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The central office is accessible from 8:00 a.m. to 4:30 p.m. on Monday thru Friday. During this time LUMCON staff will be available for questions, help and money transactions, such as purchase of postage stamps and souvenirs. You may also give the receptionist your outgoing mail.

Outside of the above hours, LUMCON has a security guard on duty to ensure the safety of visitors and to enforce policies of the facilities.
ACCOMMODATIONS

HOUSING
The dormitories are arranged so that females are assigned to one dormitory wing and males are assigned to the other dormitory wing. Each dorm room has beds for 2-4 visitors, and is equipped with a telephone, two desks, lamps and two closets. All dormitory rooms share a bathroom with the adjacent room.

There is not sufficient space for each visitor to bring large items such as refrigerators or televisions. However, we do have a visitor's lounge with a fully equipped kitchen, dining area, and television. LUMCON also has an on site washer and dryer for dorm residents' use.

LUMCON also has two handicap access dormitory rooms.

MEALS
Meals are provided to visiting groups of 10 or more by advanced request of the instructor/leader. Summer students are provided 3 meals a day, starting from breakfast on Monday through lunch on Friday. Meals typically follow the schedule below:

<table>
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<tr>
<th>Time</th>
<th>Meal</th>
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<tr>
<td>7:00 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Dinner</td>
</tr>
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</table>

If your group is the only visiting group at the time, you can change the meal times. When your group/class has a field day, bag lunches can be provided when requested. If an individual is going to miss a meal, please let the kitchen staff know ahead of time so they don't wait for you.

PHONE SERVICE
Each dorm room is equipped with a telephone. The instructions for use are located in the dorm rooms. If you need to make a phone call home, remember to bring a phone card with you. LUMCON does not pay for student long distance charges. Cell phone reception is better outside of the building.

MAIL
Out going mail should be given to the receptionist at the front desk. An incoming mailbox for summer students is located in the lower right-hand corner box in room 200, which is across the hall from the library. Our mailing address is 8124 Highway 56, Chauvin, LA 70344.

COMPUTER ACCESS/CAPABILITIES
The computer room has ten desktop workstations and two laptop workstations for visitors. The building is also equipped with wireless access in the dorm rooms and other areas of the building.

RECREATION
volleyball, basketball,
board games,
horseshoes, ping pong, cards, fishing
LUMCON PERSONNEL
(Order of listing *roughly* reflects who you should approach first; depending on the nature of the question or problem.)

**EDUCATION/ FIELDTRIP PLANNING**
- K-12 and Teacher
  - Murt Conover
  - Leandra Dardene
  - Hannah Sarver
  - Mary Caraveo

**KITCHEN STAFF**
- Dorothy Ladd
- Sylvia Arceneaux

**RECEPTIONIST**
- Cindy Sevin

**IT DEPARTMENT**
- Holly Hebert
- Bruce Benoit
- Jason Weick

**LIBRARY**
- John Connover
- Shanna Duhon

**SECURITY GUARDS**
- Kenneth LeCompte
  - Matt Lirette
  - Bruce Parker
  - Ivy Boudreaux

**MARINE CENTER SUPERINTENDENT**
- Shane Praetorius

**EXECUTIVE DIRECTOR**
- Dr. Nancy Rabalais
WHAT TO BRING WITH YOU
(* items that do not apply to K-12 visiting groups)

**Clothing and Personal Products**
- Appropriate clothes for hot or cold weather, insects, rain
- Laundry soap*
- Personal hygiene products
- Prescription medication
- Non-prescription medication you may want for headache, insect bites, sunburn, seasickness, and allergies
- Alarm clock

**Field Gear**
- Old clothing
- Closed-toe shoes that can get muddy
- Backpack*
- Rain gear
- Long sleeves (for sun and insect protection and cool boat rides)
- Sunscreen
- Insect repellent
- Diluted Skin-So-Soft in a spray bottle for biting gnats
- Hat
- Sunglasses
- Binoculars (optional)
- Camera-optional (35 mm required for photo class)

**Education Supplies**
- Notebook
- Pencils/pens
- Electronic storage media (CD, flash drive)*
- Field guides (optional)
- Laptop computer (optional)*
FACILITIES POLICIES

This document defines policies regarding the use of LUMCON’s research, education and housing facilities. LUMCON’s objective is to do everything possible to encourage and facilitate maximum use of its facilities. These policies will help ensure appropriate use.

Housekeeping
- Linens (a blanket, bed linens, wash cloths and bath towels) are available for your use while at LUMCON. These are included in the cost of the room.
- Residents are required to do their own daily housekeeping. Cleaning supplies are available in the lounge. LUMCON personnel will clean rooms when there is a turnover of residents.
- Users of the lounge are required to keep the area clean. Please do not leave food lying around at any time. Please be considerate; the lounge is used by other people. Those who fail to keep the lounge clean will lose the privilege of future use.
- Occupants will be required to sign a liability agreement covering damages occasioned by malicious or negligent action on the part of themselves, family members, and guests.

Meals and cooking
Cafeteria meals are usually available during heavy occupancy. Dormitory users may cook in the lounge, which contains cooking and eating utensils.
Apartments are stocked with necessary cooking and eating utensils. Reserved meals may be cancelled a minimum of 72 hours prior to arrival with no charge. All cancellations afterwards will be charged the regular meal rates.

Washers and Dryers
Clothes washers and dryers in the laundry rooms under the Pontchartrain dormitory wing are available to dorm and apartment residents. The use of these machines is limited to items for which they are designed (clothing, towels, sheets, etc.), but NOT wet, muddy shoes. Shoes should be placed on your room balcony to dry. Individuals using them for other inappropriate purposes will be held personally responsible for resulting damages.

Smoking
LUMCON is a smoke free facility. Smoking is prohibited in all areas of the building, dormitories, cafeteria, student lounge, labs, offices and recreation rooms. Smoking is also prohibited in all LUMCON vehicles and vessels. Designated smoking areas are outside the building or on the balconies.

Firearms
Possession of firearms on Marine Center property is prohibited.

Pets
No pets allowed.

Children
Children must be under the supervision of a responsible adult at all times while on Marine Center premises.
FACILITIES POLICIES (continued)

Insecticides
Application of insecticides should be done outside so as not to harm living organisms in the public areas and laboratories.

Food and Drink
Food and drink are prohibited in the auditorium and library and in any other rooms where posted.

Alcoholic Beverages
- The consumption and storage of alcoholic beverages is confined to dorms and apartments.
- The consumption of alcoholic beverages in LUMCON public areas is prohibited unless authorized with a permit for special events by the Executive Director.
- Security personnel are instructed to enforce regulations regarding the consumption of alcoholic beverages.
- The privilege will be suspended at any time if unruly behavior results from the consumption of these beverages.
- Abuse of alcoholic beverages, consumption of alcohol by minors (under 21), unauthorized use of controlled substance, or possession of illegal drugs will result in expulsion from the Marine Center.

Noise
- The LUMCON Marine Center is a facility for education and research in the marine sciences. Visitors are asked to be aware at all times that this is an institution of higher education where people are teaching, studying and conducting scientific research at all times of the day and night.
- It is requested that all visitors recognize quiet hours between 10:00 PM and 6:00 AM daily.

Tower
No one is allowed in the observation tower after dark or before sunrise.

Checking Out
- Pile all linens and towels on the floor in the middle of the room.
- Clean and put away dishes in the lounge or apartments. You will be charged a **$25 clean-up fee** if the lounge, dorm, or apartment is left in total disarray.
- Return room keys to the receptionist or the security guard.
- A **$10.00 fee** will be charged for each room key not returned.

Payment of Fees
- Fees are due at the time the visitor(s) receives an invoice.
- Fees can be paid in person or through the mail in the form of cash, check, or money order. We are unable to accept payment in the form of credit or debit cards.

School groups and visiting scientists
- If fees are not paid in full after receiving an official LUMCON billing invoice in the mail, the responsible party for that group or person will not be allowed to schedule another field trip, dorm accommodation, meal, vessel, or personnel time at LUMCON.
LIBRARY INFORMATION AND POLICIES

Hours:
Reference, professional assistance 8:00-4:30 Monday-Friday. Open 24 hrs.

Materials:
Many formats are available including journals, newsletters, books, technical reports, maps and charts, reprints and proceedings. Some indices, databases and bibliographies are available for access to the holdings. The Librarian welcomes requests for assistance. You may access LUMCON’s library at www.lumcon.edu

Circulation:
Books: Fill out a card at the circulation desk. Three weeks is the usual time limit. Items may be renewed for an additional three weeks, but will be subject to recall. Interlibrary loan service is available for faculty. The patron must pay all interlibrary loan charges.

Reserve items, reference materials, and journals: These materials remain in the library, but photocopies are available at $.05/page.

All materials must be checked out before removal from the library, no matter the length of time. Fill out a card at the circulation desk. Library materials can be placed on reserve for summer classes. List of items to be placed on reserve should be provided to the librarian as soon as possible.

CD-ROMs:
These remain in the Library, but citations may be downloaded (PC only).

Book Returns:
Please leave all items for return on the circulation counter or carts.

FOOD & DRINKS are NOT allowed in the Library. 
*Staff and security guards will enforce this regulation.*
COMPUTER LAB AND WIRELESS USE POLICIES

In order to keep LUMCON’s systems running properly, the following computer policies must be adhered to. These rules are not meant to inhibit your work in any way, but rather to help us keep track of problems and keep the systems running efficiently. Using LUMCON’s network and computers is a privilege, and you will be held responsible for any irresponsible or illegal activities.

Personal Computers
LUMCON guests are welcomed to use their personal laptops on LUMCON’s network. LUMCON offers wireless access in most of the main facility and most of the dorms.
- If you wish to use a network adapter, you may use the laptop computer station in the computer room.
- You should have an anti-virus software running on your system before accessing network resources.

Computer Room
LUMCON’s Information and Technology Team maintains ten personal computers for the use of students and guests in the computer room.

To log on use the following:

Logon: lumconguest
Password: summerschool

- **No permanent storage is offered on these computers.** If you stored a file temporarily on a computer, it may be deleted and/or removed when the computer is rebooted.
- **Please do not delete any files** (or icons) on the computers that you did not create.
- **Do not install any software.** This includes shareware and programs downloaded from the web. If you need some software for your work, please let us know.
- **Do not change any systems settings on these computers.** This includes the desktop background, screen saver, etc. If you need something changed, see IT personnel and someone will assist you in getting your work done.
- **Report ALL errors to IT Personnel.** We would like to know of any problems with the systems. If an error occurs which you cannot explain, please let us know.

Thank you for helping us keep LUMCON’s network running smoothly. If you have any questions or comments, please contact the IT team via e-mail (infotech@lumcon.edu) or stop by the IT Specialist office adjacent to the Computer Room.
CANOES, SMALL BOATS, AND VEHICLE USE RULES

Canoes
1. Canoes are reserved through the Marine Education department or through Vessel Operations.
2. Taking a cell phone is highly recommended.
3. If you are not accompanied by an educator, let someone know that you are leaving and when you expect to return.
4. Coast Guard approved life vests must be worn at all times. The LUMCON life vests have a whistle attached.
5. No canoeing before dawn and after dark.
6. No standing in canoes, no screaming, no horseplay.
7. No disembarking onto the marsh without explicit permission from Marine Education.
8. Return equipment in clean and good condition.

Small Boats
1. Users must submit completed Authorization/History form (this form is used to acquire the Water Vessel Operators record from the Louisiana Department of Wildlife and Fisheries).
2. Users must show certification of having successfully completed Louisiana’s approved Boater Safety Course and sign an Acknowledgment of Responsibility form provided by the Department of Wildlife and Fisheries, which will be held on file.
   - The Louisiana Boating Safety course and certification can be acquired on line at [www.boat-ed.com/la/index.htm](http://www.boat-ed.com/la/index.htm).
3. Users must be checked-out and approved by the Marine Operations Department to operate any LUMCON small boat.
4. No smoking or alcohol allowed on any LUMCON small boats.
5. Small boat use and operators must be requested and scheduled through the marine vessel operations office (scientific research) or through the University Education Coordinator (university field trips). Anyone using LUMCON small vessels at an unscheduled time or for non-scientific or educational purposes will be charged an extra day of fees and will not be allowed to operate LUMCON small boats in the future.

LUMCON vehicles
1. Drivers of state vehicles cannot drive (or use their personal vehicles for state business) until an agency review of their driving history has been accomplished and a written authorization is signed by the Executive Director or designee. Other authorizations from state agencies or universities to drive state vehicles will be accepted.
2. No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having in his/her possession a valid driver’s license.
3. All mileage shall be recorded on the vehicle log sheets at the end of each trip.
4. Prior to returning to LUMCON, if the vehicle has half a tank of fuel or less, fill it up.
5. Remember to buckle up your seat belt at all times – it is state law.
6. Remove all your belongings, equipment, supplies and trash from vehicle when you return to LUMCON.
7. KEEP THE VEHICLE CLEAN FOR THE NEXT USER. IT COULD BE YOU.
R/V ACADIANA POLICIES

General Guidelines:
- All must wear close-toed shoes
- Only put small amounts of toilet paper and human waste into the Head (toilet). There's only one on board and you would not want it to break.
- If someone falls overboard, throw them a life ring, yell "man overboard," and keep your eyes on them at all times. Let someone else know so that they can inform the Captain.

Educational excursions
- No running while on board
- The top deck above the cabin is off limits
- Do not lean over railings
- Do not use chain railings for support
- Always have a buddy
- No smoking
- When trawling a safety chain is put up across the back deck, do not cross this chain.

RECREATIONAL FISHING POLICIES

1. Angling, cast netting, and crabbing for other than legitimate scientific purposes is prohibited in the front and back ponds and along the Marine Center bulkhead from the fence adjacent to the maintenance building to the end of the bulkhead line west; from the central pier. Fishing activities are only allowed near the pump house area.

2. Privately owned small boats may be docked at the Marine Center for short periods. Boat launching is limited to 1) vessels engaged in legitimate research or educational activities, 2) vessels operated by other governmental agencies and 3) recreational vessels operated by LUMCON employees and bona fide visiting faculty and students, provided that such usage (including trailer storage) does not interfere with mission-oriented activities and is safely executed.

3. If you are cleaning fish on LUMCON property, all trash and debris must be disposed of properly (dumpster). The fishing areas and cleaning areas must be left clean so that normal working activities are not affected.

4. If you need to wash your boat at LUMCON, do so in front of the Maintenance Building on the blacktop pad, not under the building.

5. All State Fishing Regulations must be adhered to. It is the responsibility of the resident visitor to observe all regulations.

6. For Louisiana fishing regulations and license information please visit the Louisiana Department of Wildlife and Fisheries website for more information.
http://www.wlf.louisiana.gov

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K-12 SPECIFICS

The policies below are specific to K-12. K-12 groups in residence at LUMCON have both scheduled sessions and free time. During education sessions, students, teachers and chaperones work with LUMCON educators. Outside of these sessions, students may not roam LUMCON unsupervised or use LUMCON equipment (except for games). Outside, they may fish (subject to rules p. 7), walk the boardwalks, or play volleyball or basketball. Inside, they may view the research area (remaining quiet, staying in tiled areas, and leaving when the facility closes), or stay in the dormitory, lounge, or cafeteria. They must remain under adult supervision at all times and in all locations. All teachers and chaperones are responsible for supervising their students at all times while at LUMCON. No adult may leave a group unsupervised without consulting an educator.

Education Session Schedule
Morning: 8:00-12:00  Afternoon: 1:00-5:00  Evening: 6:45-8:30

This is the default schedule. Communicate with your educator if you would like to change this. Meet the educator in the cafeteria at the time listed for the beginning of each education session. All students must be dressed appropriately and ready to participate (with notebooks, raingear, jackets, sunscreen, etc).

Rules

- The group leader and the minimum number of chaperones required for the group must remain at LUMCON for the duration of the entire field trip.
- Groups will be charged a cleaning fee for rooms left unusually messy, and furniture being moved. Breakage of nets, canoes, life vests or other Marine Ed equipment due to poor behavior or negligence on the part of participants will also incur a fee.
- Groups may not use education space or equipment outside of Education Sessions without expressed permission of the educator.
- Participants must wear closed-toe shoes for all sessions outdoors. Shoes must be sturdy and laced securely so they remain on feet (no Crocs).
- No electronic equipment, i.e. cell phones, MP3 players, PSPs, etc., is allowed at Education Sessions.
- Do not make telephone calls between rooms. If they are not answered on the second ring, the call transfers to the security guard. The security guard will remove phones from rooms if he must answer phones more than twice.
- Do not collect ANY reptiles, birds or other animals that might be dangerous.
- Do not harass wildlife.
- The facility is closed from 6:00pm – 7:00am. During those hours, no one may go into the research wing (anywhere beyond the cafeteria). The exception to this rule is observation of sunrise in the Tower. At least one adult must accompany students to ensure safety and quiet; inform the security guard on duty.
- Quiet Hours for K-12 groups are 10:00pm – 6:00am, unless the group leader requests a change from the educator.
- Educators are authorized to cancel any activity at any time because of poor behavior by students or chaperones.

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UNIVERSITY PROGRAM SPECIFICS

LUMCON’s University Education program supports the university community by providing lodging, meals, lab and classroom space, technology, vessels, and/or quality educators while visiting the DeFelice Marine Center. University field trips do not have to be accompanied by a marine educator if the instructor complies with the small boat user criteria.

Field Trips

Field Excursions
- All participants are asked to wear closed-toed shoes and to dress appropriately for all outdoor activities. Most activities require getting wet, muddy, slimy, or scaly.
- Please turn off cell phones, MP3 players, etc. when in the field accompanied by an educator.

Facilities
- If you need lab or classroom space, supplies, or equipment please contact Nicole Cotten.

Visiting Scientists

Lab space
- If you need lab space to prepare, work-up, or analyze samples, you must formally request with the receptionist the needed space.

Equipment
- LUMCON does have equipment available for visiting scientist use, i.e. drying oven, plant dryer, dissecting and compound microscopes, etc.

Summer Students

Billing
- Room, board and course fees should be paid in full prior to arriving at LUMCON for a course.
- If your check bounces, your grade will be withheld and reported as an incomplete until fees are paid in full.
- If you need to stay an extra night after your course is over, you must get approval from the receptionist and pay for the extra night ($12.00).

Library
- Grades are withheld and reported as an incomplete if checked out library items are not returned.

Registration
- You do not receive credit for a course unless you have registered and paid tuition to your home university or college.

Interns
- Stipends are paid bi-weekly during the course of your internship.
- Travel is arranged and covered by the REU internship program
- You are required to submit a presentation and research paper at the end of your 10 week internship program.
DRIVING DIRECTIONS TO LUMCON

From New Orleans and points east (2 hr)  
I-10 to I-310 South to Houma

From Baton Rouge and points north (3 hr)  
I-10 E to I-310 Exit: Boutte, Houma

Drive approximately 11 miles on I-310 to US 90 west. I-310 ends in a fork with the exit for Highway 90 west (Boutte/Houma) on the right side of the fork. When you get to the end of the off ramp you will merge right onto US 90 west.

Drive 24 miles.

Take Houma exit 210 (LA 182). [[Do not take exit #182.]]

Take the off ramp to the right and turn left to the west on LA 182.

Drive to the first traffic light, and turn left to the south onto LA 3087.

Follow LA 3087 as it curves to the right and becomes Prospect. Go through 2 signal lights (Bayou Blue and Lower Coteau Rd), and then cross the Intracoastal bridge.

Go through 1 traffic light, you will see a McDonald’s and CVS pharmacy on the left, Take a left at the next traffic light (you will not be able to go straight because of a bridge construction project); you are now on Park Ave.

Drive and take a right on the next bridge to cross Bayou Terrebonne (4-5 miles)

Continue straight to cross another bridge and at the traffic light

Turn left onto Hwy 24.

From Houma

Continue south on Hwy 24 until it becomes Hwy 56 and continue directly south and straight through Chauvin and to Cocodrie. [[Do not turn left to follow Hwy 24 at the traffic light at the Casino.]]

After about 25 miles you will be in Cocodrie. LUMCON is on the right about ¼ of a mile from the end of the road. Can’t miss it, tall observation tower. (Looks like an airport.)

From Lafayette and points west (3 hr)

From I-10 (both eastbound and westbound) take exit 103A to merge onto US HWY 167 South. This is SE Evangeline Throughway which is joined by US Hwy 90 eastbound in just a few blocks. From here, continue on US Hwy 90 eastbound to the Hwy 24 exit which is the second Houma exit from the west (Exit 202).

Continue south on Hwy 24 as From Houma above.

From Shreveport or Alexandria and points north

Drive south on I-49 until you reach Hwy 90 in Lafayette to Morgan City and southeast on Hwy 90 to Houma.

Take the Hwy 24 exit south, which is the second Houma exit from the west (Exit 202).

Continue south on Hwy 24 as From Houma above.