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. We encourage you to arrive over the weekend and begin on a Monday. For those with WHOI-based advisors, the Woods Hole summer session runs from June 6 to August 26, 2022. You must be enrolled for at least 8 weeks, up to a maximum of 12 weeks, to receive a stipend amount that is based on the number of weeks enrolled. Vacation taken during this time does not count towards your 8 to 12 weeks. The latest date to start the WHOI summer session is July 5. Those with MIT-based advisors may choose to get started on research with their advisor in Cambridge during the first summer. The summer session at MIT runs from June 6 to August 16, 2022. Alternatively, students with MIT-based advisors may choose to spend their first summer in Woods Hole working with a WHOI faculty member. Students interested in either option should discuss the possibilities with their advisor.

☐ Share Start Date with Lea Fraser (lfraser@whoi.edu)

☐ Review Check-in Session Video and Contact Lea Fraser (lfraser@whoi.edu) with questions.

Video will be emailed to you prior to your start date.

☐ Accessing Your WHOI Email Account, Wireless Network, VPN, and DUO

Lea Fraser will email you a password-protected document with your email account, passwords, and instructions. Please call the WHOI IS Technical Assistance Center (TAC) at 508-289-2439 or helpdesk@whoi.edu if you have questions or difficulty accessing your credentials. You should have access to your WHOI accounts on your check-in date. If you have any trouble accessing your accounts, call or email the WHOI TAC at 508-289-2439 or helpdesk@whoi.edu (and copy Lea Fraser lfraser@whoi.edu) for assistance. Please note that email and ticket requests submitted after-hours or on weekends will be responded to during normal business hours. Two Factor Authentication is required to access WHOI resources remotely. The first time you attempt to login to a resource, you will be asked to set up DUO. Follow the on-screen instructions. Use your WHOI email username and password to access WHOI web-based (LDAP) restricted areas. Use your VPN account to access the wireless network.

☐ Establish Employee Online To Set Up Direct Deposit

Establish an Employee Online account to set up direct deposit, view pay stubs, change your personal information, address, access W-2s, etc. Connect to the WHOI network via VPN first, then access Employee Online. Enter your email username and your email password.

☐ Complete and Submit Check-in Forms At Least 1 Week Prior To Your Start Date.

Forms are available on the JP website under current students, academic resources and must be submitted at least 1 week prior to your start date to accommodate remote processing.
---For Foreign Nationals Only---

□ Complete Foreign National Information Form (FNIF)

The FNIF is available on JP website under current students, academic resources. You will need to submit your passport, I-20/DS-2019, VISA, and a copy of your electronic I-94 at least 1 week prior to your start date.

---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 MIT ISO’s [pre-arrival and after arrival tasks](https://www.inspiredlms.com/whoiTMS/AdditionalPages/Page/762). This is required, or 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 and before participating on the SEA cruise (if applicable). MIT ISO recommends that students set up multiple [DUO Authentication](https://www.inspiredlms.com/whoiTMS/AdditionalPages/Page/762) methods (other than text message) prior to arrival at MIT. For more information, please contact [MIT Information and Systems Technology](https://www.inspiredlms.com/whoiTMS/AdditionalPages/Page/762).

**Your First Three Days at WHOI**

□ 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.

□ Complete Environmental Health and Safety Training

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

- General Safety Awareness Online Training
- KnowBe4 - Security Awareness Training 2021
- Preventing Harassment and Discrimination: Gateway

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

Talk to your advisor about other required trainings.

□ Set up Electronic Internal Revenue Service Tax Form W-2 (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 form W-2 is provided at year-end. Access form W-2s [Employee Online](https://www.inspiredlms.com/whoiTMS/AdditionalPages/Page/762) by completing the consent form, click W-2 Consent (under Pay Information heading) and check the box to receive an electronic copy of you a form W-2, and click 'Save’. Contact Dena Richard, WHOI’s Payroll Manager at drichard@whoi.edu or at 508-289-2377.
□ **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 email username and password to access the form.

□ **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 with Your Advisor**

□ **Office/Lab Keys**

If needed, contact your advisor and/or department administrator to obtain office/lab keys.

**Academic Programs Office (APO) Contacts**

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>Meredith Bittrich</td>
<td><a href="mailto:meredith.bittrich@whoi.edu">meredith.bittrich@whoi.edu</a></td>
<td>Registration, Grades, Transcripts, Class Scheduling, Class and Seminar Video Links, Conference Travel Reimbursement, Health Care, Computer Loan, Childbirth Accommodations</td>
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<td>Registrar</td>
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<tr>
<td>Christine Charette</td>
<td><a href="mailto:ccharette@whoi.edu">ccharette@whoi.edu</a></td>
<td>Financials, Tuition, Stipend, OVF, Gym Membership, Title IX</td>
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<tr>
<td>Budget Manager/Title IX Coordinator</td>
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<tr>
<td>Lynne Ellsworth</td>
<td><a href="mailto:lynne@whoi.edu">lynne@whoi.edu</a></td>
<td>Housing Maintenance</td>
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<td>Building Caretaker</td>
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<tr>
<td>Janet Fields</td>
<td><a href="mailto:jfields@whoi.edu">jfields@whoi.edu</a></td>
<td>Postdoc Information</td>
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<tr>
<td>Postdoc Coordinator</td>
<td>Lea Fraser</td>
<td>Student Affairs, Meeting Video Links, Thesis Preparation and Defense Scheduling, Student Center Oversight, JP Website, Room Reservations, Check-ins/Check-outs, Admissions, Open House, Student Letters</td>
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<td>Graduate Admissions and</td>
<td><a href="mailto:lfraser@whoi.edu">lfraser@whoi.edu</a></td>
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<td>Student Affairs Officer</td>
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<tr>
<td>Tricia Gebbie</td>
<td>Guest Student Coordinator</td>
<td>Guest Student Appointments, Intercampus Travel Reimbursement for JP students</td>
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<tr>
<td>Guest Student Coordinator</td>
<td><a href="mailto:Guest-student-coordinator@whoi.edu">Guest-student-coordinator@whoi.edu</a></td>
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<tr>
<td>Ann Tarrant</td>
<td><a href="mailto:atarrant@whoi.edu">atarrant@whoi.edu</a></td>
<td>Academics, Advising, Concerns, Career Advice</td>
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<tr>
<td>Associate Dean</td>
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<tr>
<td>Kama Thieler</td>
<td><a href="mailto:kthieler@whoi.edu">kthieler@whoi.edu</a></td>
<td>Summer Student Fellow and Semester at WHOI programs</td>
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<td>Undergraduate Programs</td>
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<td>Coordinator</td>
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<td>Meg Tivey</td>
<td><a href="mailto:mktivey@whoi.edu">mktivey@whoi.edu</a></td>
<td>Academics, Advising, Concerns, Career Advice</td>
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<td>Dean</td>
<td><a href="mailto:Tatiana.resende@whoi.edu">Tatiana.resende@whoi.edu</a></td>
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<tr>
<td>Tatiana Resende</td>
<td><a href="mailto:housing@whoi.edu">housing@whoi.edu</a></td>
<td>Housing Requests, Dean’s Calendar</td>
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<td>Housing Coordinator</td>
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### Academic and Personal Support Resources

There are many academic and personal support resources available to you, and some may be accessed remotely. A listing of these services is available on the Joint Program website: [https://mit.whoi.edu/campus-life/student-resources/support-resources/](https://mit.whoi.edu/campus-life/student-resources/support-resources/)

Here is a partial listing:

- MIT Office of Graduate Education (OGE)
- MIT 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
- Joint Committee
  - Each Joint Committee has academic oversight responsibility for your progress from admission to approving your thesis
- MIT-WHOI Joint Program Administration
- The Dean, the Associate Dean, or anyone else with whom you feel comfortable are available for consultation. The Academic Programs Office 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.
WHOI's Employee and Student Assistance Program (ESAP) service is provided by KGA, Inc. KGA, offers free, confidential consultations, counseling and targeted referrals at no cost to you and your household members. Contact the ESAP 24/7 for convenient, expert and confidential support, by calling 800.648.9557 or visiting www.kgreer.com. Here are some ways KGA can help:

- **Counseling**: Face-to-face, phone or video session to help resolve emotional issues
- **Crisis Counseling**: Grief counseling and immediate intervention for suicide and violence prevention
- **Legal Assistance**: Legal consultation with an attorney and referrals for most legal issues
- **Financial Consultation**: Help with debt management, budgeting and financial planning
- **Parenting Resources**: Research and referral for all types of child care needs and parenting questions
- **Elder/Adult Care Resources**: Research and referral to meet the needs of elders and older adults
- **Stress Reduction**: Assessment of stress level and techniques/tips for managing stress
- **Work-life Resources**: Targeted research and referrals for everything from pet sitting and relocation services to college planning
- **Nutrition Consultation**: Support from a nutritionist on weight management, allergies and other dietary concerns
- **Career Assessment**: Interest testing and career exploration services

KGA will provide up to five (5) free counseling services in person or via telephonic counseling appointments. When you contact KGA, an ESAP counselor will conduct an assessment to determine the proper course of treatment. If appropriate, treatment through the ESAP counseling center is available for up to five (5) sessions at no charge to the individual. Depending upon the diagnosis and insurance coverage, the ESAP can continue treatment beyond the initial five sessions or refer the individual or family member to other qualified practitioners and community agencies.

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

### MIT-WHOI JP Diversity, Equity, and Inclusion

Increasing representation, having a diverse student body, and advancing inclusion are critical to the MIT-WHOI JP’s mission, and to the missions of both MIT and WHOI.

“..."A diverse student body is and has long been critical to the educational mission of MIT. We are committed to providing our students "with an education that combines rigorous academic study and the excitement of discovery with the support and intellectual stimulation of a diverse campus community."” From **MIT's Diversity Statement**

Increasing representation and advancing inclusion is critical to WHOI’s core mission of exploration and discovery in a diverse and connected world. “It is not enough to state that we believe in diversity, equity, and inclusion. We need to take action to create a culture in which the voices of all people are fully heard and fully included, because it is the right thing to do. There are many barriers facing people from traditionally marginalized groups. At WHOI, we are committed to identifying and removing those barriers for richer academic discussion and a healthier research community.” From **WHOI's Diversity, Equity and Inclusion Hub**
Diversity, Equity, and Inclusion Resources at MIT and at WHOI include:

At MIT

- MIT Statement on the Role of Diversity
- Institute Community and Equity Office
- GradDiversity
- Diversity Initiatives
- Grad Diversity Ambassadors
- Graduate Student Council DEI Committee
- Graduate Womxn
- LGBTQ Resources
- Native American Student Association
- Black Graduate Students
- American Indian Science & Engineering Society
- LatinX Students
- Asian American Students
- Affinity Groups/Centers for Student Support

MIT Dept. DEI Support

- Aeronautics and Astronautics
- Biology
- Biology Community Diversity Seminar
- Civil and Environmental Engineering
- Electrical Engineering and Computer Science
- Mechanical Engineering
- Earth, Atmospheric and Planetary Sciences
- Towards Inclusion and Diversity in EAPS (TIDE)

At WHOI

- WHOI Diversity, Equity, and Inclusion
- Committee for Diversity, Equity, and Inclusion
- DEI Resource Library
- Diversity Hub
- International Committee
- Women’s Committee
- Gays, Lesbians, and Others in Woods Hole (GLOW)
- Workplace Climate Committee
- Affinity Groups/Centers for Student Support
- WHOI Affinity Groups (internal)

Registration

Summer Registration

- Students register for research each summer, fall, and spring term. For information on which research subjects to register for, please look here.
• June – WHOI Registrar approves registration for WHOI-based students (summer research); student receives email notification and must submit registration to complete the process; registration deadline is June 10th.
• A math refresher is offered in July and August – noncredit, not on registration. More information on the summer math refresher will be sent in the coming weeks.

Preregistration
• Students should make sure to preregister for any subjects they plan to take in the fall by June 16th.

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 by Registrar when advisor’s permission is received.
• Student receives notification of approval and must submit by September 6 to complete the process.
• 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.

Full instructions regarding registration can be found on the [JP registration web page](#).

Many JP subjects are linked via videolink (VL) between WHOI and MIT. Those subjects are recorded, and the recordings are available on the Canvas (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](#).

Falmouth Sports Center Health Club

WHOI’s Academic Programs Office offers JP students subsidized access to the [Falmouth Sports Center Health Club](#). This 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](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/](http://odge.mit.edu/finances/tuition/)

**Title IX Related Concerns, Information, and Reporting**

For more details, see [https://www.whoi.edu/what-we-do/educate/apo/reporting-concerns/](https://www.whoi.edu/what-we-do/educate/apo/reporting-concerns/)

**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 IDHR Office**

120 Massachusetts Ave.  
W31-120  
617-715-4080  
idhr@mit.edu

**WHOI’s Title IX Office**

Christine Charette  
Clark Lab, Room 223  
508-289-2848  
titleix@whoi.edu

**Students Filing a Title IX Incident at WHOI May Contact**

- WHOI Title IX Coordinator: titleix@whoi.edu or 508-289-2848  
- WHOI HR EEO Officer: eeo@whoi.edu or 508-289-2705  
- WHOI Dean or Associate Dean: 508-289-2200

**WHOI Resources Available**

**Employee and Student Assistance Program (ESAP): 800-648-9557**

**KGA** offers free, confidential consultations, counseling and targeted referrals at no cost to you.  
Contact the ESAP 24/7 at: 800-648-9557 or visit [www.kgreer.com](http://www.kgreer.com) and entering company code: WHOI

**WHOI EthicsPoint** confidential hotline: 866-868-0920; [www.ethicspoint.com](http://www.ethicspoint.com)

The WHOI Ethics Hotline is available to you through EthicsPoint. Offering integrated telephone and web-based anonymous hotline reporting services, EthicsPoint provides individuals with the tools and information necessary to report, receive, investigate, and analyze all identified issues that may be inconsistent with our policies.

- [WHOI Harassment Policy](#)  
- [Respectful Workplace and Violence Prevention Policy](#)

Independence House is the only comprehensive community-based organization on Cape Cod providing free and confidential specialized services and widespread programs for children (ages 5+), teens, adults and the later-in-life community who are survivors of, or impacted by domestic or sexual violence. All Independence House staff meet the statutory requirements of The Massachusetts General Laws (MGL Chapter 233, Sections 20J and 20K).

Emergency Contact

WHOI Security: 505-289-2911
Falmouth Police: 774-255-4527

Students Filing a Title IX Incident at MIT May Contact

https://idhr.mit.edu/reporting-options

Joint Program students have full access to resources available at both WHOI and MIT.

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 [available until June 2023]

Google Drive is available to the WHOI community. However, IS strongly recommends you review our Data Storage Services Overview prior to requesting an account to be sure Google Drive is the right option for you. To request a Google Drive account, please contact the Help Desk at 508-289-2439 or visit our IS Help Desk Self-Service Portal.

Microsoft 365 (M365)

Microsoft 365 applications may be accessed at office.com. Sign in using your WHOI email address and password. Follow the instructions and see trainings provided on the Information Services Department website.

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
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

Computer Loan
Interest-free loans from $300 to $2500 for the purchase of personal computers are available during their first two years of enrollment.
Loans are repayable through either biweekly payroll deduction or monthly payments over four years.

WHOI Committees
WHOI Student Organization (Student Reps)
Workplace Climate Committee (WCC)
Committee for Diversity, Equity, and Inclusion
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)
Faculty/Student Responsibilities* WHOI

https://mit.whoi.edu/academics/responsibilities/

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. Students are expected to use "MIT-WHOI Joint Program in Oceanography/Applied Ocean Science & Engineering, Cambridge and Woods Hole, MA, USA" as their affiliation in all publications and products stemming from their research in the Joint Program. Additional student affiliations (e.g. MIT or WHOI department) are up to the authors.

16. 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

May 6, 2020
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.

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](http://www.mblwhoilibrary.org)
  - email: library@mbl.edu; call: 508-289-7002 or 508-289-2864

Library card

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

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

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

NAME:__________________  WHOI ID#:________________________
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.mblwholibrary.org/illiad/](http://ill.mblwholibrary.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:
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
- Environmental Health and Safety Policy
- Grievance
- Harassment (Policy Against)
- Misconduct in Science
- Respectful Workplace and Violence Prevention
- Smoke-free and Vape-free Workplace Policy
- Substance Abuse

WHOI’s Diversity, Equity and Inclusion: https://www.whoi.edu/who-we-are/about-us/diversity-equity-and-inclusion/

Employee and Student Assistance Program (ESAP) services provided by KGA, Inc.
https://www.whoi.edu/HR/page.do?pid=166536

KGA, offers free, confidential consultations, counseling and targeted referrals at no cost to you and your household members. Contact the ESAP 24/7 for convenient, expert and confidential support, by calling 800.648.9557 or visiting www.kgreer.com and entering company code: WHOI
WELCOME TO KGA, your Employee Assistance and Work-Life Program provider. This program provides practical support for everyday challenges. Our goal is to help you maintain focus at home and at work. It is a benefit provided by your employer available 24/7 to you and your adult household members. Through the EAP you have free and confidential access to:

- COUNSELING Support for addiction, anxiety, depression and everyday stress
- CRISIS SUPPORT Expert help for dealing with grief and the trauma that comes with upsetting events
- CAREER SUPPORT Consultations on career moves, job search strategies, interviewing skills and resumes
- ELDERCARE RESOURCES Consultations and referrals for all types of eldercare needs and caregiving support
- FINANCIAL CONSULTATION Help with debt management, budgeting and financial planning
- LEGAL ASSISTANCE* Consultation with an attorney and referrals for legal issues
- PARENTING RESOURCES Referrals for all types of childcare needs and parenting support
- CONVENIENCE SERVICES Referrals for family/home needs from pets and contractors to continuing education and transportation
- NUTRITION CONSULTATION Consultations with a nutritionist on weight management, allergies and other dietary concerns

Who will assist me?
KGA licensed counselors and work-life specialists are highly skilled professionals with deep experience. Beginning with your initial contact, the same KGA staff member will work with you to ensure continuity and quality.

What happens to information about me?
All contact with KGA is kept confidential. No information, including your name, can be released to your employer or anyone else without your consent. The only exceptions are those required by law, such as when someone is determined to be a threat to themselves or others.

For support contact KGA at 800-648-9557 or by email at info@kgreer.com. You can find additional resources on our website, kgreer.com and log in with your employer’s username.
For easy access, download our app, KGA Mobile

* Disclaimer - No legal service, including advice and consultations, will be provided for: 1) employment-related matters, including employee or statutory benefits; 2) matters involving the employer, KGA Inc. and affiliates; 3) appeals and class actions; 4) frivolous or unethical matters; 5) matters for which an attorney-client relationship exists prior to the participant becoming eligible for benefits.

If a participant wishes to retain legal representation, KGA will refer participant to an attorney who may provide services at a 25 percent discount. This is not a guarantee of the least expensive attorney. Should the participant retain an attorney through a KGA referral, he/she is doing so outside the EAP services provided through the employer and participant is responsible for all fees and costs associated with legal services.
Where we are...

We are located on Quissett Campus on the 1st floor of Clark Lab and in the Challenger building near Woods Hole Village.

Who we are...

**Applications Development**
Nick Symmonds  
Sr. Manager

Julie Allen  
Information Systems Specialist

Ethan Andrews  
Team Lead, Web and Cloud

Sidney Batchelder  
Information Systems Associate II

Mario Carloni  
Information Systems Associate II

Joe Futrelle  
Information Systems Specialist

David Gaylord  
Information Systems Specialist

Helen Gordon  
Information Systems Associate III

Ryan Gostostes  
Senior Software Engineer

Joanne Koch  
Information Systems Associate II

Paul Mena  
Applications Administrator

**Business Systems**
Karen Flaherty  
Senior Manager

Danielle Donnelly  
Business Analyst

Mitch Fleischman  
Business Analyst

Ron Timm  
Business Analyst

Joe Vivar  
Senior Business Analyst

**End User Technology Services**
Scott Cramer  
Manager

Matthew Barton  
Multimedia Technician

Tim Barber  
Senior Desktop Support Analyst

Fay Cali  
Senior Desktop Support Analyst

Daniel Montville  
Helpdesk Analyst

Alicia Rose  
Senior Desktop Support Analyst

Val Smirnov  
Senior Desktop Support Analyst

Keith Glavin  
Senior Director of Information Services

**Networking**

John Parker  
Manager

Eric Bates  
Senior Network Engineer

Mike Bishop  
Information Systems Associate II

Andrew Caplice  
Senior Network Engineer

Matthew Shipman  
Network/Telecom Engineer

**Project Management**

Edgar McLaughlin  
Project Manager

Rodrigo Ereno  
Senior Admin Assistant I

**Security**

Mark Jones  
Manager

Konica Ketsatha  
Security Analyst

Rebecca Mann  
Security Analyst

**Servers / HPC / Storage**

Roberta Mazzoli  
Senior Manager

Richard Brey  
Senior Systems Administrator

Kodiak Firesmith  
Senior Systems Administrator

Ted Healy  
Senior Systems Administrator

Betsy Lawlor  
Senior Systems Administrator

Joe Messina  
DBA | Programmer | Sys. Admin.

Matt Yorston  
Information Systems Associate II

**Desktop Support**

Email

Phones

Servers

Security

Web

Software Dev

https://whoi-it.whoi.edu
**Information Services** consist of 7 groups:
- Applications Development
- Business Systems
- End User Technology Services
- Network and Telecommunications
- Project Management
- Security
- Servers/Storage/HPC

Our goal is to facilitate the scientific effort by providing technical support for information technology services to the WHOI community.

Within these teams, you will find technical resources that include:

- Advice on emerging technologies
- Telephone infrastructure and maintenance
- Data Network infrastructure and support
- Centralized services such as:
  - E-mail
  - Remote Access
  - Web Development
  - Shared File and Print Servers
  - Data Storage
- Desktop Support
  - Windows | MAC | Linux
- Mobile Device
  - Android | iOS
- Applications Development Support
- Computer Training
- Data Center Hosting
- Audio | Video Support

These and more are available to all WHOI Staff, Faculty, Students and visiting scientific staff.

Please direct inquiries via the...

**IS Self-Service assistance portal**
https://whoi.service-now.com/whoi_sp

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**Getting Started**

Through the onboarding process, accounts for email, wireless | VPN, and Duo have been created for you by the IS Department.

Your department administrator or hiring manager should send you information.

Please call the IS Technical Assistance Center (TAC) at 508.289.2439 to complete the setup of your accounts.

- You will be setup with a temporary email password and given instructions to change your password.
- Passwords must be at least 15 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one special character.
- You will need to download Duo security app to your smartphone from the app store.
- Your cellphone number is required to activate and sync your Duo account to WHOI.
- You will receive instructions on how to download and install the VPN client.
- You will also receive your wireless password.

If you need to purchase a laptop or desktop 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 Quick Links**
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/

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**Resources:**

**To change your password:**
https://www.whoi.edu/pwdChanger/duo/accountRead.go

You can access all the resources below using your email username and password.

- **Webmail**
  https://office.com

- **Employee Online**
  https://emponline.whoi.edu

- **Timecards**
  https://whoitime.whoi.edu

- **File Share (W | U Drives)**
  \fileshare.whoi.edu\whoi

- **MS OneDrive**
  https://office.com

- **WebEx Account:**
  https://whoi.webex.com

- **Zoom Account:**
  https://whoi-edu.zoom.us (domain name)

**To connect to WHOI Wireless Network**

Select SSID: eduroam

Username: username@whoi.edu
Password: VPN (Cisco) password

---

Please do not hesitate to contact Information Services with any IT related questions!

**IS Self-Service assistance portal**
https://whoi.service-now.com/whoi_sp
## 2022 Pay Period Ending and Check Dates

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*NO SHIP DRAW*
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/
Getting Started

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. My Sites
   - Access your personal homepage builder and other site builder sites.
WHOI Creative Studio

Administration

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

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

Design & Illustration

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

Natalie Renier
Science illustrator
2D animation
Interactive design
» 508 289 4837
» nrenier@whoi.edu

Audio and Video

Tim Silva
3D Modelling and Animation
Video production
Video editing
» 508 289 2468
» tsilva@whoi.edu
We are a team of innovative and professional designers, illustrators, photographers, and technicians who help communicate ocean-related science, engineering, and education. Our state-of-the-art graphics department is staffed by highly-trained personnel well versed in all the latest technologies, hardware, and software.

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

**Pricing**

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

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

**Base pricing**

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

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

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

Short videos and podcasts:
- $1500 for 3 minutes

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

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

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

**Free!**

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

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

www.whoi.edu/creative | graphics@whoi.edu
WHOI FITNESS TRAIL

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 can 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!
**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.

- Do not use: matches, 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
- 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 Dapis, Entomologist
ldapis@barnstablecounty.org
508.375.6642

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

Distance in miles

10.7 0.0  North Falmouth. Northern end of bikeway; main parking area.
8.8 1.9  Cranberry bog, privately owned. Cranberries have been harvested here each fall for over 100 years.
8.5 2.2  Bourne Farm. The cattle tunnel is a main trail crossing to 49 acres owned by Salt Pond Bird Areas Sanctuaries, Inc.
7.4 3.3  West Falmouth. Scenic West Falmouth Harbor.
6.7 4.0  Deck overlooking West Falmouth's Oyster Pond and the glacial moraine to the east.
6.4 4.3  Great Sippewissett Marsh, important salt marsh habitat for the Buzzards Bay ecosystem. The Town of Falmouth, Salt Pond Bird Areas Sanctuaries, Inc., and the Massachusetts Audubon Society protect 140 acres of the marsh.
5.4 5.3  Little Sippewissett Marsh, protected by the barrier dunes at Woodneck Beach. The name Sippewissett comes from the Wampanoag language, meaning “little cove” or “little river.”
4.8 5.9  At about 50-ft elevation, here you cross the glacial moraine separating the Buzzards Bay and Vineyard Sound watersheds.
4.5 6.2  Trail connection to Goodwill Park/Grew's Pond/Long Pond and Moineau Trail. Please be extremely careful crossing Rte. 28/Palmer Ave.
3.6 7.1  Falmouth Village. Main parking area; go uphill on Depot Ave. to Highfield Hall and trail connection to Beebe Woods.
3.3 7.4  Locust Street. Original northern end of bikeway when dedicated in 1975. Limited parking. Visit the 300 Committee (a Falmouth land trust) office to obtain maps of conservation lands in Falmouth.
2.8 7.9  Salt Pond. Trail connection to access paths at Salt Pond Area Reservation (40 acres).
2.2 8.5  Oyster Pond, formed from a glacial kettle hole; stewardship of this watershed is provided by Oyster Pond Environmental Trust.
2.0 8.7  Monument to Katharine Lee Bates, author of “America the Beautiful.”
1.8 8.9  Trunk River, the outlet from Oyster Pond into Vineyard Sound; seasonal alewife herring run.
0.0 10.7  Woods Hole. Southern end of bikeway; metered parking; research institutions, public aquarium; ferry to Martha’s Vineyard.