

Chemistry-Biology Interface Program

Graduate Student Handbook

2018 – 2019

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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Academic Calendar 2018-2019

Fall 2018

Monday, August 20	Classes Begin, SOM
Monday, August 30	Classes Begin, Homewood
Monday, September 3	Labor Day – Classes suspended (All Campuses)
Tuesday, September 4	Classes Begin, 1 st Term BSPH
Friday, October 19 – Sunday, October 21	Fall Break – Classes suspended, Homewood
Friday, October 26	Last day of classes, 1 st Term BSPH
Monday, October 29	Classes Begin, 2 nd Term BSPH
Monday, November 19 – Sunday, November 25	Thanksgiving vacation, Homewood
Thursday, November 22 – Sunday, November 25	Thanksgiving vacation, BSPH and SOM
Friday, December 7	Last day of classes, Homewood
Saturday, December 8 – Tuesday, December 11	Reading Period, Homewood
Wednesday, December 12 – Friday, December 21	Final exam period, Homewood
Friday, December 21	Last day of classes, 2 nd Term BSPH
Saturday, December 22 – Sunday, January 6	Mid-year vacation, Homewood

Winter/Intercession

Saturday, December 15 – Monday, January 1	Winter Break, SOM
Monday, January 7 – Friday, January 18	Intercession, BSPH; Continue Rotation 2
Monday, January 7 – Friday, January 25	Intercession, Homewood; Continue Rotation 2

Spring 2019

Wednesday, January 2	Classes Begin (SOM)
Monday, January 21	Observance of MLK birthday – No classes (All Campuses)
Tuesday, January 22	Classes Begin, 3 rd Term BSPH
Monday, January 28	First day of classes, Homewood
Friday, March 15	Last day of classes, 3 rd Term BSPH
Monday, March 18 – Sunday, March 24	Spring Vacation, Homewood
Monday, March 25	Classes Begin, 4 th Term BSPH
Friday, May 3	Last day of classes, Homewood and SOM
Saturday, May 4 – Tuesday, May 7	Reading period, Homewood
Wednesday, May 8 – Thursday, May 16	Final exam period, Homewood
Friday, May 17	Last day of classes, 4 th Term BSPH
Thursday, May 23	University Commencement

HEALTH AND SAFETY

I. 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, 2018. 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 Indira Jones and Jasmine Harris. They are available for questions by contacting chem-admin@lists.johnshopkins.edu

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
Office: 410-516-7278 (Mina Razavi)
http://www.hopkinsmedicine.org/hse/radiation_safety/index.html

II. 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.**

https://hpo.johnshopkins.edu/hse/policies/156/11033/policy_11033.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.

Johns Hopkins Safety Policies

<https://www.hopkinsmedicine.org/hse/policies/index.html>

III. EMERGENCY HEALTH CARE AND EMERGENCY INCIDENT REPORTING

If you are injured at work, please notify your supervisor immediately and contact the Homewood Office of Occupational Health Services at 410.516.0450. If an injury should occur on a night shift or weekend, please seek the appropriate medical treatment and follow-up with the Department of Occupational Health Services the next business day. Students should 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 due to an occupational injury please notify your supervisor immediately and contact the Injury Clinic Office in the Johns Hopkins Hospital at 410.955.6433. For more information click [HERE](#) to visit the Injury Clinic Office.

Employee Incident Report Form & the Occupational Health Services Employee Information Form are available at the Health and Safety Forms web page - <http://www.hopkinsmedicine.org/hse/forms/forms.html>.

Occupational Health Services - Homewood
1101 East 33rd Street
C-160 Eastern H.S. Building
Phone: 443-997-1700
Fax: 443-997-1701
Monday - Friday 7:30 am to 4:00 pm

Occupational Health Services – E. Baltimore Campus
The Church Home Professional Office Building
98 North Broadway, Room 421
Phone: 410-955-6211
Fax: 410-955-1617
Monday - Friday 7:30 am to 4:00 pm

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	Call the Facilities Manager at 410-516-7458, or Security at 6-7777.
FLOOD	E. Baltimore Campus: Call Maintenance at 5-3329, Security at 5-5585, or the
ODOR	Emergency Number 5-4444
SPILL	

Important Phone Numbers - <https://www.hopkinsmedicine.org/hse/emergency/index.html>

Emergencies (Campus Security)	6-7777
JHMI Security	410-955-5585
First Aid	6-7777
Student Health and Wellness Center	410-516-8270 (daytime)
Office of Safety and Environmental Health	410-955-9213
Biosafety Officer	410-955-5918
Occupational Health Services	410-516-0450
Homeland Security Hotline	202-282-8000
Baltimore Emergency Management	1-888-223-0033
Baltimore Police	911 (Campus Security if dialed from University)
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	(443) 997-5302
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.

University emergency contact list - <https://www.jhu.edu/life/security/emergency-contact-information/>

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

LiveSafe App

The LiveSafe app is free to the JHU community and can be downloaded to mobile devices from either the App Store or Google Play. It offers a quick way to connect with Homewood Security in an emergency without stopping to dial a phone number, and it reduces response times by providing location data.

Beyond the emergency options, the app has features intended to help the Homewood community report problems—including by sending a text message, photo, or audio file—and find safety and security resources.

Sexual Misconduct

The Johns Hopkins University is committed to providing a safe and non-discriminatory educational and working environment for its students, trainees, faculty, staff, post-doctoral fellows, residents, and other members of the University community. In particular, the University will not tolerate and is committed to providing members of its community with an environment that is free from sexual harassment, sexual assault, relationship violence, and stalking (collectively, “sexual misconduct”). This conduct is disruptive of the learning and working environment of the University’s community and deprives students, employees and other community members of equal access to the University’s programs and activities. To that end, the University embraces its responsibility to increase awareness of sexual misconduct, prevent its occurrence, support victims, deal fairly and firmly with offenders, diligently investigate complaints of such misconduct and retaliation, and comply with Title IX of the Higher Education Amendments of 1972 (“Title IX”) and the Campus SaVE Act. The Johns Hopkins University Sexual Misconduct Policy and Procedures (the “Policy” and these “Procedures”) implement the University’s commitment to investigate and resolve

cases involving sexual misconduct and retaliation promptly, fairly, equitably, impartially, and in compliance with law.

http://sexualassault.jhu.edu/template_assets/documents/SexualMisconductPolicy.pdf

IV. 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.

V. 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.

GENERAL ACADEMIC INFORMATION

I. GRADUATE BOARD DEADLINES

Thesis Defenses may be held throughout the academic year. The defense 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:

June 22, 2018 Completion of Final Graduate Board Oral Exams for Summer Meeting

July 20, 2018 All materials must be submitted to Graduate Board by **4:00pm**
Dissertations submitted electronically to the Library by **4:00 pm**

Fall Schedule:

October 6, 2018 Completion of Final Graduate Board Oral Exams for Fall Meeting

October 26, 2018 All Materials must be submitted to the Graduate Board by **4:00pm**
Dissertations submitted electronically to the Library by **4:00pm**
Fall 2017 Grace Period Deadline: October 26, 2018

Spring Schedule:

TBA Completion of Final Graduate Board Oral Exams for Spring Meeting

TBA All materials must be submitted to the Graduate Board by **4:00pm**
Dissertations submitted electronically to the Library by **4:00pm**
Spring 2018 Grace Period Deadline: TBA

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/>. 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. 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://e-catalog.jhu.edu/departments-program-requirements-and-courses/>. The Registrar maintains a current list of course offerings for each semester - <https://studentaffairs.jhu.edu/registrar/>.

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.

III. COLLOQUIA AND SEMINARS

The Chemistry (<https://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 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). CBI Students are supported at a monthly rate equivalent to \$32,470 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 participate 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

(<https://studentaffairs.jhu.edu/registrar/students/student-health-benefits/>)

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](https://www.grantforward.com/index) (<https://www.grantforward.com/index>), a database that allows both students and faculty to search for external funding. An account can be set up with a valid Hopkins email. Justin Orlove, Remsen 333, is available to assist in identifying extramural support.

V. 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 Justin Orlove, 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.

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 for further information. (http://www.controller.jhu.edu/depts/tax/about_tax.html)

CBI Payment Forms

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

- Chemistry New-hire Form
- I-9 Form (on line process found on the [Student Employment Website](#))
- Federal Tax Forms
- Maryland (or home state) Tax Forms

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.

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(<https://studentaffairs.jhu.edu/studentemployment/student-information/handbook/i-9/>).

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 Justin Orlove in Remsen 333.

OFFICES RELATING TO GRADUATE STUDENTS - HOMEWOOD CAMPUS

GRADUATE ADMISSIONS AND ENROLLMENT OFFICE

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

<https://finaid.jhu.edu/graduate-aid/>

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

<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

<https://studentaffairs.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

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

STANDING COMMITTEES OF THE CHEMISTRY-BIOLOGY INTERFACE PROGRAM

Chemistry-Biology Interface Program Standing Committees 2018 – 2019

Academic Advising Committee

Scott Bailey
Ron Schnaar
Craig Townsend

Steering Committee

Val Culotta
Juliette Lecomte
Caren Meyers
Steve Rokita
Craig Townsend

Program Director

Steve Rokita

Admissions Committee

Marc Greenberg (Chair)
Jennifer Kavran
Marc Ostermeier
Heng Zhu

Curriculum Committee

Anthony Leung
James Stivers
Sarah Woodson

Retreat Advisor

Jungsan Sohn

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/>

Graduate Student Policies

<http://e-catalog.jhu.edu/grad-students/>
<http://homewoodgrad.jhu.edu/academics/policies/>

University Policies

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

Information Technology Policies

<http://www.it.jhu.edu/policies/index.html>

Sexual Harassment Prevention and Resolution

<http://sexualassault.jhu.edu/policies-laws/>

Additionally, the CBI Program supports and proactively complies with the Family Educational Rights and Privacy Act ([FERPA](#)). Students accepted into the program 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 or 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 must be at the 400 level or above. 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 their first year. Director permission is required to take beyond the first year. 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 students can earn a maximum of ½ credit for one literature/seminar course during their career.

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
250.685	Proteins and Nucleic Acids
250.689	The Physical Chemistry of Biological Macromolecules

- 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).

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 in-person 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. Additional coverage of RCR is included in the annual CBI Retreat and monthly CBI Forum. A full description of the course and the policy is posted here:

<http://homewoodgrad.jhu.edu/professional-development/#rcr>.

IV. 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 and on both campuses (Homewood and E. Baltimore). 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 it to the CBI Director for final approval.

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

V. ANNUAL REVIEWS AND INDIVIDUAL DEVELOPMENT PLAN (IDP)

All enrolled and active graduate students (including nonresident, those with external funding and students on internships) will be evaluated annually starting with their first year in the program. **See back of handbook for the CBI Annual Review Guidelines.**

The review will allow for discussion about the student's professional development goals and ways to develop strategies to achieve those goals. This review will also include the opportunity for the student to offer self-evaluation. Students who fail to attain a program's minimum level of performance may be placed on academic probation or dismissed using the procedures outlined in the Homewood Schools Policy for Graduate Student Probation, Dismissal, and Funding Withdrawal. In making these decisions, particularly that of dismissal, the program will take into consideration extenuating circumstances beyond the student's control.

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

VI. 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 and alternate members 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](#)).

VII. 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. For more information, please visit <https://homewoodgrad.jhu.edu/academics/graduate-board/graduate-board-oral-exams/>.**

Graduate students, together with his or her research supervisor, must submit the names of eight professors (4 internal/4 external) as possible examiners to John Kidwell (jkidwel3@jhu.edu) **six weeks in advance of the proposed time and date of the exam.** The names should be submitted along with a research abstract and at least three proposed dates. 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](#).

VIII. 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 John Kidwell (jkidwel3@jhu.edu) 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 John 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.

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. 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.

XI. 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 research committee should also be consulted on this decision. 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 everyone. 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. Once the faculty have been selected and approved, students must email Lauren McGhee with the names as well as the date of the seminar. Please note that a copy of the thesis must be provided to all three committee members prior to the defense date.

There are special regulations concerning the preparation of dissertations. Information regarding the electronic thesis and dissertation (ETD) program, as well as submission workflow and requirements, can be found on the Library's website: <https://www.library.jhu.edu/library-services/electronic-theses-dissertations/>.

For students looking for resources for writing and finishing the dissertation, the Center for Leadership Education offers an excellent workshop geared towards exactly that aim. They also offer a variety of graduate courses geared towards professional development: <https://engineering.jhu.edu/cle/>.

XII. 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, with the help of the research committee, 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, in part through discussion of the student's IDP. From the beginning of year 2 onward a student must have a thesis advisor in order to be in good academic standing.

XIII. 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 August 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.

XIV. 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. An intermediate M.S. Degree is awarded after the successful completion of the GBO.

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.

XV. 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 28, 2018** 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 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.

XVI. VACATIONS FOR CBI GRADUATE STUDENTS

The following policy applies to all students in residence who are receiving support from 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. Vacation time 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 is 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.

XVII. 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

Johns Hopkins University recognizes the importance of balancing the family and academic responsibilities faced by new parents and promoting the well-being of their families. The University is supportive of accommodating eligible full-time graduate students and full-time postdoctoral fellows, scholars and trainees (collectively “postdoctoral trainees”) who are expecting a new child (either through birth, adoption, or legal guardianship). Consistent with grant funding policies that place a limit of 8 weeks for parental leave, all eligible full-time graduate students and postdoctoral fellows shall receive no less than 8 weeks of (fully-paid for those students/fellows with full funding at the time of the accommodation) new child accommodations. Please visit the [official university policy](#)

(<https://www.jhu.edu/assets/uploads/2017/06/newchildaccommgradandpostdoc.pdf>) for more information on eligibility and details.

Graduate students and postdoctoral fellows in the Kreiger School of Arts and Sciences should contact Director Renee Eastwood (KSAS) (rseitz5@jhu.edu) at least 90 days in advance of the need of a new child accommodation (or soonest possible date) to coordinate a plan with their advisor/department.

Family Resources for Students - <http://homewoodgrad.jhu.edu/student-services/family-resources-for-students-and-postdoctoral-fellows/>

XVIII. 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.

XIX. 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/>

XX. IMMUNIZATION (University Policy)

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 2018-2019 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. ORGANIZATIONS

Graduate Representative Organization (GRO)

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

Office: Levering Hall 115-C

Phone: 410-516-7682

E-mail: gro@jhu.edu

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 - <https://studentaffairs.jhu.edu/gro/>.

Chemistry Student Liaison Committee

The Chemistry Student Liaison Committee is a group of Chemistry graduate students that provide assistance in organizing events that will foster the growth of social networking/interactions within the Chemistry Department and the Johns Hopkins Community. These events include monthly social hours (happy hours), the annual golf tournament and organizing the Roseman Graduate Student-Hosted Symposium. The Committee also provides assistants with department organized events, such as the graduate student recruitment weekend. If you would like to participate in these activities please contact the Student Liaison Committee at ChemSLC@jhu.edu.

Student Safety Committee

The Chemistry Student Safety Committee (ChemSSC) was created to promote a culture of safety in our chemistry department, as well as to address known safety issues occurring in the laboratories. ChemSSC has subcommittees dedicated to specific goals, including raising awareness of the chemistry student safety committee and specific safety issues to the rest of the Chemistry department, identifying potential improvements in the physical foundation of the chemistry department, scheduling and overseeing peer lab walk-through, and maintaining the [safety committee website](#).

ChemDNA

ChemDNA (Chemistry Diversity Networking and Advancement) was born out of the Department of Chemistry at Johns Hopkins University in 2016 as a means to foster an inclusive environment among students. Since then ChemDNA has begun to recruit members and plan for future events and outreach to the Greater Baltimore community.

ChemDNA is an organization promoting a well-functioning, respectful, and inclusive learning and work environment. ChemDNA seeks to provide a space where students, faculty, and staff are represented and supported to succeed regardless of race, gender, ethnicity, orientation, and/or other identities. Key programs to create positive change include social events aimed towards initiating and informing conversation, mentorship both vertically and horizontally among career levels, and outreach to the greater community broadening diversity in STEM whilst providing exposure to the Department. Through these efforts to promote diversity we strive to improve the environments in which all members of our community live and work.

Contact: diversityinchemistry@live.johnshopkins.edu

Website: <http://sites.krieger.jhu.edu/chemdna>

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.

Email: nobcche@jhu.edu

Facebook: www.facebook.com/groups/JHUNOBCChE

XXIII. 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.**

XXIV. 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, Suite 389

410-516-8056, career@jhu.edu

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

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

Handshake

Create and keep an updated profile in [Handshake](#) to get access to events, resources, jobs, employers and appointments. Take the time to fill out your profile and select your post-grad career plans and career interests, which will allow employers who are hiring students with advanced degrees to find you. You should also choose a [Career Academy in the Career Interests section](#). This keeps you in the loop with your specific industry, adds you to our targeted email list, and garners invites when employers are on campus.

Career Opportunities and Professional Development

<https://studentaffairs.jhu.edu/career-planning/phd-doctoral-students-and-postdoctoral-fellows/>

Additionally, a job posting/resume service for chemistry positions is available online at

<http://www.aftercollege.com/career-networks/johns-hopkins-university/department-of-chemistry/>.

Students seeking guidance and opportunities to develop as educators are recommended to connect with the various programs offered through the Center for Educational Resources <http://cer.jhu.edu>.

Alumni Directory

[GoHopOnline](#) allows you to both re-connect with old classmates as well as enabling you to utilize the trusted Johns Hopkins University environment to expand your professional network.

East Baltimore Campus

JHM Professional Development and Career Office - <https://pdco.med.jhmi.edu/>

1830 E. Monument St. Suite 2-106 - 410-502-2804

DEPARTMENTAL FACILITIES

I. OFFICE — MAIL — KEYS

Homewood Campus

Department Offices

- Chemistry Office
Renssen 138, ext. 6-7429
Hours: 8:30am - 5:00pm, Monday through Friday

Mail

Students will be assigned a mailbox in Renssen 127. Mail is delivered to Renssen 127 and the New Chemistry Bldg. Room 105 daily. Packages sent via courier services are delivered to the Renssen 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 Renssen SB27 which will give them access to the outside and mailroom doors in Renssen and the New Chemistry Building. Also, the keys will allow them access to shipping/ice maker SB21 and the graduate student lounge Renssen 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 Renssen 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.

UNIVERSITY KEYS MUST NEVER BE DUPLICATED!

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.

Poster Printing

The Chemistry Department has a 36" poster printer available in the main office in Remsen. Posters for instructional purposes will be charged to a department account. For research purposes, the charge will be \$5 per foot (for example, if a poster is 36x48", the department would charge \$20).

If you would like to have a poster printed, please email a PDF with the correct dimensions to chem-admin@lists.johnshopkins.edu. Since the printer paper is 36" wide, one of the dimensions of your poster must be 36". If the poster is for instructional purposes, please provide the instructor's name and course number in your request. If the poster is for research purposes, please provide your group name and the budget number you would like the poster to be charged to.

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) 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 <https://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. 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, smee1@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.

IV. 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 240, 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 - <http://chemistry.jhu.edu/about/facilities/>

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 Justin Orlove.

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, <https://studentaffairs.jhu.edu/recreation/>, or by calling ext. 6-4434.

III. WRITING CENTER

The Writing Center offers undergraduate and graduate students free, individual conferences with experienced tutors, all of whom are trained to consult on written work in the humanities and social sciences. The Writing Center welcomes all Johns Hopkins students in the Krieger School of Arts and Sciences and the Whiting School of Engineering.

Please visit their website for more information - <https://krieger.jhu.edu/writingcenter/>

IV. 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
Johns Hopkins Pavilion, Ground Floor Suite 160
10755 Falls Road
Lutherville, MD 21093
(410) 583-2777 (Open 8 am to 10 pm everyday)

Medstar Promptcare

Center Anneslie Shopping Center
6317 York Road
855-546-1994
8 am – 8 pm Monday-Friday
8 am – 6 pm Saturday and Sunday

V. 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 <https://studentaffairs.jhu.edu/disabilities/>.

VI. 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. Reisha Moxley (rmoxley3@jhu.edu) or Mr. Chris Conway (cconway9@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.

VII. LGBTQ LIFE & GENDER ISSUES

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/>

For support and advising on issues relating to gender and the achievement of women students

<https://studentaffairs.jhu.edu/women-resources/>

VIII. 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/>

IX. 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>

X. 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 and the surface lots. 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.

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.

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.

XI. 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/>.

XII. 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.

XIII. JHU TECHNOLOGY STORE

The Technology Store (01 Garland Hall) offers Hopkins students, faculty and staff convenient access to specially configured and priced academic computing hardware and expert service and support. <https://studentaffairs.jhu.edu/computing/hopkins-technology-store/>

Hopkins Technology Center now offers Out of Warranty repairs for all Johns Hopkins Students, Faculty, and Employees. This offer is only for personal computers only. No Departmental. Contact the store 9am-4:30pm, Mon-Fri at 410-516-0448. Or you can email at techstore@jhu.edu for more details.

XIV. 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.**

XV. 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

XVI. 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

XVII. 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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Wade, Herschel	Biophysics & Biophysical Chem.	herschel.wade@jhmi.edu	410502-5629	725 N. Wolfe St., Hunterian 709
Wolberger, Cynthia	Biophysics & Biophysical Chem.	cwolberg@jhmi.edu	410955-0728	725 N. Wolfe St. WBSB 714
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Zhu, Heng	Pharmacology	hzzhu4@jhmi.edu	410502-0878	Broadway Research Bldg, 333, SOM

II. CBI RESEARCH AREAS

- [Scott Bailey](#) - structure/Function studies of genome integrity
- [James Barrow](#) - Medicinal chemistry and drug discovery, especially for diseases of the central nervous system
- [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
- [Greg Bowman](#) - coupling biochemistry and structural biology (crystallography/cryoEM) to reveal mechanisms by which ATP-dependent remodeling enzymes and transcription factors alter nucleosome structure and dynamics
- [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
- [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
- [Rebecca Schulman](#) - in vitro synthetic biology for the design synthetic devices, materials and cells using ideas from DNA nanotechnology and systems chemistry
- [Jungsan Sohn](#) - mechanistic enzymology and X-ray crystallography; structure and function of allosterically regulated biological stress-sensors
- [Jamie Spangler](#) - engineering new proteins that modulate the immune response for targeted disease therapy

- [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

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CBI FORMS

CBI CHECKLIST AND TIMELINE

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



Chemistry-Biology Interface Program

Department of Chemistry
Zanvyl Krieger School of Arts and Sciences
3400 N. Charles Street
Baltimore MD 21218-2685
(410) 516-7427 / FAX (410) 516-8420

CBI ADVISOR AGREEMENT FORM

Student: _____

Date: _____

Research Rotations:

(1) _____ Date: _____

(2) _____ Date: _____

(3) _____ Date: _____

(4) _____ Date: _____

Student would like to undertake thesis research with Professor _____

Signed: Date: _____ (Student)

Signed: Date: _____ (Professor)

Important Financial Information: The 2018-2019 CBI stipend will be at least \$32,470. In addition, if you have a CBI student in your group who is not supported by the training grant or teaching assistantship you are responsible for his/her health insurance (\$2,076) and 20% of tuition (\$10,748).

Approved by: _____ Date: _____
_____(Director)

Please return this form to Lauren McGhee, Remsen 138 (lauren.mcghee@jhu.edu)

Chemistry-Biology Interface Program – Research Proposal Evaluation

Name of Presenter: _____

Date: _____

Please indicate your status: Faculty Post-doctoral Student Other

Please provide specific examples and suggestions in the blank areas whenever possible. Please return the completed form to John Kidwell (jkidwel3@jhu.edu; Remsen 138).

Content	Excellent	Very Good	Good	Fair	Poor
Articulation of the topic/experimental goal					
<i>Comments:</i>					
Introduction and background					
<i>Comments:</i>					
Description of the experimental approach					
<i>Comments:</i>					
Clarity/interpretation of data					
<i>Comments:</i>					
Rationale for future directions (if applicable)					
<i>Comments:</i>					

Presentation	Excellent	Very Good	Good	Fair	Poor
Overall organization					
<i>Comments:</i>					
Quality of slides					
<i>Comments:</i>					
Oral presentation					
<i>Comments:</i>					

Overall Evaluation: Excellent Very Good Good Fair Poor

CBI Program Annual Review Process:
Directions and Guidelines for Advisors and First Year Students

Timeline for AY 2017-2018

June 30, 2018 – All student annual reviews and thesis committee meetings to be completed by June 30. All reports to be completed and submitted by June 30 to remain in good standing. Note – first year students complete a different form.

Annual Review Guidelines for First Year Graduate Students

Fall and Spring Letters from the Director:

- All first years will receive a letter regarding coursework at the end of both the Fall and Spring semesters.
- Fall letters (sent out in January):
 - Fall letter to focus on courses completed and the number of courses left to fulfill program requirement.
 - Fall letter to include rotation selections and performance.
- Spring letters (sent out in June):
 - Spring letters to include courses completed and the number of courses left to fulfill the program requirement; or confirm that course requirement has been completed.
 - Spring letter to include rotation selections and performance.
 - Spring letter to include the selection and confirmation of an advisor.

Student Responsibilities:

- Individual Development Plan (IDP) Student Report – All students will complete the IDP First Year Student Report by the end of the Spring semester.
- The IDP First Year Student Report will include a self-evaluation. This evaluation should include (but not limited to) the following:
 - A summary of courses completed in the past year. If the course requirement has not yet been met, the student will list the courses they plan to take during the upcoming academic year.
 - A summary of rotation selections in the past year.
 - A discussion of research interests. Now that student has selected an advisor, he/she will provide any research interests they have and/or would like to explore.
 - A discussion of objectives/goals for the upcoming academic year (e.g. improve a certain skill set, attend and participate in group meetings, discuss research project with advisor, take any additional courses).

Advisor Responsibilities:

- Meet with students individually to discuss and sign the IDP First Year Student Report.

Submission/Completion Requirements:

- The completed IDP report must be submitted to Lauren McGhee to keep on file and upload to SIS.
- All forms – Fall and Spring letters and the IDP First Year Student Report will be uploaded to SIS before the start of the next academic year.

Individual Development Plan – First Year Student Report

Student Name: _____

Year in Program: _____

Advisor Name: _____

All first year students in the CBI Program are required to complete an Individual Development Plan and submit all required documents by June 30 to remain in good standing.

- 1) Complete this report.
- 2) Meet with your advisor and discuss this report. During the meeting, sign this report as acknowledgement of your annual review.
- 3) The completed IDP First Year Student Report must be submitted to Lauren McGhee to keep on file and upload to SIS.

Please use the space below to provide a self-evaluation of your progress over the past year and document goals for next year. This evaluation should include (but not limited to) the following: (1) A summary of courses completed in the past year. If the course requirement has not yet been met, list the courses you plan to take during the upcoming academic year; (2) A summary of rotation experiences in the past year; (3) A discussion of research interests. Now that you have selected an advisor, provide any research interests you have and/or would like to explore; (4) A discussion of objectives/goals for the upcoming academic year (e.g. improve a certain skill set, attend and participate in group meetings, discuss research project with advisor, take any additional courses).

My annual self-evaluation is below.

I have met with my advisor to review my self-evaluation and to discuss research and academic goals for the upcoming year.

We certify that we have met to discuss the attached report, including areas where we agree and disagree. This document is not meant to be used as a measure for grading. It is a guide of reference to assist in the development of the student and the relationship of the student and advisor.

Signed: _____

(Student)

Date:

Signed: _____

(Advisor)

Date:

Individual Development Plan – First Year Student Report

Student Annual Self Evaluation (please attach additional pages if needed):

CBI Program Annual Review Process:
Directions and Guidelines for Advisors and Students 2nd Year and Beyond

Timeline for AY 2017-2018

June 1, 2018 – All student annual reviews and thesis committee meetings to be completed by June 1. All reports to be completed and submitted by June 1. Failure to complete may result in a delay of degree conferral. Note – first year students complete a different form.

Annual Review Guidelines for Second Year Students

Student Responsibilities:

- Go to [myIDP](#) and fill out the self-evaluation sections as a first-time user.
- Meet with your mentor and discuss your IDP self-evaluation. During the meeting, complete the relevant sections of the IDP Advanced Student Report.
 - During the meeting, students and mentors will sign the IDP report as acknowledgement and completion of the annual review.
 - It is highly desirable for the meeting to take place prior to the GBO.
- Go back to [myIDP](#) and send the certificate of completion to Lauren McGhee (lauren.mcghee@jhu.edu)

Advisor Responsibilities:

- Meet with all students individually and discuss the student's IDP self-evaluation. During the meeting, complete the relevant sections of the IDP Advanced Student Report.
 - During the meeting, students and mentors will sign the IDP report to acknowledge completion of the annual review.

Degree Completion Letters from the Director:

- All students will receive a letter if course requirements have not yet been met. The letter will include the number of courses that need to be fulfilled, as well as a timeline for completion.
 - A copy of the letter will be sent to the advisor.

Annual Review Guidelines for Third Year Students and Beyond

Student Responsibilities:

- Go to [myIDP](#) and update your self-evaluation.
- Meet with your mentor and discuss your IDP self-evaluation. During the meeting, complete the relevant sections of the IDP Advanced Student Report.
 - During the meeting, students and mentors will sign the IDP report as acknowledgement and completion of the annual review.
 - This meeting will take place prior to the thesis committee meeting.
- Go back to [myIDP](#) and send the certificate of completion to Lauren McGhee (lauren.mcghee@jhu.edu).
- Meet with your thesis committee. The student and his/her thesis committee will meet yearly beginning in the spring semester of the third year. The committee will complete a form summarizing the student's progress towards the Ph.D.
 - Bring a copy of your completed IDP Advanced Student Report to the thesis committee meeting.

Advisor Responsibilities:

- Meet with all students individually and discuss the student's IDP self-evaluation. During the meeting, complete the relevant sections of the IDP Advanced Student Report.
 - During the meeting, students and mentors will sign the IDP report to acknowledge completion of the annual review.
- Discuss the completed IDP Advanced Student Report at the thesis committee meeting.

Submission/Completion Requirements:

- The completed IDP report must be submitted to Lauren McGhee to keep on file and upload to SIS.
- All forms - The IDP Advanced Student Report, course completion letter (if applicable) and the thesis committee form (third years and beyond), will be uploaded to SIS before the start of the next academic year.

Individual Development Plan – Advanced Student Report

Student Name: _____

Year in Program: _____

Advisor Name: _____

All students in the CBI Program are required to complete an Individual Development Plan and submit all required documents by June 1 of each year. IMPORTANT – Failure to complete may result in a delay of degree conferral

- (I) **Trainee:** If you are a first-time user, create an account on myIDP (<http://myidp.sciencecareers.org/>). 1) Go to myIDP and fill out the self-evaluation sections (first-time users), or update your entries. 2) Meet with your mentor and discuss your IDP self-evaluation. During the meeting, fill the relevant sections of this form. 3) Go back to myIDP and send the certificate of completion to Lauren McGhee (lauren.mcghee@jhu.edu). 4) Bring this completed form to the thesis committee meeting. This completed form must be submitted to Lauren McGhee to keep on file and upload to SIS.

Mentor: Meet with your trainee before the thesis committee meeting to complete this form.

-
- (II) **With respect to thesis project and general professional development, please respond to the following inquiries using just a few sentences for each (please attach additional pages if needed).**

(A) Trainee:

Your Project

What is the long-term goal of your project?

Briefly describe the most significant scientific and professional accomplishment(s) completed this year.

What are your professional and research goals for the next year?

How will you achieve these goals and what resources are necessary for success?

Individual Development Plan – Advanced Student Report

Performance

Identify an activity in which you need to improve *and* an activity in which you excel.

Is there a way that CBI can help you (or could have helped you) strengthen those areas?

I understand that my thesis committee is available to discuss my research goals and progress, as well as any problems or concerns (third year and beyond).

(B) Mentor:

Research

How do the research goals of the trainee fit into the theme of our laboratory?

Identify an activity in which the trainee excels.

Identify an activity in which the trainee should improve.

The student's IDP self-evaluation (from <http://myidp.sciencecareers.org>) was reviewed and discussed.

Individual Development Plan – Advanced Student Report

Additional Comments:

Student Comments

Advisor Comments

We certify that we have met to discuss the above statements. This document is not meant to be used as a measure for grading. It is a guide of reference to assist in the development of the student and the relationship of the student and advisor.

Signed: _____ Date: _____
_____ (Student)

Signed: _____ Date: _____
_____ (Advisor)



Chemistry-Biology Interface Program

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CBI RESEARCH COMMITTEE MEETING

Student: _____

Date: _____

Committee Members Present (*please provide signatures*)

1. _____

2. _____

3. _____

4. _____

5. _____

The student's IDP self-evaluation and report was discussed.

To Be Completed by the Research Advisor:

Please provide a brief summary of the student's progress as agreed upon by the committee.

The student is making **satisfactory / unsatisfactory** progress towards to Ph.D. (*please circle*).

If the student is making unsatisfactory progress, please provide additional information regarding the issues/concerns and the steps being taken towards resolution.

DEFENSE CHECKLIST

Chemistry-Biology Interface Program

- Check-in with your advisor and Lauren McGhee (lauren.mcghee@jhu.edu) to discuss conferral and financial implications and deadlines. Deadlines for degree completion and tuition grace periods are posted on the [Graduate Affairs website](#).

- Form your committee.
Your defense committee must include your advisor, a 2nd reader who is a CBI faculty member, and an outside representative who is not a CBI faculty. The third representative could also be a CBI faculty but outside the major area of the candidate. The third member must be approved by the Program Director.

- Set a date and time.
Provide the names of your committee members and date/time to Lauren McGhee (lauren.mcghee@jhu.edu).

- Complete the Application for Graduation online in SIS.

- Complete the [Tuition Deferral Form](#) (if applicable).

- Your last day.
For payroll purposes, please notify Lauren McGhee (lauren.mcghee@jhu.edu) of your last day.

- Reader's Letter and Department Form.
Following your defense, your advisor writes the reader's letter and signs it along with the 2nd reader. The department form is an internal form that we collect and keep in your academic file. Please send copies of both to Lauren McGhee (lauren.mcghee@jhu.edu or Renssen 138).

- Submit in your thesis [electronically to the library](#).

- Email the department and graduate board.
Graduate students are required to send an email to Lauren McGhee (lauren.mcghee@jhu.edu) and cc Renee Eastwood (rseitz5@jhu.edu) with the following items:
 - * The email from the library confirming your dissertation has been approved.
 - * The title of your dissertation typed in the body of the email with correct spelling and punctuation. Do not use all upper case letters.
 - * Include your exact degree, department, and expected conferral semester in the body of the email.Students will not be placed on the degree candidate's listing for approval by the Graduate Board and President of the University until the email has been received by the appropriate Graduate Board deadline.

- Post-employment.
Provide Lauren McGhee (lauren.mcghee@jhu.edu) with your new employment and contact information.

- PhD Hooding Ceremony.
Mark your calendars for the [PhD Hooding Ceremony](#). Information will be sent to all graduates prior to the event.

- Program Evaluation. See attached.

PROGRAM EVALUATION
Chemistry-Biology Interface Program

STUDENT:

Year entering CBI Program:

Thesis defense date:

Please rate the CBI Program in the following areas. Use ratings 1–5 (1 = strongly disagree, 5 = strongly agree).

Your ratings should take into account how useful, applicable or appropriate you found each particular aspect of the CBI program. Please comment where appropriate.

1. The courses I took provided me with a strong foundation.

2. The CBI Program was rigorous.

3. The CBI Program provided suitable opportunities for me to learn about science at the chemistry-biology interface.

4. The CBI community was a supportive environment.

5. The CBI Program supported my professional development and prepared me for my future career.

Additional Comments (feel free to use additional pages).