



Welcome to WHOI

Academic Programs Office

2023

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 2 to August 26, 2023. 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 3. 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 12 to August 22, 2023. 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 Sarah Moriarty (sarah.moriarty@whoi.edu)

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

Sarah Moriarty 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 Sarah Moriarty sarah.moriarty@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](#). 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

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/Login/whoiTMS/consumer.aspx>

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.

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

Complete [Safety Training](#), [Disclosure Form](#) and [Conflict of Interest Training](#)

Office/Lab Keys

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

Academic Programs Office (APO) Contacts

NAME	EMAIL	TOPIC
Meredith Bittrich Registrar	meredith.bittrich@whoi.edu	Registration, Grades, Transcripts, Class Scheduling, Class and Seminar Video Links, Conference Travel Reimbursement, Health Care, Computer Loan, Childbirth Accommodations
Christine Charette Budget Manager/Title IX Coordinator	ccharette@whoi.edu	Financials, Tuition, Stipend, OVF, Gym Membership, Title IX
Ellie Doyle Building Caretaker	ellenmarie.doyle@whoi.edu	Housing Maintenance
Janet Fields Postdoc Coordinator	jfields@whoi.edu	Postdoc Information

Sarah Moriarty Graduate Admissions and Student Affairs Officer	Sarah.moriarty@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, Student Letters
Tricia Gebbie Guest Student Coordinator	Guest-student-coordinator@whoi.edu tgebbie@whoi.edu	Guest Student Appointments, Intercampus Travel Reimbursement for JP students
Ann Tarrant Associate Dean	atarrant@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	Academics, Advising, Concerns, Career Advice
Housing Coordinator	housing@whoi.edu	Housing Requests, Dean's Calendar

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](#)
- [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 22nd.

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://oge.mit.edu/graduate-admissions/costs-funding/stipend-rates/>
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:
<https://registrar.mit.edu/registration-academics/tuition-fees/graduate>

Title IX Related Concerns, Information, and Reporting

For more details, see <https://www.who.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 and entering company code: WHOI

WHOI EthicsPoint confidential hotline: 866-868-0920; 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](#)
- [WHOI Code of Conduct Policy](#)
- MIT-WHOI Joint Program Students have full access to [MIT resources](#)

Independence House 24-Hour Hotline: 800-439-6507; <https://independencehouse.org/>

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.

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.who.edu/procurement/one-corporate-card>

Social Media

Make sure you follow WHOI on our social media platforms

www.who.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 \(STF\)](#)



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. Students are expected to devote full-time effort 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. 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.whoiedu/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

2023 WHOI PAYDAYS & HOLIDAYS

COMPLIMENTS OF WHOI CREATIVE · whoi.edu/creative · creative@whoi.edu

JANUARY

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MBL WHOI LIBRARY

WHOI Quick Start Guide

Contact

- o <https://mblwhoilibrary.org/>
- o email: library@mbl.edu
- o call: 508-289-7002
- o call: 508-289-2865

Library card

Issued at the MBL SWOPE CENTER

Phone: 508-289-7668 Please call for an appointment

Library cards are used to access the Lillie Library from 8-5, M-F and check out books from self-checkout. Once your card is issued, email library@mbl.edu to request access form to the Lillie building.



Facilities

- Lillie Library, 8-5, M-F (Key card access required)
- Data Library & Archives, 8-4, M-F (Located on the WHOI Quissett Campus, McLean Lab)
- Offsite Library Service Center (Staff access only)

Resources

- Refer to Primo Search Tool FAQ for library catalog quick start guide
 - o <https://mblwhoilibrary.org/primo-search-tool-frequently-asked-questions>
- Books, Journals and Articles:
 - o Use Primo to search holdings: https://mblwhoiprime.exlibrisgroup.com/discovery/search?vid=01MBLWHOI_INST:01MBLWHOI
 - o For Print Books: Select "Request" to have items delivered to a library location, or via interoffice mail to your MBL, WHOI, or USGS lab/office.
 - o For articles from print journals: Please send requests to library@mbl.edu to have the article scanned.
 - o For E-books, Electronic Journals and Articles use Online Access link in search results.
For off-campus access refer to the "Remote Access" section of this guide.
- Databases:
 - o Use the database list <https://mblwhoilibrary.org/research-databases> to select database(s) to search for published content across a wide spectrum of topics and disciplines.

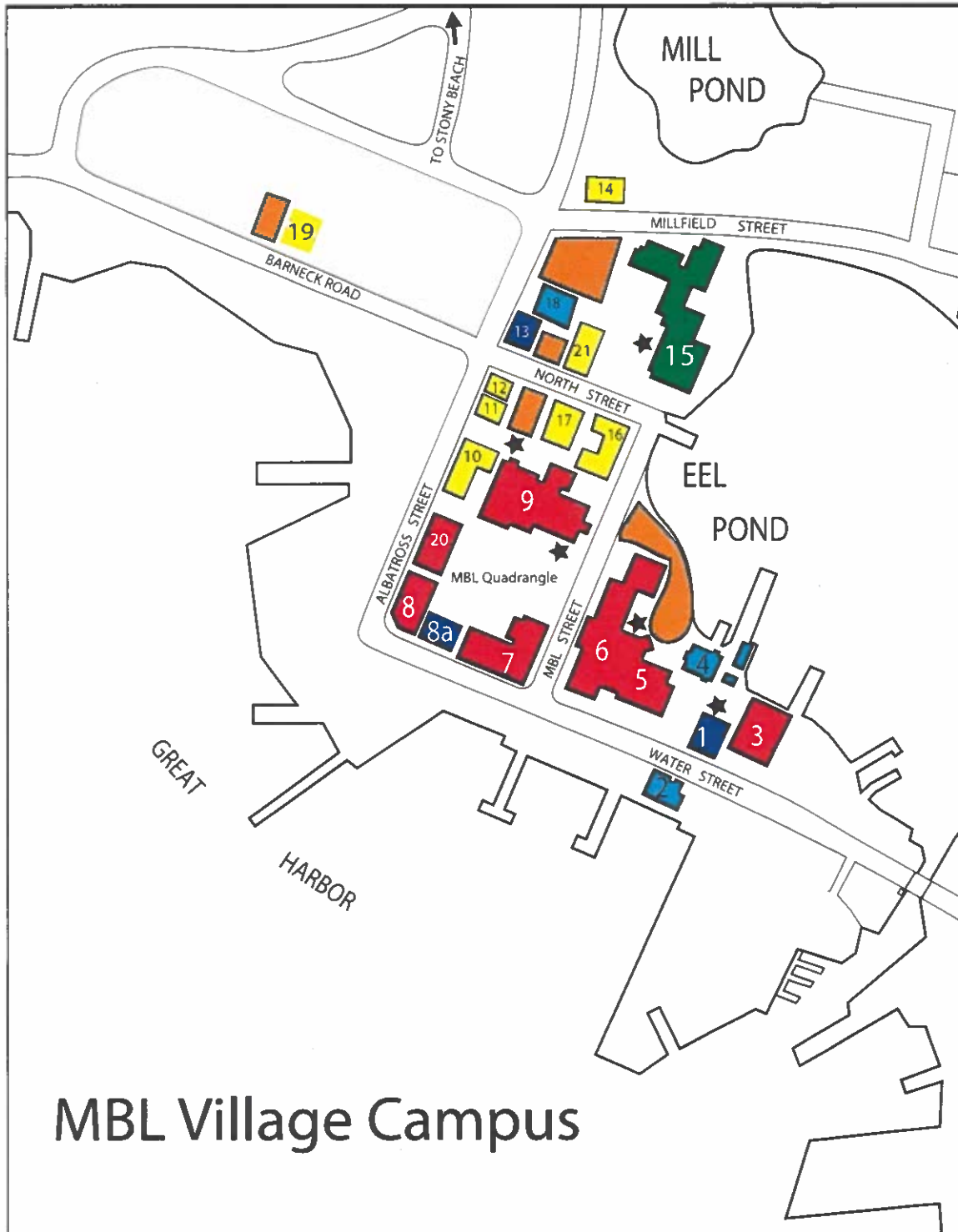
Interlibrary Loan Service (for items not available in our collections)

- 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
- Email ill@mbi.edu to make a request

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

- If you are logged on to the WHOI VPN or are on the WHOI campus, you will automatically be given access to all articles through your IP location. If there is a problem accessing any article on campus or at home, email dla@whoi.edu.
- Use your WHOI login and password to use the library's proxy server. You will remain logged in until you quit your browser. You must access the resource through the library website while using a proxy server (<https://login.library.proxy.mbi.edu/login>).
- Use LibKey.io or install Libkey Nomad to access articles using both MBLWHOI and MIT library access. (<https://mbiwhoilibrary.org/blog/1644417417>)

Visit the MBLWHOI Library website for a complete listing of, and access to, library services: <http://www.mbiwhoilibrary.org/>



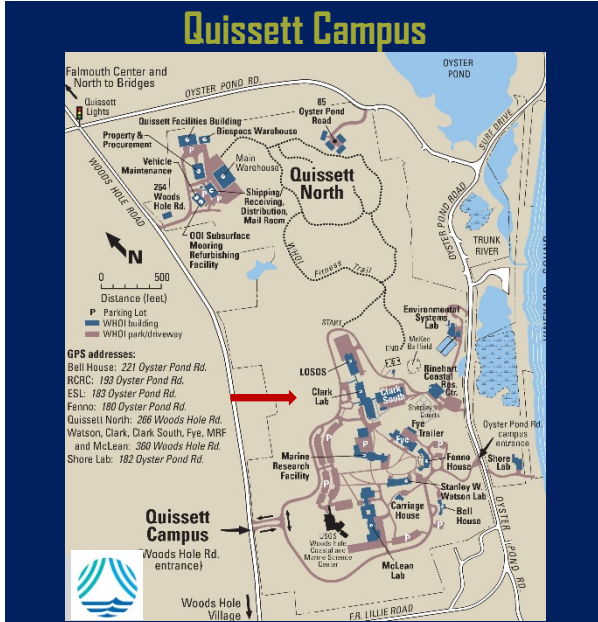
- 1** Candle House (Administration)
- 2** 100 Water Street (Pierce Exhibit Center, MBL Gift Shop)
- 3** Marine Resources Center
- 4** Collection Support Facility
- 5** Crane Wing (Labs, Shipping)
- 6** Lillie Laboratory (Labs, Service Shops, MBLWHOI Library)
- 7** Rowe Laboratory (Labs, Speck Auditorium)
- 8** Environmental Sciences Laboratory
- 8a** Homestead Administration (Human Resources, Education Dept.)
- 9** Loeb Laboratory (Research and Teaching Labs, Lecture Rooms)
- 10** Brick Apartment House
- 11** Veeder House Dormitory
- 12** David House Dormitory
- 13** Broderick House (IT)
- 14** Crane House
- 15** Swope Center (Registration, ID Cards, 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
- ★ Bike Parking

MBL Village Campus

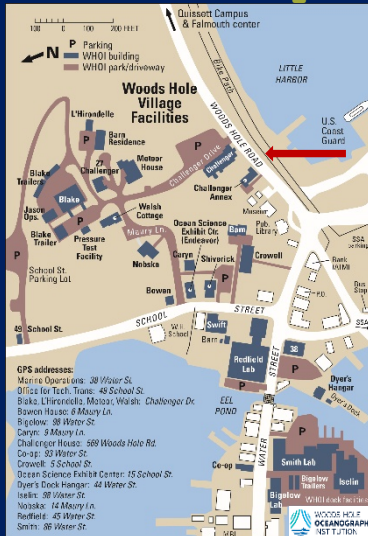
- Administration
- Support
- Laboratory
- Housing
- Housing/Dining

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.



Woods Hole Village



IS Technical Assistance Center (TAC)
508.289.2439

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 Gaylor

Information Systems Associate III

Helen Gordon

Information Systems Specialist

Ryan Govostes

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

WHOI

INFORMATION SERVICES

Resource Guide



Desktop Support



Email



Network



Phones



Data Storage



Servers



Business Systems



Security



Web



Software Dev

<https://whoi-it.whoi.edu>

What we do...

Information Services 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.who.edu/new-service-request-form/>

Web Resources

IS Quick Links

<https://whoi-it.who.edu/is-quicklinks>

New Employees

<https://whoi-it.who.edu/new-employee-checklist/>

Getting Started with IS

<https://whoi-it.who.edu/get-started-with-it/>

IS Policies & Guidelines

<https://whoi-it.who.edu/about-is/policies/>

Resources:

To change your password:

<https://www.who.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.who.edu>

Timecards

<https://whoitime.who.edu>

File Share (W | U Drives)

<\\fileshare.who.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



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.



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/>

Shining Sea BIKEWAY

Legend

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

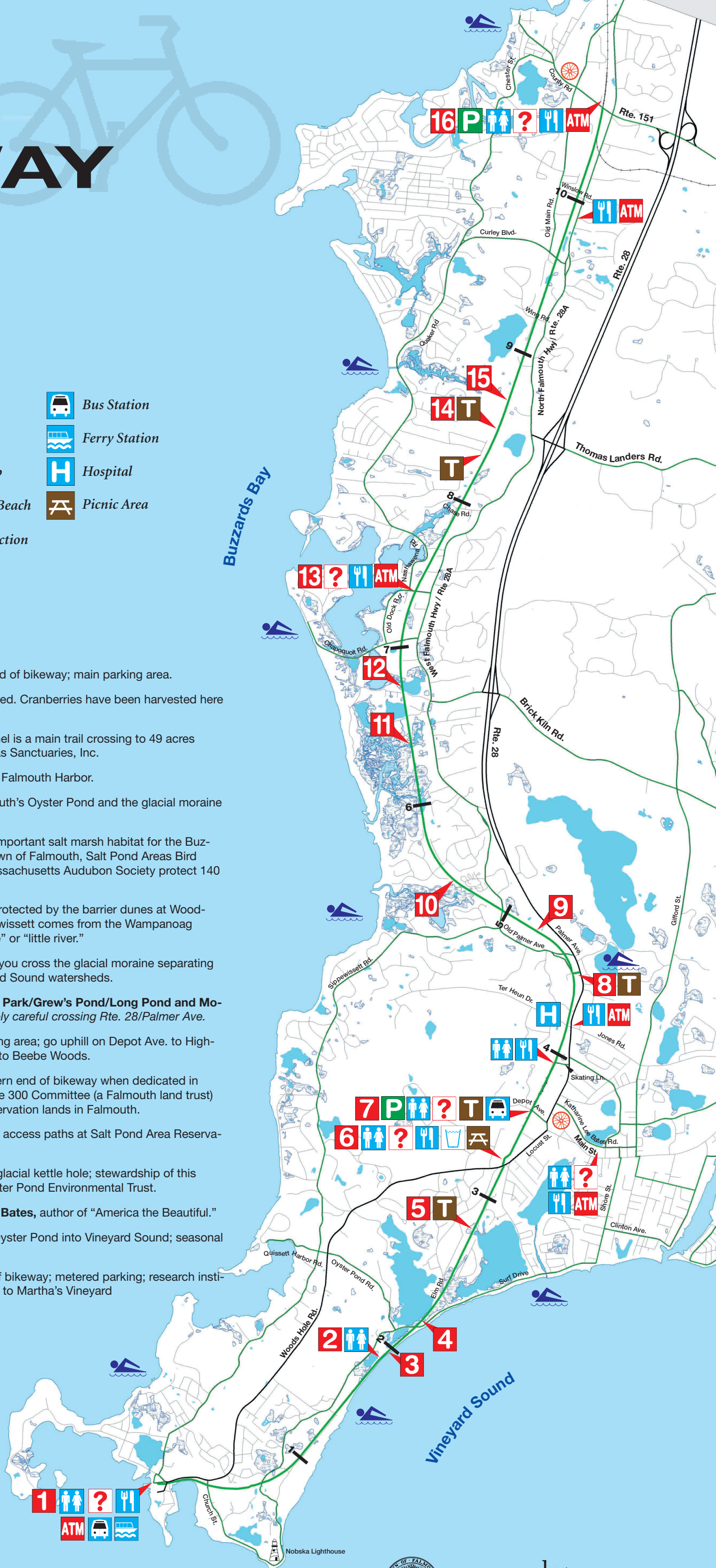
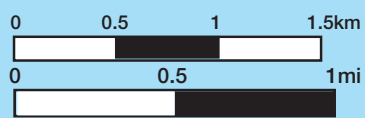
- | | | |
|---|--|---|
|  Point of Interest |  Water |  Bus Station |
|  Parking |  ATM/Bank |  Ferry Station |
|  Restroom (seasonal) |  Bicycle Shop |  Hospital |
|  Visitor Information |  Swimming Beach |  Picnic Area |
|  Food |  Trail Connection | |

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

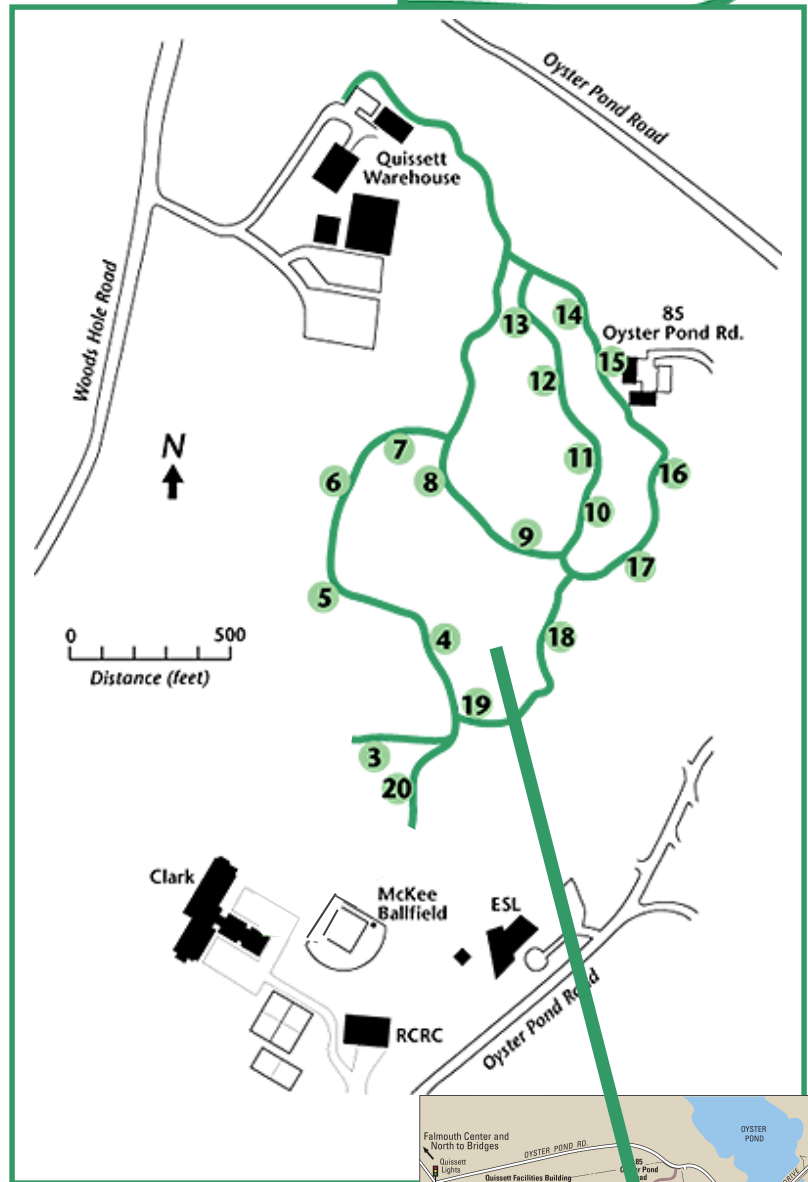


WHOI FITNESS TRAIL

(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.



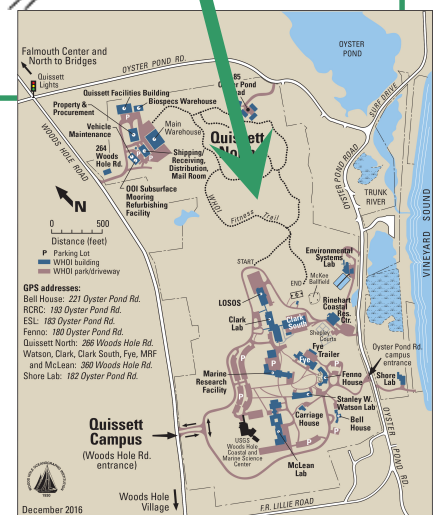
Water is available at a fountain near Station 15, at 85 Oyster Pond Road.

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



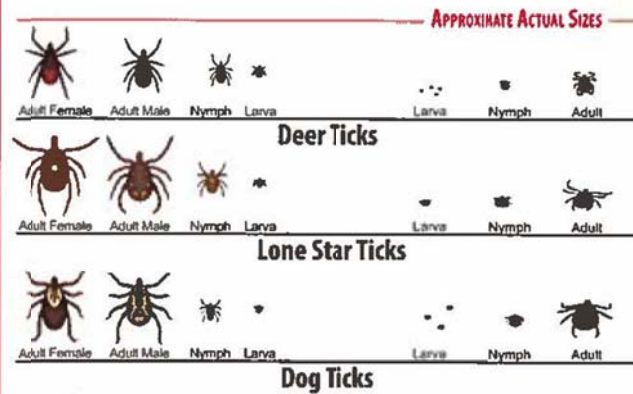
and ticks!



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

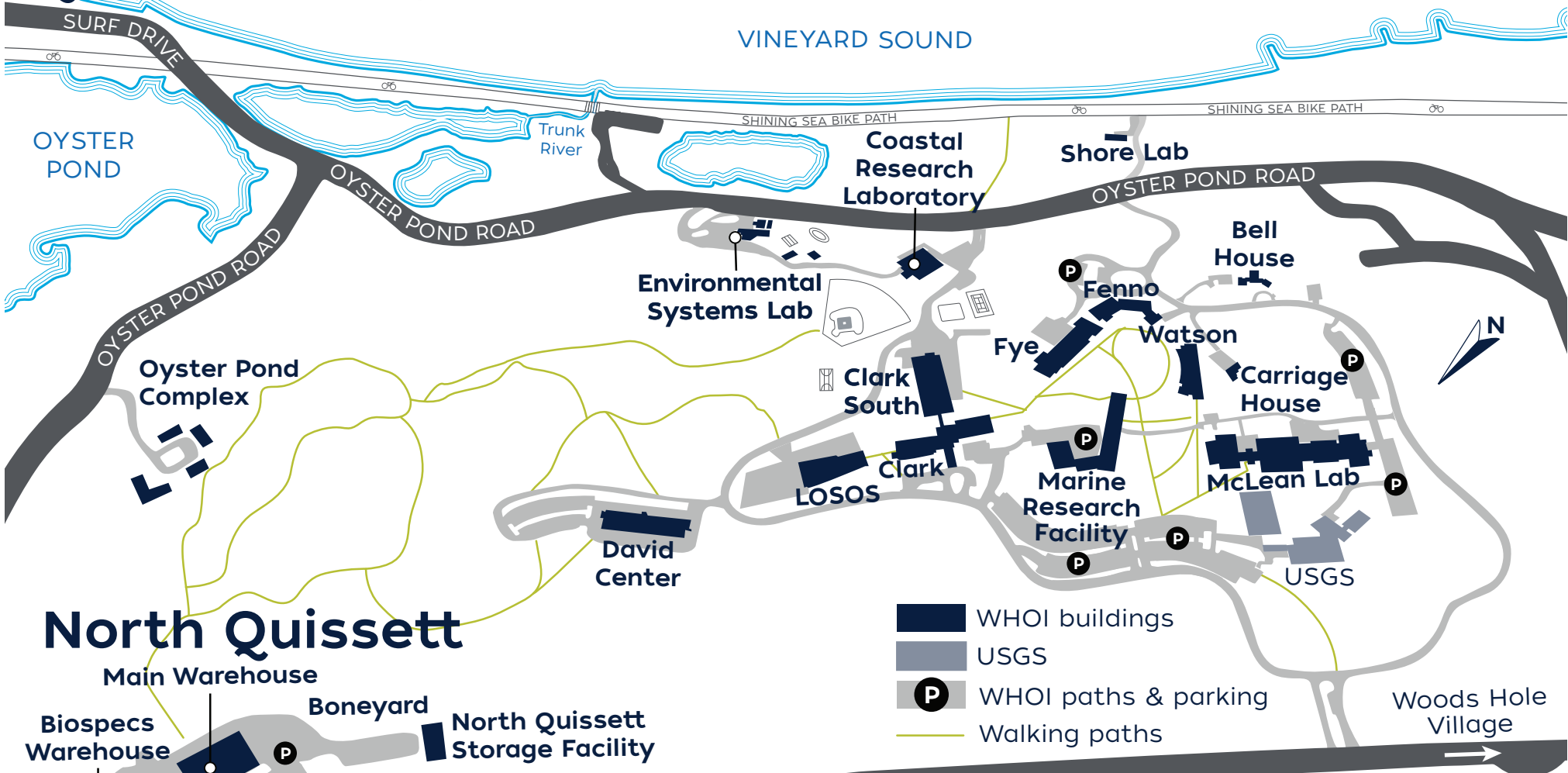
Larry Dapsis, Entomologist
ldapsis@barnstablecounty.org
508.375.6642



Cape Cod Cooperative Extension
www.capecodextension.org



Quissett Campus



North Quissett



- WHOI buildings
- USGS
- WHOI paths & parking
- Walking paths

Main Entrance

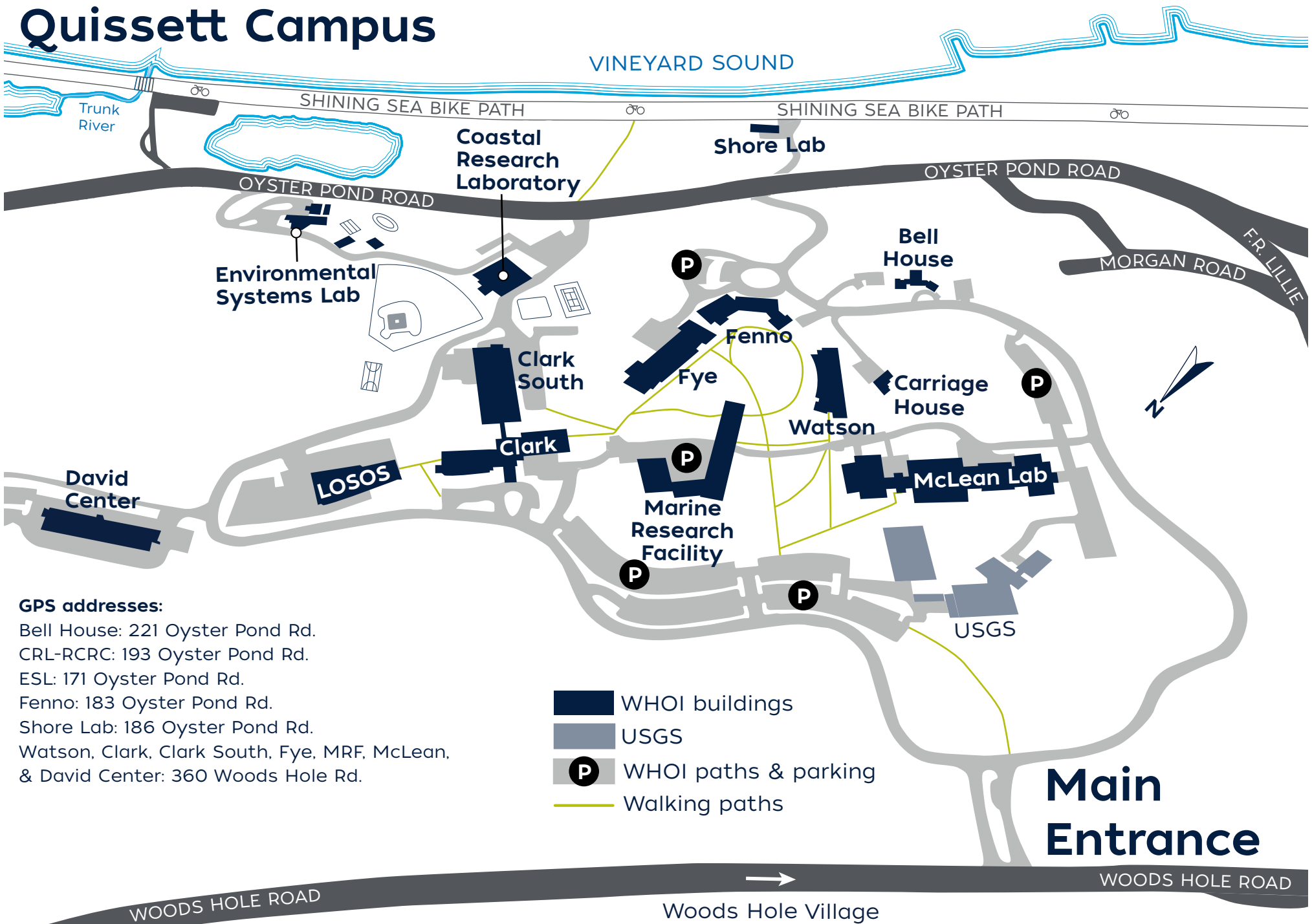
GPS addresses:

Bell House: 221 Oyster Pond Rd.
 CRL-RCRC: 193 Oyster Pond Rd.
 ESL: 171 Oyster Pond Rd.
 Fenno: 183 Oyster Pond Rd.
 North Quissett: 266 Woods Hole Rd.

Shore Lab: 186 Oyster Pond Rd.
 Watson, Clark, Clark South, Fye, MRF,
 McLean, & Quissett Research Facility:
 360 Woods Hole Rd.



Quissett Campus



GPS addresses:

- Bell House: 221 Oyster Pond Rd.
- CRL-RCRC: 193 Oyster Pond Rd.
- ESL: 171 Oyster Pond Rd.
- Fenno: 183 Oyster Pond Rd.
- Shore Lab: 186 Oyster Pond Rd.
- Watson, Clark, Clark South, Fye, MRF, McLean, & David Center: 360 Woods Hole Rd.

- WHOI buildings
- USGS
- WHOI paths & parking
- Walking paths

Main Entrance

WOODS HOLE ROAD

Woods Hole Village

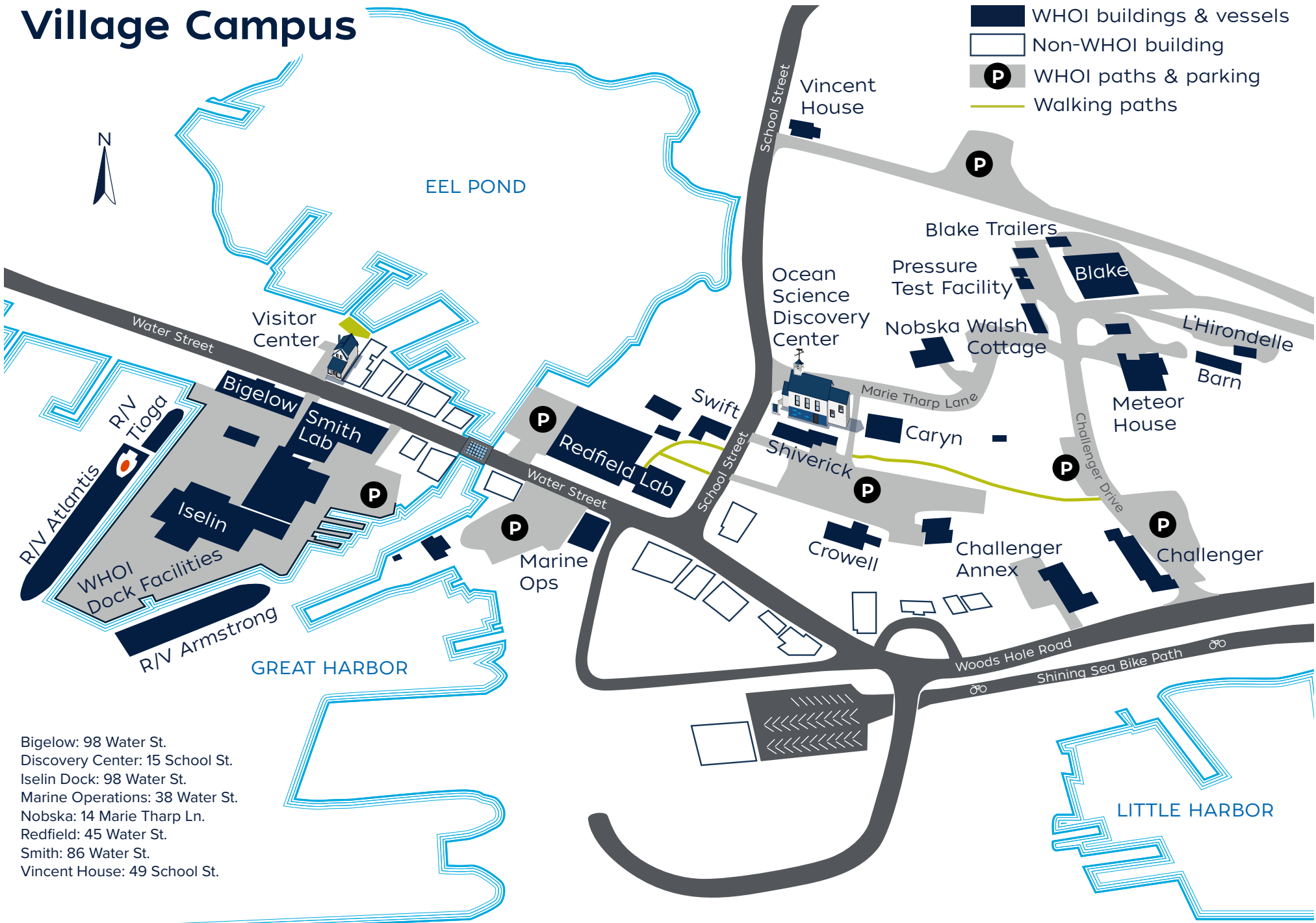
WOODS HOLE ROAD



WOODS HOLE OCEANOGRAPHIC INSTITUTION

whoi.edu

Village Campus



Bigelow: 98 Water St.
 Discovery Center: 15 School St.
 Iselin Dock: 98 Water St.
 Marine Operations: 38 Water St.
 Nobska: 14 Marie Tharp Ln.
 Redfield: 45 Water St.
 Smith: 86 Water St.
 Vincent House: 49 School St.