

Welcome to WHOI

Academic Programs Office

2021

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 Session with Lea Fraser (lfraser@whoi.edu)

**If COVID-19 restrictions prevent an in-person check-in session, a pre-recorded check-session will be provided.*

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) if you have questions or difficulty accessing your credentials. Please verify your account information and passwords are working as soon as possible so we have time to troubleshoot any issues prior to your start date. You may 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 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 All [Check-in Forms](#)

Forms are available on the JP website under current students, academic resources and should be submitted by at least 1 week prior to your start date to accommodate remote processing.

**If the COVID-19 restrictions prevent an in-person check-in session, all forms will be submitted as a password protected PDF, Google Drive, or other secure method.*

---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.

**If the COVID-19 restrictions prevent an in-person check-in session, submit the above documents in a password protected PDF, Google Drive, or other secure method.*

---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](#). 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](#) 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

** If COVID-19 restrictions prevent tasks 1-3 from being completed. A pre-recorded check-in session will be provided to address item 1. Item's 2 and 3 can be done when it is safe to do so.*

Check-in with Lea Fraser (lfraser@whoi.edu)

Attend check-in session 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 the Housing Coordinator (housing@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.

**Once the MBL campus is open, follow their guidelines for obtaining an ID card.*

Complete Environmental Health and Safety Training

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

General Safety Awareness training

Cybersecurity Awareness training (4 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 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](#) 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](#)

Academic Programs Office (APO) Contacts

NAME	EMAIL	TOPIC
TBD Housing Coordinator	housing@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
Lynne Ellsworth Building Caretaker	lynne@whoi.edu	Housing Maintenance

Janet Fields Postdoc Coordinator	jfields@whoi.edu	Postdoc Information
Lea Fraser Graduate Admissions and Student Affairs Officer	lfraser@whoi.edu	Student Affairs, Meeting Video Links, Thesis Preparation and Defense Scheduling, Student Center Oversight, JP Website, Room Reservations, Check-ins/Check-outs, Admissions, Open House
Tricia Gebbie Guest Student Coordinator	Guest-student-coordinator@whoi.edu	Guest Student Appointments, Intercampus Travel Reimbursement for JP students
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 mbridgers@whoi.edu	Academics, Advising, Concerns, Career Advice
Julia Westwater Registrar	jwestwater@whoi.edu	Registration, Grades, Transcripts, Class Scheduling, Class and Seminar Video Links, Conference Travel Reimbursement, Health Care, Computer Loan

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/>

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](#)

Registration

Summer Registration

- Students register for research each summer, fall, and spring term.
- June – WHOI Registrar approves registration for WHOI-based students (summer research); student receives email notification and must submit registration to complete the process.
- 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.

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 3 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](#).

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://odg.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.

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 \(STF\)](#)



WOODS HOLE
OCEANOGRAPHIC
INSTITUTION

Margaret K. Tivey, Ph.D.

Vice President for Academic Programs and Dean

266 Woods Hole Road, MS #31, Woods Hole, MA 02543

Office: 508.289.2200 • Fax: 508.457.2188

mktivey@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
- 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

Faculty/Student Responsibilities* WHOI

<https://mit.who.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://odg.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.who.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

MIT-WHOI Joint Program Who's Who

WOODS HOLE – ACADEMIC PROGRAMS OFFICE (Clark 223)

From a cell phone/landline dial 508-289-(extension) to reach staff below. We are working remotely so it may be best to contact us by email first to arrange a phone call.

Christine Charette, Ext. 2848; ccharette@whoi.edu

Budget Manager/Title IX Coordinator

Lynne Ellsworth, Ext. 2498; lynne@whoi.edu

Housekeeper

Janet Fields, Ext. 2950 (Carriage House); jfields@whoi.edu

Postdoctoral and Geophysical Fluid Dynamics Programs Coordinator

Leanora Fraser, Ext. 2225; lfraser@whoi.edu

Graduate Admissions and Student Affairs Officer

Tricia Gebbie, Ext. 2207; tgebbie@whoi.edu

Guest Student Coordinator

Delia Oppo, Ext. 2681; doppo@whoi.edu

Associate Dean

Kama Thieler, Ext. 2766; kthieler@whoi.edu

Summer Student Fellow and Semester at WHOI Coordinator/Scientific Outreach Coordinator

Margaret (Meg) K. Tivey, Ext. 2200; mktivey@whoi.edu

Vice President for Academic Programs and Dean

Julia Westwater, Ext. 3379; jwestwater@whoi.edu

Registrar/Graduate and Undergraduate Administrator

MIT – JOINT PROGRAM OFFICE

Edward A. Boyle, 617-253-3388; eaboyle@mit.edu

MIT-WHOI Joint Program Director

MIT E25-619

Phil Gschwend, 617-253-1638

MIT-WHOI Joint Program Associate Director

John Leonard, 617-253-5305

MIT-WHOI Joint Program Associate Director

Kris Kipp, 617-253-7544; kipp@whoi.edu

MIT-WHOI Joint Program Administrator

MIT 54-820

MIT-WHOI Joint Program Who's Who

Joint Committee for Applied Ocean Science & Engineering (JCAOSE)

Dave Ralston (Chair)	dralston@whoi.edu	Bigelow 212	Ext. 2587
Gordon Zhang*	wzhang@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
Russ Tedrake	russt@mit.edu	MIT 32-380	617-297-7626

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
Neel Aluru	naluru@whoi.edu	Redfield 304	Ext. 3607

Joint Committee for Chemical Oceanography (JCCO)

Colleen Hansel (Chair)	chansel@whoi.edu	Watson 211	Ext. 3738
Jeffrey Seewald*	jseewald@whoi.edu	Clark 408A	Ext. 2518
Shuhei Ono	chansel@whoi.edu	Watson 222	Ext. 3738
Mak Saito	sono@mit.edu	E=MIT E25-641	617-253-0474
Phil Gschwend	pmsgschwe@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)

Oliver Jagoutz (Chair)	jagoutz@mit.edu	MIT 54-1226	617-324-5514
Andrew Ashton*	aashton@whoi.edu	Clark 2257	Ext. 3751
Veronique Le Roux	vleroux@whoi.edu	Clark 247A	Ext. 3549
Matej Pec	mpec@mit.edu	MIT 54-720	617-324-7279
Taylor Perron	perron@mit.edu	MIT 54-1022	617-253-5735
Andrew Cross	across@whoi.edu	McLean Lab	Ext. 3749

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
Magdalena Andres	mandres@whoi.edu	Clark 311A	Ext. 2660
Geoffrey 'Jake' Gebbie	ggebbie@whoi.edu	Clark 213A	Ext. 2801
Pierre Lermusiaux	pierrel@mit.edu	MIT 5-428	617-324-5172

*WHOI Education Coordinator

WHOI HOUSING



HOUSING CONTACT – COMMUNICATION FROM THE HOUSING OFFICE IS BY EMAIL

- TBD – Housing Coordinator; housing@whoi.edu; ext 2389
- Lynne Ellsworth – Building Caretaker 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. On-call beds are always available if you really just need an occasional night.
- Please contact Housing no less than 48 hours prior to on-call date needed.

• **COMMUNITY HOUSING**

- After the first two years in the program, most students live in the community of their Institution of Residence. 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, and one is available, it will be held for you;
- Notify housing if your plans arrival or departure dates.

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

Day-to-day housekeeping of the unit is the responsibility of the occupants.

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 on the bed in the unit from which you are departing. PLEASE USE THE KEY RETURN ENVELOPE provided in your arrival packet. *There is a \$50 per key non-refundable replacement charge for lost or unreturned keys.*

NO OVERNIGHT GUESTS

Overnight guests are not allowed. Unassigned beds are 'on-call' beds and must be kept available for occupancy on short notice.

NO PETS

Refer To "Animals in WHOI Housing" Policy.

HOUSING BINDER

There is a Housing Binder in each unit. Please review for:

- Emergency Procedures and Assembly points in case of fire;
- Information on responsibilities of housing occupants;
- Shuttle schedule and other helpful local information;
- Information for Foreign Nationals.

PARKING

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

FIRE/SMOKE/CO DETECTION

Housing units are hard-wired for fire, smoke, and CO detection. If an alarm sounds, evacuation is mandatory.

- Do not tamper with detectors, as this could cause an alarm and call the fire department, as well as damaging the system.

IN AN EMERGENCY

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

CONTACTING SECURITY FOR OTHER BUSINESS

- You can reach the security desk 24 hours a day, 7 days a week by dialing 0 (zero) on your WHOI phone, or by calling 508-548-1401 from your cellphone for:
 - 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. Contact Security.

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).



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.



More Human. More Resources

Available 24/7 800-648-9557 info@kgreer.com



EMPLOYEE ASSISTANCE AND WORK-LIFE PROGRAM

Website: my.kgalifervices.com
Company code: whoi

A free, confidential program for employees and household members. Here's how we can help:

EMOTIONAL HEALTH	PARENTING	ELDERCARE	LEGAL
<p>Counseling, Consultations & Referrals:</p> <ul style="list-style-type: none"> • Alcohol & Drug Concerns • Anxiety • Chronic Illness • Depression • Eating Disorders • Family & Relationship Concerns • Gambling • Meditation • Mindfulness • Partner Violence • Smoking Cessation • Sleep Issues • Stress Management <p>5 counseling sessions</p>	<p>Childcare Consultation & Referrals:</p> <ul style="list-style-type: none"> • Back-up Care • Before/After School • Childcare Centers • Family Day Care • Nannies & In-home Care • Summer Camps <p>Information & Support:</p> <ul style="list-style-type: none"> • Adolescence • Adoption • Child Development • College Planning • New Parents and Pregnancy • Special Needs 	<p>Consultation & Referrals:</p> <ul style="list-style-type: none"> • Assisted Living Facilities • Caregiver Support • Community Services • Home Health Care • Hospice • Medicare/Medicaid • Nursing Homes • Respite Care • Social Security • Transportation 	<p>Consultation & Referrals:</p> <ul style="list-style-type: none"> • Bankruptcy • Child Custody & Support • Consumer Issues • Elder Law • Estate Planning • Immigration • Landlord Tenant Disputes • Real Estate Concerns • Restraining Orders • Separation & Divorce • Wills & Trusts <p>30 min consult with in-state attorney *See back for legal disclaimer</p>
FINANCIAL	WORK	HOME	NUTRITION
<p>Consultation & Referrals:</p> <ul style="list-style-type: none"> • Budgeting • Credit Problems • Debt Management • Financial Wellbeing • Homebuying Information • Insurance Planning • Retirement Planning • Tax Resources <p>30 min consult with CFP, CPA, credit counselor</p>	<p>Consultation & Referrals:</p> <ul style="list-style-type: none"> • Career Exploration • Interest Testing • Job Performance Concerns • Job Search Strategies • Resume Review • Time Management • Work-life Integration • Work Stress <p>30 min consult with career coach</p>	<p>Information & Referrals:</p> <ul style="list-style-type: none"> • Community Education Classes • Fitness Programs & Trainers • Home Cleaning • Home Repair Services • Moving Services • Organizer Services • Pet Care • Relocation Information • Yoga Classes 	<p>Consultation & Information:</p> <ul style="list-style-type: none"> • Child Friendly Meals • Diabetes • Food Allergies • Gastrointestinal Problems • Healthy Eating • High Blood Pressure • High Cholesterol • Lactation • Weight Management <p>30 min consult with a registered dietitian</p>

**KGA general legal disclaimer:*

No 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.

NAME: _____

WHOI ID#: _____

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>
 - email: library@mbi.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.whoiedu/vwebv/searchBasic>
Select “Get This Item” to have book(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.whoiedu/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.mblwhoilib.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

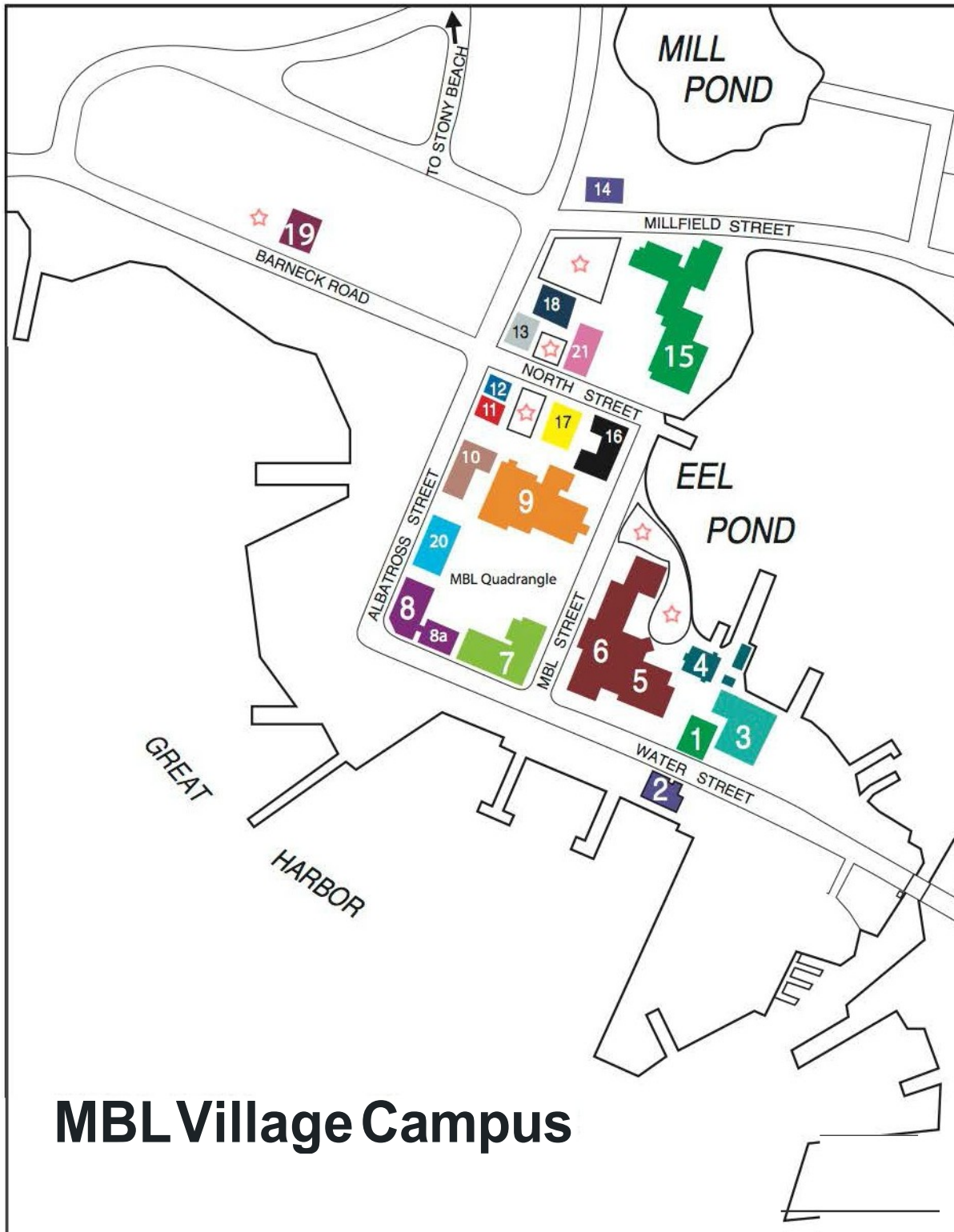
For unescorted access to Secure/Restricted areas, you will need to enroll, activate and receive a TWIC* card, in addition to your ID/Access card. This includes access to the Iselin building, Alvin high bay and the machine shops. It is necessary to carry your TWIC card on you when any regulated MTSA vessel 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@whoiedu for assistance.

For more information, visit the following websites:

- <http://www.whoiedu/facilities/page.do?pid=30840>
- <http://www.whoiedu/facilities/page.do?pid=30841>



- 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
- 8** 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



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

2021 Pay Period Ending and Check Dates					
FSR Period	PP	Date Begin	Date Ending	Check Date	Month Posted
2101001	1	20-Dec-20	2-Jan-21	8-Jan-21	January
2101002	2	3-Jan-21	16-Jan-21	22-Jan-21	January
2101003	3	17-Jan-21	30-Jan-21	5-Feb-21	February
2101004	4	31-Jan-21	13-Feb-21	19-Feb-21	February
2101005	5	14-Feb-21	27-Feb-21	5-Mar-21	March
2101006	6	28-Feb-21	13-Mar-21	19-Mar-21	March
2101007	7	14-Mar-21	27-Mar-21	2-Apr-21	April
2101008	8	28-Mar-21	10-Apr-21	16-Apr-21	April
2101009	9	11-Apr-21	24-Apr-21	30-Apr-21	April
2101010	10	25-Apr-21	8-May-21	14-May-21	May
2101011	11	9-May-21	22-May-21	28-May-21	May
2101012	12	23-May-21	5-Jun-21	11-Jun-21	June
2101013	13	6-Jun-21	19-Jun-21	25-Jun-21	June
2101014	14	20-Jun-21	3-Jul-21	9-Jul-21	July
2101015	15	4-Jul-21	17-Jul-21	23-Jul-21	July
2101016	16	18-Jul-21	31-Jul-21	6-Aug-21	August
2101017	17	1-Aug-21	14-Aug-21	20-Aug-21	August
2101018	18	15-Aug-21	28-Aug-21	3-Sep-21	September
2101019	19	29-Aug-21	11-Sep-21	17-Sep-21	September
2101020	20	12-Sep-21	25-Sep-21	1-Oct-21	October
2101021	21	26-Sep-21	9-Oct-21	15-Oct-21	October
2101022	22	10-Oct-21	23-Oct-21	29-Oct-21	October
2101023	23	24-Oct-21	6-Nov-21	12-Nov-21	November
2101024	24	7-Nov-21	20-Nov-21	24-Nov-21	November
2101025	25	21-Nov-21	4-Dec-21	10-Dec-21	December
2101026	26	5-Dec-21	18-Dec-21	23-Dec-21	December

***NO SHIP DRAW**

WHOI PAYDAY CALENDAR 2021

COMPLIMENTS OF WHOI CREATIVE

whoi.edu/creative · creative@whoi.edu

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
					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
						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

What we do...

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

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/>

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



WOODS HOLE OCEANOGRAPHIC INSTITUTION

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

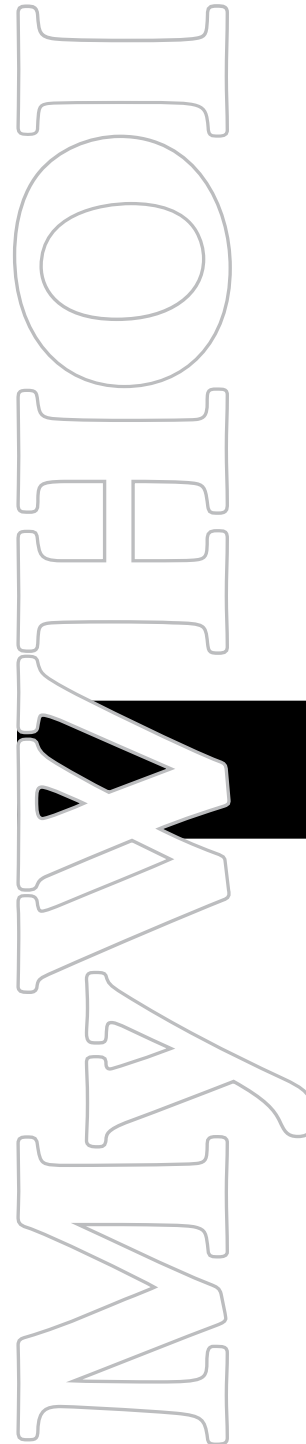
To change the default settings, click “edit” within the “Weather” module.

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.



A User's Guide to

MyWHOI

WHOI's Intranet Portal

Woods Hole Oceanographic Institution
Woods Hole, Massachusetts

June 2006

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.

The screenshot shows the MyWHOI intranet portal. At the top, there is a navigation bar with "Internal | External | Help | Logout". The main content area is titled "Welcome to MyWHOI" and is divided into several sections:

- My Content (7):** Contains sections for "Oceanus" (with a walrus image and articles like "Abandoned Walrus Calves Reported in the Arctic"), "Woods Hole Publications" (with articles like "A Revised Evolutionary History of the CYP1A Subfamily"), and "ScienceNOW" (with articles like "Wriggle for Your Lives!").
- Weather (8):** Shows weather for "East Falmouth, MA" with a current temperature of 67°F and a 10-day forecast.
- My Sites (9):** Lists sites like "John Q. Whoi", "Oceanus Magazine", and "Site Builder Sites".

On the left side, there is a sidebar with the following sections:

- John Q. Whoi:** Includes "MyWHOI home", "edit personal info", "email settings", and "layout preferences".
- My Links (4):** Lists various tools and services like "Ocean Instruments", "Calendar", "CIS", "Buttery", "Employee Online", "FSRs", "Keys & Stickers", "MBLWHOI Library", "Shipping and Receiving", and "Webmail".
- Search WHOI (5):** A search box with a "Go" button.
- WHOI Directory (6):** A search box for "Employee Name" with a "Go" button and a link to "(advanced search)".

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.

WordPress How to | Self-Serve Personal Site

How to sign up for a site

<https://www2.whoiedu/staff/website-signup/>

How to login

<https://www2.whoiedu/staff/XXXXXX/wp-admin/>

or **login** link in the footer of our website.

What is the Dashboard

Main section

Quick start instructions and videos. Email webdev@whoiedu in case you have questions and ARE READY TO GO LIVE.

Starting from the top

- WHOI Sites – How to instructional videos
- My Sites – List of sites you are working on
- Your name – Link to your site
- New – where you can add new items

Left hand navigation

- Home – Link to Dashboard
- My Sites – List of sites you are working on
- Statistics – Stats for your website
- Video Tutorials – A library of wordpress videos
- Posts – this is where you add/update the News section of your site
- Media – this is where all your images and files are stored, you can organize your files in folders. There is a video about this under WHOI Sites
- Pages – this is where all of your pages are listed. Here you can add new pages, change the url of a page, make a page a draft or delete a page
- Comments – we do not use this
- Album Gallery Pro – use this to make slideshows and albums – there are video tutorials about this under WHOI Sites
- Tablepress – use this to make tables

- Appearance: Themes – change the background color – white or blue
- Appearance: Customize – change the nav from right aligned to under the banner Header > Header Layout – change Layout to Nav Centered and Fix Header to Fixed
- Appearance: Menus – this is where you add, remove or move pages in the menu
- Users – add new or existing users to the site
- Tools – we do not use this
- Settings: General – Under Site Title – change the banner text of your site
- Settings: General – Under Tagline – add words to explain what your site is about – good for search engine optimization (SEO)
- Settings: Reading – Search Engine Visibility - when you are ready to go live, uncheck Discourage search engines from indexing this site
- Settings: Media – this is where you can change the standard images sizes – not recommended

How to edit your site

To edit the pages on your site, you need to get into Page Builder

There are three ways to get to Page Builder

1. From the Dashboard, mouseover your name and click Visit Site, once in your site, you will see Page Builder.
2. From the Dashboard, go to Pages, in the list when you mouseover a page, you will see a link for Page Builder.
3. From the Dashboard, click on a page, click blue Launch Page Builder button.

To get to the Dashboard from Page Builder, mouseover your name and select Dashboard.

How to edit the Homepage

1. Click on content block or mouseover and use wrench to edit.
2. Change image – click on placeholder image and upload new image 450x300 or any size. Add alt text. (important for SEO).
3. Type over text to change it.
4. To change CV link if it is a pdf. go to the Dashboard, go to Media, add a folder call it pdfs, select Add New button, select the file, but in folder on right. If replacing the file – use button by Replace media. Copy url go back to front page – add link to CV.
5. To change email link – copy email address open link, paste, push enter.
6. Edit and delete modules as needed. If you delete a module and want it back, click Add Content on the top right. Open Saved Modules and drag the module you need back into place.

7. When finished select DONE on the top right – if you want to save your work but not publish, select Save Changes and Exit. The edits will save in the editor but will not show up on the published site.
8. If you want to edit more, select Page Builder on the top left.

Please note: Research Interests has code that shows or hides some content. This is also found other places on the site such as the Outreach page. To make this work, put this code around the text you want to hide. [expand title="Read more" swaptitle="Read Less"] hidden text [/expand].

How to edit the Project Index Page

1. Select Page Builder at the top left.
2. To edit intro click on content block or mouseover and use wrench.
3. To edit images click on content block or mouseover and use wrench, click on image and then select Add Media and upload new image, make sure the image has NO alignment selected.
4. Replace name of Project #1 and keep the style as Heading 3. Change descriptive text. Do this for all images modules that you need.
5. If you need more modules – go to Add Content on top right, select Row Layouts, 3 Columns. Copy one of the Project modules and move into one of the columns in the new Row layout.

How to edit a Project Page

1. Select Page Builder at the top left.
2. To edit content click on content block or mouseover and use wrench.
3. To change image, click on image, select Add Media, select or upload image , make sure the image has NO alignment, add caption, alt text and the large image size (1024x683).
4. Save module.
5. Edit right hand assets as before.
6. Select DONE on the top right when finished.

How to edit the Publications Page

1. Select Page Builder at the top left.
2. To edit **the Accordion menu**, click on content block or mouseover and use wrench.
3. Click Edit item under 2016 to add publications there. Can cut and paste from MS Word.
4. Move, copy or delete the items as needed.
5. Save module.
6. To edit the **straight list of publications**, click on content block or mouseover and use wrench and then paste the new content. To make the year headings, highlight the year and select Heading 3 in the wysiwig.
7. Edit right hand assets as before.
8. Select DONE on the top right when finished.

How to edit the Outreach Page

1. Select Page Builder at the top left.
2. To edit content click on content block or mouseover and use wrench.
3. To edit image, upload image to Media library and copy the url.
4. Go to image and click on the content block or mouseover and use wrench.
5. Paste url in Photo URL field.
6. OR Go to Photo Source and select Media Library from the dropdown
7. Select Replace – this will take you to the Media Library where you could select or upload an image.
8. Make sure all images on the page are the same dimension.
9. To add another Outreach Project you can duplicate a row or go Add Content, WHOI Rows, select Outreach- Project Row and drag to the place you want it on the page.

How to update or edit news items on the News Page

1. Go to Dashboard.
2. Select Posts from the left nav.
3. Add or edit a post.
4. To edit a post, mouseover post title, you will see option to edit.
5. Click edit.
6. Edit the text.
7. Add an image by selecting Add Media.
8. To have an image show up on the main News page, add a Featured Image

How to add video to a Page

There are two ways to add video to a page

1. Copy a Vimeo or YouTube link, go to the page you want the video, click on content block or mouseover and use wrench, once in the wysiwig, click the Text tab on the top right and paste the link. This works but the video is small.
2. To add a full width video, go to the Vimeo link and copy the embed code. Go to the page where you want to add the video. Click the Add Content button, Basic Module, Video. Drag that module to the place you want the video to appear in the page. Under Video Type select Embed. Paste Vimeo embed code here.

How to add a new Page to your site

- Go to the Dashboard, go to Pages, select Add New
- Give the page a title and push Publish
- Click on Page Builder tab and select a Layout Template closest to the layout you want.
- Edit as before

How to remove a Page from your site

1. Go to the Dashboard, go to Pages, All Pages and select the page you want to remove. On the right side, you will see a link in red Move to Trash.
2. If you want to remove the page from your site but get back to it at a later date, on the right side where it says Status, click the Edit link, from the dropdown, select Draft.
3. To remove the page from the navigation, Go to Appearance, Menus, open the page you want to remove, click the Remove link in red at the bottom.

Please note: Even if you remove a page from the menu, it is important to put the page in the trash or in draft form so they don't show up in search engines.

How to change the Page url

Go to the Dashboard, go to Pages, All Pages and select the page you want to change the url. Near the top of the page, select the Edit button near the Permalink.

How to make a Gallery

- You can edit the existing galleries by changing the photos in the templates.
- To make a new gallery
 1. Go to Dashboard
 2. Select Album Gallery Pro
 3. Select Add Album Gallery
 4. Add a title, on the bottom Select Gallery Images – upload images
 5. Select Add to Gallery
 6. Add a Featured image for the callout image
 7. Publish
 8. Select Album Gallery Pro
 9. Copy the longer short code - [aigpl-gallery-slider id="274"]
 10. Go to Gallery page – Click Page Builder
 11. Edit the html text module
 12. Paste shortcode
- To make an album, change the word slider to album [aigpl-gallery-album id="288"]
- To make a simple gallery without using Album Gallery Pro
 1. Go to Add Content, Row Layouts, 1 Column
 2. From Basic Modules, drag over Text Editor, click on content block or mouseover and use wrench to get to the wsywig.
 3. Click Add Media, upload or select images for the gallery, click Create Gallery on the right, then Create Gallery button. Next, you will get to the Edit Gallery screen, where you can change the Gallery Setting such as the number of column ofpics and the size. Link to Media file will open a larger version of the image.

4. To edit the gallery, click on content block or mouseover and use wrench to get to the wysiwig editor and then double click on the gallery image.

What to do when you are ready to go live

- Email webdev@whoi.edu. IS will make a url without the www2.whoi.edu for your site and redirect your old personal site to the new personal site.
- Go to Settings: Reading, at Search Engine Visibility, uncheck Discourage search engines from indexing the site.
- Add a link to the site on your WHOI Profile page.

Sample Sites

<https://www2.whoi.edu/staff/afrese/>

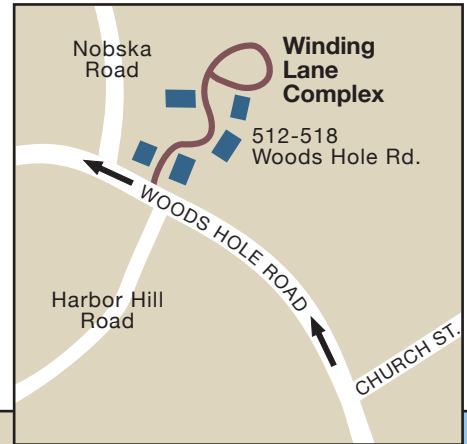
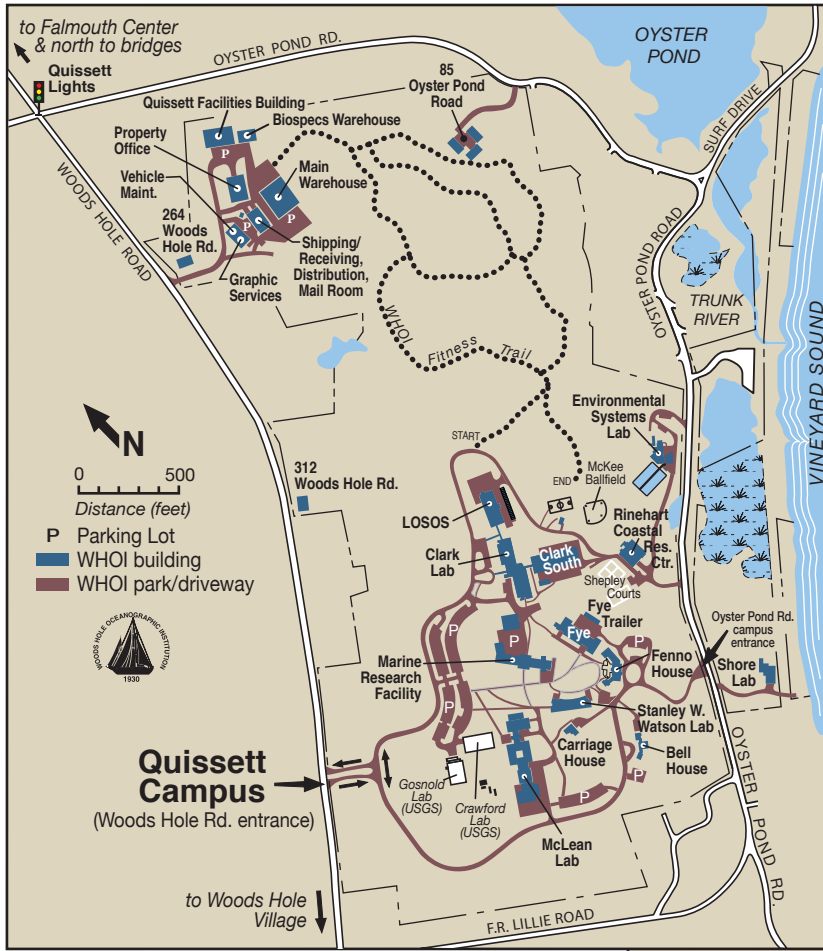
<https://www2.whoi.edu/staff/wzhang/>

<https://www2.whoi.edu/staff/pzigah/>



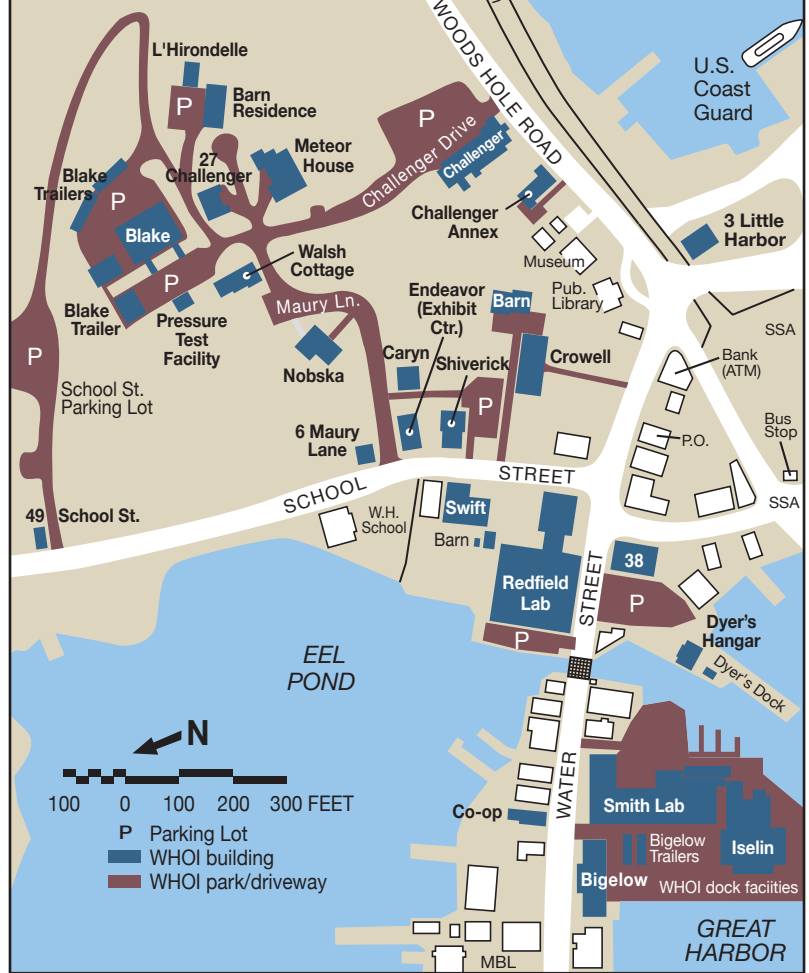
JUNE 2012

Quissett Campus



June 2012

Woods Hole Village Facilities

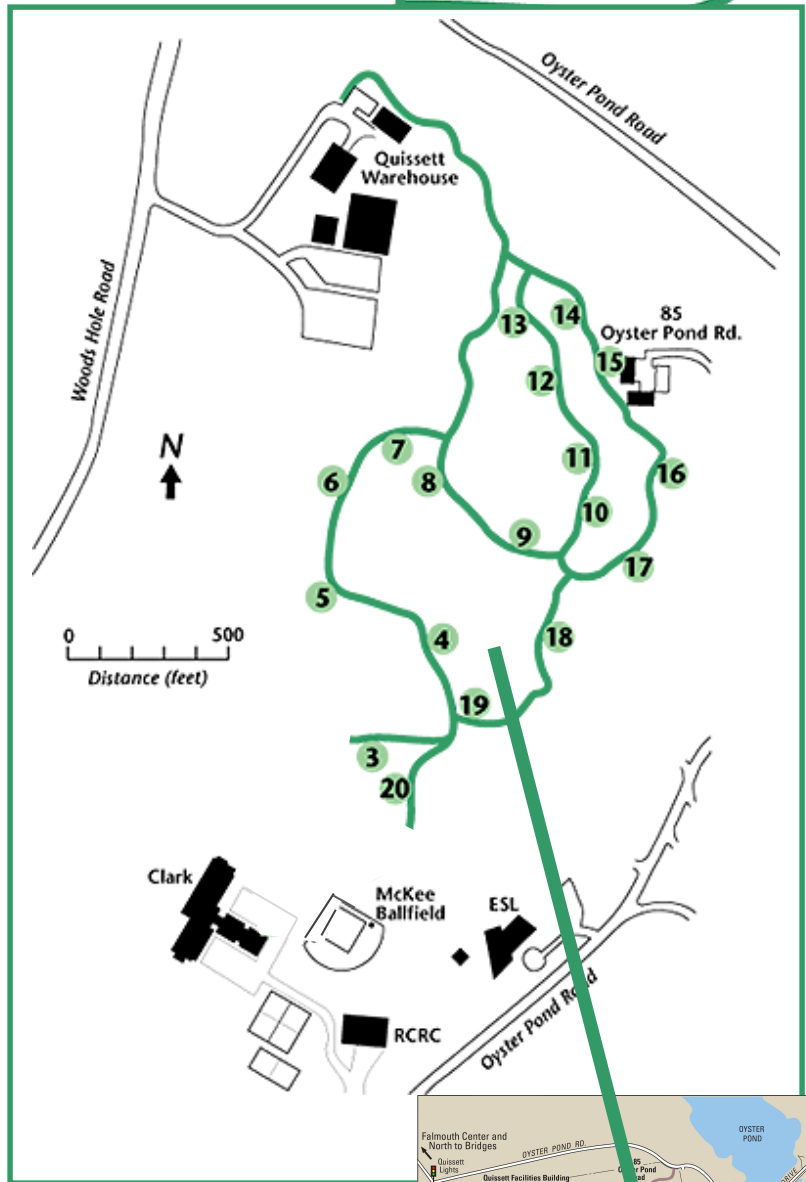


WHOI FITNESS TRAIL

(Website: <http://www.whoi.edu/generalinfo/internal/fittrail/>)



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.



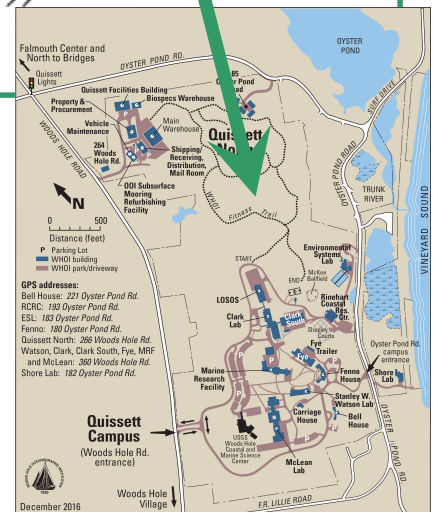
Water is available at a fountain near Station 15, at 85 Oyster Pond Road.

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



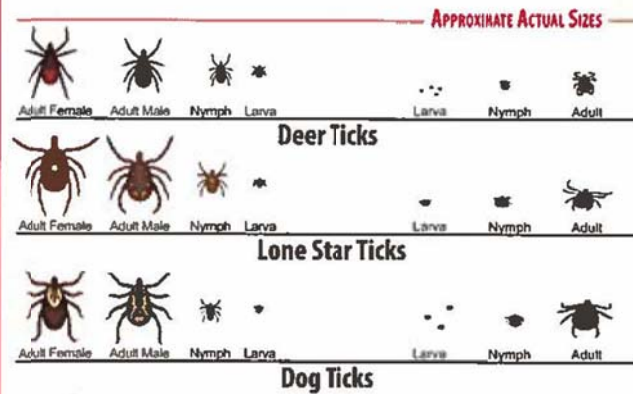
and ticks!



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.



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.



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 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 Dapsis, Entomologist
ldapsis@barnstablecounty.org
508.375.6642

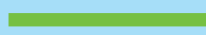






Cape Cod Cooperative Extension
www.capecodextension.org



Shining Sea BIKEWAY

Legend

-  Shining Sea Bikeway
-  Bike Routes on Roadways
-  Highway
-  Roadway
-  Mile Markers (S►N)

- | | | |
|---|--|---|
|  Point of Interest |  Water |  Bus Station |
|  Parking |  ATM/Bank |  Ferry Station |
|  Restroom (seasonal) |  Bicycle Shop |  Hospital |
|  Visitor Information |  Swimming Beach |  Picnic Area |
|  Food |  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 Wood-neck 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 Mo-raine 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 High-field 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 Reserva-tion (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 insti-tutions, public aquarium, ferry to Martha's Vineyard |

Scale

