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 (FNIF)

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

NAME	EMAIL	TOPIC
Martha Bridgers Housing Coordinator	mbridgers@whoi.edu	Housing Requests, Dean's Calendar
Christine Charette Budget Manager/Title IX Coordinator	ccharette@whoi.edu	Financials, Tuition, Stipend, OVF, Gym Membership, Title IX, Childbirth Accommodations
Janet Fields Postdoc Coordinator	jfields@whoi.edu	Postdoc Information
Lea Fraser Graduate Admissions and Student Affairs Officer	lfraser@whoi.edu	Student Affairs, Video Links, Thesis Preparation and Defense Scheduling, Student Center Maintenance, JP Website, Reserving Rooms
Tricia Gebbie Guest Student Coordinator	Guest-student-coordinator@whoi.edu	Guest Student Appointments
Delia Oppo Associate Dean	doppo@whoi.edu	Academics, Advising, Concerns, Career Advice
Kama Thieler Undergraduate Programs Coordinator	kthieler@whoi.edu	Summer Student Fellow and Semester at WHOI programs
Meg Tivey Dean	mktivey@whoi.edu vcaron@whoi.edu	Academics, Advising, Concerns, Career Advice
Julia Westwater Registrar	jwestwater@whoi.edu	Registration, Grades, Transcripts, Class Scheduling/Video Links, Career Seminars, Conference Travel Reimbursement, Health Care, Computer Loan

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.

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

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 is a persistent digital identifier that distinguishes each researcher across national boundaries and work places. ORCID IDs are free for individuals.

Google Drive Training

To request a Google Drive account, please visit the Staff Training and Development 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

Computer Loan

Interest-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)

ID/Access/Library Card:

ID/Access cards are issued to employees, guests, and students of the Woods Hole Oceanographic Institution. This card serves as an ID badge for access to WHOI buildings at night (5PM to 8AM), weekends, and holidays, and as a Marine Biological Laboratory/Woods Hole Oceanographic Institution Library card.

MBLWHOI
LIBRARY

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*

Card number →

*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

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.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:
- http://www.whoi.edu/facilities/page.do?pid=30840
- http://www.whoi.edu/facilities/page.do?pid=30841

MBL Village Campus
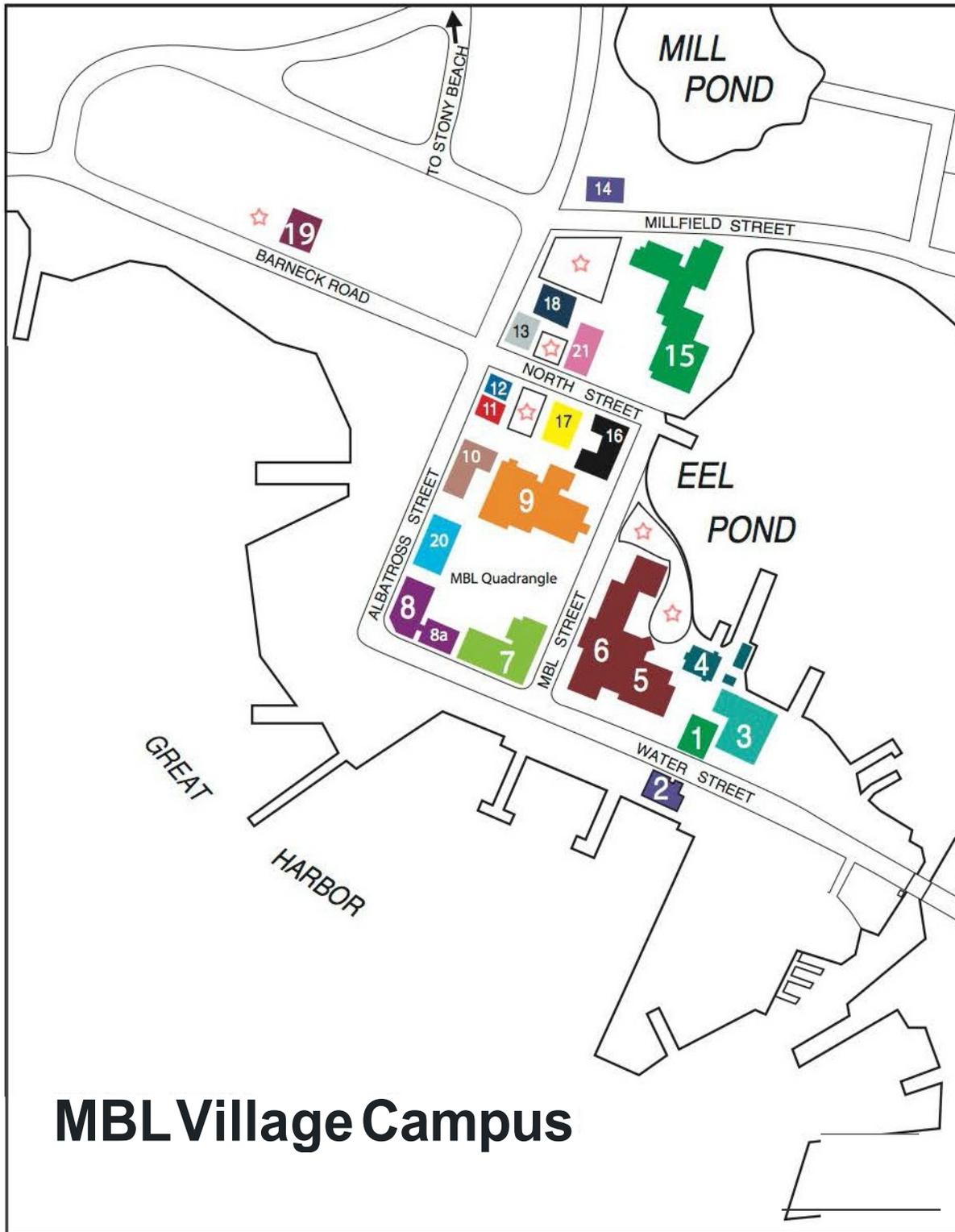
1	Candle House (Administration)
2	100 Water Street (Pierce Exhibit Center, Satellite Club, MBL Club)
3	Marine Resources Center
4	Collection Support Facility
5	Crane Wing (Labs, Shipping)
6	Lillie Laboratory (Labs, Service Shops, MBL/WHOI Library)
7	Rowe Laboratory (Labs, Speck Auditorium)
8	Environmental 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
★	MBL Parking

Map labels:
- MILL POND
- TO STONY BEACH
- BARNECK ROAD
- MILLFIELD STREET
- NORTH STREET
- ALBATROSS STREET
- MBL Quadrangle
- MBL STREET
- EEL POND
- WATER STREET
- GREAT HARBOR

Margaret K. Tivey, Ph.D.
Vice President for Academic Programs and Dean
MS #31, 266 Woods Hole Road, Woods Hole, MA 02543
Office: 508 289-2200
mktivey@whoi.edu   www.whoi.edu

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 mangers 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 Membership

Joint Committee for Biological Oceanography (JCBO)

Mick Follows (Chair)	mick@mit.edu	MIT 54-1526	617-253-5939
Ann Tarrant*	atarrant@whoi.edu	Redfield 212	Ext. 3398
Jesús Pineda	jpineda@whoi.edu	MRF 211	Ext. 2274
Gregory Fournier	g4nier@mit.edu	MIT 54-1016	617-324-6164
Serguei Saavedra	sersaa@mit.edu	MIT 48-429	617-715-2597
Andrew Babbin	babbin@mit.edu	MIT 54-1420	617-253-2181

Joint Committee for Chemical Oceanography (JCCO)

Shuhei Ono (Chair)	sono@mit.edu	MIT E25-641	617-253-0474
Jeffrey Seewald*	jseewald@whoi.edu	Clark 408A	Ext. 2518
Colleen Hansel	chansel@whoi.edu	Watson 222	Ext. 3738
Mak Saito	msaito@whoi.edu	Watson 123	Ext. 2393
Phil Gschwend	pmgschwe@mit.edu	MIT 48-415	617-253-1638
Roger Summons	rsummons@mit.edu	MIT E34-246	617-452-2791

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

Daniel McCorkle (Chair)	ddmccorkle@whoi.edu	Clark 256A	Ext. 2949
Dan Lizarralde*	dlizarralde@whoi.edu	Clark 260B	Ext. 2942
Veronique Le Roux	vleroux@whoi.edu	Clark 247A	Ext. 3549
David McGee	davidmcg@mit.edu	MIT E25-625	617-253-3545
Taylor Perron	perron@mit.edu	MIT 54-1022	617-253-5735
Oliver Jagoutz	jagoutz@mit.edu	MIT 54-1226	617-324-5514

Joint Committee for Applied Ocean Science & Engineering (JCAOSE)

Dave Ralston (Chair)	dralston@whoi.edu	Bigelow 212	Ext. 2587
Andone Lavery*	alavery@whoi.edu	Bigelow 211	Ext. 2345
Britt Raubenheimer	braubenheimer@whoi.edu	Bigelow 206	Ext. 3614
John Leonard	jleonard@mit.edu	MIT 5-214	617-253-5305
Pierre Lermusiaux	pierrel@mit.edu	MIT 5-428	617-324-5172
Heidi Nepf	hmnepf@mit.edu	MIT 48-216D	617-253-8622
Alexandra Techet	ahtechet@mit.edu	MIT 5-230	617-452-2266
Brian Williams	williams@mit.edu	MIT 33-332	617-253-2739

Joint Committee for Physical Oceanography (JCPO)

Glenn Flierl (Chair)	glenn@lake.mit.edu	MIT 54-1426	617-253-4692
Claudia Cenedese*	ccenedese@whoi.edu	Clark 359	Ext. 2696
Amala Mahadevan	amahadevan@whoi.edu	Clark 223	Ext. 3440
Geoffrey 'Jake' Gebbie	ggebbie@whoi.edu	Clark 213A	Ext. 2801
Pierre Lermusiaux	pierrel@mit.edu	MIT 5-428	617-324-5172

*WHOI Education Coordinator

KEEPING YOU WELL AND WELL BALANCED:

Support for Your Total Well-Being

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

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

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.

ALWAYS AVAILABLE | ALWAYS CONFIDENTIAL

Woods Hole Oceanographic INSTITUTION

2019 Pay Period Ending and Check Dates				
Pay Period	**PP**	**Date Begin**	**Date Ending**	**Check Date**	**Month Posted**
1901001	1	23-Dec-18	5-Jan-19	11-Jan-19	January
1901002	2	6-Jan-19	19-Jan-19	25-Jan-19	January
1901003	3	20-Jan-19	2-Feb-19	8-Feb-19	February
1901004	4	3-Feb-19	16-Feb-19	22-Feb-19	February
1901005	5	17-Feb-19	2-Mar-19	8-Mar-19	March
1901006	6	3-Mar-19	16-Mar-19	22-Mar-19	March
1901007	7	17-Mar-19	30-Mar-19	5-Apr-19	April
1901008	8	31-Mar-19	13-Apr-19	19-Apr-19	April
1901009	9	14-Apr-19	27-Apr-19	3-May-19	May
1901010	10	28-Apr-19	11-May-19	17-May-19	May
1901011	11	12-May-19	25-May-19	31-May-19	May
1901012	12	26-May-19	8-Jun-19	14-Jun-19	June
1901013	13	9-Jun-19	22-Jun-19	28-Jun-19	June
1901014	14	23-Jun-19	6-Jul-19	12-Jul-19	July
1901015	15	7-Jul-19	20-Jul-19	26-Jul-19	July
1901016	16	21-Jul-19	3-Aug-19	9-Aug-19	August
1901017	17	4-Aug-19	17-Aug-19	23-Aug-19	August
1901018	18	18-Aug-19	31-Aug-19	6-Sep-19	September
1901019	19	1-Sep-19	14-Sep-19	20-Sep-19	September
1901020	20	15-Sep-19	28-Sep-19	4-Oct-19	October
1901021	21	29-Sep-19	12-Oct-19	18-Oct-19	October
1901022	22	13-Oct-19	26-Oct-19	1-Nov-19	November
1901023	23	27-Oct-19	9-Nov-19	15-Nov-19	November
1901024	24	10-Nov-19	23-Nov-19	27-Nov-19	November
1901025	25	24-Nov-19	7-Dec-19	13-Dec-19	December
1901026	26	8-Dec-19	21-Dec-19	27-Dec-19	December
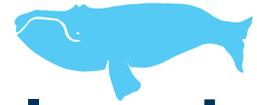
2019 WHOI Payday Calendar

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	**11**	12
13	14	15	16	17	18	19
20	**21**	22	23	24	**25**	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	**8**	9
10	11	12	13	14	15	16
17	**18**	19	20	21	**22**	23
24	25	26	27	28		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	**8**	9
10	11	12	13	14	15	16
17	18	19	20	21	**22**	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	**5**	6
7	8	9	10	11	12	13
14	15	16	17	18	**19**	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	**3**	4
5	6	7	8	9	10	11
12	13	14	15	16	**17**	18
19	20	21	22	23	24	25
26	**27**	28	29	30	**31**	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	**14**	15
16	17	18	19	20	21	22
23	24	25	26	27	**28**	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	**4**	5	6
7	8	9	10	11	**12**	13
14	15	16	17	18	19	20
21	22	23	24	25	**26**	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	**9**	10
11	12	13	14	15	16	17
18	19	20	21	22	**23**	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	**2**	3	4	5	**6**	7
8	9	10	11	12	13	14
15	16	17	18	19	**20**	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	**4**	5
6	7	8	9	10	11	12
13	14	15	16	17	**18**	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	**11**	12	13	14	**15**	16
17	18	19	20	21	22	23
24	25	26	**27**	**28**	**29**	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	**13**	14
15	16	17	18	19	20	21
22	23	24	**25**	26	**27**	28
29	30	31				

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.

Quissett Campus

GPS addresses:
Bell House: 221 Oyster Pond Rd.
RCRC: 193 Oyster Pond Rd.
ESL: 171 Oyster Pond Rd.
Fenno: 183 Oyster Pond Rd.
Quissett North: 266 Woods Hole Rd.
Watson, Clark, Clark South, Fye, MRF,
McLean: 360 Woods Hole Rd.
Shore Lab: 186 Oyster Pond Rd.

Woods Hole Village

GPS addresses:
Marine Operations: 38 Water St.
Office for Tech. Trans: 49 School St.
Blake, L'Hirondelle, Meteor, Walsh: Challenger Dr.
Bigelow: 98 Water St.
Caryn: 9 Maury Ln.
Challenger House: 569 Woods Hole Rd.
Co-op: 93 Water St.
Crowell: 5 School St.
Ocean Science Exhibit Center: 15 School St.
Dyer's Dock Hangar: 44 Water St.
Iselin: 98 Water St.
Nobska: 14 Maury Ln.
Redfield: 45 Water St.
Smith: 86 Water St.

IS Help Desk

(508) 289-2439

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 Fleischman
Business Analyst

Joe Messina
DBA / Pro. / Sys. Admin

Ron Timm
Business Analyst

Danielle Donnally
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

Roberta Mazzoli
Manager

Andrei Huang
Senior Systems Administrator

Matt Yorston
Network Tech. / Data Center Mgr

Betsy Lawler
Senior Systems Administrator

David Totman
Senior Systems Administrator

Randy Manchester
Systems Administrator

Security

Mark Jones
Manager

Rebecca Mann
Security Analyst

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

WOODS HOLE OCEANOGRAPHIC INSTITUTION
1930

INFORMATION SERVICES

Resource Guide

Desktop Support

Email

Network

Phones

Data Storage

Servers

Business Systems

Security

Web

Software Dev

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://owa.whoi.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)
cifs:\\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 being 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. <u>PLEASE USE THE KEY RETURN ENVELOPE</u> 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. <u>If an alarm sounds, evacuation is mandatory</u>.
- 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:
  - Urgent maintenance issues overnight or on weekends (non-urgent maintenance issues should be reported to the Housing Office);
  - 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)

VILLAGE	QUISSETT	QUISSETT	QUISSETT NORTH
LEAVE DYERS	OYSTER POND	CLARK	WHOI Stockroom
7:45 AM	*	7:55	by request
8:00	*	8:10	by request
8:20	8:25	8:30	by request
8:40	8:45	8:50	by request
9:00	9:05 (summer only)	9:10	by request
9:20	*	9:30	by request
9:40	*	9:50	by request
10:00	10:05 (summer only)	10:10	by request
10:20	*	10:30	by request
10:40	*	10:50	by request
11:00	*	11:10	by request
11:20	*	11:30	by request
11:40	*	11:50	by request
12:00	12:05	12:10	by request
LEAVE DYERS	OYSTER POND	CLARK	WHOI Stockroom
12:20 PM	*	12:30	by request
12:40	*	12:50	by request
1:00	*	1:10	by request
1:20	*	1:30	by request
1:40	*	1:50	by request
2:00	*	2:10	by request
2:20	*	2:30	by request
2:40	*	2:50	by request
3:00	*	3:10	by request
3:20	*	3:30	by request
3:40	*	3:50	by request
4:00	*	4:10	by request
4:20	*	4:30	by request
4:40	*	4:50	by request
5:00	*	5:10	by request
5:20	5:25	5:30	by request
5:40	5:45	5:50	by request

updated September 2018

Buzzards   Bay

Quissett   Harbor

Route 28,
Falmouth

SIPPEWISSETT AVE.

Quissett Traffic Light

QUISSETT AVE.

OYSTER POND ROAD

Mill
Pond

MBL
Swope
Center

MILLFIELD ST.

NMFS Aquarium

National Marine
Fisheries Service

Lillie Bldg. (WHOI/MBL Library)

Public Information Office

Bigelow Laboratory

Smith Laboratory

Iselin Marine Facility

Redfield Laboratory

Dyer's Dock Hangar

WHOI
Village Facilities

WATER ST.

Eel
Pond

Exhibit
Center
Shiverick

Swift

SCHOOL ST.

24 Millfield St.

49 School St.

School St. Parking Lot

6 Maury Ln.
Nobska

Walsh
Caryn

Crowell

Blake

Challenger Dr. Residence

Barn Residence

L'Hirondelle

Meteor House

Challenger House

3 Little
Harbor
Road

USCG
Station
W.H.

Challenger
Annex

Little
Harbor

CHURCH ST.

WINDING
LANE

NOBSKA RD.

Fire
Station

Quissett
Campus
Front Entrance

264
Woods
Hole
Rd.

Quissett
Facilities
Building

Graphics &
Vehicle
Maint.

Shipping/
Receiving &
Mail Room

Biospecs

Property
Office

Main
Warehouse

312 W.H.
Road

Quissett Campus

Gosnold
Crawford

Hedwig &
Gosling

USGS

Marine
Research
Facility

Clark Lab

LOSOS

Clark
South

85 Oyster Pond Rd.
Residences

McLean
Lab

Carriage
House

Bell House

Stanley W.
Watson Lab

Fye
Lab

Fenno

Environmental
Systems Lab

Rinehart
Coastal
Research Center

SURF DRIVE

F.R. LILLIE ROAD

Memorial
Circle (MBL)

Devil's
Lane (MBL)

Devil's Lane
Parking Lot

OYSTER POND ROAD

Shore
Lab

Oyster Pond

WOODS   HOLE   ROAD

Nobska Pond

NOBSKA RD.

Nobska Lighthouse

Vineyard   Sound

WOODS HOLE OCEANOGRAPHIC INSTITUTION
1930

WHOI Buildings

WHOI Drive/walkways

0   1/4   1/2 MILE

SCALE

JUNE 2012

Quissett Campus

to Falmouth Center & north to bridges

OYSTER POND RD.

Quissett Lights

OYSTER POND

SURF DRIVE

Quissett Facilities Building

Property Office

Biospecs Warehouse

85 Oyster Pond Road

Vehicle Maint.

P

Main Warehouse

264 Woods Hole Rd.

Graphic Services

Shipping/ Receiving, Distribution, Mail Room

P

WOODS HOLE ROAD

OYSTER POND ROAD

TRUNK RIVER

VINEYARD SOUND

Fitness Trail

START

END

Environmental Systems Lab

McKee Ballfield

Rinehart Coastal Res. Ctr.

N

0   500
Distance (feet)

P Parking Lot

▪ WHOI building

▪ WHOI park/driveway

WOODS HOLE OCEANOGRAPHIC INSTITUTION 1930

312 Woods Hole Rd.

LOSOS

Clark Lab

Clark South

Shepley Courts

Fye Trailer

Fye

P

Marine Research Facility

P

Fenno House

Shore Lab

Oyster Pond Rd. campus entrance

Quissett Campus
(Woods Hole Rd. entrance)

Gosnold Lab (USGS)

Crawford Lab (USGS)

Stanley W. Watson Lab

Carriage House

Bell House

McLean Lab

to Woods Hole Village

F.R. LILLIE ROAD

OYSTER POND RD.

June 2012

Winding Lane Complex

Nobska Road

512-518 Woods Hole Rd.

WOODS HOLE ROAD

Harbor Hill Road

CHURCH ST.

to Winding Lane, Quissett Campus, and north to Falmouth Ctr.

Bike Path

WOODS HOLE ROAD

LITTLE HARBOR

U.S. Coast Guard

L'Hirondelle

P

Barn Residence

Meteor House

Challenger Drive

Challenger

P

27 Challenger

Blake Trailers

P

Blake

Walsh Cottage

Challenger Annex

Museum

3 Little Harbor

Pub. Library

Blake Trailer

Pressure Test Facility

Maury Ln.

Nobska

Endeavor (Exhibit Ctr.)

Barn

Caryn

Shiverick

Crowell

Bank (ATM)

SSA

Bus Stop

P.O.

SSA

P

School St. Parking Lot

6 Maury Lane

P

49 School St.

SCHOOL STREET

W.H. School

Barn

Swift

38

P

Redfield Lab

P

Dyer's Hangar

Dyer's Dock

EEL POND

WATER STREET

Co-op

Smith Lab

Bigelow Trailers

Iselin

Bigelow

WHOI dock facilities

MBL

GREAT HARBOR

N

100 0 100 200 300 FEET

P Parking Lot

▪ WHOI building

▪ WHOI park/driveway

Woods Hole Village Facilities

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.
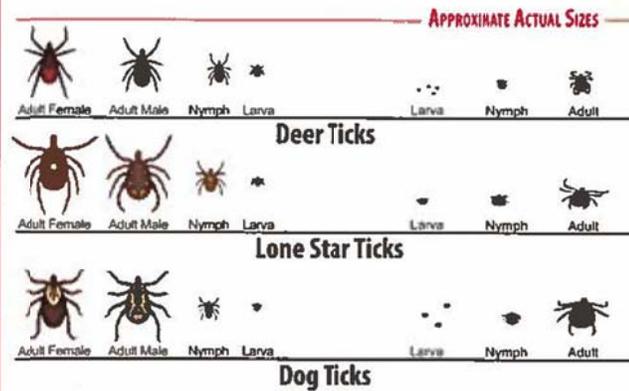
Watch out for poison ivy and ticks!
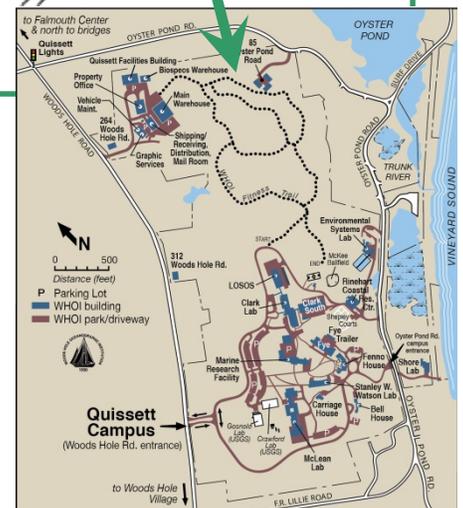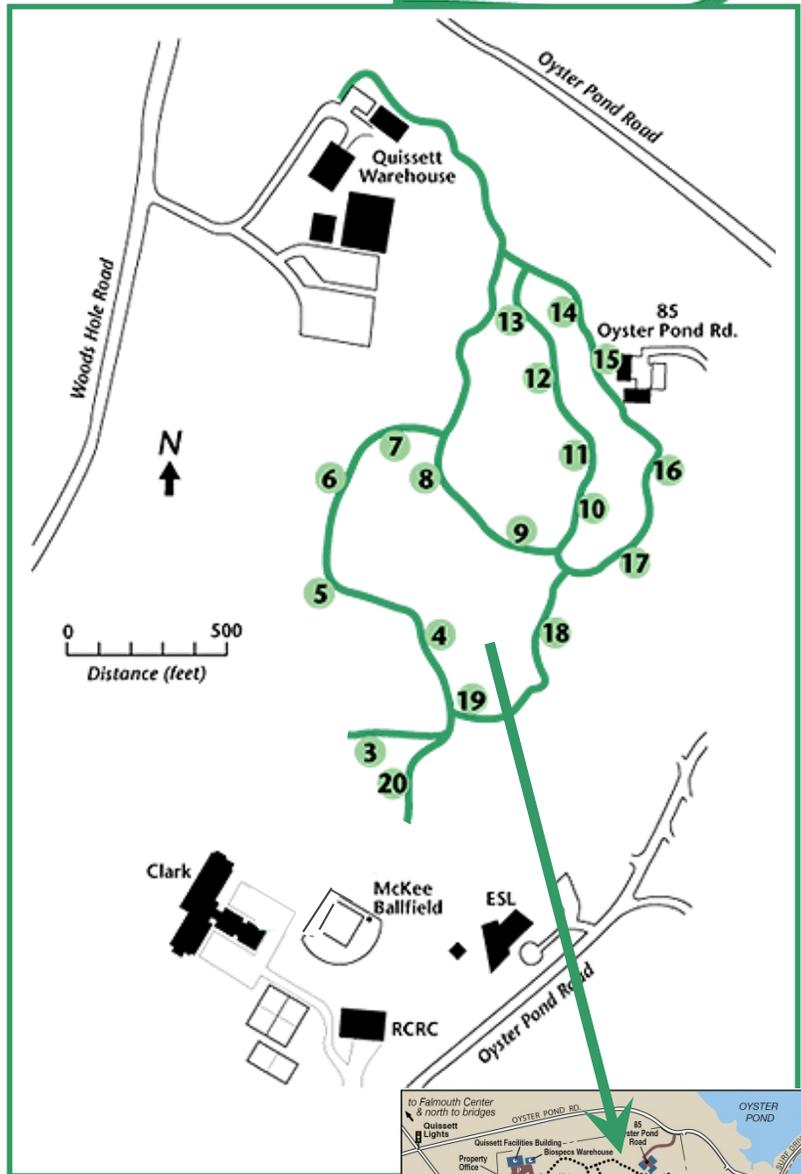
ONE BITE CAN CHANGE YOUR LIFE

TICK-BORNE DISEASES ARE PREVENTABLE

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

APPROXIMATE ACTUAL SIZES

Adult Female | Adult Male | Nymph | Larva | Larva | Nymph | Adult

Deer Ticks

Adult Female | Adult Male | Nymph | Larva | Larva | Nymph | Adult

Lone Star Ticks

Adult Female | Adult Male | Nymph | Larva | Larva | Nymph | Adult

Dog Ticks

Understand Your Risk
Cape Cod Cooperative Extension can identify ticks for you and discuss prevention recommendations.

Call 508-375-6690 for information.

Nymph Stage Deer Ticks
- Are active from early May through early August
- Are about the size of a poppy seed
- Due to their small size pose the highest risk of getting a tick-borne disease
- About 1 in 4 nymph stage Deer Ticks carry Lyme disease.

Adult Stage Deer Ticks
- Are active from September through May
- Are about the size of a sesame seed
- About 1 in 2 adult stage Deer Ticks carry Lyme disease.

The risk of getting a tick-borne disease is year round.

RISK ↑

J F M A M J J A S O N D
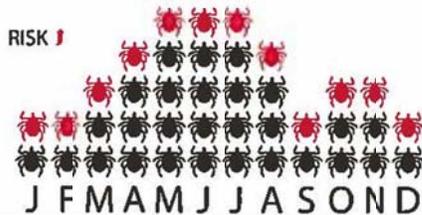
Ticks can be active, even in winter, when temperatures are above freezing.

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 of 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.
- DO NOT USE: matches, cigarettes, petroleum jelly, gasoline, nail polish remover, etc.
- After removing tick, apply anticeptic 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
► MA 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 Dapsis, Entomologist
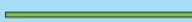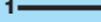ldapsis@barnstablecounty.org
508.375.6642

Cape Cod Cooperative Extension
www.capecodextension.org

Shining Sea
BIKEWAY

Legend 🚲

━━━━	*Shining Sea Bikeway*
━━━━	*Bike Routes on Roadways*
━━━━	*Highway*
━━━━	*Roadway*
1 ━━	*Mile Markers (S ▶ N)*

1	*Point of Interest*	🥛	*Water*	🚌	*Bus Station*
P	*Parking*	**ATM**	*ATM/Bank*	🚢	*Ferry Station*
🚻	*Restroom (seasonal)*	⚙	*Bicycle Shop*	**H**	*Hospital*
?	*Visitor Information*	🏊	*Swimming Beach*	⛱	*Picnic Area*
🍴	*Food*	**T**	*Trail Connection*		

Points of Interest 🚲

Distance in miles

S▶N	N▶S		
10.7	0.0	**16**	**North Falmouth.** Northern end of bikeway; main parking area.
8.8	1.9	**15**	**Cranberry bog,** privately owned. Cranberries have been harvested here each fall for over 100 years.
8.5	2.2	**14**	**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	**13**	**West Falmouth.** Scenic West Falmouth Harbor.
6.7	4.0	**12**	Deck overlooking West Falmouth's Oyster Pond and the glacial moraine to the east.
6.4	4.3	**11**	**Great Sippewissett Marsh,** important salt marsh habitat for the Buzzards Bay ecosystem. The Town of Falmouth, Salt Pond Areas Bird Sanctuaries, Inc., and the Massachusetts Audubon Society protect 140 acres of the marsh.
5.4	5.3	**10**	**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	**9**	At about 50-ft elevation, here you cross the glacial moraine separating the Buzzards Bay and Vineyard Sound watersheds.
4.5	6.2	**8**	**Trail connection to Goodwill Park/Grew's Pond/Long Pond and Moraine Trail.** *Please be extremely careful crossing Rte. 28/Palmer Ave.*
3.6	7.1	**7**	**Falmouth Village.** Main parking area; go uphill on Depot Ave. to Highfield Hall and trail connection to Beebe Woods.
3.3	7.4	**6**	**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	**5**	**Salt Pond.** Trail connection to access paths at Salt Pond Area Reservation (40 acres).
2.2	8.5	**4**	**Oyster Pond,** formed from a glacial kettle hole; stewardship of this watershed is provided by Oyster Pond Environmental Trust.
2.0	8.7	**3**	**Monument to Katharine Lee Bates,** author of "America the Beautiful."
1.8	8.9	**2**	**Trunk River,** the outlet from Oyster Pond into Vineyard Sound; seasonal alewife herring run.
0.0	10.7	**1**	**Woods Hole.** Southern end of bikeway; metered parking; research institutions, public aquarium, ferry to Martha's Vineyard

Scale 🚲

0	0.5	1	1.5km

0	0.5	1mi

N