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Unlearning Racism in Geoscience

Resource Map

This is a draft Resource Map for the FOLFE Pod at Woods Hole Oceanographic Institution. This was adapted from the "Sample Ph.D. Mentoring Plan" developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: CC BY-NC-SA 4.0. Some of these will be resources common to all and some will be questions for identifying specific resources based on needs/interests identified during initial meetings while implementing the mentoring plan.

This guide is intended to help connect new members of the FOLFE lab with resources and networks in the lab, on campus, and in the broader community. This resource map can be tailored to the individual's specific mentoring plan and interests.

Mentoring Plan

Meeting expectations

Lab meetings are held once a week, and are about one hour long. They are planned to fit the schedules of all participants. Everyone involved in the lab can attend these meetings. Lab meetings are generally a relaxed format, allowing time for members to share good and/or bad news from their weeks. Each member also provides a brief update on their work, and has the opportunity to ask for any supplies or help they may need.

In the summers, when there are usually more undergraduate lab members, FOLFE holds at least one discussion and Q&A about the graduate school process. Joel is happy to meet with each lab member one-on-one once a week or every other week to address individual questions and needs.

Lab meetings are a great opportunity to get feedback on a presentation or paper. Regular presentations are not expected at lab meetings, although we are happy to watch and provide feedback on presentations for conferences or defenses.

The FOLFE lab hasn't engaged in paper discussions lately, but plans to in the future. The Larval Ecology group meets biweekly to discuss papers relating to larval ecology, and anyone in our lab is welcome to participate. Please let us know, and we can add you to their email list.

Before the pandemic, we would occasionally have a drink or some snacks at a bar across the street. There is an annual holiday party in December with a white elephant gift swap.

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Lab members are generally free to choose when they work best, as long as they are meeting their project goals. Generally, lab members will meet with Joel to discuss goals and assess if appropriate progress is being made. That being said, being present in the lab/building on Monday-Friday, 9am-5pm will facilitate interactions within the lab group and with the broader Biology Dept and WHOI communities.

Evaluations

Employees are evaluated annually in September. Students have an annual review through the Biology Program, which generally occurs in the summer: students fill out a memo detailing activities over the past year, the supervisor writes a memo, and then the Joint Committee for Biological Oceanography (JCBO) reviews these and sends an evaluation memo back to students. Long-term goals can be discussed with Joel during one-on-one meetings. Employees have the opportunity to fill out a self-evaluation that can be discussed with their supervisors. As part of the annual student review, students are encouraged to discuss their activities, progress, and career goals with their supervisor.

Core work resources

Code of conduct

[WHOI Code of Conduct](#); [WHOI Respectful Workplace and Violence Prevention](#); [WHOI Harassment Policy](#) all can be found on the WHOI Internal Website. FOLFE is still working on its code of conduct that addresses inclusivity, diversity, mental health, publications, social media, working hours, and vacation

Communication plan and expectations

Members communicate mainly using work email, as well as texting for quick conversations. WhatsApp is useful when on cruises. We generally don't communicate on weekends, unless it is something time-sensitive or urgent.

Reporting policy

WHOI HR EEO Officer: eeo@whoi.edu; 508.289.2705

WHOI EthicsPoint: www.ethicspoint.com; 1.800.648.9557

WHOI Title IX Coordinator: titleix@whoi.edu; 508.289.2848

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Equipment

Equipment locations:

- Lab Supplies
 - Redfield 212 & 214
 - Bike Shed
 - Barn
- Chemical Inventory:
 - Working supply in Redfield 212/214
 - Drums
- Field Equipment:
 - Nets, etc. (Type and location)
 - CTD or other environmental sampling supplies
 - Foul weather gear: Assorted bibs, pants, and jackets

Funding available for equipment:

- Steel-toe boots
 - \$120 per year
 - Must meet ASTM F2413-11
 - Purchase by self and request reimbursement through Unanet, providing purchase receipt and ASTM information
- Prescription Safety Glasses
 - \$180 per year
 - Must meet requirements of ANSI Z87.1
 - Purchase and request reimbursement through Unanet
- Hard Hat
 - Order through WHOI Virtual Stockroom
 - Use overhead account number (changed by stockroom to EH&S account)

Conference and workshop participation

Generally, at least one member of our lab will attend the Ocean Sciences Meeting (OSM), a large conference which takes place every two years in February. Depending on the interests of individuals, they also sometimes attend the American Fisheries Society (AFS) and/or AFS chapter meetings (these take place in the summer), the Larval Fish Conference (in June), the Regional Association for Research on the Gulf of Maine (RARGOM) conference (in

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October), and other smaller conferences as they come up. Most of the mentioned conferences are week-long, but RARGOM is only one day and usually does not require an overnight stay. Generally we try to support PhD students in attending one week-long conference per year.

Joint Program students receive an annual allowance for conference attendance through the WHOI Academic Programs Office (APO) which generally covers at least half of the cost of attending a large conference. Lab or fellowship funds will be used to cover any shortfalls. In addition, students can apply for funding through the Joint Program Office (at MIT); in this case, the proposed budget must be split between the supervisor or other grand funding and the JP Office.

Community Support and Mental Health Resources

Assistance in finding accommodations, moving expenses/assistance

- [WHOI Campus Housing](#)
 - WHOI Housing Coordinator: housing@whoi.edu; 508.289.2971
- Housing email list
- Community resources
 - [WHOI community housing](#)

Services at WHOI

- Diversity officer eeo@whoi.edu; 508.289.2705
- Counseling and psychological services: KGA
https://my.kgalifeservices.com/?org_code=whoi

Events calendars and mailing lists

- WHOI Mailing Lists
 - Kids
 - Pilates

Activities

- Local clubs:
 - Falmouth Chorale: <https://falmouthchorale.org/sing-with-us>
 - Falmouth Soccer Club: <https://www.falmouthsc.org/>
 - Volleyball
 - Cape Cod Curling Club: <https://capecodcurling.org/>



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- Summer softball - held at softball field behind Clark Laboratory on Quissett Campus
- Woods Hole Folk and Contra Dancing Facebook group: <https://www.facebook.com/groups/876169475813486>
- Falmouth Ice Arena: <http://www.falmouthicearena.com/>
- Falmouth Running Club: <https://www.falmouthtrackclub.org/>
- Fabulous Falmouth facebook group: <https://www.facebook.com/groups/551238374979126>
- Tunes at Noon in the summer: <https://www.whoi.edu/event/tunes-at-noon/>
- Groups for new mothers of color, hospital group?
- Volunteer at Falmouth Bike Lab: <http://www.falmouthbikelab.org/>
- Religious/spiritual organizations
 - Falmouth Jewish Congregation: <https://www.falmouthjewish.org/>
 - Heritage Christian Church: <https://www.hcconcapecod.com/>
 - UU Falmouth: <https://uuffm.org/>
- Hobbies they were previously involved in
 - Please let us know if there are hobbies that aren't listed that you'd like local recommendations for.

Cohors, organizations, and social clubs with common identities and/or interests

- Diversity Advisory Committee: <https://www.woodsholediversity.org/>
- Social Justice Book Club: <https://woodsholepubliclibrary.org/events/event/social-justice-book-group-6/>
- GLOW (Gays, Lesbians, and Others in Woods Hole): <https://website.whoi.edu/glow/>
- NAACP Cape Cod: <http://www.capecodnaacp.com/>
- Cape Cod Pride: <https://www.capecodpride.org/>
- Engage Falmouth: <https://engagefalmouth.org/>
- No Place For Hate Falmouth: <http://www.npfhfalmouth.org/>
- Racial Justice Falmouth Facebook group: <https://www.facebook.com/RacialJusticeFalmouth>
- Affirmative Action Committee: <https://www.falmouthma.gov/456/Affirmative-Action>
- 500 Women Scientists Falmouth

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Businesses or other needs

- Doctors: Bourne Primary Care:
<https://www.capecodhealth.org/locations/profile/bourne-primary-care/>
- Dentists: Barnstable Dental Associates:
<https://www.barnstabledental.com/meet-our-dentists>
- WHOI outdoor facilities list:
<https://www.whoi.edu/what-we-do/educate/student-life/student-life-campus/studentlife-health-fitness/>
- Gyms:
https://www.yelp.com/search?cflt=gyms&find_loc=Falmouth%2C+MA
- Shining Sea Bikeway: <https://www.trailink.com/trail/shining-sea-bikeway/>
- Beebe Woods:
<https://www.highfieldhallandgardens.org/wp-content/uploads/BeebeWoods-Trail-Map.pdf>
- Goodwill Park:
<https://www.savebuzzardsbay.org/places-to-go/goodwill-park/>

Work and vacation expectations

For employees, vacation time is accrued each pay period. Vacation allowance varies by salary. Students are allotted 2 weeks of vacation per year, in addition to WHOI/MIT holidays.

Full-time employees are expected to work 40 hours/week, overtime is rarely required unless at sea. Students are expected to work approximately 50 hours/week (according to the student handbook).

Skillset Support Resources

- Skills or experiences that are helpful for work/coursework
 - Driving
 - Outdoor activities
 - Fish dissection
 - Plankton processing
 - Boating
- Useful coding languages
 - R
 - MatLab (WHOI provides free MatLab software)