

Shoals Undergraduate Research Group Manual

Introduction

Shoals Marine Laboratory (SML) operates a seasonal field station on 95-acre Appledore Island in the Isles of Shoals, an isolated cluster of islands six miles off the Maine and New Hampshire coasts. SML is jointly operated by Cornell University and the University of New Hampshire.

Appledore Island is ideal for fieldwork. The surrounding waters are clean and cold, the tidal range is large, and marine and terrestrial organisms are abundant and diverse. SML's primary mission is marine science education and research experiences for undergraduates and high school students. We also offer non-credit, adult and family education programs. Appledore has no town or permanent residents. Our 18-building facility is located in the center of the island; four private cottages exist on the island's south side. SML generates its own power and operates its own water systems. SML uses the R/V *John M. Kingsbury* and R/V *John B. Heiser* for teaching, research, and to transport passengers and supplies. The R/V *Storm Petrel*, R/V *Acipenser*, several inflatables and two sailboats round out SML's fleet of vessels.

Undergraduate Research Program at the Shoals Marine Laboratory

As an undergraduate researcher, you will spend more time on the island than students and therefore, will be viewed differently by faculty, staff, and students. This manual supplements a few other documents that require your reading and understanding:

- 1) [The Appledore Island Handbook](#)
- 2) [SML Data Management Policy](#)
- 3) Quick Look Report (last page of this manual)

SML staff are committed to helping you get the most out of your research and look forward to welcoming you as part of the Appledore Island community. Following the guidelines below will help your program run smoothly. At any time, if you have questions or concerns that are not answered or met elsewhere, you can contact the Associate Director (shoals.lab@unh.edu, 603-964-9011 Island Office). The Island Coordinator (603-964-9011) also can provide assistance when necessary.

Guiding Principle for Undergraduate Researchers

The difference between being a student in a course at Shoals Marine Laboratory and being an undergraduate researcher at SML is that as a researcher, you will have much more responsibility than you had as a student. You will be considered by faculty as part of the research community and by students as a model of appropriate behavior. Your work will be a

part of your legacy at Shoals, in that it will form the latest entry in the long-term database assembled by the Lab. As an SML researcher, you will be expected to present short summaries of your research to various classes, visiting user groups, and the general public. Above all, you must be professional in attitude and demeanor and remember that you and your research represent the essence of the Shoals Marine Laboratory. Please keep these thoughts and responsibilities in mind as you conduct your research.

General Logistics

1. An acceptance package will be emailed to you in the spring. This package includes forms to complete and return to SML before your program begins. The package will confirm your start date, and when/where you should meet the vessel to Appledore Island. For travel information, please visit: <http://www.shoalsmarinelaboratory.org/getting-shoals> or call the SML Office (603) 862-5346.
2. On the first day of your program, an SML staff member will meet you at the Appledore Island dock, direct you to your housing assignment, and provide additional information about your stay on Appledore.
3. Housing will be in a shared dorm room with 1 to 3 roommates. Housing arrangements are carefully decided to meet island needs. If you have questions or concerns about your housing, please see the Island Coordinator.
4. The Associate Director will work with you and your mentor to help you realize your research goals while on island, supplementary to the guidance you will receive from your mentors.
5. If you need small boat time, you must coordinate and PLAN AHEAD with the Associate Director (who will then work with SML Captains). Bear in mind, that use of small boats and radio requires instruction and check-out by one of the Captains. Diving operations will require additional certifications (contact Mike Rosen or the Associate Director).
6. Do not wander through the gull colonies around the island without checking first with Dr. Julie Ellis (if on island), the Associate Director, or someone in the banding station (if on island). Some areas are sensitive to disturbance and avoiding these areas is crucial to maintaining a good relationship with seabird researchers on the island.
7. Let someone in the island office know if you are taking a walk (either for research or recreation) far from the center campus of the island. A buddy also is mandatory for these excursions. If you will be near the water's edge, you must carry a radio, throw bag, and wear PFDs. In this situation, always remember the cardinal rules of exploring the intertidal: never turn your back on the ocean and keep a sharp eye out for swells/waves that can sweep you out to sea. Use good judgment with respect to footwear: water shoes are appropriate for intertidal work, but sandals/flip flops are never appropriate when walking in the intertidal, on vessels, or away from the center campus.
8. The SML drug/alcohol policy is clearly stated in the Code of Conduct of Shoals Marine Laboratory and The Appledore Island Handbook. Please read and understand both documents. Violation of this policy will lead to immediate termination of your researcher status. For students aged 21 years or older, please note that alcohol may not be consumed in any residence hall under any circumstances or in the presence of anyone under 21 years old! In essence, undergraduate researchers who are 21 years or older may consume alcohol *only* in K-house when invited by, and in the presence of, faculty/mentors/Director.

9. Undergraduate researchers will reside in quarters separated from general students. Please be considerate of your neighbors (for example, if you would like to watch movies, ask others first). In general, the period from 10 p.m. to 7 a.m. is 'quiet time' on Appledore. At any time, others may be sleeping so keeping sound at a low level in your living area is expected. Academic buildings and the Commons are available at all hours, but again, please observe quiet time from 10 pm to 7 am. Loud parties that can be heard from outside your quarters are not permitted at any time.
10. You are responsible for keeping your room and common hallways/bathrooms clean and tidy. Sunday morning, before brunch, you and your fellow dorm-mates are expected to sweep, collect trash/recycling, and wipe down the bathrooms together. Please locate an SML staff member if you need cleaning supplies, more toilet paper, etc.
11. Island Staff reside in Bartels Hall, and Faculty reside in 3rd Floor Founders. Both of these areas are off limits for all undergraduate researchers at all times, except in case of emergency. Similarly, the Director and occasional faculty/seminar speaker/special guests reside in K-house and access is by invitation only.

Undergraduate Researcher Privileges

1. Laundry: Researchers may use the washer/dryer in Bartels basement ONCE a week, but may not enter any other areas of Bartels Hall. Laundry privileges may be suspended if the island's freshwater resources are running low.
2. Kitchen: Researchers may be allowed to make/obtain snacks in the Kitchen after hours if given permission by the Head Chef and clean-up is mandatory. Researchers should not participate in kitchen clean-up with work-study students after scheduled meals unless invited to do so by an SML staff member.
3. Laundry and kitchen privileges apply only while you are in Undergraduate Researcher status; both are cancelled if/when you join a SML class as a student.
4. Travel: If you need to go to the mainland for any reason, you should:
 - a. Contact your mentor, then the Associate Director to obtain permission.
 - b. Sign up for vessel space with the Island Coordinator (603-964-9011).
 - c. You may travel on any vessel to or from the mainland at no charge on a space-available basis as long as you are listed on the passenger manifest.
5. Guest policy: SML is an isolated educational facility where space and resources are limited. Appledore's lodging and dining facilities can only accommodate program participants and staff. Any undergraduate researchers living on the island more than 4 weeks may have day visitors, subject to the following:
 - a. Clear plans are made and permission for a day visitor is approved by your mentor and the associate director.
 - b. Sign up in advance for boat travel with the Island Coordinator. Guests must ride on already-scheduled SML trips, no special/private trips may be arranged. The boat calendar is on the white board in the Hamilton Office.
 - c. The roundtrip boat fee for each guest = \$66/person. If your guests wish to stay for lunch, the dining fee = \$20/person. Payment must be received on the date of the visit, and credit card (MC, VISA, AmEx) is preferred.
 - d. Visitors must arrive and depart the same day and leave pets at home; no overnight guests are permitted.

Undergraduate Researcher Laboratory Guidelines

SML provides laboratory and work space for all Undergraduate Researchers. It is your responsibility to keep your laboratory space organized and tidy at all times. SML staff may bring visiting groups to tour the undergraduate researcher labs, and they should look professional!

At the end of your program, you are responsible for fully cleaning your laboratory space. Any supplies you brought to Appledore should be disposed of (if trash or recycling) or brought off-island with you. If you have questions about lab clean-up at the end of your program, talk to the Lab Coordinator and the Associate Director.

Mental Health

Shoals Marine Laboratory cares about you and your well-being. Everyone on Appledore Island should feel safe, comfortable, welcome, and included at all times. If you experience unusual personal or academic stress during the course or need to talk with someone about a personal problem, seek support from SML staff who are available for consultation 24/7. Find staff in the office in the Hamilton House between 8am – 7pm or knock on the door of Bartels Hall after hours. The Island Coordinator can be reached by calling (603) 964-9011.

All SML Undergraduate Researchers are required to submit this 'Quick Look Report' before departure from Appledore Island at the end of the program. You can copy & paste the text below into another word document to complete. Submit to The Associate Director, shoals.lab@unh.edu.

Shoals Marine Laboratory Researchers Quick Look Report

1. Research Project Title:
2. Period of Performance (dates):
3. Principle Investigator(s)/Institution:
4. Accomplishments, Preliminary Results and their significance/relevance to the attainment of your research goals:
5. Plans for use of these data, including practical applications (if applicable) and plans for publications (potential journals and expected date of submission):
6. New research topics/questions/directions identified during your time at the Shoals Marine Laboratory:
7. Comments and suggestions:

Submitted by:

Date Submitted:

Accepted by: