MBL-Ecosystems Center Pod
Session 7: Racism and Self Care

Deliverable: Resource Map

This is a draft Mentoring Plan and Resource Map for the MBL-Ecosystems Center URGE pod. It outlines content for on-boarding new hires (faculty and staff) and students, and for continuing mentorship. It emphasizes the importance of clear communication regarding expectations, opportunity, responsibility, and the resources available to foster success - summarized in the resource map. The intent is to provide a plan for working with new hires/students and connecting them with resources that will be of most use to them. We consider this a living document, to be added to and improved to better meet those needs.

Onboarding/Orientation

Onboarding with HR
(note that some of this is accomplished via email prior to first day)

Info on all initial paperwork, ID card, email access (IT)

Explanation of wages/hours/vacation

Explanation of benefits -Intro to MBL policies/handbooks; we suggest including DEI resources

Info on all MBL required commitments and training: Code of Conduct, Illegal Harassment, Conflict of Interest, Scientific Integrity, IT Security, Laboratory Safety

Intro to MBL/Woods Hole: https://www.mbl.edu/hr/staff-toolbox/ (requires password)

Orientation with Students

Prior to arrival, students are directed to a guide to MBL and Woods Hole: *Planning Your Trip to the MBL* that has information on:
-Overview of Research and Education at the MBL
-Travel and what to pack
-Campus housing and maps
-Campus and lab safety
-Healthcare resources
-Community resources

Students receive orientation through the MBL Division of Education, which includes training about the MBL Code of Conduct, Illegal Harassment, Laboratory Safety, IT Security,

Students with disabilities are directed to Student Accommodation Services

Initial meetings with Mentor/Supervisor and Project team
Intro to Center, Center Director, Lab Manager
Orientation/ Tours of lab/ policies, handbooks/Center (department)committees
Expectations regarding hours/vacation
Intro to project team
Schedule/calendar for meetings (individual and/or group)
Identify means of communication and appropriate times
Identify needs/interests of new person - resources
Identify possible co-mentors? (career mentor; cohort mentor (buddy))
Discuss when and how evaluations are done

Codes of Conduct

MBL Code of Conduct Policy. PIE LTER has Principles of Community

Scientific integrity and norms for papers, authorship

Guidelines re Social Media use: Common courtesy; don’t post photos of coworkers without permission; if posting about work keep it professional.

Strategies or reporting mechanism for dealing with insensitivity not covered in Illegal Harassment Policies that makes someone feel uncomfortable/excluded (e.g. insensitive jokes/remarks; alcohol-centered social gatherings). Should be able to speak to supervisor/ mentor/ co-mentor

Make "people" resources known, e.g. members of MBL DEI Committee and URGE pod

Ongoing Mentoring

**Expectations for regular project or individual meetings:**

- Schedule for meetings
- Discussion of technical/logistical issues or problems; time management;
- Progress reports; data presentations; manuscript prep/review/revision;
- Career or professional development opportunities including conferences, workshops, courses -opportunities for outreach/mentoring and question of how this work will be valued/compensated

Support and approaches for handling setbacks, manuscript rejections

Seminar series w/in MBL and across WH: [https://www.mbl.edu/mbl-meetings-seminars-and-events/](https://www.mbl.edu/mbl-meetings-seminars-and-events/); [https://www.whoi.edu/who-we-are/visit-whoi/events-happenings/](https://www.whoi.edu/who-we-are/visit-whoi/events-happenings/); [https://www.woodwellclimate.org/events/](https://www.woodwellclimate.org/events/); [https://www.fisheries.noaa.gov/resources/outreach-events](https://www.fisheries.noaa.gov/resources/outreach-events);

Journal groups w/in MBL: Micro-Eco (Microbiology-Ecosystems), Microbial Ecology and Microbiome (w/U.Chicago)

Contacts for cohort groups (like post-docs, RAs)

Direction to resources for handling stresses in life outside work

**Practical matters**

How to get additional training needed for the job and who pays? (typically the project, or for some training, the Eco Education Fund; employees have access to LinkedIn Learning (formerly Lynda.com) through U Chicago)

How are registration fees, travel, and accommodations for conferences arranged and paid for?

Are membership fees for professional organizations paid for?

What field clothing is provided and what is personal responsibility?
Resources

Ecosystems Center weekly staff meeting, aka “Donuts”. Forum for connecting with coworkers, finding out about their work, lab issues, reports on meetings or other science events happening outside of the Center, local events and opportunities

Counseling/support:
  MBL Employee Assistance Program (EAP)
  BCBS benefits include mental health services
  Students have access to a local counseling service, but must have health insurance

DEI Committees
  MBL DEI: https://www.mbl.edu/diversity/; https://www.mbl.edu/diversity/committee/
  **Woods Hole DEI: https://www.woodsholediversity.org/about,
  including resources within to local and national groups https://www.woodsholediversity.org/resources/, and Woods Hole Black History Month Committee https://www.woodsholediversity.org/events/black-history-month/
  WHOI International Committee: https://website.whoi.edu/internationalcommittee/

STEM Societies
  Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) https://www.sacnas.org/
  Black in Marine Science (BIMS) https://www.blackinmarinescience.org/
  National Association of Black Geoscientists (NABG) http://www.nabg-us.org/
  GeoLatinas: https://geolatinas.weebly.com/
  Asian Americans and Pacific Islanders in Geosciences: https://www.aapigeosci.org/
  AAAS Entry Point (for students with disabilities): https://www.aaas.org/programs/entry-point
  Chronically Academic (network): chronicallyacademic.org

Essential Services
  Housing: https://www.whoi.edu/housing/housingListing.do;
  https://www.mbl.edu/housing/

  Primary care providers and others: https://physicians.capecodhealth.org/search.html

  Social Security Office https://www.socialsecurityoffices.info/city/ma-falmouth
Registry of Motor Vehicles: [https://www.mass.gov/locations/south-yarmouth-rmv-service-center](https://www.mass.gov/locations/south-yarmouth-rmv-service-center)

Day Care: Falmouth YMCA daycare

Falmouth school system [https://www.falmouth.k12.ma.us/](https://www.falmouth.k12.ma.us/)

**Community**

Places of Worship
[https://falmouthvisitor.com/falmouth-ma-area-churches/](https://falmouthvisitor.com/falmouth-ma-area-churches/)

Indigenous community groups
[https://mashpeewampanoagtribe-nsn.gov/](https://mashpeewampanoagtribe-nsn.gov/)
[https://wampanoagtribe-nsn.gov/](https://wampanoagtribe-nsn.gov/)

Portuguese/Cape Verdean/Azorian History in Falmouth/Cape Cod/MA
- Cape Verdean Club: [https://m.facebook.com/pages/category/Social-Club/Cape-Verdean-Club-Falmouth-MA-121806740757/](https://m.facebook.com/pages/category/Social-Club/Cape-Verdean-Club-Falmouth-MA-121806740757/)
- Portuguese-American Club of Falmouth: [https://www.paafalmouth.com/](https://www.paafalmouth.com/)

**LGBTQIA+**

Cape Cod Pride: [https://www.capecodpride.org/](https://www.capecodpride.org/)
GLOW (Gays, Lesbians, and Others in Woods Hole): [https://website.whoi.edu/glow/](https://website.whoi.edu/glow/)

**Disability Support**

[https://www.cordcapecod.org/](https://www.cordcapecod.org/)

**Veterans/Military Support**

[https://www.falmouthma.gov/218/Veterans-Services](https://www.falmouthma.gov/218/Veterans-Services)
[https://capeveterans.com/](https://capeveterans.com/)
Other

Discounts to some businesses and services are available after employment (MBL Employee perks)

English classes (free) at Saint Patrick’s https://stpatricksga.org/ministries/outreach-ministries/english-classes/

Sports/Recreation

https://falmouthvisitor.com/falmouth-ma-excercise/

https://www.falmouthma.gov/384/Recreation includes links to the Gus Canty Community Center, ballfields and courts

Institutional sports (soccer, softball)


track clubs https://www.falmouthtrackclub.org/

cycling groups https://capecodcycleclub.org/?page_id=29

Falmouth also has a community skatepark, an ice arena (http://www.falmouthicearena.com/), curling club (https://capecodcurling.org/index.php)

Hiking/Birding

https://300committee.org/land-trails/trail-maps/

https://www.capecodbirdclub.org/

Arts

https://falmouthvisitor.com/falmouth-museums-art-science/

https://falmouthart.org/

Falmouth Town Band (on Facebook)

https://falmouthchorale.org/

Restaurants: Falmouth and Cape Cod offer an ever-increasing variety of restaurants:

https://www.falmouthchamber.com/restaurant-take-out--outdoor-dining.html