

RESOURCES
&
ADMINISTRATIVE
INFORMATION:
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ADMINISTRATIVE INFORMATION

ACADEMIC SUPPORT CORE

The Academic Support Core Staff handles coordination of major courses and houses the Graduate Summer Program in Epidemiology, the Student Financial Coordinator, the Academic Coordinator, and the Education Coordinator.

The Academic Coordinator manages all student-related matters, including all issues concerning student admission, visas, registration, and graduation requirements and serves as a liaison between School administration, students, and Department faculty.

The Student Financial Coordinator handles all student financial issues except payroll.

Students:

The Academic Support Core Office (W6508) must be notified promptly of changes of address, overseas travel itinerary and any other significant information. Students should also furnish an address where they can be contacted during summer recess or any other extended leave of absence. Students who receive stipends or are employed by the University should also provide address changes and forwarding addresses to the Department's Administration Office, Room W6030.

EPIDEMIOLOGY STUDENT ORGANIZATION (ESO)

The Epidemiology Student Organization (ESO) was established in 1982 to facilitate student / student and student / faculty communication in the Department and to advocate for student needs. The organization is comprised of all degree and non-degree seeking students associated with the Department of Epidemiology. The organization has worked on issues such as curriculum revision, payment for teaching assistants, increasing participation of students on faculty committees, student financial needs, the advisor-advisee manual

and development of the Student Room and resource library. It has also been a forum for planning various student activities, ranging from the organization of study groups for the comprehensive examinations to social activities. The organization is open to new ideas and initiatives from the student body and all students are encouraged to actively participate in ESO activities. Ms. Lindsay Jorgensen and Ms. Emily Henkle will serve as the co-presidents of the organization for the 2006-07 academic year. ESO meetings are open to all students and are held on the first Monday of the month from 12:15-1:20 p.m. The meetings are held at the same time as the monthly faculty meetings; consequently, the Monday Seminar is not held on those days.

STUDENT ROOM

All students in the Department of Epidemiology may obtain access to Room W6309, telephone number (410) 614-1424. The room is equipped with several computers tied into the School's mainframe system, 2 scanners, a printer and a telephone. Storage space for journal club articles, and examples of comprehensive exam questions are provided. Recent issues of the *American Journal of Public Health*, *JAMA*, *Lancet*, the *New England Journal of Medicine*, and *Science* are available for use, as are some key texts.

The room is used for studying and informal meetings. The Epidemiology Student Organization organizes and maintains the room. Access is granted through using the ID badges and must be obtained through the Academic Support Core Office in W6508.

PUBLIC HEALTH APPLICATIONS FOR STUDENT EXPERIENCE (PHASE)

PHASE (Public Health Applications for Student Experience) is a mechanism for students to gain insight on how a degree in public health can be applied to work in the "real world". Too often, students receive very little exposure to careers that are available in public health outside of academia. The goal of PHASE is to provide this exposure and an opportunity for hands-on experience that is otherwise missing from the academic curriculum. PHASE meets this goal by working with the Maryland State Department of Health and Mental Hygiene (DHMH) and the Mid-Atlantic Public Health Training Center to create internship opportunities for interested students. Depending on a student's level of interest, these internships could range from small projects to gain some experience working with the DHMH, or more involved projects that could translate into a thesis topic or integrating experience. All students completing internships would be able to gain academic credit through the special studies elective.

In addition to the internship opportunities, PHASE will hold seminars throughout the year that will feature guest speakers who will talk about their own careers in public health. These seminars are open to all public health students, and are recommended for students who want to learn more about careers in public health but do not have the time or desire to complete an internship. Any student of public health that has wondered what careers are available outside of academia, or would like a chance to get more hands-on experience in public health practice, is encouraged to join PHASE.

For more information contact Fran Burman at (410) 955-3926.

GRADUATE SUMMER INSTITUTE IN EPIDEMIOLOGY AND BIostatISTICS

The Department offers a wide variety of courses in an intensive three-week summer program in Epidemiology. The Program is directed by Dr. Moyses Szklo and coordinated by Ms. Ayesha Khan. Program participants may transfer academic credits earned in this program into a formal degree program. Interested students may contact Ms. Khan in Room W6508B, call 410 955-7158 or visit their website at www.jhsph.edu/summerepi for further information.

WINTER INSTITUTE

The School offers a three-week session of courses in January. The primary goal of the Winter Institute in Public Health is to provide short-term intensive courses for part-time degree candidates. In general, full-time students in the Department would not take these courses. Please visit the School's website for course listing and registration information. The Winter Institute courses have a separate fee structure. Students taking these courses for academic credit will be assessed the per-credit tuition cost and may add these courses to the final count toward graduation. Students enrolling for professional development will be assessed a lower fee but may not use the credit toward their degree program. Please contact Ms. Helen Walters for further information: winter@jhsph.edu, call 410 614-5985 or visit their website at www.jhsph.edu/winter.

THE JOHNS HOPKINS CENTER FOR CLINICAL TRIALS

The Center for Clinical Trials was established in 1990 to promote the use of clinical trials as a method of evaluation, and to facilitate research and teaching efforts in relation to the practice of clinical trials and other studies involving the evaluation of treatment procedures. Collaborators in the Center include faculty from the Departments of Biostatistics, Epidemiology, International Health, Medicine, Ophthalmology, and the Oncology Center at the Johns Hopkins Medical Institutions and the Cooperative Studies Program Coordinating Center at the Veterans Administration Medical Center, Perry Point.

Research interests of the faculty include the design, conduct, and analysis of trials as well as methodologic work in areas such as methods of analyzing results from trials including survival analysis and analysis of longitudinal data; ethical and political issues in trial design; inferential and ethical issues in early termination; mathematical modeling; and the examination of the language and nomenclature of trials. At present, the Center is affiliated with approximately 14 trials related to a variety of diseases including AIDS, Alzheimer's disease, childhood asthma, eye diseases, emphysema, hepatitis, sleep apnea, cardiovascular disease, cancer, and pediatric malignancies.

The Center has been the recipient of five-year training grants, first awarded in 1991, renewed in July 1996, and again in July 2001, from the National Eye Institute, to train both pre- and post-doctoral students in the methodology of clinical trials. U.S. Citizens and U.S. Permanent Residents accepted into the Bloomberg School of Public Health are eligible for traineeships.

A program of study has been developed for all students enrolled in the Clinical Trials Training Program (CTTP). Please see the program course requirements in that section of this Guide. In addition, the Program features a monthly seminar series addressing issues related to the ethics, design and operation of clinical trials and a monthly journal club addressing issues in the current literature.

A strong component of the Training Program is the opportunity to receive "hands-on" training through the collaborative efforts of the Departments represented by the Faculty affiliated with the Center. Students rotate through clinical trials in various stages of development with an opportunity to participate and experience all phases of a trial.

Students interested in this Program can contact Dr. Curtis Meinert, Director of the Training Program at extension 5-8198, or Ms. Susan Tonascia, Deputy Director of the Training Program at 5-3785.

THE GEORGE W. COMSTOCK CENTER FOR PUBLIC HEALTH RESEARCH AND PREVENTION

Located in Hagerstown, Maryland, about 75 miles from Baltimore, the Training Center for Public Health Research provides unique opportunities for epidemiologic field studies. Directed by Dr. Kathy Helzlsouer, the Center provides a wealth of information through the stability and cooperation of Washington County residents, the primary study population. Possibilities exist for doctoral thesis development and other projects.

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Interested students may discuss potential projects with their faculty advisor or with the following: Ms. Sandy Hoffman (301) 797-7677 (cancer epidemiology); Dr. Moyses Szklo, 5-3462 (cardiovascular epidemiology); Dr. Linda Fried, 5-0491 (cardiovascular disease among the elderly); or Dr. Comstock, 5-3230 (other public health related topics).

WELCH CENTER FOR PREVENTION, EPIDEMIOLOGY AND CLINICAL RESEARCH

The primary mission of The Welch Center for Prevention, Epidemiology and Clinical Research at the Johns Hopkins Medical Institutions is to generate and disseminate the knowledge required to prevent disease and its consequences and to promote the health of the public. To meet this challenge, the faculty of the Welch Center integrates clinical expertise with a comprehensive knowledge of epidemiologic methods. The work in the Welch Center reflects the joint efforts of a group of faculty, staff, and students dedicated to disease prevention, health promotion, and evidence-based health practices.

To accomplish this mission, The Welch Center has the following specific aims: to develop an understanding of the etiology of disease and disability and its consequences in populations; to evaluate and improve strategies for primary prevention, secondary prevention, and disease management with regard to efficacy, effectiveness, and efficiency; to translate epidemiologic discoveries into clinical practice and public health policy; and to train future leaders in clinical epidemiology, disease prevention, health promotion and clinical research.

The Welch Center offers the following education and training components: Research areas in Aging and Disability, Cancer, Cardiovascular Disease, Clinical Prevention, Depression, Diabetes, Medical Education, Nutritional Risk Factors, Patient Involvement in Health Care, Physical Activity, Practice Guidelines, and Primary Care/Managed Care. Teaching participation including courses entitled Principles of Clinical Epidemiology, Methods of Clinical Research, Fundamentals of Clinical Preventive Medicine, Principles of Epidemiology, Cardiovascular Disease Epidemiology, Issues in the Conduct of Clinical Trials, Outcomes and Effectiveness Research, Epidemiology of Aging, and Cancer Epidemiology.

Fellowship Programs in Cardiovascular Epidemiology, Primary Care Health Services, Epidemiology of Aging, and Cancer Epidemiology involve funded research and experiential learning.

The following seminars are also offered:

- Welch Center Grand Rounds
- Clinical Epidemiology Journal Club
- Cancer Epidemiology Journal Club
- Clinical Epidemiology Research, and Research In-Progress.

Contact Dr Neil Powe, Director; 410-955-4128 or npowe@jhmi.edu. The Welch Center is located at 2024 E. Monument St.

GENERAL CLINICAL RESEARCH CENTERS

Outpatient GCRC

This special clinical facility is available as a base for carrying out clinical research studies on patient populations and healthy volunteers. Supported by the National Center for Research Resources (NIH), the center provides clinical researchers with access to clinical facilities, a research design consultation service, research support staff, a computing center, and direct financial assistance.

Approximately 150 projects, involving about 30,000 participant - visits per year, are based in the center. Excellent opportunities are available for faculty supervised training in the conduct of clinical research. The GCRC Director is Dr. Christopher Saudek of the Department of Medicine of the School of Medicine. Dr. Saudek may be reached at 5-2132. Dr. Josef Coresh in the Department directs the outpatient GCRC.

Bayview GCRC

Bayview Medical Center's Clinical Research Center is located on the Bayview campus. Its primary research support comes from other NIH components, federal agencies or peer-reviewed sources of support. The GCRC embraces a full spectrum of studies including aging, endocrinology and metabolism, behavioral biology, Alzheimer's Disease, neuroendocrine and body composition, cardiovascular disease, stroke prevention, growth hormone and sex steroid effects in elderly women and men, community-based physical activity interventions in African American women, cognitive and motor effects of sleep deprivation, human laboratory models for cocaine withdrawal, in vitro approaches to problems in clinical immunology, community-based adherence studies in African American children with asthma, and ERT after coronary artery bypass surgery.

The GCRC resources include inpatient beds and outpatient stations, metabolic research kitchen, computer facility, research design service, bone densitometer, exercise facility, and core laboratory for specialized testing. For more information: Sandra B. Harris, Administrative Manager, GCRC, B3N, Rm. 310, 4940 Eastern Avenue, Baltimore, MD 21224; (410) 550-1850/1851. The GCRC is located in East Baltimore about 15 minutes east of Johns Hopkins University School of Medicine/Johns Hopkins Hospital. It is accessible by the Hopkins shuttle bus between the two campuses.

THE JOHNS HOPKINS INSTITUTE FOR GLOBAL TOBACCO CONTROL

The Mission of the Institute for Global Tobacco Control is to prevent death and disease from tobacco use around the world through research, education and policy development. The Institute is a World Health Organization Collaborating Center. Headed by Drs. Jonathan Samet and Frances Stillman, the Institute is organized on three prongs: research, education and policy.

The Institute carries out collaborative research projects that support the development of tobacco control policy and interventions. A template for policy-relevant tobacco control research was developed in collaboration with an international working group at the 1997 World Conference on Tobacco or Health. Using these recommendations as a starting point, the Institute works with scientists and public health leaders to strengthen tobacco control initiatives worldwide. Now a broad program of research and capacity is in place.

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The Rockefeller Foundation is currently supporting an initiative for capacity development in South East Asia. Interested students should contact Dr. Frances Stillman, Assistant Director, W6027, 410-955-3435.

CENTER FOR AUTISM AND DEVELOPMENTAL DISABILITIES EPIDEMIOLOGY (CADDE)

Autism spectrum disorders (ASDs) are pervasive developmental problems where language is absent or delayed, non-verbal communication, imagination and social interactions are profoundly hindered, and rote or repetitive behaviors emerge. Both the epidemiology and etiology of these serious developmental disorders are poorly understood. ASDs impart lifelong disability, yet valid and reliable data on the prevalence of ASDs in US populations have remained scant, thereby hampering the planning of adequate and well-coordinated public health responses. The **Johns Hopkins Center for Autism and Developmental Disabilities Epidemiology (CADDE)** was established to advance knowledge on population distribution and determinants of ASDs and other developmental disabilities (DDs).

CADDE is one of five Centers of Excellence in Autism and Developmental Disabilities Epidemiology supported by the Centers for Disease Control and Prevention (CDC). CADDE serves to foster communication, coordination, and collaboration among a multi-disciplinary team of researchers around ASD and DD epidemiology. Currently, CADDE's core activities include the development of a population-based ASD surveillance program, the fielding of a large multi-site case-control study of ASD, and smaller research studies on a range of topics including: ASD screening; ASD symptom recognition, service delivery and parental stress; ASD risk in twin pregnancies; and genetic susceptibility, prenatal infection, and ASD risk. CADDE also strives to bring

epidemiologic data and research to public health and educational practitioners, as well as to interested ASD and DD public constituencies. As a participant in the CDC's Autism and Developmental Disabilities Monitoring (ADDM) Network, CADDE helps constitute a national resource on the epidemiology of ASDs and other DDs.

For further information, please contact:
Nora L. Lee, Research Program Coordinator
(410) 502-6651, email: nlee@jhsph.edu

RISK SCIENCES AND PUBLIC POLICY INSTITUTE

The Risk Sciences and Public Policy Institute is dedicated to the protection of public health through education, service, and research in the risk sciences and policy. The Institute's activities are designed to provide scientists and decision-makers with the tools necessary to ensure that health policies result in improved public health, with an emphasis on the field of environmental health. Four academic departments at the Bloomberg School of Public Health co-sponsor the Institute: Epidemiology; Health Policy and Management; Environmental Health Sciences; and Biostatistics. Dr. Jonathan Samet (Epidemiology) and Dr. Thomas Burke (HPM) are co-directors of the Institute.

To facilitate the Institute's educational mission to train the next generation of public health professionals and provide outreach training to professionals already involved in evaluating, managing, and preventing health risks, courses are offered in the evenings and are open to both degree-seeking and non-degree-seeking students. They may be taken individually or as part of the Certificate Program in the Risk Sciences. The Certificate Program offers an intensive series of courses that cover risk assessment, risk policy and management, and risk communication and involve applying the risk sciences to public health issues. The program is available both to working

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professionals and to students already enrolled in a degree program at Johns Hopkins. The Institute also offers seminars regarding scientific issues of direct public health significance on a regular basis throughout the academic year.

Risk Sciences and Public Policy Institute Seminar Series

Seminars take place on a regular basis throughout the academic year. Details on upcoming seminars can be found at <http://www.jhsph.edu/RiskSciences/Academics/seminars.html>

Faculty contact: Ron White

Staff Coordinator: Rebecca Nachman

For questions and mailing list signup, email: rnachman@jhsph.edu.

Additional information regarding the Risk Sciences and Public Policy Institute is available at:

<http://www.jhsph.edu/RiskSciences>. Students interested in the Certificate Program or other Institute activities should contact Ronald White, Deputy Director, at rwhite@jhsph.edu or 443-287-5324.

CENTER ON AGING AND HEALTH (COAH)

This is a multidisciplinary research and training center. The COAH is dedicated to research aimed at the improvement of the health and well-being of older adults through health promotion, and prevention of chronic diseases, comorbidities, frailty, and disability. It seeks to foster interdisciplinary research, to train the next generations of research leaders essential to important discoveries for prevention and health promotion for an aging population, and to translate these results so that they improve the health status of older adults.

The Center includes a multidisciplinary faculty who conduct population-based, clinical and genetic research on aging, and collaborate with a wide group of investigators throughout the institution. The COAH is the administrative home for the Johns Hopkins Older

Americans Independence Center (<http://www.jhsph.edu/agingandhealth/Pepper/index.html>), an National Institute on Aging-funded training grant on epidemiology and biostatistics of aging (see below), and a number of major epidemiologic studies such as the Cardiovascular Health Study/JHU (investigation of the epidemiology of subclinical and clinical cardiovascular disease in older adults), the Women's Health and Aging Studies I and II (investigation of the epidemiology of the onset and progression of physical disability in older adults), the Experience Corps Program (community trials of health promotion strategies for older adults), the Ginkgo Evaluation of Memory study (randomized, controlled trial for prevention of dementia funded by the National Center for Complementary and Alternative Medicine). The COAH conducts grand rounds, and offers research in progress seminars and a journal club for its trainees.

LIBRARY RESOURCES

Students are welcome to use any of the libraries in the Johns Hopkins University Sheridan Library System. They offer an extensive online library as well as the following locations:

The Abraham M. Lilienfeld Library
Hampton House, Ninth Floor;
410-955-3028

The Welch Medical Library
1900 East Monument St.;
410-955-3410

The Milton S. Eisenhower Library
Homewood Campus;
410-516-8335

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TEXTBOOKS

Textbooks can be purchased at the Medical Bookstore on the first floor of the 1830 E. Monument Street Building, (410) 955-3931.

ALUMNI

Fran Burman in the Department of Epidemiology and Robin Rooks in the External Affairs Office, Wolfe Street Room 1604B, (extension 4-0794) can help in locating alumni and should be notified of any changes in address or employment.

CONFERENCE ROOMS

The Department's Conference Room, E6130 and the Frost Reading Room, W6015, may be scheduled by students for use Monday through Friday via:
<http://commprojects.jhsph.edu/epi/roomschedule/>

NOTICES

Items of general interest including fellowships, scholarships, employment opportunities, and seminar notices are posted on the bulletin board in the Student Room W6309, the bulletin board in the Stebbins Wing (near the 9th floor elevators) and via email to the epi-s group email. Email is the primary mode of communication within the Department. Students should advise the Academic Coordinator if they are not receiving the broadcast messages.

HEALTH INSURANCE

Students at the School of Public Health are required to carry health insurance. Those taking two or more credits are eligible for the University's Student Health Insurance Plans. If covered by a plan outside of the University, the student must complete a waiver form available in the Business Office, Hygiene W1101. Questions regarding student health

insurance options may be directed to the Business Office at (410) 955-5725.

STRESS RELIEF (and other MENTAL HEALTH ISSUES)

The Student Assistance Program is a free, confidential, evaluation and referral service available to all students in the School of Public Health regardless of health insurance coverage. It is part of the Faculty / Staff Assistance Program and provides identification, assessment, and diagnosis of personal, family, and school/work related problems; brief counseling and consultation; and referral services. Appointments may be scheduled through 410-955-1220 or 410-516-3800 with Dr. Michael Heitt.

Additional mental health services are available through Student Health for those students with Student Health Insurance. The office is located at Suite 403, 550 BLDG, (550 North Broadway), 410-955-1892.

THE DENTON A. COOLEY CENTER

The athletic center on the East Baltimore campus, the Cooley Center serves the JHMI population (faculty, staff, and students). Cooley has a main location on Monument Street east of Hampton House and a smaller facility on the ninth floor of the Wolfe Street building. They offer group exercises, weight training, cardio equipment, intramural sports, racquet sports, an indoor track, and an outdoor pool. Please contact 410-955-2513 for more information.

THE NEWTON H. WHITE, JR ATHLETIC CENTER

The Department of Athletics and Recreation runs the White Center on the Homewood Campus. Students and faculty may use this facility as well. These include a competition sized swimming pool and dive pool, basketball courts, wrestling room, fencing room, climbing wall, and weight training and exercise areas. Interested students should contact the Director at 410-516-7490.

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CAREER SERVICES

The Office of Career Services provides career planning and job search assistance to all students of the School. The Director, Betty Addison, and the assistant director, hold interviewing, resume writing, and networking seminars throughout the year and an annual Career Fair each Spring. Their office is in E1002 and may be reached at 410-955-3034. They hold individual and group sessions on most career and planning topics and sponsor an online job bank (eRecruiting) available to students and alum of the School. Please visit the website for detailed information:
http://www.jhsph.edu/Student_Life/Careers/index.html.

Professional Resources

SOCIETY FOR EPIDEMIOLOGIC RESEARCH (SER)

The Society for Epidemiologic Research (SER) was established in 1968 as a forum for sharing the latest in epidemiologic research and for student research presentations. The SER is committed to keeping epidemiologists at the vanguard of scientific developments. To this end, the Society sponsors the American Journal of Epidemiology and Epidemiologic Reviews, as well as the annual SER meeting which includes the John C. Cassel Memorial Lecture and contributed papers, symposia, and posters on a wide range of epidemiologic issues.

Students are strongly encouraged to join the organization (benefits include the *American Journal of Epidemiology*, *Epidemiology Reviews*, an annual Student Prize Paper competition for presentation at the annual meeting, and student scholarships to attend the conference.) The Department usually supports student travel to this conference for those students with abstracts or papers accepted for presentation. Application forms are available online at www.sph.jhu.edu/pubs/jepi/ser.htm or in the Student Room W6309.

SER has a competitive workshop that is a great opportunity for students. Each year SER selects a limited number of students from the abstracts submitted to the annual conference to participate in an intense peer review / professional training workshop in which the students work with the faculty. This pre-conference activity, provides the students with a venue to polish their work and provides an extra level of support and training at the professional level."

AMERICAN COLLEGE OF EPIDEMIOLOGY

The ACE is a professional organization whose mission is to develop criteria for professional recognition of epidemiologists and to address their professional concerns. Its goals are to advocate policies and actions that enhance the science and practice of epidemiology; promote the professional development of epidemiologists through educational initiatives; to recognize excellence in epidemiology; and to develop and maintain an active membership base of both Fellows and Members representative of all aspects of epidemiology. Students are encouraged to participate as student (associate) members and are recognized annually through the Student Prize Paper for excellence in research. The Annual Awardee is invited to present his/her paper at the Annual Meeting. Information on the ACE is available in the Academic Coordinator's Office or online at <http://www.acepidemiology.org>

AMERICAN JOURNAL OF EPIDEMIOLOGY

The Journal offices are located in the Candler Building. AJE may be reached by calling 410-223-1600 or online at www.sph.jhu.edu/pubs/jepi. Issues of this journal are free with membership in the Society for Epidemiologic Research (see entry above.)

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All of the requests below should be made by the student in a written letter that is endorsed by their current advisor and delivered to W6508 for the Admissions and Credentials Committee to review:

CHANGE OF ADVISOR

For a variety of reasons, a student may wish to change advisors during his/her stay in the Department. A letter is required to do so. The letter should explain the basis of the request and must be countersigned by the original advisor, the proposed advisor, and the student. Students may be assured that changes of advisors occur without repercussions.

COURSE WAIVERS

A student with prior pertinent training may request that specific courses be waived by the Department upon enrollment. Each individual course proposed for waiver must first be approved by the student's advisor and the primary course instructor (if the course is offered by the Department) prior to consideration by the Departmental Admissions and Credentials Committee. Instructor permission is no longer required for courses offered by departments other than Epidemiology for Epidemiology degree candidates. Epidemiology degree students may not waive 340.751 – 753.

HORIZONTAL TRANSFERS:

Transfers from one master's program to another, except to the Master of Public Health (MPH) program, or from one doctoral program to another, are made by written request to the Departmental Admissions and Credentials Committee by the student. Following approval by the student's advisor and the Department, the request is forwarded for consideration to the School's Committee on Academic Standards.

To transfer to the MPH Program, a student must submit a complete application (application form, resume or curriculum vitae, a statement of objectives, and one letter of

reference) to the MPH Admissions Committee through the School's Admissions Office. Applicants must meet the requirements of the program as stated in the *Prospectus*, and submit a letter of support of the transfer from the student's advisor and endorsed by the Department Chair.

VERTICAL TRANSFERS:

While rarely granted application for promotion from a master's to a doctoral program (without completing the masters program) may be initiated by the student upon successful completion of the first year curriculum and only in instances where the original application to the department was to a doctoral program. The student's letter should include the degree program desired, a brief description of the student's background and accomplishments, indicate the student's area of concentration, discuss goals in epidemiology, and name at least two members of the School's faculty who will serve as references. If the student has developed a potential thesis project, it should be described either in the letter of application or in a separate protocol attached to the letter. If the student wishes to change advisors for the doctoral program, this should also be indicated. Application for promotion from a master's to a doctoral program is contingent upon passing the departmental written comprehensive examination at the doctoral level. The scores on this examination are considered in evaluating the application. Comments on class performance may be sought from faculty members whose courses the student has taken. If a favorable decision is reached, the Committee will forward the request and its decision to the School's Academic Standards Committee for review. A final confirmation would come from the School-wide committee.

The School handles requests for entrance to a doctoral program following completion of the master's degree as new applications and requires student submission of a new application form. The Application fee is waived. Evaluation criteria include prior

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relevant work and / or research experience, space availability in the doctoral program, prior master's degree held in a related field, and development of a research proposal that could be adapted to the doctoral requirements in breadth and scope. **Internal applicants must meet the doctoral requirements for academic excellence and professional experience.**

INTERDEPARTMENTAL TRANSFERS:

Students who want to transfer from other departments within the School must have their application materials reviewed in the same way as new applicants. A recommendation letter from the department from which the student is transferring is required to ensure that department is aware of the student's plans. Once the student is admitted by the Admissions and Credentials Committee, a letter from the chair of the Admissions and Credentials Committee stating that the transfer request is approved, it is forwarded to the Registrar's Office (Committee on Academic Standards) for school-wide approval.

STATUS CHANGES:

LEAVE – OF – ABSENCE

Students who find they must take time-off from their studies for health or personal reasons may apply to do so by completing a leave of absence request. The form is obtained from the Registrar's Office. The Registrar's Office will not approve retroactive Leave – of – Absence. An active file fee of \$50 per term is assessed for each term within the leave of absence period and should be paid to the Business Office in full prior to the student's departure. When the student is

A student wishing to return from leave – of – absence must meet with his / her advisor and devise a timeline for completion of required work. The student must then submit a letter of petition, endorsed by the advisor, along with the timeframe for

completion to the Admissions and Credentials Committee for approval prior to registration.. A student may not receive a leave of absence without the approval of the Departmental Admissions and Credentials Committee and the Department Chairman. When the student is ready to return from leave – of – absence, s/he must meet with his / her advisor and devise a timeline for completion of required work. The student must then submit a letter of petitioning reinstatement, endorsed by the advisor, along with the timeframe for completion to the Admissions and Credentials Committee for approval prior to registration

NON-RESIDENT STATUS

Although rarely granted, students may request to register for non-resident status if they are not commuting to campus on a regular basis nor using the school's resources in any way. The tuition rate is 15% full-time tuition and is paid by the student or outside sponsoring agency. Students may not be registered as non- residents during the term in which they sit for oral exams or the final defense.

A second-year doctoral student is defined as any doctoral student in the Department of Epidemiology who has successfully completed 64 credit units of course work (including core coursework in Epidemiology and Biostatistics) and who has successfully passed the Comprehensive Exam at the doctoral level.

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REGISTRATION FOR PASS/FAIL OPTION

Students in the Department may register for the pass/fail option for a maximum of one course per term with **the exception** of the following:

- ◆ Any course *offered* by the Department of Epidemiology
- ◆ Any course *required* by the Department of Epidemiology
- ◆ Any of the following Biostatistics courses:
 - 140.621 Statistical Methods in Public Health I
 - 140.622 Statistical Methods in Public Health II
 - 140.623 Statistical Methods in Public Health III
 - 140.624 Statistical Methods in Public Health IV
 - 140.651 Methods in Biostatistics I
 - 140.652 Methods in Biostatistics II
 - 140.653 Methods in Biostatistics III
 - 140.654 Methods in Biostatistics IV
 - 140.640 Statistical Methods for Sample Surveys

Students at the School may elect to take courses on a Pass/Fail basis only with the consent of their academic advisor. Students who must submit grades to employers, to funding agencies, or to other academic programs should also consult the appropriate offices before electing the pass/fail option.

Course instructors do not know which registrants are enrolled on a pass/fail basis until final grade rosters are distributed, usually the sixth week of the term. Instructors are expected to evaluate student performance without regard to grading status and to give students appropriate feedback regarding their performance throughout the term. A grade of P will be recorded on the official grade roster for those student who have elected the pass/fail option and whose performance would otherwise be rated as A, B, or C.

The Registrar's Office cannot permit retroactive changes from regular grading to pass/fail and vice versa. If a student

transfers to a program which requires a standard letter grade for a course which the student completed pass/fail, the student must repeat the course or obtain a waiver from the department.

Deadlines for filing Pass/Fail requests will be adhered to without exception. Pass/Fail forms cannot be accepted after the prescribed add/drop deadline for each term. All students should consider carefully before exercising the Pass/Fail option. Pass/Fail or letter grades, once elected, may not be reversed on the student's official academic record.

INDEPENDENT STUDY OR RESEARCH

340.820: THESIS RESEARCH
340.840: SPECIAL STUDIES AND RESEARCH

Students may register for Thesis Research or Special Studies and Research either with their advisor or with any other faculty member in the Department as preceptor. Occasionally, a new course may be presented on a pilot basis under the Epidemiology 841 listing. In addition, a useful approach which has been employed by some departmental students during the past several years, has been for a small group of students with a specific common interest to identify a faculty member who is prepared to offer an Epidemiology 840 tutorial to the group. This is an effective use of the Special Studies option and departmental students are encouraged to use it when appropriate.

Students should register for 340.840 Special Studies and Research if they have not yet successfully completed their oral exams or if they are conducting independent research unrelated to their thesis topic.

Thesis Research 340.820 is restricted to use by second year masters students or doctoral students who have successfully passed the School-wide or Preliminary Oral Exam and who are currently working on research or data collection directly related to their thesis topic.

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Thesis Research or Special Studies and Research are graded on a pass/fail basis except in the case of seminar courses and other group activities that the instructor may deem suitable for assignment of grades.

DEPARTMENTAL REVIEW OF STUDENTS/ACADEMIC PROGRESS

Each student's academic performance is reviewed each term by the Academic Coordinator, periodically by his/her advisor, and annually by Department faculty. When the academic progress of any student comes into question, a thorough review and is made by the Departmental Admissions and Credentials Committee. Students are expected to receive "A"s and "B"s in Epidemiology coursework (3.0 grade point average) and to pass the written comprehensive exams. Failure on either part of the Comprehensive Exam will result in a review of the full record as well. Any grade of "D" or "F" in a required course will constitute grounds for removal from degree candidacy. Other grounds for removal from degree candidacy are: (1) two grades of "D" or "F" or any combination thereof in elective courses; or, (2) failure to maintain a minimum cumulative GPA of 3.0. (3) Failure of both parts of the comprehensive exam and (4) failure to maintain progress on dissertation research / thesis projects. In such cases, after reviewing the student's performance, the Departmental Admissions and Credentials Committee will make a recommendation to the Department Chair regarding the student's continuation in the program. Occasionally, students may be placed on academic probation within the department prior to dismissal. This time period will permit students to attempt to bring their gpa above 3.0 and attend courses for up to one year. *However, students who earn a grade below B while on academic probation face review and termination from the program.*

Students may choose to withdraw from the program or School at any time but should consult with their advisor and academic coordinator prior to making this decision.

Please note that failure to maintain registration is considered withdrawal from the School and students requires a formal request for reinstatement to continue in their program.

ACADEMIC COORDINATORS

Biochemistry & Molecular Biology
TBA W8041/ 5-3671

Biostatistics
Mary Joy Argo E3527/5-3067

Clinical Investigation
Cris Denardo 320 Carnegie 2-3067

Environmental Health Sciences
Nina Kulacki E7039 / 5-2212

Health Policy & Management
Mary Sewell 492 HH/ 5-2488
Judy Holzer 492 HH/ 5-2488

International Health
Jennifer Schaffer E8518/5-3734

Mental Hygiene
TBA 855 HH/ 5-1906

Molecular Microbiology & Immunology
Tylis Cooper E5001/5-4232

Population & Family Health Sciences
Kristi Willis E4040/5-1116
Linda Adams E4040/ 5-1116

FINANCIAL INFORMATION

The "Really" Important Stuff:

DOCTORAL STUDENT FINANCIAL SUPPORT

The Department of Epidemiology is committed to helping students pay for their graduate education. However, we have limited sources of student support. New, incoming doctoral students are considered for all possible training grant positions and tuition support both in the Department and at the School.

First year students are eligible for

- the Mary Meyer's Scholars Program, (the top candidate(s) from each entering class receive tuition and stipend),
- doctoral support for roughly 8 - 10 partial tuition scholarships,
- 2 Pre-doctoral Fellowships for U S citizens or US permanent residents who are either under-represented minorities or who plan to work with underserved populations, and
- training grant positions (numbers vary by year) open to US citizens and permanent residents and include tuition and stipend.

Once doctoral students have successfully completed the first year of their program (64 credits at 3.0 gpa in required courses and overall AND passed the departmental written comprehensive examination), they qualify to request tuition support. Provided the Department has sufficient funds, students may be offered up to 85% of full-time tuition for years two through 4 of their program. [The average length of time from matriculation to completion of graduate requirements is 4.6 years]. Additional years may be requested from the Student Funding Committee; however, no more than 5 years of funding will be granted under any circumstances.

Each spring, students are asked to complete a *student funding plan* and *thesis timeline* regarding their anticipated needs for the upcoming year. It is assumed that students who do not submit the form(s) on time, do not require tuition funds from the Department. Students receiving any of the support mentioned above (including those in training grant positions) must request tuition support for each year of the program. The Student Financial Coordinator, Matthew Miller, handles all requests for funding and processing of tuition requests for the Department and the Student Funding Committee. He can be reached at mimiller@jhsph.edu or 410-955-2714 or visited in W6508A.

***PLEASE NOTE:**

1. **Students who are also University employees will be able to request that the Department of Epidemiology cover the difference in cost between tuition remission and the total cost of tuition required per term for enrollment for the 4 year period only.**
2. **Students who have full-time jobs may drop to part-time status provided they have completed a required residency or 64 credits and can provide proof of a full-time commitment elsewhere. Permission from the Admissions Committee must be granted prior to a change in status.**

The Office of Graduate Education and Research is a school-wide service created to help students identify and secure outside sources of support for tuition and academic research. Upon identification of a research topic, students are encouraged to contact Ms. Cassie Klein, Room W1033, for assistance in identifying outside scholastic and research support.

FINANCIAL INFORMATION

NIH TRAINING GRANTS

The Department offers a limited number of NIH-supported pre- and postdoctoral fellowship opportunities for U.S. citizens or U.S. permanent residents. In addition, the Department has fellowships for individuals from African and South American countries interested in AIDS research. Decisions regarding the distribution of funds for tuition and stipend support are made by Committees representing the various training grants and headed by the principal investigators. For the 2006-2007 academic year these are:

Cancer Epidemiology Training Program
Dr. Elizabeth Platz

Aging and Biostatistics Training Grant
Dr. Linda Fried

Clinical Trials Training Program in Vision Research
Dr. Curtis Meinert and Susan Tonascia

Cardiovascular Epidemiology Institutional Training Grant
Dr. Josef Coresh

Additional training grants are available through the Welch Center for Prevention Epidemiology and Clinical Research.

Similar to a training grant, but available to international students is the:

Fogarty AIDS International Training Program
Dr. Chris Beyrer

Upon notification of selection to receive support, a student should direct fiscal questions to the Student Financial Coordinator in Room W6508, extension 5-2714. Additionally, departmental students may be supported on grants housed in other departments such as Environmental Health Sciences, Mental Health, and the School of Medicine. However, it is

necessary that this information be relayed to the Student Financial Coordinator for administrative purposes.

A complete list of training programs available at the Bloomberg School of Public Health can be found at: <http://commprojects.jhsph.edu/academics/>

SCHOLARSHIPS AND AWARDS

Students registered full-time in the School are eligible for consideration for quite a number of scholarships, research fellowships, and awards offered by the various departments of the School. Most of these are listed in the School's catalog. Notices generally begin appearing on bulletin boards and as email announcements throughout the School during second term. Applications should follow the instructions provided by the announcements. These awards are usually made in early spring for the upcoming academic year. A full list of such scholarships can be found at: <http://commprojects.jhsph.edu/ess/>

FINANCIAL INFORMATION

The following awards are sponsored by the Department of Epidemiology for degree candidates in the Department. These awards are issued to incoming students by the Admissions and Credentials Committee; there is no application process outside of a review of each student's application package.

THE MARY MEYERS SCHOLARS PROGRAM IN EPIDEMIOLOGY

The Department of Epidemiology is pleased to have generous and competitive scholarship program designed to identify, select, and support outstanding doctoral applicants. Selected incoming doctoral students will receive tuition support and stipend support. The program is open only to new students enrolling at JHSPH for the first time. The program provides a stipend and a full-tuition grant to cover the first year of the doctoral program for the selected candidates. The Department expects to fund 1-2 students annually. Priority is granted to the very top candidates in reproductive and infant and child health from each entering class. Further funds may be available to the initial awardees for their subsequent years of study on a competitive renewal process. The Student Funding Committee will review requests and award continuing support. The Scholars Program was originally established in 1981 by Dr. Meyer's family and friends as a lasting memorial to an associate professor who gave much to students and to the School. Through the continued generosity of her family, the Mary Meyer Award is now known as the Mary Meyer Scholars Program.

THE DYAR AWARD

Dr. Robert Dyar (MPH '37, DrPH '38) established this award to support Department of Epidemiology students who are concurrently pursuing medical degrees and who demonstrate a commitment to incorporating these fields in their research and future careers. The award is designed for Epidemiology graduate students also seeking Medical degrees and is open to PhD, ScD, and DrPH applicants. Funds will be used to offset tuition or issue a stipend.

MIRIAM BRAILEY FUND

The fund is named after Dr. Brailey, the first woman to be named to the Department's faculty. It was established by Dr. Jonathan Samet in 2000. The fund is designated as incoming support for graduate training and research in the Department of Epidemiology and will support members of underserved populations.

DR. & MRS. ROSCOE MOORE JR SCHOLARSHIP

Dr. and Mrs. Roscoe Moore established this fund in 2000. The fund will be used to support doctoral students. All eligible are considered with preference given to graduates of historically black colleges and universities.

FINANCIAL INFORMATION

The following awards are sponsored by the Department of Epidemiology for degree candidates in the Department. Each year an announcement will be made regarding the details of these individual endowments. The awards are issued by the Department's Student Funding Committee.

THE CHARLOTTE SILVERMAN AWARD

This award was established by Dr. Silverman in 1996 to acknowledge scholarly endeavors related to epidemiology and public policy with the goal of improving the health of communities. This award is designed to recognize Department of Epidemiology doctoral students and newer faculty for outreach projects involving significant research, education and/or service.

THE TRUDY BUSH FUND

Family and friends of Dr. Trudy Bush, a former faculty member in the Department of Epidemiology, have created this fund in her memory to support a student pursuing a MHS or ScM degree in the Department of Epidemiology with a specialization in women's health.

CHARLOTTE FERENCZ SCHOLARSHIP

The award provides research support for current masters or doctoral students in the area of birth defects with preference given to projects related to the etiology of congenital heart disease.

HARVEY M. MEYERHOFF FELLOWSHIP IN CANCER PREVENTION

This endowment was established by the Joseph Meyerhoff Family Charitable Funds in 2003 to assist with cancer prevention efforts. Income from this fund will support stipend or tuition to a doctoral student in the Department of Epidemiology whose research focuses on

the epidemiology of cancer and cancer prevention.

THE JEAN COOMBS AWARD

This endowment was established by the estate of Jean Coombs (Ph.D.'78). Preference is given to a doctoral student whose dissertation research concerns cancer or childhood diseases.

THE DOROTHY AND ARTHUR SAMET STUDENT SUPPORT FUND IN EPIDEMIOLOGY

This endowment was established by Dr. Jonathan Samet in 1996 to create a general fund to support student research or other activities. No application procedure is required; faculty members will nominate a qualified student. The award is presented to doctoral students whose dissertation research exemplifies a significant contribution in the field of epidemiology.

LOUIS I. DUBLIN AND THOMAS D. DUBLIN FUND FOR THE ADVANCEMENT OF EPIDEMIOLOGY AND BIOSTATISTICS

The award in Biostatistics and Epidemiology, will support graduate student research. The award is open to current and new students in both departments. Selections will alternate annually between Epidemiology and Biostatistics. The winner of this award will be selected by the Department of Biostatistics. Per the website, application material is due in February.

FINANCIAL INFORMATION

The following awards are sponsored by the Department of Epidemiology for degree candidates in the Department. These awards are offered to the Department's student body on a year-round basis. Applications will be reviewed by the Department's Student Funding Committee. Please contact the Student Funding Coordinator to receive more information about these funds.

Doctoral Thesis Research Fund

The Department awards approximately 10 research grants each year to enable doctoral students to conduct research in the field of Epidemiology. The grant is designated for start-up funds of up to \$5,000 for doctoral thesis research and may be used for basic costs such as photocopying, buying of materials and supplies, payment of interviewers, etc. Application forms (contact the Student Funding Coordinator for details) should be completed including a statement of whether or not the project could be conducted without the Department funding, include the itemized budget, and include the 3-5 page thesis proposal. Applications should be submitted to the Student Financial Coordinator's Office (W6508A) upon successful completion of the preliminary oral exam and IRB approval. Applications are reviewed by the members of the Student Funding Committee throughout the year. Students must be post-oral doctoral degree candidates in the Department of Epidemiology (PhD, ScD or DrPH) at the time of support.

STUDENT TRAVEL SUPPORT FUND IN EPIDEMIOLOGY

This fund supports student travel to present at conferences, symposiums, and SER. Additional notes: poster or presentation must be directly related to the dissertation and be accepted by the symposium or conference. It is a one-time award per student. Review will be on-going throughout the year. Applicants will

submit a letter requesting funds, a copy of their abstract, a letter of acceptance from the conference, and a travel budget of up to \$500 to the Student Financial Coordinator for distribution to the SFC members (only registration costs will be granted to Masters students). Students must be degree candidates in the Department of Epidemiology (MHS, ScM, PhD, ScD or DrPH) at the time of the conference to receive funds.

Student Administered Awards

THE MARILYN MENKES BOOK AWARD

The Marilyn Menkes Book Award was established in 1988 by friends and colleagues of Dr. Marilyn Spivak Menkes to commemorate her personal integrity and academic excellence. Each year, the students select nominees and vote on the awardee. The award is a \$100 prize toward the purchase of a book selected by the winner and presented to the recipient at the Department of Epidemiology's annual awards reception. Balloting is generally held during third term each year.

**Additional awards granted by the students recognizing outstanding teaching or service are announced and administered by the School-wide Student Assembly.

ASSISTANCE WITH STUDENT GRANT APPLICATIONS

The Student Financial Coordinator in the Administrative Unit of the Department of Epidemiology will prepare the business portions of sponsored project applications for students.

The Student Funding Coordinator in the Administrative office should be notified as soon as possible when a student and his or her advisor decide to submit an application. After development of a research project, at least one month lead time is recommended to meet department, school, and funding agency requirements for the business portion of sponsored project applications. All proposals must be signed by the Department Chairman and the Department Administrative Manager prior to submission to the School's Office of Research Administration; 5 business days is required for these signatures. Because the Chairman reviews the proposed science, he needs a draft proposal at least 10 business days prior to submission to the funding agency. The Student Financial Coordinator's Office is located in Suite W6508A in the School of Public Health, extension 5-2714

Helpful Contact Information:

Dr. Chris Beyrer, Chair
Student Funding Committee
Room E7152 (410) 614-5247
cbeyrer@jhsph.edu

Matthew Miller
Student Financial Coordinator
Room W6508A (410) 955-2714
mimiller@jhsph.edu

Cassie Klein
Director of Graduate Education
Room W1033 (410) 955-3257
www.jhsph.edu/sfr/

Greg Winkler, Director
Student Financial Services
Room E1002 (410) 955-3004
www.jhsph.edu/student_life/financial

