



# SML CORE FACULTY "WISH LIST" FORM

(Feel free to submit this information in an alternate format)

**COMPLETE AND RETURN TO HAL WEEKS via email: [hjw7@cornell.edu](mailto:hjw7@cornell.edu)**

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

**[A] CORE FACULTY INFORMATION (the person filling out this form):**

**COURSE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**[B] CORE FACULTY ARRIVAL / DEPARTURE INFORMATION**

See the SML [Faculty Manual](#) for details and guidelines. All ATS members will receive information from Christine Bogdanowicz regarding compensation and paperwork!

**NAME:** \_\_\_\_\_ **DATES:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **DATES:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **DATES:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **DATES:** \_\_\_\_\_

**[C] GUEST ACADEMIC TEACHING STAFF INFORMATION**

See the SML [Faculty Manual](#) for details and guidelines. All ATS members will receive information from Christine Bogdanowicz regarding compensation and paperwork!

**NAME:** \_\_\_\_\_ **DATES:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **DATES:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **DATES:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **DATES:** \_\_\_\_\_

(2) Special requests to the **KITCHEN** for ice cream socials, movie nights with popcorn, etc  
*(please note that SML will no longer be providing lobster dinner during credit course programs):*

**EVENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**EVENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**[D] LABORATORY/CLASSROOM SUPPLIES and EQUIPMENT:**

(1) Submitting a "Wish List" greatly increases the probability that we will have what you need ON the island before your program begins. **We will do our best to fulfill "Wish List" requests, however purchases over \$500 need the Director's approval** (you will be notified if any of your "Wish List" requests cannot be met). If you choose to purchase supplies out-of-pocket; submit expenses for reimbursement (see the *SML Faculty Manual for details and guidelines*). For guidance and approvals regarding this process, please contact Hal Weeks. Be sure to list **ALL** equipment and supplies you'll need to teach your course; please be specific! Feel free to include additional sheets.

(2) What specific **disposable** supplies will you need to teach your course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(3) What specific **equipment** would you like to RESERVE to teach your course?

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(4) What specific **equipment** would you like SML to PURCHASE to teach your course?  
(we will not be able to honor all these requests, but it never hurts to ask!)

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**[E] APPLEDORE STORE ITEMS**

(1) List items you would like available for students to purchase in the *Appledore Store*?

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**[F] EQUIPMENT LOANS**

(1) Is there a specific piece of equipment you would like the Lab to BORROW?  
(from Cornell, UNH, etc.?)

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(2) If you plan to bring ANY equipment valued at \$5,000 (combined) or more, please send Christine ([ccb5@cornell.edu](mailto:ccb5@cornell.edu)) an itemized list of this equipment with serial number, and value included. This information will be submitted to Cornell Risk Management and Insurance for coverage while the equipment is in use on Appledore.

**[G] DUPLICATING/PRINTING:** Please do not plan to duplicate any handouts or course materials while on Appledore. Either contact Hal, or see the program staff when you arrive on Appledore to arrange for copies to be made on the mainland; remember to allow for a few days of turnaround time.







**[K] REQUIRED INFORMATION AFTER TEACHING:**

(1) Final course **GRADES** (credit courses only). Grade sheets will be provided to Core Faculty on Appledore (see *the SML [Faculty Manual](#) for details and guidelines*).

(2) A completed Faculty **EVALUATION** (a form will be provided to you on Appledore).

(3) Electronic copies of all STUDENT **PAPERS** and **PRESENTATIONS**; see the program staff for assistance.

**Core Faculty must submit the following to Christine Bogdanowicz via email:**  
[ccb5@cornell.edu](mailto:ccb5@cornell.edu)

(1) An updated course **syllabus**.

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

**PLEASE FEEL FREE TO ATTACH ADDITIONAL SHEETS!**