



CORNELL UNIVERSITY

UNIVERSITY OF NEW HAMPSHIRE

2011 FACULTY MANUAL

*Much of our ability to offer a high-quality, educational experience to our participants is due to the significant contributions of the SML Academic Teaching Staff! Please help us, help YOU prepare for teaching on Appledore Island by **READING** this manual carefully! ALL Academic Teaching Staff (includes Core Faculty, Teaching Assistants, Guest Lecturers, and Research Mentors) are responsible for knowing the contents of the SML Faculty Manual.*

INTRODUCTION

Shoals Marine Laboratory (SML) is a seasonal field station run cooperatively by Cornell University and the University of New Hampshire dedicated to undergraduate education and research in marine science. SML is located on 95-acre Appledore Island, the largest of the [Isles of Shoals](#). The Isles are unique in that they are isolated but accessible; the archipelago is located only six nautical miles from the mainland. The Isles of Shoals have a diversity of marine life and a past rich in maritime history. Appledore is a remarkable island, where seabirds and students share a home for the summer. The island has no permanent residences, but a few summer cottages do exist: [Take a tour](#) of Appledore Island on-line!

The SML community is self-sufficient. We generate our own power, maintain our own fresh water and sea water systems, and operate and maintain our own wastewater treatment facilities. Heading up the SML fleet of vessels are the R/V JOHN M. KINGSBURY and R/V J. B. HEISER; both are used for transporting passengers, supplies and materials to and from the mainland. Each vessel also serves as a platform for oceanographic and biological sampling. In general, SML participants and staff travel to and from Appledore via these vessels. See: [Getting to SML](#) on-line for details.

The Isles of Shoals provide an ideal location for fieldwork and hands-on learning. Intertidal and subtidal organisms are abundant in the cool, nutrient-rich waters; sea birds and seals utilize the Shoals as a summer home. SML's operating season begins in mid-May and ends in mid-September. During that four-month period, SML offers a diverse array of field marine science opportunities for students and the general public, and they include:

- **Credit courses and Internships** for students designed to give undergraduates the opportunity to experience marine science in the field!
- **Adult and Family Education** programs for the general public designed to be an "educational vacation" for participants who wish to learn about marine science in a relaxed, and exciting environment.
- **Visiting Groups and Researchers** who utilize SML facilities on Appledore Island to run their own programs (e.g. Mass Audubon) or conduct their own research.

Day-trippers are also part of the SML community. On specific, pre-scheduled days of the week, marine docents from UNH's Sea Grant Extension lead guided day tours of the Lab and Celia Thaxter's Garden using UNH's flagship, [R/V GULF CHALLENGER](#)

HOW TO CONTACT SML!

- Appledore office phone number (603) 964-9011
- Creek Farm office phone number (603) 430-5220
- Creek Farm office fax number (603) 430-5221
- Creek Farm address 400 Little Harbor Rd.
Portsmouth, NH 03801

- To make boat reservations shoals-lab-east@cornell.edu
(603) 430-5220

- Cornell office number (607) 255-3717
- Cornell office fax number (607) 255-0742
- Cornell email shoals-lab@cornell.edu
- Cornell office mailing address 106A Kennedy Hall
Cornell University
Ithaca, NY 14853

MEET THE SML STAFF!

For the most complete and up-to-date listing of ALL SML staff, the best place to look is online. Please see the [Meet our Staff](#) section our web site.

CATEGORIES OF SML ACADEMIC TEACHING STAFF

Core Faculty: Core Faculty members serve as the primary organizers for their specific program (credit courses and adult and family education programs). Core Faculty are responsible for teaching, planning, arranging for Associate Faculty and Guest Lecturers, **submitting grades** and handing out evaluations at the end of the program. Core Faculty also provide input regarding admissions decisions during the off-season. In general, Core Faculty members are in residence at SML for most, if not the entire duration of their program.

Associate Faculty: Individuals who are in residence to teach at SML for more than **five** days. Their responsibilities may include program planning and grading.

Guest Lecturer (or guest academic teaching staff): Individuals who are in residence to teach at SML for **less than five** days; invited by the director, other SML staff or core faculty.

Research Mentor: Individuals who are in residence to oversee research interns at SML, usually for **less than five** days per visit.

Teaching Assistant: A junior scholar employed on a temporary contract to assist core and Associate Faculty with teaching-related responsibilities. In general, TAs are in residence at SML for the entire duration of their program.

ORIENTATION/EMPLOYMENT/COMPENSATION DETAILS

We are looking forward to having you join us on Appledore Island this season! As part of your employment agreement with the Shoals Marine Laboratory, administrative matters must be dealt with BEFORE you arrive at SML. In order for this process to go as smoothly as possible, check the list above for your category, and follow the instructions on pages 3 – 5 accordingly. **Questions? Contact SML Assistant Director for Academic Programs, Christine Bogdanowicz: ccb5@cornell.edu or (607) 255-3851.**

ORIENTATION/EMPLOYMENT DETAILS FOR CORE and ASSOCIATE FACULTY

STEP ONE—BEFORE YOU ARRIVE @ SML: ALL Core and Associate Faculty members will receive an official *Employment Packet* from SML's main office at Cornell University. The packet will include:

- (1) Employment Agreement Letter
- (2) Cornell Employment Application
- (3) Federal W-4 Form
- (4) Maine State Tax Form
- (5) Emergency Contact and Health Information Form* (also see page 20)

In order to be in compliance with Federal and State laws and to get PAID, completed packets must be returned to CALS Human Resources BEFORE arriving at SML. **Complete / send documents 1 – 4 to: Tam Shollenberger, CALS Surge Facility, 525 Tower Road, Cornell University, Ithaca, NY 14853 or FAX: (607) 254-1222.**

*Complete and send document (5) to our Creek Farm office:

VIA FAX: (603) 430-5221, or VIA eMAIL: shoals-lab-east@cornell.edu

STEP TWO—WHEN YOU ARRIVE @ SML: In order to be in compliance with Federal and State laws and to get PAID, all Core and Associate Faculty will need to complete an:

- (6) Employment Eligibility Verification Form (known as the "I-9")

The I-9 must be completed IN PERSON with an SML staff member prior to the start date of employment (you will complete this form on Appledore, and the completed form will be faxed by SML staff directly to CALS-HR). Federal law requires proof of identity as part of the I-9 Form, Correct proof of identity includes a valid, non-expired passport, OR a driver's license (with picture) AND your social security card or birth certificate. **Identification must be presented as ORIGINAL documents.**

COMPENSATION FOR CORE and ASSOCIATE FACULTY

Core and Associate Faculty compensation (\$170/day) is based upon on the number of days teaching (e.g., 8, 15, 22 or 29 days), not the number of days spent on Appledore. Room and board on Appledore, and transportation to and from the mainland are provided. Paychecks are issued on the 15th and 30th of each month; paychecks will be sent directly to you from Cornell to the address you provide on your W-4 Form.

TRAVEL and SUPPLIES REIMBURSEMENT FOR CORE and ASSOCIATE FACULTY

SML reimburses Core and Associate Faculty for travel to and from Portsmouth, NH and for program supplies, all based upon Cornell guidelines. Those who drive to Portsmouth can be reimbursed for mileage and tolls (no parking since free parking is available in Portsmouth). For those who fly, SML reimburses coach-class airfare, and for shuttle service to and from the airport. Plane ticket reservations are contingent upon adequate course enrollments. Contact Christine Bogdanowicz: ccb5@cornell.edu or (607) 255-3851, before purchasing plane tickets.

To receive a travel reimbursement from SML, the correct form with ORIGINAL RECEIPTS should be submitted AFTER teaching at SML. **See: [For the Faculty](#) to download the correct form, and send to: Theresa Pollard, Shoals Marine Laboratory, 431 Kennedy Hall, Cornell University, Ithaca, NY 14853 or FAX: (607) 255-7905.**

QUESTIONS? Contact Christine at: ccb5@cornell.edu

ORIENTATION/EMPLOYMENT DETAILS FOR TEACHING ASSISTANTS

STEP ONE – BEFORE YOU ARRIVE @ SML: ALL Teaching Assistants will receive an official *Employment Packet* from SML’s main office at Cornell University. The packet will include the following required forms:

- (1) Employment Agreement Letter
- (2) Cornell Employment Application
- (3) Federal W-4 Form
- (4) Maine State Tax Form
- (5) Emergency Contact and Health Information Form* (also see page 20)

In order to be in compliance with Federal and State laws and to get PAID, completed packets must be returned to CALS Human Resources BEFORE arriving at SML. **Complete / send documents 1 – 4 to: Tam Shollenberger, CALS Surge Facility, 525 Tower Road, Cornell University, Ithaca, NY 14853 or FAX: (607) 254-1222.**

*Complete and send document (5) to our Creek Farm office:

VIA FAX: (603) 430-5221, or VIA eMAIL: shoals-lab-east@cornell.edu

STEP TWO – WHEN YOU ARRIVE @ SML: In order to be in compliance with Federal and State laws and to get PAID, all Core and Associate Faculty will need to complete an:

- (6) Employment Eligibility Verification Form (known as the “I-9”)

The I-9 must be completed IN PERSON with an SML staff member prior to the start date of employment (you will complete this form on Appledore, and the completed form will be faxed by SML staff directly to CALS-HR). Federal law requires proof of identity as part of the I-9 Form, Correct proof of identity includes a valid, non-expired passport, OR a driver's license (with picture) AND your social security card or birth certificate. **Identification must be presented as ORIGINAL documents.**

COMPENSATION FOR TEACHING ASSISTANTS

Our Teaching Assistant rate pay rate is \$544/week. Room and board on Appledore, and round-trip transportation to/from Portsmouth, NH are included as compensation. Teaching Assistants are not eligible for travel reimbursement. Free parking is available in Portsmouth. Paychecks are issued on the 15th and 30th of each month; paychecks will be sent directly to you from Cornell to the address you provide on your W-4 Form.

QUESTIONS? Contact Christine at: ccb5@cornell.edu

ORIENTATION/EMPLOYMENT DETAILS FOR GUEST LECTURERS and MENTORS

BEFORE YOU ARRIVE @ SML: ALL Guest Lecturers and Research Mentors will receive an official *Confirmation email* from SML's main office at Cornell University. The message will include:

(1) Travel and boat reservation instructions;

(2) Link to our [Guest Academic Teaching Staff Agreement and Payment Form](#)

Complete and send this form to: **Theresa Pollard, Shoals Marine Laboratory, 431 Kennedy Hall, Cornell University, Ithaca, NY 14853 or fax to: (607) 255-7905.**

(3) [Emergency Contact and Health Information Form](#)

Complete and this form to: Pam Boutilier, Shoals Marine Laboratory @ Creek Farm either, VIA FAX: (603) 430-5221, or VIA eMAIL: shoals-lab-east@cornell.edu

COMPENSATION FOR GUEST LECTURERS

Guest Lecturers are eligible for compensation (\$100/day; not to exceed 5 days) based upon Cornell guidelines AND is contingent upon adequate course enrollments. Room and board on Appledore, and round-trip transportation to/from Portsmouth, NH are included as compensation. SML reimburses Guest Lecturers for travel to and from Portsmouth, NH for up to \$100/trip (no parking since free parking is available in Portsmouth).

TRAVEL REIMBURSEMENT FOR GUEST LECTURERS

To receive a travel reimbursement from SML, the correct form with ORIGINAL RECEIPTS should be submitted AFTER teaching at SML. **See: [For the Faculty to download the correct form, and send to: Theresa Pollard, Shoals Marine Laboratory, 431 Kennedy Hall, Cornell University, Ithaca, NY 14853 or FAX: \(607\) 255-7905.](#)**

QUESTIONS? Contact Christine at: ccb5@cornell.edu

YOUR LEADERSHIP MATTERS!

Participants arriving on Appledore for the first time will benefit greatly from faculty leadership and guidance. We ask that ALL faculty assist SML's Island staff with participant welcome and orientation, most specifically for helping to deliver key elements of our "Fire and Water" orientation talk. Essential safety guidelines and rules will be pointed out during the traditional "Fire and Water" talk given by the Island Program staff during island orientation (shortly after arrival on Appledore). [To reduce information overload during island orientation, we have created a specific list of points for Core Faculty to cover during their general program introduction](#) (after dinner on the first day of the program). Use the list below and our "[Fire and Water](#)" transcript posted on-line as a guide:

1. Point out that living on an island – where we provide our own electricity, water and meals – means that we are an interdependent community.
2. Each island resident must contribute to the welfare of the entire island community (e.g. after meal clean-up, dorm clean-up).
3. Living on an island also means life is filled with unexpected interruptions of service, and that "taking it as it comes" is an essential skill. Interruptions may present inconveniences, but rarely anything more than that.

With your help, our participants will gain a greater appreciation of what it takes to maintain SML's facilities and provide the services upon which we all depend. Your help may be required in the event of a fire, injury or any other emergency. Please be prepared to respond helpfully and responsibly.

PROGRAM PLANNING FOR CORE FACULTY

Please refer to our **ONLINE CALENDAR** for all boat trips, programs and events!

SML has significantly increased its program offerings in recent years, such that Appledore Island is now a thriving and bustling academic community. Core Faculty should use the following 5-component outline when planning to run a program at SML:

[1] PRE-COURSE PREP/SUPPLIES AND EQUIPMENT NEEDS/GUEST LECTURERS: The ability of our program staff to support our programs is *greatly* facilitated by YOUR submitting a Core Faculty “Wish List.” Complete and send electronically to Hal Weeks (hjw7@cornell.edu).

[2] PRE-COURSE PREP VESSEL REQUESTS AND SCHEDULING: Please submit your vessel requests using the “Wish List” form. Include use of the R/V HEISER and the R/V KINGSBURY, as well as requests for field trips to other islands and to the mainland (including any special meal requests). Please include a tentative schedule, log or syllabus at this time as well.

[3] ON ISLAND FACULTY MEETINGS: We post a *tentative* teaching space allocation calendar as part of our [For the Faculty](#) page. However, in order to coordinate and FINALIZE all vessel requests, lab and classroom assignments, and allocate program equipment, weekly FACULTY MEETINGS are held on Sunday evenings in Kingsbury House. These meetings are chaired by the Director, and attended by program staff and faculty for the upcoming week. Plan to attend these meetings during the time you are on the island, so that all courses are represented.

[4] ON ISLAND STUDENT FILE REVIEW: Copies of all student files are located in the island office in Hamilton House (see one of the program staff to gain access). We encourage Core Faculty to review the files before their program to review student needs and health-related issues. IF a student has been identified as “special needs” in his/her file, please see [Cornell's Learning Disability Guidelines](#); SML Core Faculty should use this document as a guide.

[5] ON ISLAND PROGRAM NEEDS: The increased number of programs running concurrently on Appledore puts an added burden on our limited lab equipment, resources and staff. Now, more than ever, Teaching Assistants are going to be asked to “pitch-in” to help the program staff with many of the core duties normally assigned to our Lab Prep – there are simply too many tasks for one person to manage! TAs will be responsible for knowing how to: operate lab/classroom/vessel equipment; locate program related supplies; assist with general island tasks such as sorting and storing program supplies that arrive on “food run,” etc. Also, to maximize efficiency and minimize disappointment, Core Faculty should submit requests for EVENING program needs to the Lab Prep by 3 pm on the day of activity (though ahead of time is even better!). Equipment and supplies requests made at dinnertime for that evening are very difficult to fulfill – late requests will need to be handled by the TAs for that program.

CREEK FARM COASTAL OFFICE

SML is leasing two buildings on a large, historic and beautiful Portsmouth, NH property known as Creek Farm. The smaller building, the old “Carriage House” houses SML’s coastal office. We invite all Academic Teaching staff to visit our Creek Farm location. Please see: http://www.sml.cornell.edu/sml_map.php for maps and directions to get to Creek Farm (400 Little Harbor Rd., Portsmouth, NH). Please contact Pam Boutilier at: (603) 430-5220, or shoals-lab-east@cornell.edu to make arrangements to visit (Monday – Friday).

The larger building at Creek Farm is steeped in history. For more on the history of Creek Farm, see http://www.sml.cornell.edu/sml_creekfarm.html. If travel to and from Appledore requires an overnight stay in Portsmouth, the Lab may be able to offer you simple accommodations at Creek Farm. Please contact Pam Boutilier (Monday – Friday) at: (603) 430-5220, or shoals-lab-east@cornell.edu to make arrangements for an overnight stay at Creek Farm.

The SML Staff based year-round at Creek Farm are:

Assistant Director for Island and Coastal Operations, Ross Hansen

Coastal Coordinator, Pam Boutilier

Coastal Support Specialist, Mark Boutilier

The SML Staff based at Creek Farm during the winter, and on Appledore in summer are:

Assistant Director for Island and Coastal Programs, Hal Weeks

Head Engineer, Mike Rosen

APPLEDORE HOUSING, WATER, LAUNDRY AND GENERAL LIVING CONDITIONS

HOUSING: Whenever possible, Core Faculty members are given their own room in Founders Hall or Dorm #1. All rooms are simply but adequately furnished. Associate Faculty, Teaching Assistants, Research Mentors and Guest Lecturers may be assigned rooms in other buildings. **TAs for SML High School programs are REQUIRED to live in the dorms with the students (R.A. training will be provided by SML).** **NEW LINEN POLICY: In keeping with our continuing conservation efforts, SML will ONLY be providing a mattress cover, a pillow with a pillow protector, and two blankets for each bed on Appledore. PLAN TO BRING: Warm sleeping bag, a flat twin sheet, a pillowcase, and towels/washcloths.** *Working interns* (“work/study” students) are responsible for general housekeeping in all buildings, however all island residents should pitch-in with housekeeping chores in washrooms and common areas. Please report housekeeping problems to SML staff.

WATER: Freshwater is a limited resource because the entire island depends upon a single well for drinking water, showering, cooking, etc. The well is supplemented as needed by a reverse osmosis (R/O) system. Freshwater will be available throughout the summer because of the R/O system, but it remains an expensive commodity (as are all of the island’s utilities). Faculty are permitted Navy showers as needed but should practice discretion and conservation because the rest of the island population is permitted only two to three showers per week.

LAUNDRY: The staff laundry room in the basement of Bartels Hall has 1 washing machine and 1 dryer provided for convenience of the staff. It is operated/maintained on the honor system. Because of the demands upon our water supply and wastewater system, we encourage everyone to do their laundry on the mainland. Faculty members can use the laundry facilities if necessary, however, like the staff, should limit use; see an SML staff member for assistance.

GENERAL LIVING: The Staff Lounge in Bartels Hall has a small kitchen, where island staff store personal snacks and beverages; faculty living in Bartels can do the same. The third floor of Founders Hall has a small refrigerator for storage of personal snacks and beverages. The Staff Lounge in Bartels Hall is reserved for use by faculty and staff only. The cupola of Bartels Hall serves as an informal lounge for faculty and staff, and can be used for reading, and meetings.

HEALTH AND MEDICAL CARE

SML island staff are First Aid/ CPR certified; 3 island staff have more advanced emergency training. Star Island has either a doctor or nurse in residence from June through August, and they will provide medical assistance for SML participants and staff when needed. Emergency cases are handled in Portsmouth: personnel or participants in need of emergency attention will either be evacuated by an SML vessel or by the U.S. Coast Guard. Before you come to Appledore, you should have a current tetanus vaccine. If you have medical problems that may require attention, then please inform the SML office at Cornell prior to your arrival. If poison ivy, food allergies or bee stings pose potential medical problems for you, then please bring along the necessary medication.

MEALS

All meals are served in the Kiggins Commons dining hall. From Monday – Saturday the day begins with breakfast at 7:30 am. Lunch is served at 12:30 pm, and dinner is at 6:00 pm. Sunday meals include brunch at 10:00 am, and dinner at 5:00 pm. The Commons dining hall is open 24/7 with self-serve snacks and beverages always available. The kitchen is NOT open 24/7 however, and the staff takes pride in serving meals on time. All special program meal requests must be made in advance, preferably as part of the Core Faculty “Wish List.” *SML is no longer providing lobster dinner to program participants.*

RECREATION

During your free time, you may go into Portsmouth when scheduled boats allow or remain on the island and relax, swim, or sail the Lab’s 19ft sailboat, *Mako*. All off-duty activities involving use of vessels must be cleared with the Resident Captain. Note: If you choose to snorkel, then you must adhere to SML's snorkeling regulations. SCUBA and snorkeling regulations are available under separate cover.

TELEPHONE, COMMUNICATIONS and EMAIL

[1] Your personal cell phone probably works on Appledore!

[2] The Lab’s radiotelephone is located in the SML island office in Hamilton House. This phone is for SML business; incoming personal calls should be limited. Faculty may use the office telephones in the evenings for personal calls, but must limit their time to keep the lines available for emergencies. All personal calls must be charged directly to a credit or calling card.

[3] Marine VHF radios are located in the Hamilton office and on our research vessels.

[4] Internet service is provided to the Appledore campus via satellite. The signal is distributed through fiber optic cable to 3 of our campus buildings. To access the Internet, plan to use a wireless connection (make sure you have a wireless card installed). The Appledore wireless network includes the Commons, Hamilton, Loughton and Palmer-Kinne Lab. SML also has computer stations available for Academic Teaching Staff and participants to use in Loughton.

[5] In order to receive or send a fax from Appledore, all island residents must use the Creek Farm office fax number (603) 430-5221. Please allow at least 48 hours for the transfer between Appledore and Creek Farm.

MAIL SERVICES

Mail service is a little irregular, but we do our best to bring in, and retrieve mail daily. Outgoing mail should be stamped and placed in either the mailbox in Kiggins Commons, or in the labeled box at the head of the stairs in the Hamilton Island office. Stamps are available for sale at *The Appledore Store* in Kiggins Commons. Incoming Academic Teaching Staff mail will be put in the labeled box in the Hamilton office. Please use the addresses below for mail and packages, respectively.

- **Mailing address for LETTERS**

YOUR NAME
Shoals Marine Laboratory
P.O. Box 88
Portsmouth, NH 03802

- **Mailing address for PACKAGES**

YOUR NAME
Shoals Marine Laboratory
400 Little Harbor Road
Portsmouth, NH 03801
(603) 430-5220
(for shipper's requiring recipient phone number)

POLICY ON DRUGS AND ALCOHOL

Because the SML staff is responsible for the safety of all members of the community, it is essential that key people can be relied upon in the event of a fire, injury or any other emergency. SML upholds a "zero tolerance" rule regarding illegal substances for all staff (including Academic Teaching Staff) and participants. While employed by SML, whether on island or off island, use of illegal substances or repetitive intoxication is grounds for dismissal from employment.

SML does not have a liquor license, nor can the Lab sell or procure alcoholic beverages for persons in residence there, and is bound by the policies of the two parent universities and the laws of the State of Maine. Academic Teaching Staff must not purchase any alcoholic beverages for any SML participant. Academic Teaching Staff may buy their own beverages for their own private consumption. Consumption must be done with moderation and discretion, e.g.: the main dining hall is not an appropriate place to have a pre-dinner cocktail, and alcohol must not be consumed in any dorm if persons under age 21 are present. Cornell Risk Management will not allow alcohol in any building used as a student dorm, therefore the Lab cannot allow Academic Teaching Staff to have alcohol in the 3rd floor of Founders Hall when students are housed there; we will do what we can to accommodate Academic Teaching Staff in buildings without students. There are many potential hazards on Appledore, even for those who are sober. Therefore we ask that you have your wits about you if you plan to walk out on the rocks, near the waterfront or if you are on a boat.

FOOD AND BEVERAGES FOR SOCIAL EVENTS INVOLVING STUDENTS

For social events involving students, the kitchen can provide soda, popcorn, ice cream or other snacks, but this requires advanced notice. Remember “food run” orders usually are placed on Sunday or Monday for the Wednesday “food run.” Arrangements for recreational trips to Star Island or movie rentals from the mainland should be made with the Res Life Coordinator.

POLICY ON SMOKING

Smoking on Appledore is not permitted in ANY building, and is restricted to one of Kiggins Commons porches. Cigarette butts should be disposed of in the sand pails provided.

COLLECTING

We allow reasonable collecting of specimens for academic purposes, and we encourage conservation at all times. Before collecting terrestrial plants or intertidal organisms, check with Lab Preparator or Hal Weeks to avoid damage to populations that are unusual, uncommon, or involved in someone’s research. At the end of all programs, surviving organisms should be returned to the sea. Our academic collections are conducted under permits from state and federal agencies, and the IACUC (Institutional Animal Care and Use Committee). We ask each class to keep track of approximate numbers of their collections by species and to report these on a form provided by the Lab Preparator. This allows the Lab to complete its annual reports to these permitting agencies.

CHEMICAL PURCHASING, STORAGE AND DISPOSAL

- We stock ethanol, formalin, sodium chloride, magnesium chloride, KCl, and certain vital stains and dyes in small quantities.
- If you need SML to order chemicals for your course/program, then please request the smallest amount needed for each purpose.
- When possible, have orders shipped to your home campus and prepare reagents, etc., in the quantities needed ahead of time.
- Any containers that you may need for transporting chemicals can be purchased by SML.
- **Any chemicals that you bring to Appledore must be taken off the island by you at the end of your course or program.**
- If you generate any chemical waste or chemical by-products during your work on Appledore, then you must take these wastes or by-products with you when you leave.

GRADES, COURSE SYLLABI/LOGS AND STUDENTS WITH SPECIAL NEEDS

Core Faculty must submit the following BEFORE leaving Appledore; see the Res Life Coordinator for appropriate forms:

- (1) Final course **GRADES** (credit courses only). Grade sheets will be provided to Core Faculty. (See appendix at the end of this document for details about our grading system).
- (2) IF a student has been identified as “special needs” in their file, please [see Cornell’s Learning Disability Guidelines](#); SML faculty should use this document as a guide.
- (3) A completed Faculty **EVALUATION** (a form will be provided to you on Appledore).

Core Faculty must submit the following to Christine Bogdanowicz via email: ccb5@cornell.edu

- (1) An updated course **syllabus**.
- (2) A detailed course **log** (a journal of your daily lectures, labs, and field trips).

SCUBA DIVING FOR ALL ACADEMIC TEACHING STAFF

If you plan to SCUBA dive as part of your teaching responsibilities on Appledore, an application for permission to dive must be submitted to SML's Diving Safety Officer (DSO). Instructions and forms can be found online at:

http://www.sml.cornell.edu/sml_forthefaculty.html

Completed Diver Applications should be submitted DIRECTLY to SML's DSO, Becca Toppin:

Shoals Marine Lab Diving Safety Officer
21 Railroad Ave. phone: (508) 454-3571
Gonic, NH 03839
phone: (508) 454-3571
email: becca.toppin@unh.edu

GUESTS OF CORE AND ASSOCIATE FACULTY

NOTE: Please see the Guest and Emergency Forms at the end of this Manual – teaching staff should complete and submit to the Res Life Coordinator – thank you!

Core Faculty and Associate Faculty members may bring guests to SML during their stay on Appledore, however PRIOR approval is required; contact Pam Boutilier (shoals-lab-east@cornell.edu). If applicable, guest accommodations and food must be paid for (see below). We will do what we can to accommodate your requests to bring guests to SML. Please understand that island housing and boat capacity are limited, and that first priority must be given to our program and its participants. A caregiver, or parent must accompany all children under 12 years of age; this person is to provide full-time supervision while at SML. *Core and Associate Faculty guests are not covered under Worker's Compensation program.*

Please adhere to the following rules:

[A] ADVANCE NOTICE IS REQUIRED

Please arrange for guest visits by contacting Pam Boutilier (shoals-lab-east@cornell.edu) at least 2 weeks prior to the start of your program.

[B] ROUND-TRIP TRANSPORTATION BETWEEN PORTSMOUTH AND APPLIEDORE

AFTER one-free round-trip, expect to pay the standard rate (see below). To make boat reservations, contact Pam Boutilier: shoals-lab-east@cornell.edu or (603) 430-5220.

[C] ROOM AND BOARD RATE

AFTER one-free overnight, expect to pay the researcher per-diem (see below).

[D] GUEST PAYMENTS

Please see the "Academic Teaching Staff Guest Form" on page 17. **Please make guest payments via credit card** through our Creek Farm office in NH by calling (603) 430-5220; ask for Pam.

Guest fees are as follows:

Round-trip transportation	\$50/round trip for each guest
Room and board	\$90/day/for each guest (same rate for children and adults)
B-fast/lunch/dinner	\$11/\$16/\$24/for each guest (applies to day trips only)

Questions? Contact: Pam Boutilier (shoals-lab-east@cornell.edu)

GUESTS OF GUEST LECTURERS, RESEARCH MENTORS AND TEACHING ASSISTANTS

NOTE: Please see the Guest and Emergency Forms at the end of this Manual – teaching staff should complete and submit to the Res Life Coordinator – thank you!

Guest Lecturers, Research Mentors and TAs may bring guests to SML during their stay on Appledore, but guest accommodations and food must be paid for, AND have prior approval from Pam Boutilier (shoals-lab-east@cornell.edu). We will do what we can to accommodate your requests to bring guests to SML. Please understand that island housing and boat capacity are limited, and that first priority must be given to our program and its participants. A caregiver, or parent must accompany all children under 12 years of age; this person is to provide full-time supervision while at SML. *Guests of academic teaching staff are not covered under SML Worker's Compensation program.*

Please adhere to the following rules:

[A] ADVANCE NOTICE IS REQUIRED

Please arrange for guest visits by contacting Pam Boutilier (shoals-lab-east@cornell.edu) at least 2 weeks prior to the start of your program.

[B] ROUND-TRIP TRANSPORTATION FROM PORTSMOUTH TO APPLEDORE

Guest Lecturers and Research Mentors are permitted to bring guests along for one free day trip to SML. To make boat reservations, contact Pam Boutilier: shoals-lab-east@cornell.edu or (603) 430-5220.

Teaching Assistants are permitted to have guests during free-time only. TA guest day trips are free! To make boat reservations, contact Pam Boutilier: shoals-lab-east@cornell.edu or (603) 430-5220.

[C] ROOM AND BOARD RATE

Guest Lecturers and Research Mentors who have received approval for an overnight visit, should expect to pay the researcher per diem (see below).

Teaching Assistants who have received approval for an overnight visit are allowed ONE-FREE overnight guest visit. After one-free night, pay the researcher per diem (see below).

[D] GUEST PAYMENTS

Please see the “Academic Teaching Staff Guest Form” on page 17. **Please make guest payments via credit card** through our Creek Farm office in NH by calling (603) 430-5220; ask for Pam.

Guest fees are as follows:

Round-trip transportation	\$50/round trip for each guest
Room and board	\$90/day/for each guest (same rate for children and adults)
B-fast/lunch/dinner	\$11/\$16/\$24/for each guest (applies to day trips only)

Questions? Contact: Pam Boutilier (shoals-lab-east@cornell.edu)

INSTRUCTIONS FOR TRAVEL TO PORTSMOUTH, NH AND APPLEDORE ISLAND

Your MAINLAND destination is **PORTSMOUTH, NEW HAMPSHIRE**
Your FINAL destination is **APPLEDORE ISLAND, MAINE**

Please refer to our **ONLINE CALENDAR** for all boat trips, programs and events!
Please remember to make boat reservations: shoals-lab-east@cornell.edu

PLANNING YOUR TRAVEL TO PORTSMOUTH, NH

The best way to plan your mainland travel to Portsmouth, NH is to FIRST spend some time online! Please see the "Getting to SML" section of our web site:

http://www.sml.cornell.edu/sml_gettingtosml.html

Maps, directions and boat schedules can be found in this section.

STEP ONE: Decide to FLY or DRIVE Portsmouth, NH?

AIRPORT CHOICES

Logan International Airport (MA)

Manchester Airport (NH)

DISTANCE FROM PORTSMOUTH, NH:

1-1/2 hours

40 minutes

TRAVELING BY PLANE TO PORTSMOUTH:

LOGAN AIRPORT (Boston, MA);

Located about 1.5 hours south of Portsmouth, NH and is serviced by the following shuttle companies:

- **C&J Trailways:** <http://www.ridecj.com/> (1-800-258-7111); **no reservation is required.**

C&J Trailways drops off at the NH Park and Ride bus station, about 4 miles from the SML dock. To get from the bus station to the SML dock, you must call a **TAXI**: Sunshine Taxi: (603) 431-4555; Blue Star Taxi: (603) 436-2774.

- **Hampton Shuttle:** <http://www.hamptonshuttle.com> (1-800-225-6426); **reservations are required.**

Hampton Shuttle drops off at the Sheraton Portsmouth Hotel, right across the street from the SML dock!

- **Flightline:** www.flightlineinc.com (1-800-245-2525); **reservations are required.** Flightline Shuttle buses drop off at the Sheraton Portsmouth Hotel, right across the street from the SML dock!

MANCHESTER AIRPORT (Manchester, NH)

Located about 40 minutes from Portsmouth, NH and is serviced by the following shuttle companies:

- **Hampton Shuttle:** <http://www.hamptonshuttle.com> (1-800-225-6426); **reservations are required.**

Hampton Shuttle drops off at the Sheraton Portsmouth Hotel, right across the street from the SML dock!

- **Flightline:** www.flightlineinc.com (1-800-245-2525); **reservations are required.** Flightline Shuttle buses drop off at the Sheraton Portsmouth Hotel, right across the street from the SML dock!

TRAVELING BY BUS TO PORTSMOUTH:

- **Greyhound:** <http://www.greyhound.com> (1-800-231-2222). Greyhound drops off at 55 Hanover Street, Portsmouth, approximately 2.5 blocks from our dock.

- **C&J Trailways:** <http://www.ridecj.com/> (1-800-258-7111); **no reservation is required.**

C&J Trailways drops off at the NH Park and Ride bus station, about 4 miles from the SML dock.

To get from either bus station to the SML dock, you must call a **TAXI**: Sunshine Taxi: (603) 431-4555; Blue Star Taxi: (603) 436-2774.

STEP TWO: Make your BOAT reservation!

ALL academic teaching staff must make boat reservations to get to and from Appledore with Pam Boutilier BEFORE traveling to Portsmouth! See [Getting to SML](#) on-line or

http://www.sml.cornell.edu/sml_gettingtosml.html. Then contact Pam Boutilier at: (603) 430-5220, or <mailto:shoals-lab-east@cornell.edu> to make your reservations.

STEP THREE: Decide where to PARK and ARRIVAL DAY instructions!

For assistance, contact Pam Boutilier IN ADVANCE OF YOUR TRAVEL DATE (see below)! SML does not provide mainland parking at the Portsmouth dock for any Academic Teaching Staff. LIMITED parking is available at Creek Farm, and space availability cannot be guaranteed. SML Academic Teaching Staff have the following options for parking:

- (1) **FREE parking is available at the NH Park & Ride**, located off of I-95, exit 3;
- (2) LIMITED, FREE parking at Creek Farm;
- (3) PAID parking at the High-Hanover public garage in Portsmouth. SML will not reimburse Academic Teaching Staff for fees accrued for parking in this lot.

To get from NH Park and Ride or Creek Farm to the SML dock, you must call a **TAXI**: Sunshine Taxi: (603) 431-4555; Blue Star Taxi: (603) 436-2774.

Creek Farm office phone (M – F)	(603) 430-5220
Pam’s cell phone number	(603) 553-3340
Appledore Island office number	(603) 964-9011
Pam’s email	shoals-lab-east@cornell.edu

PACKING INSTRUCTIONS AND NOTES ABOUT CLOTHING

Remember! Shoals Marine Laboratory is located on an ISLAND!! Everyone travels to Shoals Marine Laboratory on Appledore by BOAT—it’s the only way to get there.

Please read the information below carefully and pack according to our simple instructions. If you are FLYING, check: <http://www.tsa.gov/> for instructions about restrictions for air travel in the USA.

- Your belongings will be going from a dock on the mainland to a boat, off a boat at Appledore Island to another dock, then up a hill to a truck, then from a truck to a dorm— packs, duffels and luggage will be handled by you, your fellow SML staff and participants SEVERAL TIMES. This means that HOW you pack your belongings is VERY important.
- WATERPROOF your belongings by packing them in plastic bags. Pack these bags INSIDE your duffel or backpack. Please don’t wrap a plastic bag outside your luggage; a bag outside your luggage can get ripped, and is hard to handle; plus, bags inside luggage can be REUSED!
- LABEL your gear clearly on the outside with your name and destination (Shoals Marine Lab, Appledore Island).
- Though there is no limit to the NUMBER of bags you may bring, please be sure that the bags you bring are well packed. Two light duffel bags are MUCH easier to handle than one heavy trunk or giant duffel bag.
- Pack a DAY PACK or small bag that you can keep with you during the boat ride. All other gear will be stowed away! The weather can change drastically during the trip, so be prepared by packing a rain jacket, a hat, sunglasses, sunscreen, bottled water, etc. in your day pack. This is also a good place for DELICATE items such as a camera or a computer.
- If you are prone to MOTION SICKNESS, take non-drowsy Bonine about 1 hour PRIOR to the trip (you can get this over the counter at most drug stores).
- If you are, for any reason, unable to participate in the movement of luggage and gear during the trip, please let a SML staff member know before hand. They will assist you in finding another group task to which you can contribute.

Summer comes late to the Shoals but when it arrives it does get hot! Bring enough clothes to last between laundry trips. Appledore can experience extended periods of rain and fog, so bring foul weather gear, waterproof boots, warm sweaters, long pants and warm socks (especially in May and June). Windbreakers, sunglasses and baseball caps are recommended. Because the terrain is rough, bring at least one pair of sturdy shoes or short hiking boots. Non-skid deck shoes are handy for those who plan to spend time on boats. A sleeping bag is recommended because none of the buildings are heated, though you will also be provided with blankets. Bathing suits and wetsuits also will come in handy for field trips (snorkeling) and for free time (“swim call”). We look forward to seeing you on Appledore!!

APPENDIX 8.

Cornell University Grading System

(Adopted by the University Faculty, May 19 and 27, 1965)

Grades

S/U	Letter	Grade Point Value	Description
S	Passing	A+	Excellent to very good: comprehensive knowledge and understanding of subject matter; marked perception and/or originality.
		A	
		A-	
	Passing	B+	Good: moderately broad knowledge and understanding of subject matter; noticeable perception and/or originality.
		B	
		B-	
Passing	C+	Satisfactory: reasonable knowledge and understanding of subject matter; some perception and/or originality.	
	C		
	C-		
U	Fail	D+	Marginal: minimum of knowledge and understanding of subject matter; limited perception and/or originality.
		D	
		D-	
	Fail	F	Failing: unacceptably low level of knowledge and understanding of subject matter; severely limited perception and/or originality.

Symbols Used in Lieu of Grades

INC	Incomplete: (1) Student has substantial equity in course and (2) is unable to complete course requirements because of circumstances beyond his/her control. INC is not a student option.
V	Summer school and extramural students may officially register as visitors (auditors) in courses and have this entered on their permanent record if their attendance is reported as satisfactory. Graduate students may register for courses as auditors, but this will not be entered on their permanent record. Undergraduates may not register for courses as auditors.
R	Registered in year course approved by the college as not requiring a grade at the end of the first (current) term.
NMG	No midterm grade (midterm only): Student enrolled and attending, but not practical to give grade.
NA	Not attending: Student is officially enrolled but has not attended or participated in class work (for use at midterm only; not accepted at end of term or entered on student transcripts).
W	Withdrew from course (with college permission) beyond eighth week of a normal term or beyond three-fifths of the duration of shorter sessions or courses.

Privacy of Records

According to federal law, grades are restricted information and may be released only to the student or at the student's written request. Posting of grades by name or a personally identifiable number is prohibited under the terms of the Family Educational Rights and Privacy Act of 1974 (FERPA). However, a student waiver authorizing disclosure of educational records by means of a personally identifiable number (e.g., a student ID number) is acceptable provided that such consent is in writing and dated and signed by the student. (Note: A name or Social Security number must never be used for this purpose.) If instructors use this method, the waiver must be for a specific course; must be for a specified period of time (semester, academic year, etc.); must specify the records to be disclosed; and must be retained by the instructor of the course for a period of one year after its expiration. Students should not be coerced into signing a waiver, as the law requires that it be given voluntarily. Instructors may post grades for students who do not want their student ID number used by establishing a unique identifier known only to that student and the instructor. Although there is no federal or state legislation that pertains to the manner in which graded work is to be returned to students, the returning of such materials should be handled in a manner that preserves the student's privacy.

Incomplete

The grade of "incomplete" is appropriate only when two (2) basic conditions are met:

1. The student has a substantial equity at a passing level in the course with respect to work completed.
2. The student has been prevented by circumstances beyond the student's control, such as illness or family emergency, from completing all the course requirements on time.

A grade of "incomplete" may not be given merely because a student fails to complete all course requirements on time. The "incomplete" privilege is open to abuse; by deferring completion of some major course requirement, a student can gain advantage over his or her classmates by obtaining additional time to do a superior job. This is not an option that can be elected at the student's own discretion.

While it is the student's responsibility to initiate a request for an "incomplete," reasons for requesting an "incomplete" must be acceptable to the instructor, who establishes specific make-up requirements. An "incomplete" allows a specified amount of time, determined by the student's college of registry, for completing course work. The instructor has the option of setting a shorter time limit than that allowed by the student's college. Several colleges require that a statement signed by the instructor be on file indicating the reason for the "incomplete" and the restriction, if any.

The consequence of failure to complete all course work within the time permitted will depend on the policy of the student's college of registry. Some colleges convert "incompletes" to a grade of F; others let the grade of "incomplete" stand on the student's transcript. In either case, the option to make up the work is lost.

It is the responsibility of the student to see that all "incompletes" are made up within the deadline and that the grade change has been properly recorded with the student's college registrar.

Faculty under no circumstances should give an "incomplete" because of pressure to meet the deadline for reporting grades. The symbol INC becomes a permanent part of the student's transcript, even when a grade is later submitted.

Late Grades

Late grades should be avoided. They often result in unwarranted academic actions or even in a student's not being able to graduate on time. Furthermore, late grades must be posted by hand at considerable expense, and they do not appear on grade slips and may prevent students from receiving recognition for academic achievement.

Changes in Grade

Each semester's work is an entity, and grades are to be assigned for work completed during the normal period of the semester. Subsequent changes in grade may be made only in the event that the instructor made an error in the assignment of the original grade. As a matter of equity, grades must not be changed after the end of a semester because a student may subsequently have done additional work.



ACADEMIC TEACHING STAFF GUEST FORM

Name / SML program: _____

Guest name(s) and date(s) of visit (include all family members and children if applicable):

As a member of the Academic Teaching Staff at the Shoals Marine Laboratory, I understand that Cornell University and the University of New Hampshire do not provide my guests with accident or medical insurance, and is therefore not responsible for any accident or medical expenses incurred by my guests. Further, I understand that my guests are not covered by Worker’s Compensation nor entitled to employee benefits.

I am aware of the terms and conditions of this agreement and am signing this agreement of my own free will.

Signature

Date

GUEST PAYMENTS

IF applicable, guest payments should be made via credit card through our Creek Farm office in NH by calling (603) 430-5220; ask for Pam.

Guest fees are as follows:

- Round-trip transportation \$50/round trip for each guest
- Room and board \$90/day/for each guest (same rate for children and adults)
- B-fast/lunch/dinner \$11/\$16/\$24/for each guest (applies to day trips only)

Please give completed guest forms to the Res Life Coordinator – Thank you!



EMERGENCY FORM FOR ANYONE SPENDING AN OVERNIGHT ON APPLIEDORE ISLAND, ME

Anyone who plans to spend an overnight on Appledore Island MUST complete this form!
QUESTIONS? Contact SML at: shoals-lab-east@cornell.edu or (603) 430-5220

Complete this form, and send PRIOR to your arrival on Appledore Island to:
VIA FAX: (603) 430-5221, or VIA EMAIL: shoals-lab-east@cornell.edu

This information is kept under lock and key in our administrative offices; only SML staff will have access to it!

YOUR FULL NAME: _____

Address: _____

YOUR CELL PHONE #: (_____) _____

YOUR HOME PHONE #: (_____) _____

YOUR DAYTIME/OFFICE #: (_____) _____

CONTACT(S) IN CASE OF EMERGENCY. PLEASE PROVIDE TWO:

NAME/#1: _____

PRIMARY PHONE #: (_____) _____

ALTERNATE #: (_____) _____

NAME/#2: _____

PRIMARY PHONE #: (_____) _____

ALTERNATE #: (_____) _____

PLEASE LIST ANY FOOD / OTHER ALLERGIES*?

Help us prepare for medical emergencies - Appledore Island is a REMOTE location! Also be sure to bring any prescribed, or OTC medication that you may require during your visit. LET US KNOW IF YOU HAVE ANY OTHER SPECIAL NEEDS OR PRE-EXISTING MEDICAL CONDITIONS THAT WE SHOULD BE AWARE OF?

**NOTE: Upon arrival @ Shoals, dietary preferences (e.g., vegan, vegetarian, no wheat, etc.) should be noted on a special clipboard available in our Appledore Island kitchen (Kiggins Commons)—ask a staff member for help!*

Please give completed guest forms to the Res Life Coordinator – Thank you!