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9 March 2017

Dear Esteemed SML Faculty, SIR Fellows, and AIR Fellows,

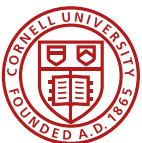
The words 'dedication', 'passionate', and 'competence' can be defined simply by referring to you, the SML faculty and fellows. You are absolutely invaluable for the success of the Shoals Marine Laboratory. Coming back year after year despite various insults by gulls because of your dedication and commitment to undergraduate education. You are the heart and soul of SML and without you the lab would just be a collection of historic and lifeless buildings on a barren rock in the Gulf of Maine. With you, the buildings and rocks are alive with students learning without realizing that they are being taught and through these students, you the faculty are shaping and touching the future.

Please know that your efforts and successes at SML are noted by me and others far and wide. Thank you for your participation in the past, during summer 2017, and in the future.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Seavey".

Jennifer Seavey, Ph.D.
Kingsbury Executive Director
Shoals Marine Laboratory
jennifer.seavey@unh.edu
(603) 862-2246



Cornell University



University of
New Hampshire



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Shoals Marine Laboratory Faculty & Fellow Manual – Welcome and Information

LEGAL ISSUES

1. FERPA and Media Releases: Cornell University and the University of New Hampshire (and SML) have [policies](#) to insure that we comply with The Family Educational Rights and Privacy Act (FERPA). Questions should be directed to the SML Executive Director, Dr. Jennifer Seavey.
2. All SML students (and everyone who comes to SML) are provided a ‘Multimedia Agreement & Release’ form prior to arrival on Appledore Island. The signature on this form gives SML permission to use photographs or videos of an individual.
3. Faculty should only release recognizable photographs of students through the SML office (not on faculty personal Facebook pages, for example). Contact Alexa Hilmer: alh229@cornell.edu or (603) 862-1333 to add your photos to the SML media archive. We are grateful to have your photos!
4. Prohibited discrimination: All faculty at SML, should read Cornell University’s [policy](#) on Prohibited Discrimination prior to arrival on Appledore Island. The Shoals Marine Laboratory insures that all participants are welcomed, comfortable, safe, and included.

HIRING PAPERWORK

1. All SML course faculty members are hired through the University of New Hampshire (not Cornell University). Please contact the SML office with questions.
2. Travel Reimbursement must be approved in advance with Dr. Jennifer Seavey.
3. Additional release forms and emergency contact forms specific to SML/Appledore Island must be on file with the SML Island Coordinator. [Click here for SML forms.](#)

INFORMATION ON TRAVEL TO APPLEDORE ISLAND

1. **Faculty travel plans:**
 - a. **Arrival:** Faculty should plan to arrive on Appledore Island the Sunday afternoon before the course starts. Faculty members usually arrive on the SML vessel leaving Portsmouth (Market Street Dock) at **3:45 pm on Sunday**. Please note that a second vessel may also leave from the UNH New Castle facility at 4 pm. Our online boat schedule is posted online [here](#), and reservations must be made through our Island Coordinator, shoals.lab@unh.edu or (603) 964-9011.
 - b. **Mandatory faculty meetings** are held on Sunday evenings at ~6 pm. This initial faculty meeting is important, as faculty from co-occurring courses arrange vessel needs, lab use needs, other overlapping events, etc. with SML staff and captains.
 - c. **Departure:** Faculty usually depart with their class on the final Monday morning of their course. The Monday vessel departs SML at 9:45 am. Please contact the Island Coordinator to confirm your departure plans.



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- d. **Getting To/From The Shoals Marine Laboratory:** In general, SML vessels travel to the mainland once on Monday, Wednesday, Thursday, Friday, and Sunday. Two round-trips are scheduled each Tuesday. Travel is weather-dependent, however, so some vessels may run at different times and on different days. Always check with the [boat calendar](#) and contact the Island Coordinator to confirm your travel plans. Please see our web page for [guidance on travel](#) to Portsmouth NH.
- e. **Parking:** If arriving by your own vehicle, please note that there is *no on-site parking* at either the Market Street Dock in Portsmouth or New Castle UNH Pier facility. We highly recommend that you leave your vehicle at the Portsmouth Park and Ride (Exit 3 off Rt. I-95 in NH) and take a taxi to the dock. SML [guidance on travel](#) to Portsmouth NH provides more information. For parking questions, contact the Island Coordinator.

2. Student travel:

- a. **Arrival:** New students depart the Market Street Dock at **2:45 pm** on the first Monday of their course (the day after the faculty meeting) onboard the R/V *John M. Kingsbury* and arrive on Appledore around **4:15 pm**. Please be aware of this timing for your syllabus.
 - i. Luggage will be transported to the dorms while the students (and TAs) are given the traditional ‘Fire and Water’ presentation in Kiggins Commons.
 - ii. This ~45-minute presentation provides updated information on issues of island life, safety, and conservation. New faculty should attend this presentation!
 - iii. After the presentation, (~**5:15 pm**) students may settle into their dorm rooms.
 - iv. Dinner is at **6pm**, and courses officially begin after dinner on the day of arrival.
- b. **Departure:** Students depart with their class on the final Monday morning of their course. The Monday morning boat departs at **9:45 am**. Please be aware of this timing for your syllabus.

ACADEMIC LIFE AND TEACHING ON APPLEDORE ISLAND

1. Course Syllabus:

- a. SML will provide a template for your syllabus and schedule.
- b. Please submit your syllabus in advance of your course so it can be placed online for student recruiting and university approval.
- c. At the end of your course, please supply an updated syllabus to the Island Coordinator for SML records. This will be the final course log of “what actually happened.”
- d. Please send SML a list of materials needed.

2. Daily Life and Weekly Events:

- a. Class activities are scheduled morning, afternoon and after dinner. An island-wide ‘quiet time’ begins at 10:00 pm.
- b. All staff, especially our Lab Coordinator, will help faculty achieve the goals of their program and insure that lab/lecture rooms are ready for your course. The Lab Coordinator can order materials, but there will be a delay due to an island location. Consequently, it is preferable to communicate these needs to the Lab Coordinator *several weeks* in advance of your course so items can be available by the time you and your students arrive. The Lab Coordinator can also provide information on availability and types of all lab equipment and supplies already in the lab. SML’s island lab is called the Palmer-Kinne Lab (or “P-K” for short).
- c. Invited speakers give a **‘Rock Talk’** on most Tuesdays after dinner at 8:00 pm. A wide variety of marine science related topics are presented and all classes are invited to participate. A lively discussion often follows. Rock Talks and other special events for the week are posted on our [events calendar](#).
- d. **‘Food Run’** occurs every Wednesday at 4:00-4:30 pm (see pg. 4 for more details) and takes approximately 15-30 minutes.

- e. **Changeover Day** occurs every Monday throughout the summer. Classes that are ending depart in the morning and new classes arrive in the afternoon.
- f. **Sunday mornings** are dorm cleanup mornings. Please encourage your students to tidy their dorms from 9-10am every Sunday! Adding it to your syllabus is a big help to SML staff.

3. Teaching Facilities:

- a. **Lecture Halls** are located in two buildings: Hamilton with a large lecture hall on the 1st floor (beneath the Island Office on the 2nd floor), and Loughton with three smaller lecture halls. All are equipped with projectors and screen. Loughton also houses a small library/study area (2nd floor) and a sea table with running seawater (on the covered porch). Your course has already been assigned lecture space. Contact the Lab Coordinator for your lecture space assignment.
- b. **Palmer-Kinne Laboratory** (“P-K”) is a large teaching laboratory with space for up to 60 students that can be divided into two equal-sized labs for use by co-occurring classes. Each half has a large indoor sea table with running seawater. P-K also has a large covered area outside with a picnic table that is used for large animal dissections (not picnics!). Standard laboratory supplies (chemicals, glassware, various sized coolers, etc.) are kept in P-K; contact the Laboratory Coordinator to determine if special supplies/equipment are available. Your course has already been assigned lab space. Contact the Lab Coordinator for your assignment.
- c. **Office supplies/services:** SML has two printers: one in the Loughton library for students, and the other in the Island Office (2nd floor of Hamilton Hall) for faculty. The Island office also has a scanner and copier. *Note: Large volume copying should be done on the mainland in advance. If you need a course packet printed, please email the Lab Coordinator or SML office at least 2 weeks before your course start date.*
- d. Wi-Fi is readily available in all buildings. No password is required.
- e. Two desktop computers are available in the library for student use, but are rarely used as students usually bring their personal laptops.
- f. Cell phone service is generally good, but spotty and provider-dependent. Verizon is generally reliable.

4. Course field trips:

- a. Many field trip options are available to each course. Trips on SML research vessels include: fishing, hagfishing, trawling, dredging, plankton tow, CTD sampling, seal watch, White Island Tern Colony trip, Star Island trip, Smuttynose Island trip, mud flats field trip in Portsmouth, whale watch (may also be arranged on a non-SML vessel), etc. In general, courses take advantage of 3-4 different vessel trips.
- b. SML has two research vessels for field trip use:
 - i. R/V *John M. Kingsbury*: 48 passenger limit, A-frame for gear deployment
 - ii. R/V *J.B. Hesier*: 23 passenger limit, faster, jet-drive.
 - iii. Two inflatable zodiacs: 6 passenger limit. Good for quick inter-island trips for smaller courses (<12 students).
- c. Field trips details, dates, and times can be discussed weeks in advance with the Island Coordinator or Lab Coordinator. Whale watches are scheduled in the winter. Please let SML know by December to reserve.
- d. Field trips will be coordinated during the Sunday night faculty meetings each week.

5. Guest Lecturers:

- a. Faculty may invite a limited number of guest lecturers for their courses; in some cases the lecturers may also be appropriate for an island-wide seminar or ‘Rock Talk’.
- b. Please send proposed guest lecturers or speakers and dates to the Island Coordinator in advance so forms and other information can be sent in time.

- c. Unless otherwise approved by the SML Director or Associate Director, guest speakers should not expect to receive payment or travel reimbursement for their time. Guest speakers visiting for the day will be provided with free round trip boat transportation and lunch. If a guest speaker wishes to spend a night on Appledore, this must be approved by the SML Associate Director.
- d. The best days for a guest speaker day trip are Tuesdays and Thursdays because there is a morning boat from the mainland and an evening return trip leaving Appledore.

6. Course and TA Evaluations:

- a. Course evaluations are administered by island staff at the end of every SML course. On the last Sunday of the course, each student will be emailed: (1) an Academic Evaluation (course-specific) and (2) a Non-academic Evaluation (about their overall experience at SML). The Academic Evaluation includes a section about each core faculty member and the course TA(s).
- b. If you would like course-specific questions added to the Academic Evaluation, please see the Associate Director.
- c. Faculty and TAs should set aside at least 1 hour on the last Sunday of the course for students to complete evaluations. *Evaluations must be completed before the students leave the island!* Student feedback is very important to SML!
- d. To review your course's Academic Evaluation results after the course has ended, contact the Associate Director.

NON-ACADEMIC CONCERNS: LIVING ON APPLEDORE ISLAND

1. **General Information:** Detailed information about Appledore Island (natural and political history, etc.) and the Laboratory can be found in the [Appledore Handbook](#).
2. **Meal times:**
 - a. Breakfast, 7:30 am; lunch, 12:30 pm; and dinner, 6:00 pm. Sundays differ with a brunch at 10:00 am and dinner at 5:00 pm. Please include these meal times on your syllabus.
 - b. All meals are served buffet style in Kiggins Commons.
 - c. Our chefs are excellent and cheerfully accommodate all participants with dietary restrictions (vegetarian, vegan, gluten-free, food allergies, etc.). If you have food allergies, please give our kitchen staff advanced notice by contacting the Island Coordinator.
 - d. After each meal, a rotating group of students from each course is responsible for a 15-20 min. post-meal cleanup. A roster of cleanup duties is posted in the Commons next to the main white board. Please help SML staff by reminding your students of post-meal cleanup duties! *Clean-up duty may affect the start time of after-meal course events, so please be aware of days that your students have cleanup duty.*
 - e. Every Wednesday is **'Food Run'** day, when a week's worth of food and other products arrive via the *R/V Kingsbury* around 4:00-4:30. Upon hearing the ship's horn, able-bodied participants (students, faculty, staff, researchers) meet at the floating dock and help staff carry food and other essentials via a human chain from the *Kingsbury* to the waiting vehicles. Participants with concerns over their ability to contribute are exempt from this activity.
3. **Water Conservation:**
 - a. Our water supply is very limited and only through conservation efforts by all can Appledore's water supply last through the summer season.
 - b. We ask all island residents to limit themselves to two showers a week. Showers are located adjacent to the Commons Kitchen/Dining Hall. The shower room is divided into a male side and a female side, and is shared by all island residents, including your students. Faculty may shower separately from students; see the Associate Director for details.

- c. SML has several composting toilets, including the Commons bathroom facility, or “Water Conservation Building.”
- d. For regular flush toilets in the residence halls, “if it’s brown, flush it down; if it’s yellow let it mellow.”

4. Faculty Housing:

- a. Faculty members are typically housed on the upper floors of Founders Hall, or in Kingsbury House (“K House”). Both single and double-occupancy rooms and a faculty common area are available in each location. Only the Director, faculty, and guests of the Director are housed in K House. In Founders Hall, students may be housed on the first floor and second floor (if no faculty are on the second floor).
- b. No students are allowed in K House, on the third floor of Founders, or in any faculty housing unless there is an emergency.
- c. SML Island Staff are housed in Bartels Hall. Faculty and TAs over 21 may be invited to Bartels, but no students or research interns are permitted.
- d. Two blankets and a pillow per bed are supplied by SML. You should plan to bring your own set of twin sheets and a pillowcase, and you may prefer to bring your own sleeping bag. You will have a desk and lamp in your room.
- e. Faculty in a single, two-week course should expect not to do laundry at SML.
- f. The Island Coordinator assigns faculty housing.

5. Student Housing:

- a. Students will be housed in double-occupancy rooms in Dorms 1, 2 & 3 and quad-occupancy rooms in Founders Hall. Student roommates are assigned based on gender.
- b. The Island Coordinator assigns student housing.
- c. For high school courses, students will be housed in two separate dorms – one all-female and one all-male. High school classes have two TAs, one male and one female, who serve as RAs in the two high school dorms.

6. Faculty guests (immediate family members):

- a. Faculty may bring immediate family members as guests to Appledore Island.
- b. Each faculty member is entitled to two free nights per course for a family member (includes a round trip boat ride and room & board for two overnights).
- c. Additional family members and/or a family member staying for three or more nights will be charged a faculty guest fee of \$25/night. Guest can stay up to one week per month, or with special permission. Long-term guests are encouraged to volunteer for SML in some manner. Payment can be made on-island with cash, check, or credit card (MC, VISA, AmEx), or faculty may elect to be invoiced for family members.
- d. Children 5 or under are free, but must be accompanied by an adult (parent, babysitter, etc.).
- e. Housing and vessel space are often limited, so please arrange guest visits with the Island Coordinator as far in advance as possible.
- f. Family members must arrive on pre-scheduled [boat trips](#).
- g. No dogs or pets are allowed on Appledore Island at any time.

7. Mail/Package Reception

- a. All UPS and FedEx packages should be sent to the UNH Pier facility:
Your name
Shoals Marine Lab
c/o Judd Gregg Marine Research Complex
29 Wentworth Road
New Castle, NH 03854

b. All USPS mail (letters, post cards, etc.) should go to:

Name

Shoals Marine Laboratory

PO Box 88

Portsmouth, NH 03801

IMPORTANT 2017 ON-ISLAND CONTACTS FOR FACULTY MEMBERS

SML Executive Director: Dr. Jennifer Seavey, (603) 862-2246, jennifer.seavey@unh.edu

Director of Operations: Mike Rosen, (603) 862-1548, msr222@cornell.edu

External Relations Coordinator: Alexa Hilmer, (603) 862-1333, alh229@cornell.edu

Island Coordinator: Amber Litterer, starting May 1st, (603) 964-9011

Lab Coordinator: Katy Bland, starting May 1st, (603) 964-9011

Please visit the new Faculty Corner section of our website:

<http://www.shoalsmarinelaboratory.org/faculty-corner>