permission is received
• Student receives notification of approval and must submit by September 6
• 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 the JP registration web page.

Many JP subjects are linked via videolink (VL). Those subjects are recorded, and the recordings are available on the Stellar (MIT’s course management system) 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 through MIT 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 an unnecessary expense.

More information about health insurance is available 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 rates can be found at https://gradadmissions.mit.edu/costs-funding. Students funded at MIT are paid twice per month; students funded at WHOI are paid bi-weekly.

**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.
Tick Safety
Ticks have the potential to carry harmful diseases. Learn about tick-borne diseases, prevention and identification. [Tick-Borne Disease Information for the Public](#)

**ORCID Open Researcher & Contributor ID**
An [ORCID ID](https://orcid.org/) is a persistent digital identifier that distinguishes each researcher across national boundaries and workplaces. ORCID IDs are free for individuals.

**Google Drive Training**
To request a Google Drive account, please visit the [Staff Training and Development](https://whoi-it.whoi.edu) web page to register for Google Drive training. **All users must attend training prior to having their account activated.**
https://whoi-it.whoi.edu/google-drive/

**Social Media**
Make sure you follow WHOI on our social media platforms
www.whoi.edu
Facebook.com/WoodsHoleOcean
Twitter: @WHOI
Instagram: woodshole_ocean
Use #MIT_WHOI for the MIT-WHOI Joint Program

**Corporate Credit Card**
Card assignment is at the discretion of your Department Chair/Administrator or Group Manager. Discuss with your advisor. [https://www.whoi.edu/procurement/one-corporate-card](https://www.whoi.edu/procurement/one-corporate-card)

**Computer Loan**
[Intrest-free loans](#) from $300 to $2500 for the purchase of personal computers are available during their first two years of enrollment

**WHOI Committees**
- [WHOI Student Organization (Student Reps)](#)
- [Workplace Climate Committee (WCC)](#)
- [Gays, Lesbians, and Others in Woods Hole (GLOW)](#)
- [Woods Hole Diversity Advisory Committee (WHDAC)](#)
- [Women's Committee](#)
- [Safety Committees](#)
- [Broader Impacts Group (BIG)](#)
- [International Committee](#)
- [Sustainability Task Force (STF)](#)
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

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

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

- **Books**
  - Use the library catalog to search holdings:
    - [http://library.whoi.edu/vwebv/searchBasic](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](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.mblwhoilibrary.org/illiad/](http://ill.mblwhoilibrary.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:
MBL Village Campus

1. Candle House (Administration)
2. 100 Water Street (Pierce Exhibit Center, Satellite Club, MBL Club)
3. Marine Resources Center
4. Collection Support Facility
5. Crane Wing (Labs, Shipping)
6. Lillie Laboratory (Labs, Service Shops, MBL/WHOI Library)
7. Rowe Laboratory (Labs, Speck Auditorium)
8. Environmental Sciences Laboratory
8a. Homestead Administration (Human Resources, Education Dept.)
9. Loeb Laboratory (Research and Teaching Labs, Lecture Rooms)
10. Brick Apartment House
11. Veeder House Dormitory
12. David House Dormitory
13. Broderick House (IT)
14. Crane House
15. Swope Center (Registration, Cafeteria, Dormitory, Meigs Room)
16. Ebert Hall Dormitory
17. Drew House Dormitory
18. 15 North Street (Carpentry Shop)
19. Smith Cottage and Barneck Road Property
20. C.V. Starr Environmental Sciences Laboratory
21. 11 North Street
22. MBL Parking

MBL Parking
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 Policies available to view on the WHOI network or the VPN.  
https://www.whoi.edu/website/institution-policy/index

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)
- Environmental Health and Safety Policy  
  http://ehs.whoi.edu/ehs/DesktopDefault.aspx?tabindex=0&tabid=1&itemID=519
- Grievance
- Harassment (Policy Against)
- Respectful Workplace and Violence Prevention
- Substance Abuse
Faculty/Student Responsibilities* WHOI

http://mit.whoi.edu/responsibilities-student-and-faculty

1. Advisors and students should be familiar with appropriate discipline handbook(s) and with the Joint Program housing policy.

2. When a student first arrives, the advisor and student should discuss what courses the student should take, and when. Advice is also available from the education coordinator and the student’s academic advisory committee.

3. When a student first arrives, the advisor and student should discuss what research project(s) the student should undertake, including expectations of when and how that research will be carried out (e.g., during first summer, semesters when classes are in session, during IAP, during subsequent summers), and balance between coursework and research. They should also discuss any upcoming fieldwork (timing and duration), and whether it is optional or required.

4. Advisors should make expectations clear to the student, including how frequently the advisor and student should meet. The advisor should make him/herself available to provide advice to the student, and clarify with the student how best to set up meetings – e.g., regular weekly meetings, or meetings as needed with some amount of lead time so that the advisor can set aside time, etc. Likewise the student should feel comfortable communicating with the advisor regarding the frequency of meetings.

5. Full-time Graduate Research and Teaching Assistants (and students on Fellowships and Scholarships as well) are expected to devote at least 50 hours per week on average to academic activities, including time devoted to classes, research activities, and any activities specific to Research or Teaching Assistant duties. If supported as a Graduate Research Assistant, 20 hours per week on average should be devoted to work on the grant/contract. Specifics of how the 20-hour per week obligation is to be satisfied should be agreed upon by the advisor and the student (e.g., less time devoted to grant/contract activities when classes are in session, more time during IAP and summer). It is good to have an understanding between the student and advisor about this balance (the education coordinator is another resource to provide advice about balance). If supported as a Teaching Assistant, the student is expected to devote 20 hours per week to Teaching Assistantship activities (10 hours/wk for half-time TA).

6. Students are entitled to two weeks of vacation per year and should clear vacation schedules in advance with advisor(s). It is useful for students and advisors to discuss expectations given that many oceanography students spend considerable time in the field. Information about terms of appointments is at http://odge.mit.edu/gpp/assistance/rata/terms-of-appointment/

7. Advisors and students should discuss authorship protocol (e.g., when is someone an author vs. acknowledged; when is someone first author; etc.), and scientific conduct. Training in scientific conduct is now required by some funding agencies. Ethics training is available, and advisors should encourage students to take advantage of such training.

8. Advisors should make best efforts to fund students fully, and encourage (and assist as needed) students to submit fellowship applications. If the student has his/her own
funding through a fellowship, and wishes to pursue research not covered by existing grants, the student needs to have the advisor’s permission and support. The student and the advisor then need to openly discuss possibilities and how other costs (e.g., lab supplies and analyses) will be covered. The burden of funding the student and his/her research costs falls on the advisor, thus the need for the advisor being in agreement that the student should pursue this research.

9. Regular feedback should be provided to the student about progress, and if the student is not fulfilling the advisor’s expectations, the advisor should bring that to the student’s attention in a timely manner so that the student can address the concern (rather than waiting until the semester’s end or as part of the annual review).

10. Advisors and students should discuss progress at annual review time and go over any issues or concerns. On all submitted memos/paperwork, copy Kris and Lea (who will print the correspondence and place it in the student’s file).

11. As the student’s research progresses, the advisor(s) should encourage participation in scientific meetings and assist with writing and submitting abstracts, choice of sessions and travel costs, and encourage and assist with networking at meetings. Both MIT and WHOI offer funding to help with student travel to conferences when they are presenting. See http://mit.whoi.edu/policies. Advisors should introduce students to colleagues and program managers from funding agencies at meetings, as well as when colleagues or program managers visit the home institution.

12. Each year students and advisors should discuss career goals (which may evolve). Advisors should offer advice to students on postdoc and job opportunities, and encourage the student to think broadly about his/her career.

13. Advisors should encourage and assist with publication of results including advice on appropriate journals; structure, length and content of articles; appropriate analyses and graphics; and guidance in responding to reviewers.

14. Advisors should provide timely feedback (e.g., within a week or two, with an idea of the timing provided by the advisor) as students write up results for their theses.

15. In addition to the Educational Coordinator, Associate Dean, Dean, MIT Director of the Joint Program, and Joint Committee members, the Department Chair at WHOI and Department Head at MIT are go-to people for graduate students who need advice or assistance on important professional matters such as resolving conflicts or other issues with their advisors or others in the department. MIT also has an Ombuds Office http://web.mit.edu/ombud/.

*There may be some discipline-specific variations to these general guidelines – see discipline handbooks

July 2013
## Joint Committee for Biological Oceanography (JCBO)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
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<td>617-253-2181</td>
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## Joint Committee for Chemical Oceanography (JCCO)

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<thead>
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<tbody>
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<td>MIT E25-641</td>
<td>617-253-0474</td>
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<td>Jeffrey Seewald*</td>
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<td>Phil Gschwend</td>
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<td>MIT 48-415</td>
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<td>617-452-2791</td>
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## Joint Committee for Marine Geology & Geophysics (ICMG&G)

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel McCorkle (Chair)</td>
<td><a href="mailto:ddmccorkle@whoi.edu">ddmccorkle@whoi.edu</a></td>
<td>Clark 256A</td>
<td>Ext. 2949</td>
</tr>
<tr>
<td>Dan Lizarralde*</td>
<td><a href="mailto:dlizarlalde@whoi.edu">dlizarlalde@whoi.edu</a></td>
<td>Clark 260B</td>
<td>Ext. 2942</td>
</tr>
<tr>
<td>Veronique Le Roux</td>
<td><a href="mailto:vleroux@whoi.edu">vleroux@whoi.edu</a></td>
<td>Clark 247A</td>
<td>Ext. 3549</td>
</tr>
<tr>
<td>David McGee</td>
<td><a href="mailto:davidmcg@mit.edu">davidmcg@mit.edu</a></td>
<td>MIT E25-625</td>
<td>617-253-3545</td>
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<tr>
<td>Taylor Perron</td>
<td><a href="mailto:perron@mit.edu">perron@mit.edu</a></td>
<td>MIT 54-1022</td>
<td>617-253-5735</td>
</tr>
<tr>
<td>Oliver Jagoutz</td>
<td><a href="mailto:jagoutz@mit.edu">jagoutz@mit.edu</a></td>
<td>MIT 54-1226</td>
<td>617-324-5514</td>
</tr>
</tbody>
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## Joint Committee for Applied Ocean Science & Engineering (JCAOSE)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
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<tbody>
<tr>
<td>Dave Ralston (Chair)</td>
<td><a href="mailto:dralston@whoi.edu">dralston@whoi.edu</a></td>
<td>Bigelow 212</td>
<td>Ext. 2587</td>
</tr>
<tr>
<td>Andone Lavery*</td>
<td><a href="mailto:alavery@whoi.edu">alavery@whoi.edu</a></td>
<td>Bigelow 211</td>
<td>Ext. 2345</td>
</tr>
<tr>
<td>Britt Raubenheimer</td>
<td><a href="mailto:braubenheimer@whoi.edu">braubenheimer@whoi.edu</a></td>
<td>Bigelow 206</td>
<td>Ext. 3614</td>
</tr>
<tr>
<td>John Leonard</td>
<td><a href="mailto:jleonard@mit.edu">jleonard@mit.edu</a></td>
<td>MIT 5-214</td>
<td>617-253-5305</td>
</tr>
<tr>
<td>Pierre Lermusiaux</td>
<td><a href="mailto:pierrel@mit.edu">pierrel@mit.edu</a></td>
<td>MIT 5-428</td>
<td>617-324-5172</td>
</tr>
<tr>
<td>Heidi Nepf</td>
<td><a href="mailto:hmepn@mit.edu">hmepn@mit.edu</a></td>
<td>MIT 48-216D</td>
<td>617-253-8622</td>
</tr>
<tr>
<td>Alexandra Techet</td>
<td><a href="mailto:ahtechet@mit.edu">ahtechet@mit.edu</a></td>
<td>MIT 5-230</td>
<td>617-452-2266</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>
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## Joint Committee for Physical Oceanography (JCPO)

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<th>Name</th>
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<tr>
<td>Glenn Flierl (Chair)</td>
<td>glennlake.mit.edu</td>
<td>MIT 54-1426</td>
<td>617-253-4692</td>
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<tr>
<td>Claudia Cenedese*</td>
<td><a href="mailto:ccenedese@whoi.edu">ccenedese@whoi.edu</a></td>
<td>Clark 359</td>
<td>Ext. 2696</td>
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<tr>
<td>Amala Mahadevan</td>
<td><a href="mailto:amahadevan@whoi.edu">amahadevan@whoi.edu</a></td>
<td>Clark 223</td>
<td>Ext. 3440</td>
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<tr>
<td>Geoffrey ‘Jake’ Gebbie</td>
<td><a href="mailto:ggebbe@whoi.edu">ggebbe@whoi.edu</a></td>
<td>Clark 213A</td>
<td>Ext. 2801</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>617-324-5172</td>
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</table>

*WHOI Education Coordinator
EMOTIONAL WELL BEING
E4 Health offers up to **5 free** sessions of confidential counseling for faculty, staff, 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/Substance Abuse
- Stress
- Family & Couple Counseling

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 Management Programs
- 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, articles, assessments, webinars, financial calculators, searchable databases, skill builders and more.

Toll-free: 800-227-2195
Website: www.HelloE4.com
Username: whoi
Password: guest

ALWAYS AVAILABLE | ALWAYS CONFIDENTIAL
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</tbody>
</table>
Where We Are

We are located on Quissett Campus on the first floor of the Clark Lab Building and in Challenger near Woods Hole Village.

Who We Are

Keith Glavin
Senior Director

Business Systems
Nanci Pacheco
Director
Edgar McLaughlin
Project Manager
Hilary Davis
Business Analyst
Karen Flaherty
Senior Business Analyst
Mitch Fielischman
Business Analyst
Joe Messina
DBA / Pro. / Sys. Admin
Ron Timm
Business Analyst
Danielle Donnelly
Business Analyst

Applications Development
Nick Symmonds
Manager
Julie Allen
Web / Applications Programming
David Gaylord
Web and DB Development
Helen Gordon
Web and DB Development
Joe Futrelle
Web and DB Development
Ethan Andrews
Senior Software Developer

End User Technology Services
Scott Cramer
Manager
Fay Cali
Senior Desktop Support Analyst
Tim Barber
Desktop Support Analyst
Val Smirnov
Desktop Support Analyst
Alicia Rose
Network Technician

Networking
John Parker
Manager
Mike Bishop
Network Engineer
Andrew Caplice
Senior Network Engineer
Eric Bates
Network Engineer
Matthew Shipman
Network/Telecom Engineer

Servers / HPC Storage

Dependent Support

Desktop Support

Email

Network

Phones

Data Storage

Servers

Business Systems

Security

Web

Software Dev

Information Services
Quissett Campus / Clark Lab / 1st Floor
Help Desk (508) 289-2439 or
helpdesk@whoi.edu

https://whoi-it.whoi.edu
What We Do

Information Services comprises 5 teams including Business Systems, Servers/Storage/HPC, End User Technology Services, Network and Operations, and Applications Development. Our goal is to facilitate the scientific effort by providing technical support and information to users of information technology within the WHOI community.

Within these teams you will find technical resources that include:

- Advice on emerging technologies.
- WHOI’s Telephone network infrastructure and maintenance.
- WHOI’s Data network infrastructure and support.
- Centralized services such as:
  - E-mail
  - Remote Access
  - Web Development
  - File Transfers
  - Shared File and Print Servers
  - Data Storage
- Desktop Support, Mobile Devices
- Applications Development and Support
- Computer Training
- Win/Unix/Linux System Administration
- Data Center Hosting

These and more are available to all WHOI Staff, Faculty and Students. We also offer support for visiting scientific staff or students.

Please direct your inquiries via email to the Help Desk (helpdesk@whoi.edu) or call us at (508) 289-2439.

Getting Started

Accounts for email, wireless/remote access and others have likely been created for you by the IS Department. We recommend new staff/students check with their department administrator or hiring manager to confirm the following accounts have been created:

- Email account and password
- Remote Access (VPN—DUO) and Wireless Access accounts and password

See the “My Resources” section for information about accessing the various IS resources at WHOI including usernames and passwords.

Additionally, if you need to purchase a laptop or desktop computer (or configure an existing one), please have your department administrator or hiring manager submit a General Service Request to:

https://whoi-it.whoi.edu/new-service-request-form/

Web Resources

IS Quicklinks
https://whoi-it.whoi.edu/is-quicklinks

New Employees
https://whoi-it.whoi.edu/new-employee-checklist/

Getting Started with IS
https://whoi-it.whoi.edu/get-started-with-it/

IS Policies & Guidelines
https://whoi-it.whoi.edu/about-is/policies/

Email
https://whoi-it.whoi.edu/our-services/email-at-whoi/

Service Request Forms
https://whoi-it.whoi.edu/new-service-request-form/

Remote Access (VPN/DUO)
https://whoi-it.whoi.edu/our-services/security-services/duo2fa/

Phone Resources

IS Help Desk Internal: Dial ext. 2439
Outside WHOI: (508) 289-2439

My Resources

Information Services has created a temporary password for you. Please call the Help Desk 508-289-2439 to obtain your password. When you receive it, you must change this password here: https://www.whoi.edu/changePassword before proceeding below.

To log in:
Username: first initial—last name
Password: Your temporary password

To access the resources below use your new password from the step above.*

*Note: remote access/wireless accounts require a different password which you may obtain from the IS Help Desk (508-289-2439).

WHOI Directory Services Accounts (LDAP/AD)
Username: first initial—last name

Email Account @whoi.edu
Username: first initial—last name (i.e. jdoe)

Email on the Web
https://newwebmail.whoi.edu/login.php
https://iwahoyi.edu
Username: first initial—last name (i.e. jdoe)

Wired Network Access (register my computer)
https://netreg.whoi.edu
Username: first—initial last name

Wireless Network Access
Arctic/Eduroam
Username: WHOI Email (i.e. jdoe@whoi.edu)
Password: Remote Access/Wireless password

Remote Access (Requires DUO Enrollment) and Cisco AnyConnect (Contact the IS Help Desk for assistance)
vpn2.whoi.edu/whoi
Username: WHOI Email (i.e. jdoe@whoi.edu)
Password: Remote Access/Wireless password

Employee Online
https://emponline.whoi.edu
Username: first initial—last name (i.e. jdoe)

MyWHOI
https://www.whoi.edu/mywhoi/internal.go
Username: first initial—last name (i.e. jdoe)

Payroll (Unanet—timecard)
http://whoitime.whoi.edu/unanet/action/login
Username: first initial—last name (i.e. jdoe)

Network File Share (W and U Drives)
Username: first initial—last name (i.e. jdoe)

smb:\fileshare.whoi.edu (Windows)
smb:\fileshare.whoi.edu (MAC)

GSuite (Google Drive) (requires some training. Contact the Help Desk to make an appointment)
https://drive.google.com
Username: WHOI Email (i.e. jdoe@whoi.edu)
WHOI HOUSING

HOUSING CONTACT – COMMUNICATION FROM THE HOUSING OFFICE IS BY EMAIL

- Martha Bridgers – Housing Coordinator; housing@whoi.edu; extension 2389
- Lynne Ellsworth – Housekeeper lynne@whoi.edu

JP HOUSING LOCATION

- 85 Oyster Pond Rd., Quissett Campus, Falmouth, MA

HOUSING TERMS - 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 are 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. On-call beds are always available if you really just need an occasional night.

- **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.
  - There is a charge for all summer housing. After the first summer in the program, JP students may apply for Summer Rent Assistance.

PLEASE CONSIDER YOUR REQUESTS FOR HOUSING CAREFULLY.

- Beds are limited, especially in the summer. But, if you request a bed, it will be held for you;
- notify housing if your plans change.

**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.

**HOUSEKEEPING**

Our Housekeeper will be doing a weekly inspection of the units mid-day on Tuesdays. However, 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.
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.

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.

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).
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**  
**PASSENGER SHUTTLE SCHEDULE**  
Runs Monday-Friday (except holidays)

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Updated September 2018
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!
The Blacklegged Tick, also called Deer Tick, is abundant throughout Massachusetts. They can carry the organism that cause Lyme disease, babesiosis, anaplasmosis, and relapsing fever. While tick-borne illnesses can be very serious if untreated, they are preventable.

**Tick Facts**
- Tick habitat is in shady, damp, brushy, wooded areas including shrubs and gardens.
- Ticks cannot jump or fly. They attach to people, pets, or other animals that brush up against them.
- Nymph stage ticks are found mostly at ground level. Adult stage ticks can be found up to a couple of feet off the ground on vegetation.

**Tick Bite Prevention**
- Do a tick check after coming inside and tumble-dry clothes for 20 minutes.
- Wearing light-colored clothing makes it easier to see ticks.
- Use repellents; read and follow all label instructions. There are two types of repellent:
  1. Products containing DEET may be used on skin.
  2. Products containing Permethrin may be used on clothing, not skin. Use Permethrin to treat clothing (active through six washings), or purchase pre-treated clothing (active through seventy washings).

**Tick Removal**
- REMOVE TICK IMMEDIATELY and CORRECTLY
  - Using pointy tweezers, grasp tick by the head (as shown) and pull straight up. Avoid twisting.
  - **DONOT USE:** matchetsh, cigarettes, petroleum jelly, gasoline, nail polish remover, etc.
  - After removing tick, apply antiseptic to bite area.
  - Note date when tick was removed.
  - Save tick for identification and testing.

**Tick Testing**
- Laboratory of Medical Zoology: www.TickReport.com
- Testing can be performed for all major diseases.

**Useful Resources**
- Cape Cod Cooperative Extension: www.capecodextension.org
- N/A Department of Public Health: www.mass.gov/dph
- University of Rhode Island: www.tickencounter.org
- Barnstable County Department of Health and Environment: www.barnstablecountyhealth.org

Larry Dapis, Entomologist
ldapis@barnstablecounty.org
508.375.6642

Cape Cod Cooperative Extension
www.capecodextension.org
Points of Interest

- **North Falmouth**: Northern end of bikeway; main parking area.
- **Cranberry bog**, privately owned. Cranberries have been harvested here each fall for over 100 years.
- **Bourne Farm**: The cattle tunnel is a main trail crossing to 49 acres owned by Salt Pond Bird Areas Sanctorum, Inc.
- **West Falmouth**: Scenic West Falmouth Harbor.
- **Great Sippewissett Marsh**, important salt marsh habitat for the Buzzards Bay ecosystem. The Town of Falmouth, Salt Pond Areas Sanctorum, Inc., and the Massachusetts Audubon Society protect 140 acres of the marsh.
- **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.”
- **Falmouth Village**: Main parking area; go uphill on Depot Ave. to Highfield Hall and trail connection to Beebe Woods.
- **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.
- **Salt Pond**: Trail connection to access paths at Salt Pond Area Reservior (40 acres).
- **Oyster Pond**: Formed from a glacial kettle hole; stewardship of this watershed is provided by Oyster Pond Environmental Trust.
- **Monument to Katharine Lee Bates**, author of “America the Beautiful.”
- **Trunk River**: The outlet from Oyster Pond into Vineyard Sound; seasonal alewife herring run.
- **Woods Hole**: Southern end of bikeway; metered parking; research institutions, public aquarium, ferry to Martha’s Vineyard