

Chemistry-Biology Interface Program

Graduate Student Handbook

2016 – 2017

Johns Hopkins University
Baltimore, Maryland 21218

www.cbi.jhu.edu

The Department, of necessity, reserves the right to change without notice the programs, policies, requirements, and regulations in this handbook.

The Johns Hopkins University admits students of any race, color, gender, religion, age, national or ethnic origin, disability, marital or veteran status to all of the rights, privileges, programs, benefits and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital or veteran status in any program or activity, including the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other university administered programs or in employment. Accordingly, the university does not take into consideration personal factors that are irrelevant to the program involved. Questions regarding access to programs following Title VI, Title IX and Section 504 should be referred to the Office of Equal Opportunity and Affirmative Action Programs, N-710 Wyman Park Building, Homewood Campus, 410-516-8075, TTY 410-516-6225.

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IMPORTANT DATES FOR THE 2016-2017 ACADEMIC YEAR

Orientation Activities

Wednesday, August 17, 2016 9:00 a.m.	CBI Advising Meeting – Individual Appointments	Remsen 300 (Homewood)
Saturday, August 20, 2016 7:00 p.m.	CBI Welcome Party	Rick Hooy's Apartment
Wednesday, August 24, 2016 2:00 – 4:30 p.m.	Mandatory Orientation New Grads	Shriver Hall (Homewood)
Thursday, August 25, 2016 9:00 a.m. – 12:00 p.m. 12:30 – 2:30 p.m.	Mandatory Orientation New Grads Welcome Picnic	Shriver Hall (Homewood) Shriver Hall (Homewood)
Tuesday, August 30, 2016 8:30 a.m. – 1:00 p.m.	Mandatory TA Orientation (2 nd years only)	Hodson Hall (Homewood)
Saturday, September 24, 2016 9:00 a.m. – 4:00 p.m.	CBI Annual Retreat	Conference Center at Sheppard Pratt
Prior to Laboratory Work	Mandatory On-Line Safety Course	See Handbook

Rotation Schedule

August 25, 2016	Rotation 1 Choices Due
September 1, 2016	Rotation 1 Begins
November 16, 2016	Rotation 2 Choices Due
November 16, 2016	Rotation 1 Abstracts Due
November 18, 2016	Rotation 1 Talks
November 28, 2016	Rotation 2 Begins
February 15, 2017	Rotation 3 Choices Due
February 17, 2017	Rotation 2 Abstracts Due
February 20, 2017	Rotation 2 Talks
February 27, 2017	Rotation 3 Begins
May 19, 2017	Rotation 3 Abstracts Due
May 22, 2017	Rotation 3 Talks
May 24, 2017	Advisor Choice Due

Academic Calendar 2016-2017

Fall 2016

Monday, August 22	Classes Begin, SOM
Thursday, September 1	Classes Begin, Homewood and 1 st Term BSPH
Monday, September 5	Labor Day – Classes suspended (All Campuses)
Friday, October 21 – Sunday, October 23	Fall Break – Classes suspended, Homewood
Wednesday, October 26	Last day of classes, 1 st Term BSPH
Thursday, October 27	Classes Begin, 2 nd Term BSPH
Monday, November 21 – Sunday, November 27	Thanksgiving vacation, Homewood
Thursday, November 24 – Sunday, November 27	Thanksgiving vacation, BSPH and SOM
Friday, December 9	Last day of classes, Homewood
Saturday, December 10 – Monday, December 12	Reading Period, Homewood
Tuesday, December 13 – Thursday, December 22	Final exam period, Homewood
Thursday, December 22	Last day of classes, 2 nd Term BSPH
Friday, December 23 – Sunday, January 8	Mid-year vacation, Homewood

Winter/Intercession

Saturday, December 17 – Monday, January 2	Winter Break, SOM
Monday, January 9 – Friday, January 20	Intercession, BSPH; Continue Rotation 2
Monday, January 9 – Friday, January 27	Intercession, Homewood; Continue Rotation 2

Spring 2017

Tuesday, January 3	Classes Begin (SOM)
Monday, January 16	Observance of MLK birthday – No classes (All Campuses)
Monday, January 23	Classes Begin, 3 rd Term BSPH
Monday, January 30	First day of classes, Homewood
Friday, March 17	Last day of classes, 3 rd Term BSPH
Monday, March 20 – Sunday, March 26	Spring Vacation, Homewood
Monday, March 27	Classes Begin, 4 th Term BSPH
Friday, May 5	Last day of classes, Homewood and SOM
Saturday, May 6 – Tuesday, May 9	Reading period, Homewood
Wednesday, May 10 – Thursday, May 18	Final exam period, Homewood
Friday, May 19	Last day of classes, 4 th Term BSPH
Wednesday, May 24	University Commencement

I. GRADUATE BOARDS

Graduate Board Exams may be held throughout the academic year. They must be scheduled with the Graduate Board a minimum of three weeks in advance. The exam must be completed and the department certification, reader's letters, and dissertation must be submitted by the following deadlines for the student to go before the Graduate Board for approval. **Within the academic term indicated, no materials will be accepted, or considered complete, after the date indicated.**

Summer Schedule:

July 1, 2016 Completion of Final Graduate Board Oral Exams for Summer Meeting

July 22, 2016 All materials must be submitted to Graduate Board by **4:00pm**
Dissertations submitted electronically to the Library by **4:00 pm**

Fall Schedule:

Oct 7, 2016 Completion of Final Graduate Board Oral Exams for Fall Meeting

Oct 28, 2016 All Materials must be submitted to the Graduate Board by **4:00pm**
Dissertations submitted electronically to the Library by **4:00pm**
Fall 2016 Grace Period Deadline: October 28, 2016

Spring Schedule:

TBD Completion of Final Graduate Board Oral Exams for Spring Meeting

TBD All materials must be submitted to the Graduate Board by **4:00pm**
Dissertations submitted electronically to the Library by **4:00pm**
Spring 2017 Grace Period Deadline: TBD

Please Note – When a student's degree requirement materials are received after the deadlines listed above, that student will be put on the next semester's degree completion list. The deadlines are also posted on the Graduate Board website - <http://homewoodgrad.jhu.edu/academics/graduate-board/deadlines/>. For the 2016-2017 academic year, the degree conferral dates are August 26 and December 30 (Spring is TBD). Students requiring confirmation that degree requirements have been completed (for employment or post-doctoral appointments) should contact the Graduate Board Office. Students should be prepared to provide contact and address information as the confirmation will be sent directly from the Graduate Board Office to establish authenticity. Requests can be emailed to Renee Eastwood at rseitz5@jhu.edu.

II. SAFETY TRAINING

Compliance to University and Departmental safety policies and procedures is mandatory. All incoming graduate students, as well as postdoctoral appointments and staff, are required to complete an on-line safety module and knowledge assessment. ***This is a mandatory requirement for first year graduate students.***

Utilizing Blackboard, there are several modules in the course. All questions in each module must be answered correctly before the next module will open. All first year graduate students must complete the course by September 30, 2016. All students assigned TA positions in a laboratory course must complete

the TA Safety Course and Knowledge Assessment as well by September 30. Graduate students may also be required to complete specialized safety training dependent upon their research group affiliation.

Logging On: The course log on is located at <http://blackboard.jhu.edu>. Your UserID is your assigned JHED ID (first initial, up to six characters of last name and a number). Your password is your JHED ID password. This program is coordinated by Rosalie Elder. She is available for questions by contacting rosalie@jhu.edu or 410-516-7432.

Radiation Training

Radiation safety training courses are offered at the Homewood Campus every fall. Also, monthly Radiation Safety Training is available at the JHMI downtown. These classes are available to all members of the Johns Hopkins Community. Attending these training lectures will indicate that you have completed the minimum Radiation Safety Training to use radioactive materials. Please contact our Homewood or East Baltimore campus office for more information.

Radiation Control Unit
2024 East Monument Street, Suite B-200
Baltimore, Maryland 21205-2223
Office: 410-955-3710

Homewood Campus
Radiation Safety Office
Mudd Hall
3400 Charles Street
Baltimore, MD 21218
Office: 410-516-7278 (Mina Razavi)
http://www.hopkinsmedicine.org/hse/radiation_safety/index.html

ANNUAL REVIEW OF SAFETY STANDARD OPERATING PROCEDURES

The CBI Program is committed to providing a safe environment for staff and students to perform the necessary laboratory procedures for completion of their research or education. A basic part of providing this environment is to ensure that everyone in the laboratory follows standard operating procedures (SOP) when working with specific chemical hazard classes.

The link below will direct you to a PDF document outlining standard operating procedures developed by the Johns Hopkins University Safety Office. **All graduate students, post docs, and lab staff are required to review these documents on an ANNUAL basis.**
<http://www.hopkinsmedicine.org/hse/guidance/G07.pdf>

To ensure compliance, once these documents have been reviewed, graduate students, post docs, and lab staff are required to submit an "acknowledgement form" by submitting the form found at:
<http://chemistry.jhu.edu/resources/safety/>

Certain research laboratories may have lab-specific SOPs. These lab-specific SOPs should also be reviewed on an annual basis. Please check the department website for updates throughout the year.

OFFICES RELATING TO GRADUATE STUDENTS - HOMEWOOD CAMPUS

GRADUATE ADMISSIONS AND ENROLLMENT OFFICE

Shriver Hall 28 - Ext. 6-8174 www.grad.jhu.edu

Applications for graduate study are processed through this office in conjunction with the department involved. Acceptance decisions are made by the department's Admissions Committee.

GRADUATE BOARD

<http://homewoodgrad.jhu.edu/academics/graduate-board/>

This office approves and coordinates Graduate Board Oral Examinations and assembles materials for Graduate Board Meetings including the required information on each student who is a candidate for a graduate degree.

OFFICE OF FINANCIAL AID

Garland Hall, Rm 146 - Ext. 6-8028 <http://finaid.johnshopkins.edu/grads.html>

University fellowships and loans for graduate students are handled by this office. The work-study program is also administered by this office.

CAREER PLANNING & DEVELOPMENT

Garland Hall, 3rd Fl - Ext. 6-8056 <http://studentaffairs.jhu.edu/careers/>

Offers services to graduate students who will be seeking employment in academic institutions, with the government, or with business and industry after receiving their degrees. All graduate students are eligible to use the services of this office.

REGISTRAR'S OFFICE

75 Garland Hall - Ext. 6-8080 <http://web.jhu.edu/registrar>

Registration, classification of students, etc.; permanent records of all graduate students

Transcripts - Ext. 6-7088

Veteran's Benefits and Selective Service matters - <http://web.jhu.edu/registrar/veterans>

OFFICE OF INTERNATIONAL SERVICES

358 Garland Hall - Ext. 6-1013 <http://ois.jhu.edu/>

All international students, fellows and visiting scholars, regardless of sponsorship, **are required upon arrival** to visit the Office of International Services to provide the necessary passport and visa information vital to the records of the university. Be prepared to present your passport and other pertinent travel documents. Please be aware that federal regulations governing international students and scholars have changed dramatically in recent years. In order to avoid severe penalties, international students and scholars must always maintain lawful status while present in the United States. Registration in the School of Arts and Sciences is not considered complete until non-citizen status has been documented by the Office of International Services.

Identification Number for Non-resident Alien Taxpayers

Effective January 7, 1997 all nonresident aliens will be required to have a valid social security number or Individual Taxpayer Identification Number (ITIN).

A social security number is required if the student is receiving a wage. An ITIN is required if the student is receiving a stipend, scholarship or insurance support. ITIN applications (Form W-7) are available in the **Office of Student Financial Services** and the **Chemistry Academic Office**.

Listed below are the addresses for the Social Security Office and the Internal Revenue Service:

<p><u>Social Security Office</u> Rotunda, 711 W. 40th Street, Suite 415 www.socialsecurity.gov</p>	<p><u>Internal Revenue Service</u> Fallon Federal Building, 1st Floor 31 Hopkins Plaza. http://www.irs.gov/</p>
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Questions can be directed to the Tax Office 443-997-8688

tax@jhu.edu

http://www.controller.jhu.edu/depts/tax/about_tax.html

GENERAL ACADEMIC INFORMATION

I. COURSES

Homewood Campus

Brief descriptions of advanced courses in all departments are given in the graduate and undergraduate catalog. Introductory courses are also described in the undergraduate catalog, which is available from the Registrar, lower level of Garland Hall and online at <http://web.jhu.edu/registrar/catalog>. The Registrar maintains a current list of course offerings for each semester - <http://web.jhu.edu/registrar/schedule/index.html>. A list of all courses offered in the department, as well as announcements of new or special topic courses are available in the main office.

East Baltimore Campus

Brief descriptions of advanced courses at the Johns Hopkins School of Medicine are provided in the academic catalog, which is available online at:

<http://www.hopkinsmedicine.org/som/students/academics/catalog/index.html>.

Brief descriptions of advanced courses at the Johns Hopkins Bloomberg School of Public Health are provided in the academic catalog, which is available online at: <http://www.jhsph.edu/courses>

These catalogs are sometimes out of date. The Registrar also maintains a list of course offerings. The Homewood campus bookstore in Barnes and Noble, located in Charles Common, as well as the Medical Bookstore located at 1830 E. Monument Street, keep a list of required texts for all courses.

II. INTERSESSION

January 9 - January 27, 2017 (Homewood Campus)

Intersession provides an opportunity for your second rotation and the offering of specialized short courses. Planning for any Intersession work is left essentially to individual departments and to the student.

Chemistry holds the following mini courses during intersession:

- Machining (required for access to department student shop) given by Physics and Astronomy
Contact: Professor Tobias Marriage, marriage@jhu.edu

Information on course offerings can be obtained from the Registrar. Intersession courses are usually non-credit.

III. COLLOQUIA AND SEMINARS

The Chemistry (www.chemistry.jhu.edu), Biology (www.bio.jhu.edu), Biochemistry & Molecular Biology (<http://www.jhsph.edu/departments/biochemistry-and-molecular-biology/>), Pharmacology & Molecular Sciences (http://www.hopkinsmedicine.org/pharmacology_molecular_sciences/) and Biophysics (<http://biophysics.jhu.edu/>) departments organize seminar and colloquium series. These series include informal talks by visitors from other universities and industry, as well as our own faculty. They cover a broad range of current interest topics in chemistry at the biological interface and *all graduate students are expected to attend the appropriate presentations*. An updated list of all upcoming seminars is posted on the [CBI website](#).

IV. FINANCIAL SUPPORT

Graduate students are guaranteed full tuition remission and are provided with health insurance (if needed). First year CBI Students and second year Teaching Assistants are supported at a monthly rate equivalent to \$31,110 per year.

Upon completion of their Teaching Assistantships, students in their second and subsequent years normally receive 12-month support in the form of research assistantships, **provided normal progress is made towards a degree**. Normal progress is defined as meeting course requirements and grade expectations, as well as establishing a research assistantship with a faculty research group. Full tuition remission and health insurance are also normally provided.

Graduate students are also provided with health insurance coverage. As a full-time student, you must either participant in the University plan or sign a waiver indicating you have health insurance coverage comparable to the University plan. Details about the student health plan offered by the University can be found on the University website (<http://web.jhu.edu/registrar/students/health>).

In order to receive financial support students must complete the following forms:

I-9 form (online only)	Appropriate tax document (i.e. W-2)
New hire form	Federal work study form

The New Hire Form is available in Remsen 138. All other required forms are available in the Student Employment Services Office, located in 75 Garland Hall. Two forms of identification are required.

Please Note: You must complete section 1 of Form I-9 on or before the first day of work. Specific instructions for U.S. Citizens and International students can be found at the Student Employment Services website <http://studentaffairs.jhu.edu/studentemployment/student/handbook/i-9/>.

Extramural graduate fellowships have been awarded to students from the National Science Foundation, the American Association of University Women, and other sources. Students may be eligible for NRSA training awards. Students are encouraged to consult with their advisors about applying for these awards. Graduate students also have access to [GrantForward](#), a database that allows both students and faculty to search for external funding. An account can be set up with a valid Hopkins email. Kyra Vocci, Remsen 333, is available to assist in identifying extramural support.

STANDING COMMITTEES OF THE CHEMISTRY-BIOLOGY INTERFACE PROGRAM

Chemistry-Biology Interface Program Standing Committees 2016 – 2017

Academic Advising Committee

Scott Bailey
Jun Liu
Marc Ostermeier
Craig Townsend

Admissions Committee

Joel Tolman (Chair)
Caren Meyers
Jungsan Sohn
Sarah Woodson

Steering Committee

Philip Cole
Val Culotta
Juliette Lecomte
Steve Rokita
Craig Townsend

Curriculum Committee

Marc Greenberg
Y.C. Lee
Ron Schnaar
Jim Stivers

Program Director

Steve Rokita

Retreat Advisor

Marc Ostermeier

REQUIREMENTS FOR CHEMISTRY BIOLOGY INTERFACE PROGRAM GRADUATE STUDENTS

Students should pay particular attention to the information and policies given in the following pages. Final interpretation of the rules where they affect a student's standing is the responsibility of the Steering Committee and the Program Director.

Presented below are links to policies and procedures pertaining to students in the Krieger School of Arts and Sciences. These documents are dynamic and subject to change, yet ignorance of a policy or procedure is not an acceptable excuse for non-compliance. Students of the Krieger School are encouraged to consult these resources on a regular basis as warranted by their activities.

All applicable policies and procedures of the Graduate Board

<http://homewoodgrad.jhu.edu/academics/graduate-board/>

General Policies

<http://homewoodgrad.jhu.edu/academics/policies/>

University Policies

<https://www.jhu.edu/university-policies/>

Information Technology Policies

www.it.jhu.edu/policies/index.html

Sexual Harassment Prevention and Resolution <http://sexualassault.jhu.edu/policies-laws/>

Additionally, the Chemistry-Biology Interface Program supports and proactively complies with the Family Educational Rights and Privacy Act ([FERPA](#)). Students accepted into the department are asked to sign a form waiving the right to inspect and review letters and statements of recommendation, letters regarding application for employment, and/or letters regarding the receipt of an honor on honorary recognition. The value of these letters or statements lies in the writer believing the student will not be privy to their content. All requests for academic records and transcripts should be directed to the Office of the Registrar.

I. ADVISING

First-year students will determine a course program in consultation with the Academic Advising Committee.

II. COURSE REQUIREMENTS

The course requirements are as follows:

- Minimum Course Requirements. Each student must take and pass eight one-semester courses. The courses taken in the Chemistry Department must have course numbers greater than 030.400, and the courses taken in departments outside the Chemistry Department must be of graduate level (generally in the 400 or greater series). The course schedules for the student's first two semesters are determined in consultation with the Academic Advising Committee (discussed in I. above). Thereafter the student's schedule must be approved by his or her research advisor. It is the responsibility of the student and his or her research advisor to plan a schedule of courses that will best prepare the student both for oral examinations and for research.

All students are required to take Chemical Biology I and II (030.619, -620). In addition, students must take two of the CBI Foundation Courses listed below. A wide range of courses, offered in many different departments throughout the Johns Hopkins University can be taken to satisfy the remaining four graduate level courses. Two of the eight graduate courses must be offered in departments outside of the Chemistry Department.

CBI Foundation Courses

030.449	Chem. Inorg. Compounds
030.453	Intermediate Quantum Chemistry
030.601	Statistical Mechanics
030.625	Adv. Mech. Org. Chem. I
030.626	Adv. Mech. Org. Chem. II
030.677	Adv. Org. Synthesis I
030.678	Adv. Org. Synthesis II
250.689	The Physical Chemistry of Biological Macromolecules
250.690	Methods in Molecular Biophysics

- All CBI students are required to enroll and participate in the CBI Program Forum (030.613, 030.614) every semester during their graduate career. The CBI Forum does not count towards the required eight courses but attendance is expected at each meeting. An updated Forum schedule is posted on the [CBI website](#).

- All CBI students are required to complete a course in The Responsible Conduct of Research (see III below). Typically, this is done during the intersession period or the spring semester of the second year in residence. Students will be apprised of specific options during the fall semester of the second year in residence. Please see the Director for more information.
- International students, who need to improve their oral communication skills in the English language, **must register** for the English Language Courses for International Teaching Assistants during their first year in graduate school. **Students recommended for these courses must complete all recommended courses. Non-compliance could result in loss of financial support.**

III. INSTRUCTION IN THE RESPONSIBLE CONDUCT OF RESEARCH AND SAFETY

Johns Hopkins University is committed to maintaining the highest standards of scientific integrity and safety for our trainees. All CBI students must enroll in the Responsible Conduct of Research (AS 360.625) course during their first or second year in residence. Students are required to complete this course in order to ensure that they have a fundamental understanding of the issues concerning responsible conduct of research. Topics covered include data management, data ownership, authorship, academic ethics, research fraud or scientific misconduct, conflict of interest, and guidelines of professional conduct.

IV. RESEARCH UPDATES

Beginning in the Spring semester of the 3rd year in residence, CBI students will present research updates in CBI Forum. These should be short presentations (~30 minutes) designed to enable students, postdoctoral associates, and faculty to comprehend the goals of the project and progress made towards those goals. Research reports will be presented every 1 - 1.5 years.

V. ORIGINAL RESEARCH PROPOSAL

CBI students will write and present an original **Research Proposal** during the Fall semester of their 3rd year in residence. The research proposal will be in an area that is unrelated to the research area carried out in the student's research group. For instance, someone in the Greenberg group cannot submit a proposal on DNA damage and repair. The proposal will be presented to CBI students and faculty in the CBI Forum. The written proposal and presentation will be evaluated by a faculty committee.

Writing the research proposal will help you develop the critical reading, grant proposal writing and presentation skills that will enhance your success as a research scientist. The proposal is meant to be suitable for submission as part of a postdoctoral fellowship application. Students should take this into consideration when determining the scope of the project.

The title and short abstract describing the proposal should be submitted to Lauren McGhee for approval by the Program Director prior to writing the proposal. The title and abstract should be submitted no later than 6 weeks prior to the scheduled presentation. Completed research proposals are due to Lauren 1 week prior to the presentation. Copies of the proposal are distributed to all committee members.

The proposal is graded as Pass, Conditional Pass or Redo. Only two attempts to complete this requirement successfully will be permitted. If the initial result is a Conditional Pass, the committee will ask the student to submit a written revision of the proposal. Guidelines and instructions for the revisions will be set forth by the committee. In some cases, the committee may also require an oral defense of the revised proposal.

A Redo means a new proposal must be developed and defended per instructions from the faculty committee.

Proposal Format:

The proposal (Background and Significance and Research Design and Methods) should be no more than 10 pages, including tables, figures, etc. References should be included at the end of the research plan, are unlimited, **and are not included** in the 10 pages. Article titles should be included in the references.

- **Type size:** Use 12 point Times New Roman, 11 point Helvetica, or 11 point Arial. A 10-point Times New Roman or 9-point Arial font type may be used for figures, legends, and tables.
- **Single-spaced text** is required.
- **Margins:** The margins of your text should be one inch all around.
- **Pages should be numbered.**

The proposal should be organized in the following way:

- **Specific Aims:** List the objectives and goal of the research proposed and describe the specific aims briefly in order of priority. This section should not be longer than 1 page and are NOT included in the 10 page limit noted above.
- **Background and Significance:** concisely summarize and critically evaluate related work done by others and specifically state how the successful completion of the work proposed in the specific aims of the application will advance scientific knowledge or aspects of clinical practice. This section should not be more than 4 pages long.
- **Research Design and Methods.** Describe your proposed methods and procedures in sufficient detail to permit evaluation by other scientists. Discuss potential difficulties and limitations of the methods and procedures, and provide alternative approaches.

VI. CHOOSING A RESEARCH ADVISOR

The choice of a research supervisor is probably the most important decision made during graduate school.

Students in the CBI program choose an advisor in May of their first year, after carrying out 3 research rotations. Each research rotation is ~10 weeks in duration. Research rotations must be carried out in at least two different departments. The thesis advisor that students select need not be one with whom they have done a rotation. In addition, no more than one CBI student may carry out a rotation in a research group during the same period.

It should be kept in mind that the choice of a supervisor is a mutual one on the part of the student and the professor. For various reasons (including planned sabbatical leaves, financial pressures, etc.) a professor may wish to limit the number of students he or she accepts. Students should investigate this possibility with any professor whose research group they might wish to join prior to carrying out a rotation in the research group. When a professor has agreed to accept a student into his/her group, both the professor and student must sign the CBI Advisor Agreement Form and submit to the CBI Director for final approval.

Finally, although the initial choice of a supervisor is usually permanent, changes can be (and have been) made. All parties concerned should be consulted.

VII. GRADUATE BOARD ORAL (GBO) EXAM

All Johns Hopkins University graduate students must successfully complete the Graduate Board Oral Exam. The Graduate Board Orals should be taken before the end of the second academic year (see [Time Limits](#)).

The major part of the Graduate Board Oral is concerned with the student's knowledge of Chemistry and Biology. Students are required to provide a two-page summary of their thesis research. This brief write-up should contain a clear statement of the problem, an outline of how the problem will be solved, and a brief description of what progress the student has made, all with the appropriate literature documentation. References are not included in the two page limit. Copies are to be given to the members of the examining committee at least one week before the Oral.

The examining committee on the Graduate Board Oral consists of five faculty members. The purpose of the Graduate Board Oral is to ensure that the student has a comprehensive understanding of both their major and "minor" subjects. The Board Committee may impose a range of requirements (e.g., additional course work, or re-examination in specific or general subject areas) if it finds deficiencies in the student's preparation. During the GBO, the student is asked to present a 10-15 minute overview of research accomplishments. There are three submission dates for submitting Graduate Board Oral's paperwork to the Graduate Board (see [Graduate Boards](#)).

VIII. ORAL BOARD MEMBERS

Graduate Board Oral Exam

Members of the Graduate Board Oral Examination Committee are approved by the Program Director and forwarded to the Graduate Board. **Although consultation with candidates and their faculty advisors regarding possible exam committee members is appropriate, graduate students are not permitted to seek out, contact, or select committee members.**

Graduate students should submit the Graduate Board Examination Form available on line at <http://homewoodgrad.jhu.edu/academics/graduate-board/policies-and-forms/> to Lauren McGhee **six weeks in advance of the proposed time and date of the exam.** The student, together with his or her research advisor, must submit the names of eight professors as possible examiners. The names should be submitted along with several proposed meeting times and dates to Lauren McGhee in Remsen 138. It is very helpful to have someone whose course you have taken and in which you have done well.

University rules require that an "Outside" member of the committee serve as the chair (not a CBI faculty member). Hence, (s)he must hold the rank of Associate, Full, or Emeritus Professor. Please note that the Graduate Board did not specify which campus Outside members should come from.

A CBI graduate student who is a member of a research group in which the advisor holds a primary appointment in the Krieger School of Arts & Sciences or Whiting School of Engineering will have a GBO committee with the following composition:

- 2 CBI Faculty from Homewood (including the Advisor), 2 CBI Faculty from SPH/SOM, & 1 Outside Faculty, Or
- 3 CBI Faculty from Homewood (including the Advisor), 1 CBI Faculty from SPH/SOM, & 1 Outside Faculty

A CBI graduate student who is a member of a research group in which the advisor holds a primary appointment in the School of Public Health or Medicine will have a GBO committee with the following composition:

- 2 CBI Faculty from SPH/SOM (including the Advisor), 2 CBI Faculty from Homewood, & 1 Outside Faculty, Or
- 3 CBI Faculty from SPH/SOM (including the Advisor), 1 CBI Faculty from Homewood, & 1 Outside Faculty

In addition to the 5 members, each GBO committee will also include 2 alternates - 1 inside alternate, as well as 1 outside alternate. The faculty member assigned as the inside alternate will be from the same campus as the student's research group. The faculty member assigned as the outside alternate will truly be outside and not a CBI faculty member. Since the outside alternate may need to serve as chair, (s)he must hold the rank of Associate, Full, or Emeritus Professor.

Permission of the Program Director is necessary to postpone taking the oral examinations beyond the end of the second year. See back of handbook for the [Oral Exam Deferral Form](#).

IX. RESEARCH COMMITTEE

Students will assemble a research committee during their third year in residence. The responsibility of the committee will be to review the progress made by the student towards completion of his/her thesis and the status of the student's IDP. The committee will meet yearly beginning in the spring semester of the third year and will be composed of at least two CBI preceptors and the research advisor. Research committee meetings must take place by June 1. The committee may consist of up to two additional faculty members. The additional faculty members are not required to be members of the CBI program. The composition of the committee should be made in consultation with the advisor and will be approved by the Steering Committee. Students will provide a brief written summary (1-2 pages) of their research progress and goals to the committee at least 3 days before the meeting. Students should also be prepared to provide a brief oral presentation to the committee at the meeting. The committee will complete a form summarizing the student's progress towards the Ph.D.

X. DISSERTATION AND SEMINAR

At some point in the student's research career it will be decided, by mutual agreement with his or her research supervisor, that the new and original results and interpretations are sufficient to constitute a Ph.D. dissertation. The student then undertakes the organization of the material and writing of the thesis. This document must be read and approved by the supervisor and a second referee; both must declare that the work is publishable.

The Dissertation Seminar will be presented on a date selected by the student and his or her advisor. At the Dissertation Seminar, the student presents and defends the results of his or her thesis research in an hour-long seminar. The seminar must be advertised at least one week in advance (email and posted announcements on both campuses) and is open to anyone. The seminar is official if attended by his/her research supervisor, second reader, and one representative from outside the Program or from within the Program but outside the major area of the candidate. The second reader must be a CBI faculty member. Once the student and his/her advisor have agreed on the second reader, the third representative must be approved by the Program Director. Please note that a copy of the thesis must be provided to all three committee members prior to the defense date.

Once the faculty have been selected and approved, students must email Lauren McGhee with the names as well as the date of the seminar.

There are special regulations concerning the preparation of dissertations, as well as the electronic submission process. Additional information can be found online at <http://guides.library.jhu.edu/etd> or by contacting Lauren McGhee.

XI. ACADEMIC STANDING

The Director and Program Coordinator have the responsibility of monitoring students' records to determine their academic standing. In all cases of unsatisfactory performance, recommendations of the Director will be discussed and perhaps modified at a meeting with the Steering Committee before implementation. If there are no other deficiencies, a grade average of B is considered satisfactory. Students must receive a grade of B or higher in Chemical Biology I and II, as well as all Foundation Courses. Every student still engaged in coursework will receive a letter each semester stating the faculty's judgments of his or her academic standing.

In cases in which academic standards have not been met, this letter will state the conditions which must be satisfied in order to avoid dismissal at the end of the next semester. Instances of major deficiencies may result in immediate dismissal.

The conditions which may be imposed include, but are not limited to, the following:

- A specified minimum grade average in a program approved by the Steering Committee.
- A specific date by which a student must pass the Graduate Board Oral Examination.
- The need for satisfactory progress in research.

Once the student has completed coursework and advanced to the Graduate Board Oral, it becomes the responsibility of the research mentor to monitor the student's progress towards a degree. Faculty members use different means to accomplish this, for instance, periodic written reports, and oral presentations of research results or informal discussions. A student can expect the mentor to provide an evaluation of his or her scientific development as well as progress toward completion of the dissertation work. From the beginning of year 2 onward a student must have a thesis advisor in order to be in good academic standing.

XII. TIME LIMITS

There are time constraints at three points in a student's graduate career: the beginning of research; the taking of the Graduate Board Oral Examination; and the completion of graduate work. The following time limits will be administered with sensitivity to the differences in backgrounds and circumstances of our students:

- Written permission is necessary to postpone signing up with a research supervisor later than June 1 of a student's first year.
- Written permission is necessary to postpone taking the oral examination beyond the end of the second academic year. Students requesting an extension (personal reasons, remedial course work, academic/research progress) must do so in writing to the Director. A sample letter is provided at the [back of the handbook](#).

- Written permission is necessary to register after the sixth year. The "permission" can be granted by the Steering Committee.

XIII. REQUIREMENTS FOR THE M.S. DEGREE

The Program does not usually accept into our graduate program students who are solely interested in a master's degree. For those special cases in which admission for master's study is granted, entrance standards and requirements are the same as for Ph.D. candidates. The M.S. degree can be obtained as an intermediate degree on the way to the Ph.D. or as a terminal degree by students who begin our Ph.D. program and find that they do not wish to complete a full Ph.D.-level dissertation project.

Terminal M.S. Degree

- Course requirements for the M.S. are the same as for the Ph.D. program. The Academic Coordinator will monitor students' performance in formal courses to determine academic standing and make appropriate recommendations to the full faculty, as is done for Ph.D. students.
- Satisfactory performance is required on the GBO. The organization and administration of the GBO exam is described in the section "[Graduate Board Oral Exam](#)." The oral exam can cover materials covered in courses that the student has taken, as well as independent research carried out by the student. Research experience is considered to be an integral part of the M.S. degree. The result of the oral should be given in writing to the Director by a designated member of the examining committee.
- Students leaving the program before the completion of a Ph.D. dissertation must provide to their faculty advisors complete information and documentation on the research that they have carried out.

Intermediate M.S. Degree

- Assuming the student has passed the GBO, it is the responsibility of the Academic Coordinator to query the advisor explaining that the student wishes to receive a M.S. degree. The Coordinator will inquire whether in the advisor's opinion the student has sufficient research experience to warrant receiving the M.S. degree.

XIV. TEACHING REQUIREMENTS FOR GRADUATE STUDENTS

All CBI students are required to participate in the teaching of undergraduates during their second year. All second year students are required to attend the school's TA orientation/training session held on **Tuesday, August 30, 2016** in Hodson Hall from 8:30 to 1:00 p.m.

The Department Administrator has the continuing responsibility to assess individual teaching jobs with respect to the actual workload, to try to keep fair the total amount of graduate teaching, while providing the faculty with enough suitable teaching help. Assignments of teaching duties are made in September of each year for the Fall semester and in January for the Spring semester.

Second-year students requiring teaching assistantships will be asked to submit their preferences for assisting with Chemistry courses to the Chemistry Department Administrator. All statements of preference will be carefully considered.

XV. VACATIONS FOR CBI GRADUATE STUDENTS

The following policy applies to all students in residence who are receiving support for either a teaching or research assistantship:

In all cases, students must clear any vacation plans with their course instructor or research supervisor well in advance. Students may take up to two calendar weeks' vacation per year exclusive of days when the offices of the University are officially closed for national holidays and exclusive of days devoted to job interview trips or other professionally related activities **with the approval of the research supervisor**. The two-week total need not be taken at one time, but can be spread throughout the year. Vacations cannot be accumulated from one year to the next and students should not contemplate absences near the terminal stages of their dissertation work. In special circumstances longer vacations can be approved by individual research supervisors, but periods over three weeks could result in leave without pay. It should be noted that it unusual (and unwise) for someone to use their vacation time prior to signing up with an advisor. And, time off has to be approved by the instructor for their TA assignment. It is hoped that students will be prudent and establish themselves prior to utilizing all their vacation time.

XVI. LEAVE OF ABSENCE

A leave of absence refers to and is limited to students who, while in good academic standing, are forced to withdraw temporarily from graduate work due to reasons beyond their control, such as illness, military service, financial exigency, or pressing personal reasons justifying an interruption of the degree program. The period is regarded as an approved break in study. Students can find the leave of absence request form online <http://homewoodgrad.jhu.edu/academics/graduate-board/policies-and-forms/>.

When returning from leave of absence, a graduate student must complete and submit the Application to Return from Leave of Absence before registering for classes (this form can be found at <http://homewoodgrad.jhu.edu/academics/graduate-board/policies-and-forms/>). The form must be accompanied by a letter that explains what progress has taken place in the student's absence that would enable him/her to be successful upon return. Please see application for further instructions.

Important —the failure of a student to register without obtaining an approved leave of absence or nonresident status will result in the student status being “withdrawn.” Students considered to be withdrawn must be formally readmitted before resuming a program of study.

Parental Leave

The Chemistry Department and CBI Program follow NIH leave policy:

Sick leave and other leave. Trainees and fellows may continue to receive stipend/wage for up to 15 calendar days of sick leave per year. Under exceptional circumstances, sick leave may be used for medical conditions related to pregnancy and childbirth.

Parental Leave. Students, trainees and fellows may receive stipends for up to 60 calendar days (equivalent to 8 work weeks) of parental leave per year for the adoption or the birth of a child. Either parent is eligible for parental leave. The use of parental leave must be approved by the Director of Graduate Studies and faculty advisor.

Students should notify their advisor in a timely manner when requiring sick leave and should provide medical documentation when appropriate. Students should also notify their advisors well in advance when planning parental leave.

Family resources for students and postdoctoral fellows can be found on the Graduate and Postdoctoral Affairs website - <http://homewoodgrad.jhu.edu/student-services/family-resources-for-students-and-postdoctoral-fellows/>

XVII. GRIEVANCES

The relationship between a graduate student and his or her research supervisor, other faculty, as well as other graduate and undergraduate students, carries many expectations and responsibilities for all parties concerned and requires attention to norms of professional behavior. Occasionally errors or abuses occur that compromise the integrity and successful functioning of these relationships. These occurrences are generally rare but it is essential when they arise that the persons involved take the responsibility to talk with each other early and openly to identify and resolve the situation. Prompt resolution at this level is clearly the most desirable outcome. However, should this effort fail, the next step should be to seek the advice and help of the Director. Finally, should satisfactory resolution of a problem prove unattainable within the CBI Program, a student may turn to the Dean for Research and Graduate Education.

XVIII. PROBATION AND DISMISSAL

If it is determined that a graduate student has failed to meet minimum academic or graduate assistant (research assistant or teaching assistant) requirements, he/she may be placed on probation. The student will be notified of his/her academic or graduate assistant shortcomings, the corrective measures necessary to remain in the program, and the length of the probationary period. At the conclusion of the probationary period, the program has the following options: (a) remove the student from probation, (b) extend the probationary period, or (c) dismiss the student. Please note that a student may be dismissed without formal probation period under certain circumstances.

For the most up to date policy on probation and dismissal, please visit the Graduate Affairs website - <http://homewoodgrad.jhu.edu/academics/policies/>

XIX. PAYROLL INFORMATION

All students receiving financial support from the department must follow certain procedures to ensure that payment is made appropriately and in a timely manner. Students should review the guidelines below and direct any specific questions to Kyra Vocci, Remsen 333.

Payment Schedule

CBI Graduate students are paid on a semi-monthly basis. Adjustments to payroll can take 3 to 4 weeks depending upon university processing deadlines.

Graduate Students Receiving Federal Work-Study (FWS)

The Federal Work-Study program enables students to earn money by working part-time on or off campus for a qualified employer.

Students who are receiving Federal Work Study funds must complete all of the appropriate paperwork through the Student Financial Services Office, located in Room 146 Garland Hall. If a student eligible for FWS is hired by a Chemistry faculty member, the student must have their Federal Work Study form signed by Lauren McGhee in the Chemistry Administrative Office.

Students are eligible to work (either FWS or Non-work Study) provided they meet the following criteria:

- US citizen
- Non-US citizen meeting the guidelines for work stipulated by specific visa type.

International Students

International students are usually in the United States as students under one of two visa types: F-1 or J-1. Each of these visa types have certain restrictions and limitations regarding work as indicated below. Additional information on international student work situations can be obtained by contacting the Office of International Students.

F-1

Students may engage in employment on the campus they are authorized to attend (indicated in Section 2 of the I-20 Form) for a maximum of 20 hours per week during the regular academic year, and up to 40 hours per week during the summer or other officially recognized school break.

J-1

Students may engage in two general categories of employment: (1) Academic training related to his/her course of study and (2) other employment related to academic funding, on-campus work or economic necessity. Although each type of employment has its own unique criteria and regulatory limits, each type does have one thing in common: You MUST obtain written approval from the Responsible Officer or Alternate Responsible Officer in the Office of International Student, Faculty and Staff Services prior to beginning any type of employment as a J-1 student.

Taxes

Taxes for U.S. citizens and resident aliens will be withheld from salaries and wages included in your paycheck based on the number of personal exemptions or allowances you declared on withholding forms (federal form W-4 for federal taxes and form MW 507 for Maryland taxes if you are living in Maryland.) Under current Internal Revenue Service regulations, members of the University community who anticipate no income tax liability for any given calendar year MUST file new federal and state withholding exemption certificates with the University to take effect 15 February of that given year. To be eligible for exemption from income tax withholding, faculty, staff and students must certify that they incurred no tax liability for the prior year, and that they anticipate no tax liability for the current year. Additionally, anyone claimed as a dependent on another's tax return cannot claim federal exemption if their income includes non-wage income and exceeds \$650.00.

Federal form W-4 and the relevant state withholding certificate must be submitted to the Chemistry Administrative Office prior to 31 January of the year in question in order to avoid tax withholding. Nonresident aliens claiming benefits of a treaty exemption in a given year need to re-file Form 8233 or Form 1001. For additional information, please visit the web-site for the Johns Hopkins University Tax Office, http://finance.jhu.edu/depts/tax/about_tax.html.

Graduate Students on Grants or Fellowship Funding

The University does not withhold taxes on scholarship/fellowship payments provided as a stipend. The student is responsible for making Federal and Maryland (or your home state) estimated tax payments. Scholarship or fellowship grant payments made to U.S. citizens and resident aliens are not reported on a form W-2 or Form 1099. Please visit the Controller's Office website (<http://finance.jhu.edu/>) for further information.

CBI Payment Forms

Students need to complete the following paperwork:

- Chemistry New-hire Form
- Federal Tax Forms
- Maryland (or home state) Tax Forms
- I-9 Form (on line process found at:
<http://studentaffairs.jhu.edu/studentemployment/student/handbook/i-9/>)

The New Hire Form is available in Remsen 138. All other required forms are available in the Student Employment Services Office, located in 75 Garland Hall. The New-hire form should be returned to Lauren McGhee. The tax forms should be completed and submitted to the Student Employment Services Office, located in 72 Garland Hall. This should be done when reporting to this office to complete the in-person requirement of the I-9 process.

Students must complete these forms **BEFORE** beginning any work. To ensure that your information is processed in a timely and proficient manner, all forms must be totally complete. Please allow approximately 2 weeks processing time before you receive your first paycheck. All payroll changes or adjustments must be provided in writing to Kyra Vocci in Remsen 333.

XX. IMMUNIZATION (University Policy)

Immunizations required of all students:

- Two doses of MMR vaccine (Measles, Mumps, Rubella combined) OR Measles vaccine (two doses) AND Mumps vaccine (one dose) AND Rubella vaccine (one dose). These vaccines must be given on or after your first birthday. Antibody blood titer tests will be accepted as proof of immunity in lieu of the above vaccinations.

Screening for tuberculosis:

- This is required if you have ever lived outside the U.S. **for 4 consecutive weeks or longer in a country NOT on this list:** United States &/or any of the following countries: American Samoa, Albania, Andorra, Antigua, Australia, Austria, Bahamas, Barbados, Barbuda, Belgium, British V.I., Canada, Chile, Costa Rica, Croatia, Cuba, Cyprus, Czech Republic, Denmark, Dominica, Egypt, Finland, France, Germany, Greece, Grenada, Hungary, Iceland, Ireland, Israel, Italy, Jamaica, Jordan, Lebanon, Luxembourg, Malta, Monaco, Montenegro, Montserrat, Netherlands, New Zealand, Norway, Oman, Puerto Rico, St. Kitts & Nevis, St. Lucia, Saudi Arabia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Arab Emirates & United Kingdom.
- **If you qualified**, screening is to be obtained within 6 months of your arrival on campus. If you have a history of a positive PPD skin test, you do not need another PPD skin test. Instead, you will need to submit a report of a normal chest x-ray. You may get a blood test (Tspot or Quantiferon Gold) for TB screening as well. See directions on the SHWC website or health form.

Procedures

All graduate students, postdoctoral fellows, visiting students and visiting scholars are required to meet the University's pre-entrance health requirements and provide proof of immunity to certain communicable diseases prior to registration. Before arriving at Johns Hopkins you will need to download, print and send the Student Health & Wellness Center a paper copy of your immunization information

signed by your health care provider **AND** enter the information into your electronic health record using the SH&WC web portal.

For more detailed information and instructions for completing these requirements, please visit the Student Health & Wellness Center (SH&WC) website at <http://studentaffairs.jhu.edu/student-health/>. The due date for submitting all forms is **JULY 15** and anyone who fails to comply with these requirements will not be eligible to register for classes or use the on-campus Student Health & Wellness Center. If it is determined that you require any vaccines or screening tests, they can be administered at the Student Health & Wellness Center. However, you will be required to pay a \$100 Health Form Completion Fee plus the cost(s) of each vaccine administered or any antibody testing needed to determine immune status. Those who have the university insurance plan can receive the needed vaccines paid for by the insurance company, but antibody testing is not covered by the plan. Please direct any questions regarding these pre-entrance health requirements to the Student Health & Wellness Center at 410-516-8270.

For graduate students who have pre-registered, the Clinic will check a list of students supplied to them by the Registrar's Office against their records. Accordingly, the Clinic will send each non-immunized student a follow-up letter **and add an alert to their SIS account (prohibits add/drop of classes and future class registration)** and, if that is unsuccessful, will then submit a list of non-compliant individuals to the Dean.

XXI. HEALTH INSURANCE

The cost of individual health insurance FOR ACADEMIC YEAR 2016-2017 will be paid in full by the University.

Information can be found at the [Registrar's office](#). Students also have the option of signing a waiver form if they are covered by other insurance. Copies of the health insurance coverage must accompany the waiver form.

If you have any questions in reference to the insurance requirement, feel free to contact the Office of the Registrar at: 410-516-3328/410-516-8079 or ASENverify@JHU.edu.

XXII. EMERGENCY HEALTH CARE AND EMERGENCY INCIDENT REPORTING

If you are injured while in a lab as a research or teaching assistant you are required to report to Occupational Health, W-601 Wyman Park Building. At all other times go to the Emergency Room of Union Memorial Hospital (two blocks east of the University on Calvert and 33rd Streets). Students may also contact the Chemistry Department Office, Remsen 138, ext. 6-7429. Transportation will be made available during the working hours.

If you are injured at work, please notify your supervisor immediately and contact the Department of Occupational Health Services at 410-516-0450. Students will be required to complete and submit to the department an incident report. This report can be found on Occupational Health's web site at <http://www.hopkinsmedicine.org/hse/forms/IncRpt.pdf>. If you observe conditions or practices you consider unsafe, contact the professor in charge of the laboratory course or research laboratory. Hazardous situations outside of a specific laboratory should be brought to the attention of the Facilities Manager, the Safety Officer, or the Department Chair.

FIRE	Set off fire alarm (red box in corridor; note location). From a phone outside the fire area, call 911 E. Baltimore Campus: Pull alarm and then call 410-955-4444
THEFT	Call Security at 6-7777. For non-emergencies dial 6-4600. E. Baltimore Campus: Call Security at 410-955-5585
SERIOUS INJURY/ AMBULANCE	Call Security at 6-7777, or call 911. E. Baltimore Campus: Call the Emergency Number at 410-955-4444 or 911
EYE INJURY	Use Eye Wash Fountains and call Security at 6-7777. E. Baltimore Campus: Call the Emergency Number at 410-955-4444 or 911 <u>Ask for an Ambulance with eye wash service.</u>
POISONING	Call Security at 6-7777 and the Maryland Poison Control at 410-528-7701. E. Baltimore Campus: Call the Emergency Number at 410-955-4444 or 911
RADIOACTIVITY	Call Mina Razavi at 6-7278 (office, days only), Radiation Safety Officer at 6-7308, or Security at 6-7777. E. Baltimore Campus: Call the Emergency Number 410-955-4444, Radiation Safety Office at 410-955-3712, or Security at 5-5585
HOOD SHUTDOWN FLOOD ODOR SPILL	Call the Facilities Manager at 410-516-7458, or Security at 6-7777. E. Baltimore Campus: Call Maintenance at 5-3329, Security at 5-5585, or the Emergency Number 5-4444

**Krieger School of Arts and Sciences - Crisis Management Summary
Important Phone Numbers**

Emergencies (Campus Security)	6-7777
JHMI Security	410-955-5585
Baltimore Police	911 (Campus Security if dialed from University)
First Aid	6-7777
Student Health and Wellness Center	410-516-8270 (daytime)
Office of Safety and Environmental Health	410-516-8798
Biosafety Officer	410-955-5918
Occupational Health Services	410-516-0450
Homeland Security Hotline	202-282-8000
JHU Weather Emergency	6-7781 or 1-800-548-9004
Hopkins Emergency Response Organization	6-7777 (24 hr.)
Sexual Assault Helpline	410-516-7333
Sexual Assault Resource Unit	410-516-7887
Homewood Information	6-8000
Facilities Management	6-5302
Hopkins IT	410-516-HELP
Housekeeping	6-8931

What is an emergency?

Any incident that threatens the safety of KSAS/WSE students, faculty, and staff, or interferes significantly with the ability to provide educational and support services should be considered an emergency or crisis situation that requires immediate action by school administrators.

General rules of response

There are two simple guidelines to follow in the event of an emergency:

- IF THE DANGER IS OUTSIDE, STAY IN THE BUILDING
- IF THE DANGER IS INSIDE, LEAVE THE BUILDING IMMEDIATELY

In the event of an urgent life-threatening emergency (e.g., fire, explosion), all persons should immediately evacuate the premises. If possible, call Campus Security (6-7777), sound a fire alarm, and warn fellow workers, students, and others.

General emergencies

Contact: Campus Security Office (6-7777)

- The Security Office will assist with the emergency.
- The Security Office will call 911, if appropriate.
- The Deans will notify appropriate persons within the schools.

The Deans will determine if notification further up the chain of command is necessary (i.e., CRT, News and Information, General Counsel). The Deans will complete Incident Report and notify Occupational Health if necessary.

Compliance Hotline

To help support a culture of ethical behavior, a toll-free, 24-hour/seven-day-a-week compliance hotline has been established. If you or a colleague has a serious concern, you can make a report by calling **1-844-SPEAK2US (1-844-773-2528)** or [submitting a report online](#).

Please make a report if you suspect:

- Noncompliance with laws and regulations
- Fraud, waste, or other abuse
- Workplace violence
- Faculty, student, or staff misconduct
- Policy violations
- Criminal behavior
- Conflicts of interest
- Any other ethical or legal concerns

XXIII. ORGANIZATIONS

Graduate Representative Organization (GRO)

Chair: Ian Miers Co-

Chair:

Office: Levering Hall 115-C

Phone: 410-516-7682

E-mail: gro@jhu.edu

Web site: <http://studentaffairs.jhu.edu/gro/>

GRO Guide: <http://www.groguide.org/>

The GRO is a group consisting of graduate students representing graduate student issues. It is also a source of funding for various student activities. Its purpose is to provide a forum through which graduate students may express views and implement policies regarding their welfare and goals of Johns Hopkins University.

The GRO recognizes a number of student groups whose missions are to benefit or service Homewood graduate students. For a list of groups, please visit their website - <http://studentaffairs.jhu.edu/gro/clubs-groups/>.

NOBCChE

The National Organization for the Professional Advancement of Black Chemist and Chemical Engineers (NOBCChE) is an interdisciplinary graduate student organization comprised of science, technology, engineering and mathematics (STEM) majors. NOBCChE at JHU strives to enhance the scholarly and professional development of graduate students, as well as post-docs, through networking, seminars, forums, workshops, and other social events. The primary goal of the organization is to enable and assist minorities in realizing their full potential as leaders and pioneers in STEM fields.

Contact: Blessing Deeyaa, bdeeyaa1@gmail.com

Website: <https://www.facebook.com/groups/JHUNOBCChE/>

XXIV. JHED

JHED is the University's web directory. All faculty, staff and students are included in the directory; however, individuals have the ability to determine which data elements may be accessible on both the Intranet and Internet levels. Members of the Hopkins community are granted secure access to the directory via their user IDs and passwords. **All JHU students are encouraged to use this directory and to provide members of the Hopkins community with current and complete address data, including preferred e-mail addresses at the intranet level. All notices sent from the Chemistry department will be sent to your JHED address. Students preferring their mail delivered to a different POP3 mail client are responsible for setting up a "forward" from JHED.**

XXV. JOB SEARCH AND EMPLOYMENT ASSISTANCE

The University offers a service to students about to graduate or have already graduated through the Office of Career Planning & Development. The Office of Career Planning and Development is the career center for the Krieger School of Arts & Sciences and the Whiting School of Engineering. They offer full services to current students and alumni up to two years after graduation who are matriculated in degree programs

or who have received a degree from either of these two schools. Alumni of the Krieger School or the Whiting School who are beyond two years of graduation may use selected services.

Career Center

Garland Hall, 3rd Floor

410-516-8056, career@jhu.edu

<http://studentaffairs.jhu.edu/careers/>

Individual advising by appointment. Call or stop by to schedule.

Handshake

The Career Center has introduced an online system called Handshake. It will be your access point to key career resources. Get started by going to the [Career Center's website](#) and enrolling in Handshake so you can see employer postings and receive event and resource emails from the Career Center!

<https://jhu.joinhandshake.com/login>

Alumni Directory

Available only to alumni, the directory allows you to access biographical information about our community members with a dynamic and easy to use search. Log in and update your profile to choose your customized privacy settings.

Career Networking

Available to students and alumni, the career network provides basic a safe and secure way to contact each other for career advice, job postings, and social interaction.

DEPARTMENTAL FACILITIES

I. OFFICE — MAIL — KEYS

Homewood Campus

Department Offices

- Chemistry Office
Remsen 138, ext. 6-7429, New Chemistry Bldg. 212, Ext. 6-7432
Hours: 8:30am - 5:00pm, Monday through Friday

Mail

Students will be assigned a mailbox in Remsen 127. Mail is delivered to Remsen 127 and the New Chemistry Bldg. Room 105 daily. Packages sent via courier services are delivered to the Remsen stockroom SB30; packages are normally ready for pickup by 1pm daily, although the department is currently implementing a delivery service. Students should arrange to have personal mail, magazines, and newspapers sent to their home address.

Keys

New students may pick up keys in Remsen SB27 which will give them access to the outside and mailroom doors in Remsen and the New Chemistry Building. Also, the keys will allow them access to shipping/ice maker SB21 and the graduate student lounge Remsen 313. The lounge has a refrigerator with an ice maker, microwave, lounge chairs, coat racks, study space which includes a computer with internet access. Other keys will be issued when faculty approval is presented in writing or by email to the Facilities Manager in Remsen SB27.

For more information regarding keys at the School of Medicine and the School of Public Health, please speak with your lab rotation or research advisor.

East Baltimore Campus

Department Offices

- Pharmacology Office: School of Medicine, WBSB 302
- Biochemistry & Molecular Biology Office: School of Public Health, W8041

Mail

CBI students will not have assigned mailboxes at the E. Baltimore Campus. Some students may have mailboxes in their lab, but this is dependent on the individual lab group.

Keys/Identification Badges

As a rotation student, the only badge that CBI students need is the blue Hopkins ID that they receive from the Homewood campus. This ID will give them permission to enter the buildings on the East Baltimore campus after hours. Keys are specific for the lab and would be obtained from the lab at the time of rotation or joining the lab. Once a student decides to join a lab on the east Baltimore campus, then they need to obtain a JHMI ID badge. Students will obtain a temporary ID badge which will need to be renewed every year on March 31st. To obtain this ID badge, the student's advisor needs to write a letter to the registrar's office stating that they will be working in the lab for the remainder of their time at Hopkins. The student then submits this letter to the registrar's office, located on the second floor of the Broadway Research Building, suite 147. Students will have their ID verified and be given a card to bring to the JHMI ID office which is located in the Nelson Building, room 108. Remember, this process needs to be repeated every year since students are only issued a temporary badge.

UNIVERSITY KEYS MUST NEVER BE DUPLICATED!

II. STOCKROOM

Chemistry – Homewood Campus

The stockroom is located in the sub-basement of Remsen Hall in room SB30. It carries research supplies needed by the chemistry department and some computer, electronic parts and office supplies. Adjacent related rooms include a gas cylinder storage room (SB22), shipping and receiving room (SB21). The stockroom is open weekdays from 8:30 a.m. to 5:00 p.m. Monday through Friday. Students will need a stockroom account (obtained from the department's Financial Manager by emailing kyravocci@jhu.edu) to make purchases. Purchases can be made remotely by logging on to the department's core facility management software from the link provided on the Chemistry home page www.chemistry.jhu.edu.

Access to the stockroom during evening and weekend hours can be obtained by emailing chemstockroom@jhu.edu. As this will require an individual to come to the campus to open the stockroom, requests should only be made if an emergency.

The cost of laboratory supplies will normally be underwritten by faculty members. The arrangements are made between the student and his/her research supervisor. Supplies may be charged to a faculty member, grant, contract, or course account only when the stockroom has received written authorization from the appropriate faculty member through authorization for access to the department's core facility management software.

Biology – Homewood Campus

The Mudd Hall Supply Store is located in the basement of Mudd. The facility is managed by the Purchasing Department located in the Wyman Park Building. Hours of operation are from 9:00am - 4:30pm, Monday through Friday. The store stocks laboratory items as well as office supplies. For a list of supplies maintained by the Mudd Hall Supply Store check their catalog. Gary Cartwright is the Manager of the Supply Store. Laboratory supplies can be charged at the Supply Store with the authorization of the research supervisor. Please check with your mentor regarding his/her account at the Supply Store. Students can contact the store at ext. 6-7028 for more information.

E. Baltimore Campus

For more information regarding the stockrooms available at the School of Medicine and the School of Public Health, please speak with your lab rotation or research advisor.

III. HAZARDOUS CHEMICAL STORAGE

Homewood Campus

Access to the Hazardous Chemical Storage Facility in Macaulay Hall is by J-Card only. You must have a valid J-Card issued by the Office of ID Services, Garland Hall. To receive access privileges, you must complete a tour of the facility. The Facilities Manager will code you into the system after the tour is completed.

E. Baltimore Campus

For more information regarding Hazardous Chemical Storage Facilities available at the School of Medicine and the School of Public Health, please speak with your lab rotation or research advisor.

IV. SHOPS

Homewood Campus

Machine Shop: Machining can be carried out by staff in the Physical Sciences Machine Shop, located in Bloomberg Hall, room 037. The shop manager is Steve Smee (6-7097, smee@pha.jhu.edu).

Student Shop: This shop is set up in Room B29 in the basement of Remsen Hall. This is the only shop in which students may use the equipment. Students must complete machine shop training provided by staff of the Physical Sciences Machine Shop. Boris Steinberg, Facilities Manager, coordinates training course sign up. Boris can be reached at 410-516-7458.

Use of the Student Machine shop is monitored by a committee chaired by Evan Collins. For access, please contact Evan at ecolli11@jhu.edu.

E. Baltimore Campus

For more information regarding the shops available at the School of Medicine and the School of Public Health, please speak with your lab rotation or research advisor.

V. SAFETY PROCEDURES

A safety manual published by the American Chemical Society is distributed to all students. Additionally, the University Safety Manual is available in each lab and should be reviewed for pertinent information. You should review relevant portions of the manual before undertaking teaching assistant duties in undergraduate laboratories or work in a research lab. The University Safety Manual is also available online at <http://www.hopkinsmedicine.org/hse/policies/index.html>.

Proper Attire for Individuals in Labs

It is the policy of Johns Hopkins that all employees, faculty, students and visitors wear appropriate attire in all laboratory areas to minimize or eliminate skin contact with hazardous materials. Shorts, miniskirts or any apparel that does not cover the skin above the knee when seated shall NOT be worn in the laboratory without appropriate over protection. (e.g. a buttoned laboratory coat or closed front gown.) Open toed shoes, sandals or shoes made of loosely woven material shall not be worn in the laboratory. Gloves shall be worn whenever there is a potential exposure of the hands to hazardous materials. The gloves must afford the necessary resistance to the hazardous material being used. Gloves should be removed before leaving the laboratory. Specialized protective clothing shall be worn when using hazardous materials that are extremely hazardous upon contact with skin. Health, Safety and Environment should be consulted for these materials. Homewood: 6-8798; East Baltimore: 955-5918.

VI. INSTRUMENTS

Homewood Campus

There are several instrumentation specialist who supervise and/or operate the departmental instruments in the Department of Chemistry: Dr. Joel Tang (Remsen B24, NMR spectrometers and miscellaneous instruments), Dr. Maxime Siegler (NCB 121, X-ray diffraction), and Dr. Phil Mortimer (Remsen room B13; mass spectrometry). Prospective users should contact them for instructions and/or to be added to the list of authorized users.

Chemistry Department Instruments

- Bruker Avance 400 MHz FT-NMR spectrometers (2), one located in the Instrumentation Facility in Remsen Hall and the other on the first floor of the new chemistry building.
- Bruker Avance 300 MHz FT-NMR spectrometer.
- VG70S magnetic sector mass spectrometer, with EI, and CI ionization.
- VG70SE magnetic sector mass spectrometer, with FAB ionization.
- Finnigan LCQ ion trap mass spectrometer with electrospray ionization (APCI available as an option).
- Finnigan LCQ Duo ion trap mass spectrometer with electrospray ionization (for inorganic and organometallic use).
- Finnigan LCQ Fleet ion trap Mass Spectrometer with ESI ionization and HPLC inlet
- Bruker Autoflex III Maldi-ToF-ToF Mass spectrometer with Maldi ionization and collision cell.
- Shimadzu GC17A/QP5050A GC-MS with EI ionization.
- Waters Acquity / Xevo G2 UPLC-Q-ToF MS with ESI and APCI ionization.
- Bruker EMX EPR spectrometer equipped with a liquid helium cryostat and variable temperature controller.
- Thermo Nicolet Nexus 670 FT-IR spectrophotometer with a Nicolet Golden Gate ATR accessory.
- Jasco P-1010 polarimeter.
- Xcalibur3 X-ray diffractometer with CCD area detector (located on the second floor of the new chemistry building).
- Microfocus dual-source SuperNova X-ray diffractometer equipped with CCD detector and cryo-cooling device.
- Protein Technologies Symphony Quartet Peptide Synthesizer.
- NMR spectrometers suitable for studies of biological macromolecules are located in the Biomolecular NMR Center, located in an underground facility in front of the new chemistry building. The instruments include 500, 600, and 800 MHz FT-NMR spectrometers.
- SuperNova X-ray diffractometer (dual hi-flux micro-focus Mo and Cu sources) with Atlas CCD area detector.

Scheduling of instrumentation time is managed using a web-based scheduler and reservation check-in/checkout application called Applied Tech. Users must be set up with an account to use the system. To establish an account, please contact Kyra Vocci at kyravocci@jhu.edu or at ext. 6-6840.

Biomolecular NMR Facility

A nuclear magnetic facility is located below ground between the New Chemistry Building and Mudd Hall. This facility is under the management of Dr. Ananya Majumdar (ext. 6-8670), who is responsible for training and supervision of users and arranging scheduling of instrument time. All three spectrometers are fully equipped to perform state-of-the-art biomolecular NMR.

Currently available instruments include:

- Varian 800 MHz FT-NMR Spectrometer, NCB 152 (NMR facility)
- Bruker 600 MHz FT-NMR Spectrometer (2), NCB 153 (NMR facility)
- Varian 500 MHz FT-NMR Spectrometer, Remsen B23

E. Baltimore Campus

For more information regarding the instruments available at the School of Medicine and the School of Public Health, please speak with your lab rotation or research advisor.

UNIVERSITY FACILITIES

I. HOUSING

The Off Campus Housing office provides information to members of the Johns Hopkins community looking for a place to live near the Homewood, Peabody, and Medical campuses. They are here to help faculty, staff, and students who are not required to reside in University Housing. They provide a list of private residential and commercial properties in the area that offer leases of various lengths, including short-term. In addition to their website, the office is equipped with computers, phones, and informational brochures for you to utilize during your search for off-campus housing.

Please feel free to stop by and visit the housing office, which is open Monday through Friday, 8:30 am - 5:00 pm, or email them at: offcampus@hd.jhu.edu with further questions or concerns. They are located in room 102 of Wolman Hall on the Homewood Campus.

<http://www.jhu.edu/hds/offcampus/index.html>

Incoming students are also encouraged to use the new Off-Campus Housing Listing Website: <https://offcampushousing.jhu.edu>. Along with updating the site and making it more user friendly, the site offers a new roommate and message board sections for our affiliates. The site is JHED authenticated which means you can only login with your JHED ID.

II. ATHLETIC CENTER

The University Athletic Center may be used by graduate students and their spouses. The facilities include two swimming pools, squash courts, tennis courts, ping-pong tables, sauna, and several gymnasias and outdoor fields. Further information may be obtained online, <http://web.jhu.edu/recreation>, or by calling ext. 6-4434.

III. STUDENT HEALTH (Non Emergency)

The Student Health Clinic (ext. 6-8270) is located at 1 E 31st Street. <http://studentaffairs.jhu.edu/student-health/>

Academic Year:

Monday – Friday: 8:30 am - 5:30 pm (closed 11 am - 1pm on Wednesday)

Saturday - 11:00 am - 2:00 pm (sick and injured patients)

Summer, Intersession & Spring Break Hours:

Monday & Friday: 8:30 am - 4:45 pm (closed 12:00 noon - 1:00 pm each day)

Tuesday, Wednesday & Thursday: 1:00 pm - 4:45 pm

They do NOT have Saturday hours during the summer (last day of finals through Freshman Orientation), during January Intersession (from mid-December through the beginning of the spring term in late January) and for the week of Spring Break in March.

If you have a non-life threatening medical concern or health problem that cannot wait until the next time the Center is open, the Student Health & Wellness Center has contracted with Sirona Health, a nationally certified and accredited on-call nurse advice service. If you call the main number (410-516-8270) anytime the SH&WC is closed, after the recording, you will automatically be transferred to Sirona Health. Sirona

Health can advise you on how to proceed with your problem. They do not have access to the JHU SH&WC records to verify appointments or answer other administrative questions, so for these types of problems, you will need to call back during normal hours of operation.

There is also an urgent care facility within driving distance of the JHU campus.

Patient First

Greenspring Station Center
Johns Hopkins Pavilion, Ground Floor
10755 Falls Road
Lutherville, MD 21093
(410) 583-2777 (Open 8 am to 10 pm everyday)

Medstar Promptcare

Anneslie Shopping Center
6317 York Road
443-777-6890
8 am – 8 pm Monday-Friday
8 am – 4 pm Saturday and Sunday

IV. STUDENT DISABILITY SERVICES

Federal law and the university define a “disability” as a physical or mental impairment that substantially limits or restricts the condition, manner, or duration under which an average person in the population can perform a major life activity, such as walking, seeing, hearing, speaking, breathing, learning, working, or taking care of oneself. The university is required by Section 504 of the Rehabilitation Act and The Americans with Disabilities Act to provide effective auxiliary aids and services for qualified students with documented disabilities if such aids are needed to provide equitable access to the university’s programs and services.

All admitted students who wish to receive accommodations for a disability must initiate the registration process by submitting professional documentation, completing the Intake Questionnaire and participating in an interview. Additional information regarding the student disability services can be found at <http://web.jhu.edu/disabilities/>.

V. COUNSELING CENTER

The Johns Hopkins University Counseling Center serves full-time undergraduate and graduate students from the schools of Arts and Sciences, Engineering and the Peabody Institute. All of these students are encouraged to utilize the services offered by the Counseling Center. All services are confidential and free of charge.

3003 N. Charles St. Suite S-200
(Near 30th St. in the Homewood Apartments)
410-516-8278
<http://studentaffairs.jhu.edu/counselingcenter/>

Being a graduate student can be stressful, but it can also be a time of growth and self-exploration. The Graduate Student Process Group at the JHU Counseling Center provides a weekly meeting where group members support each other through life's challenges, while also encouraging one another to grow. Group members provide feedback and engage in dialogue to learn about their interpersonal "styles" and how these styles both help and hinder the path to their goals. Topics discussed in the group may include: developing more satisfying relationships, coping with the demands of academic life, adjusting to life transitions, and topics related to self-identity.

Students who are interested in joining the group should email Dr. Eric Rose (erose8@jhu.edu) or Ms. Kourtney Bennett (kbennet3@jhu.edu) for more information and to learn how to schedule a group screening. This group will meet weekly for 1.5 hours every Thursday afternoon between 3:00pm and 4:30pm during the Fall and Spring semesters.

VI. FOOD SERVICES

Homewood Campus

Charles Street Market (Wolman Hall)

Our fully stocked campus market features everything from fresh produce, organic staples and gourmet treats to a wide array of campus essentials all at a fair price. The Stone Mill Bakery is located inside of Charles St. Market and stands as the Baltimore area's oldest European artisan bakery and offers a tantalizing menu of salads, sandwiches and delicious breakfast options.

Fresh Food Cafe (AMR 3)

A friendly, comfortable, all-you-care-to-eat "residential restaurant" where you can watch the preparation of made-to-order meals from the grill, deli, or salad bar or venture to one of the many multi-stations serving international and home-style entrees. If you keep Kosher, "FFC's" Star K certified dining options called "Taam Tov" will keep you feeling satisfied and energized.

Levering Food Court (Levering Hall)

The main, retail food court located right in the center of campus. Customers can find everything from hot soup, homemade burritos and crisp salads made in front of your eyes to grilled favorites, made-to-order sandwiches (featuring Boars Head® meats) homemade chips, and fresh sushi. The Chesapeake Bay Roasting Company is also located in Levering Hall.

Nolan's (Charles Commons)

Nolan's is a warm and inviting "campus living room" that sets the stage for the student's most stimulating conversations. Customers can find anything from freshly tossed salads, sandwiches made to their specifications, hand tossed pizzas & calzones baked in our brick oven to grilled favorites and hot, home-style entrees.

Bamboo Café - Bamboo Café uses fresh, local ingredients for its menu items, including bahn mi, a Vietnamese sandwich served on a fresh French roll; bao, or steamed buns; pho (noodle soup); miso soup; salads; sides; fruit smoothies; bubble teas; and desserts. Sushi is the highlight, available made to order or prepackaged for guests in a hurry.

Daily Grind Café (Brody Learning Commons & Mudd Hall)

The 75-seat cafe, run by The Daily Grind, is a popular spot for meetings and an essential stop for refueling between classes.

Web site for all of the above services: <http://johns-hopkins-university.cafebonappetit.com/>

East Baltimore Campus

For more information on on-campus and off-campus dining services on the E. Baltimore campus, please visit the following websites:

<http://www.jhsph.edu/student-life/dining/>

<http://www.hopkinsmedicine.org/som/students/life/dining.html>

VII. PARKING

Homewood Campus

Parking is available for graduate students on the Homewood campus at any available lot (<http://ts.jhu.edu/Parking/Students/>). Generally, this includes the San Martin (\$103/mo.) and the surface lots (\$65/mo.). Graduate students receiving a paycheck from the university are eligible for payroll deduction to pay for parking. Please direct all parking related questions to the Parking Office, 410-516-PARK or parking@jhu.edu.

San Martin Garage

Located conveniently at San Martin Drive on Homewood campus, San Martin Garage is within walking distance to Remsen Hall and the New Chemistry Building.

Swipe card access 24 hours a day. Monthly cost: \$103

Homewood Surface Lot Parking

The Wyman East, Wyman West, Stony Run, Muller Deck, 115 West University and Homewood Field lots are surface lots at the periphery of campus. These lots provide reasonably convenient Homewood parking, close to or on the edge of campus, at a lower cost per day than is available in garages.

Swipe card access 24 hours a day. Monthly cost: \$65

East Baltimore Campus

Based upon availability, CBI students are eligible for offsite parking on the East Baltimore Campus. The parking areas are located at the Monument Street Lot (drop off and pickup point located on the corner of Monument St. & Rutland Ave.) and the Fallsway Lot, 545 High Street (drop off and pickup point is located on Wolfe Street near to the main entrance of the hospital). Frequent shuttle service between the SOM and parking lots is provided. Students must apply in the School of Medicine Office of Financial Affairs located in the Broadway Research Building, Suite 131. You must present your student ID to obtain a parking permit.

VIII. FREE BUS SERVICE

Transportation between Homewood and the Medical Institutions

A shuttle bus operates between the Homewood campus and the medical institutions Monday through Sunday. The bus leaves from IFC at University Parkway between N. Charles and St. Paul Streets with its final stop at Broadway and Monument Street. The schedules can be viewed on the web at: <http://ts.jhu.edu/Shuttles/>.

Blue Jay Shuttle

The Blue Jay Shuttle service operates on a fixed-route evening schedule in an area proximate to the Homewood campus from 5:50pm to 11:30pm, seven days per week, excluding University holidays and other dates as determined by the University. During intersession and summer session, limited service is offered (Red, Blue and/or Night Ride). The fleet of vans depart from Brody Learning Commons – seen as the shuttle’s transportation hub – starting at 5:50pm. The shuttles are equipped with TransLoc, a GPS-based real-time transit information system available online or through a mobile device. To view the Blue Jay Shuttle routes and to track the vans, go to <http://jhu.transloc.com> on either a computer or a smartphone. Passengers can also text “bjs [stop#]” to 41411 receive real-time arrival predictions for all routes servicing that stop. TransLoc’s free app is available at www.translocrider.com.

From 11:30pm to 3:45am, the Blue Jay Shuttle reverts to Night Ride only, which is an on-demand, curb-to-curb service to and from locations within the service area. Passengers can request a ride as early as 5:50pm or dusk, whichever is later. While the routes are running, Night Rides will be dispatched only to those who need service to locations not serviced by the fixed routes. Call (410) 516-8700 to request a Night Ride and the dispatcher will provide passenger(s) with an estimated time of arrival.

For more information on transportation services, please visit <http://ts.jhu.edu/Shuttles/>.

IX. LIBRARY CARRELS

The library has assigned/reserved works stations available to graduate students, and are located on MSEL B and D levels, near the public elevator. To get one, apply at the Support Services office on MSEL A level. They are assigned first-come, first-served, and must be renewed each semester. You can apply for one during any time of the year.

X. LGBTQ LIFE

LGBTQ Life serves the lesbian, gay, bisexual, transgender, queer, and allied community at Johns Hopkins. We provide a central home for information about gender identity and sexual orientation across the Hopkins community.

<http://studentaffairs.jhu.edu/lgbtq/>

XI. OFFICE OF SUSTAINABILITY

The Office of Sustainability's mission is to provide tools and strategies to the Johns Hopkins community so that the institution is more sustainable and remains strong and vibrant. The Office of Sustainability works across all university departments and campuses and is housed at the Keswick Building near the Homewood campus.

<http://sustainability.jhu.edu/>

XII. E-MAIL ACCOUNTS

Students are required to apply for a free JHU academic email account. This can be done by logging into JHED (<https://my.jh.edu>) and clicking on request e-mail account or dialing HITS at 6-HELP. Departmental administrative broadcast messages will be sent to the student's free academic account (JHEM or JHU alias). **Students utilizing external e-mail accounts (Gmail, Hotmail, Yahoo, etc.) are required to forward mail from their JHU student account to these external accounts as they will be responsible for all information communicated via their JHU academic account. The department will not send e-mail to an external account.**

XIII. MAIL SERVICES

Homewood Campus

Remsen Hall 138

Monday-Friday, 8:30am – 5pm.

Students can drop off outgoing mail and intercampus mail in the Main Office.

FedEx Office Print & Ship Center

3003 N Charles St
Baltimore, MD 21218
(410) 467-2454

XIV. BOOKSTORES

***Homewood Campus* – Barnes & Noble Johns Hopkins Bookstore**

3330 St. Paul Street

Baltimore, MD 21218

Store telephone: (410)662-5850

Monday – Saturday, 9:00 AM.- 9:00 PM

Sunday, 10:00 AM.- 9:00 PM

XV. OTHER FACILITIES

Homewood Student Affairs - <http://studentaffairs.jhu.edu/>

Campus Ministries: 6-1880, <http://chaplain.johnshopkins.edu/>

Johns Hopkins Museums: <http://www.museums.jhu.edu/index.php>

Credit Union: Charles Commons, 410-534-4500 or 1-800-JHFCU-70. www.jhfcu.org

PERSONNEL
I. CBI FACULTY

<i>Name</i>	<i>Department</i>	<i>Email</i>	<i>Office Phone</i>	<i>Office Address</i>
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Townsend, Craig	Chemistry	ctownsend@jhu.edu	410 516-7444	Homewood, Remsen Hall 252
Wade, Herschel	Biophysics & Biophysical Chem.	herschel.wade@jhmi.edu	410 502-5629	725 N. Wolfe St., Hunterian 709
Wolberger, Cynthia	Biophysics & Biophysical Chem.	cwolberg@jhmi.edu	410 955-0728	725 N. Wolfe St. WBSB 714
Woodson, Sarah	Biophysics	swoodson@jhu.edu	410 516-2015	Homewood, Jenkins Hall 402
Zhu, Heng	Pharmacology	Heng.Zhu@jhmi.edu	410 502-0878	Broadway Research Bldg, 333, SOM

II. CBI RESEARCH AREAS

- [Scott Bailey](#) - structure/Function studies of genome integrity
- [James Berger](#) - structural and catalytic mechanisms of nucleic-acid machines and assemblies; control of DNA replication and chromosome superstructure; small-molecule and biological regulatory mechanisms
- [Philip Cole](#) – chemical and biochemical approaches to signal transduction
- [Val Culotta](#) - cellular transport and trafficking of heavy metals, antioxidant enzymes
- [Dominique Frueh](#) - applying NMR spectroscopy to the study of protein motions in large molecules
- [David Goldberg](#) - synthetic analogs of heme and non-heme Fe and Mn centers, mechanistic studies involving M=O, M-O₂, M-NO and related species
- [Marc Greenberg](#) – chemical, biochemical, and biological studies on nucleic acid damage and DNA repair in free DNA and nucleosomes, design of radiosensitizing agents, inhibitors of DNA repair enzymes, and molecules that enable the spatiotemporal control of nucleic acid structure
- [Vince Hilser](#) - Structural and dynamic basis for molecular recognition, catalysis, and allostery
- [Christian Kaiser](#) - protein folding, translation and translocation with single-molecule approaches
- [Kenneth Karlin](#) - bioinorganic chemistry; copper and heme biomimetic O₂ and nitrogen oxide chemistry; peptide metal complex chemistry
- [Jennifer Kavran](#) - Structural and biochemical studies of the molecular mechanisms of signaling pathways
- [Juliette Lecomte](#) - determinants of protein structure and dynamics in solution; NMR spectroscopy of heme proteins
- [Young-Sam Lee](#) - sensing and signaling nutrient conditions. Discovery of metabolites signaling nutrient conditions.
- [Yuan Lee](#) - glycoproteins, glycolipids, and cell-surface substances.
- [Anthony Leung](#) - biology behind poly(ADP-ribose) (PAR)—the third polynucleotide besides DNA and RNA. Research includes (1) developing new chemical and proteomics tools to study PAR, (2) identifying predictive biomarkers for cancer therapy with PAR polymerase (PARP) inhibitors, and (3) discovering novel roles of PAR in non-coding RNA biology and non-membraneous cellular structures.
- [Jun Liu](#) - use of small molecules as probes to elucidate mechanisms of signal transduction; angiogenesis and cell proliferation.
- [Caren Freel Meyers](#) - drug delivery mechanisms in bacteria; development of antibiotic prodrug strategies; study of bacterial isoprenoid biosynthesis; combinatorial biosynthesis
- [Marc Ostermeier](#) - protein engineering, directed evolution, allostery
- [Steven Rokita](#) - sequence and conformation specific reactions of nucleic acids; enzyme-mediated activation of substrates and coenzymes for dehalogenation
- [Ron Schnaar](#) - cell surface molecular interactions (cell-cell recognition) and the control of cell behaviors in the nervous system (axon regeneration) and immune system (inflammation); Glycobiology
- [Jungsan Sohn](#) - mechanistic enzymology and X-ray crystallography; structure and function of allosterically regulated biological stress-sensors
- [James Stivers](#) – fundamental mechanisms of DNA-protein recognition, role of dNTP pools and DNA repair in cancer and viral infections, directed inhibitor design
- [Joel Tolman](#) – biomolecular recognition, structural genomics, experimental and theoretical NMR
- [John Toscano](#) - new precursors to NO and HNO, NO-releasing materials, the potential role of HNO in the treatment of heart failure

- [Craig Townsend](#) – natural product chemistry, enzymology and molecular biology, fatty acid synthase inhibitors for cancer, tuberculosis and obesity
- [Herschel Wade](#) - molecular switch energetics-landscapes and allosteric mechanisms, molecular recognition principles of multidrug resistance proteins
- [Sarah Woodson](#) - RNA folding and catalysis; dynamics of small regulatory RNAs; mechanism of 30S ribosome assembly by time resolved footprinting
- [Cynthia Wolberger](#) - biochemical, biophysical and structural studies on enzymes involved in ubiquitin signaling and transcription regulation
- [Heng Zhu](#) - develops and applies the protein chip technology to investigate important biological questions and to help clinical research. Research focus includes networks and pathways of protein posttranslational modifications, gene transcription regulatory networks, pathogen-host interaction networks, and biomarker discovery.

III. ADMINISTRATIVE STAFF

Chemistry Department

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CBI CHECKLIST AND TIMELINE

<input type="checkbox"/>	Select Research Advisor	End of First Year
<input type="checkbox"/>	Complete Course Requirements	End of Second Year
<input type="checkbox"/>	Graduate Board Oral (GBO)	Before the end of Second Year
<input type="checkbox"/>	Research Proposal	Fall of Third Year
<input type="checkbox"/>	Research Updates*	Spring of Third Year
<input type="checkbox"/>	Research Committee Selection	During Third Year
<input type="checkbox"/>	Research Committee Meeting Year 3	Spring of Third Year
<input type="checkbox"/>	Research Updates*	Spring of Fourth Year
<input type="checkbox"/>	Research Committee Meeting Year 4	Spring of Fourth Year
<input type="checkbox"/>	Research Committee Meeting Year 5	Spring of Fifth Year
<input type="checkbox"/>	Research Updates*	Fall of Sixth Year
<input type="checkbox"/>	Research Committee Meeting Year 6	Spring of Sixth Year
<input type="checkbox"/>	Dissertation and Seminar	

* Research reports will be presented every 1 - 1.5 years.

REQUEST FOR EXTENSION

To: Dr. Steve Rokita
Director

From: _____

Date: _____

Subject: Request for Extension — Graduate Board Oral Examination

Due to the following reason, I will not complete this academic requirement during the required time limit:

I am requesting an extension until _____ of _____.
semester year

Endorsed by:

Student

Advisor

Approved by:

Steve Rokita

Requirement Completed: _____
Date