

Department of Biochemistry and Molecular Biology

Student Guide – PhD Program

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INTRODUCTION

The goals of the Department of Biochemistry and Molecular Biology are to increase current knowledge of the biochemical and molecular basis of normal and abnormal cellular processes and to train highly qualified scientists who, through research, teaching, and service will continue to provide new insights into the biochemical, molecular, and biophysical underpinnings of biomedical issues that have an impact on the health of the public. Critical biomedical issues centered in reproduction are addressed by the Department's Division of Reproductive Biology.

PhD PROGRAM REQUIREMENTS

Required Coursework

All Ph.D. students of the Department of Biochemistry and Molecular Biology have a common core curriculum during the first year. In their first year all students are required to take Molecular Biology and Genomics, Macromolecular Structure and Analysis, Biochemical and Biophysical Principles, Genetics, Cell Structure and Dynamics, Organic Mechanisms in Biology, Pathways and Regulation, Computational Biology and Bioinformatics, and Mechanisms for Preservation of Genome Integrity. In addition, students must take two of the following electives: Reproductive Biology for Biomedical Scientists, Developmental Biology, Mechanisms in Bioorganic Chemistry, Neurobiology, Epigenetics, Virology, Biological Networks and Pathways, HIV Biology, The Cytoskeleton or Introductory Molecular Immunology. First-year students also participate in a three term Current Research Literature course (120.852) that is directed by Department faculty. In addition, students spend about one-half of their time conducting laboratory research; each student rotates through five different laboratories, spending six to seven weeks in each laboratory. At the end of each period, students present an oral report on their work to their fellow first-year students and the faculty, and receive a formal, written evaluation of their performance during that rotation. At the end of the fifth rotation, students choose their thesis mentor. Every effort is made to give students their first choice of mentor.

In the second year, those students who are specializing in Reproductive Biology take either Molecular Endocrinology (120.621) or Reproductive Biology for Biomedical Scientists (120.625) (if not taken in first year). Those students with an interest in Environmental Health take Principles of Toxicology (187.610) and Environmental Health (180.601). All students are required to take a Research Ethics course (550.860) and Public Health Perspectives in Research (550.865). Students must take and pass a written/oral exam based on their thesis research project and a two-part written/oral comprehensive exam. Prior to taking their Graduate Board Oral Exams, students must complete nine (9) credit units of course work outside the Department, but within the School of Public Health. Three (3) of the nine (9) credit units must be taken outside the laboratory science departments. These non-laboratory departments include Biostatistics, Epidemiology, Health Policy and Management, International Health, Mental Health, Population, Family and Reproductive Health, and Health Behavior and Society. Students are also required to take, prior to graduation, three seminar courses, which are offered by various members of the Department faculty throughout the academic year. Finally, a rich array of seminar programs and journal clubs are available to all students. Students may also elect, in consultation with their thesis advisor, to take additional course work in their area of interest. In addition to registering for required coursework, students also register for thesis research once they have chosen a thesis advisor.

All students, regardless of year, must regularly attend the weekly Biochemistry and Molecular Biology Seminar Series given throughout the academic year. All students who have completed their first year of

study are required to participate actively (weekly) in at least one journal club each academic year. A list of current journal clubs is posted on the 3rd and 8th floor bulletin boards. Students must complete a Journal Club Participation form twice per year (January and June) to document their participation.

Laboratory Rotations

All first year students in the Ph.D. program are required to carry out five laboratory rotations. The rotations last approximately six weeks each. The purpose of these rotations is to familiarize the student with research activities in the Department and to allow the student to make an informed decision in choosing a thesis advisor. The first lab rotation is assigned by the Department while the remaining four rotations are chosen by the student. Students are allowed to rotate only once in any given lab. Normally, the rotations are distributed so that there is only one rotation student per laboratory. This latter rule may be waived if a given class is particularly large.

To assist students in choosing their second through fifth rotations, the Department offers “Faculty Research Directions” seminars. At these informal seminars, faculty describe the work in their laboratories. Presentations occur approximately once a week (12:00-1:00, 2 faculty per session) until all faculty have presented. The Department Chair will also provide students with a listing of laboratories that will most likely be able to accept a new student for that year. Students should be aware that laboratories appearing on this list are under no obligation to accept a student for thesis work.

Upon beginning a rotation the student will be given a research project. The student is expected to acquire the necessary background information to carry out the project. In carrying out the project, the student can expect assistance as required from the head of the lab and/or other students in the lab.

At the end of the rotation, first year students present a report on their rotation project before the faculty and other interested parties. Each student writes a brief abstract describing the project and the results obtained, and then gives an oral presentation lasting 10 minutes. A five minute question period follows each oral presentation. Each student will be given a written evaluation of his or her performance by the head of the lab. This evaluation will assess the student’s understanding of the project, effort, interest and technical abilities in carrying out the project. Students will be given an overall rating of outstanding, satisfactory or unsatisfactory for their rotation project. Two unsatisfactory ratings are grounds for dismissal from the program.

Satisfactory Academic Progress

- First-year students are required to complete the eight core BCMB courses and the BMB “Genome Integrity” course. The BCMB core courses are as follows: Macromolecular Structure and Analysis; Biochemical and Biophysical Principles; Molecular Biology and Genomics; Genetics; Cell Structure and Dynamics; Organic Mechanisms in Biology; Pathways and Regulation; and Computational Biology and Bioinformatics.
- Students must maintain a GPA of 2.5 or greater in the eight core BCMB courses and “Genome Integrity”. Failure to do so is grounds for dismissal from the program.
- If a student gets a “C” or lower in any of these nine courses, he or she must repeat the course and receive a “B” or better the second time.

- First-year students are required to take two additional elective courses, either in BMB or BCMB. The available electives are: Reproductive Biology (BMB); Developmental Biology (BCMB); Mechanisms in Bioorganic Chemistry (BCMB); Virology (BCMB); Neurobiology (BCMB); Epigenetics (BCMB); HIV Biology (BCMB); The Cytoskeleton (BCMB); Biological Networks and Pathways (BCMB) and Introductory Molecular Immunology (BCMB).
- Students must receive a passing grade (A, B, or C) in each elective course to receive credit for taking an elective. First-year students must also take 120.852 Current Research Literature during the first three terms and 120.850 Biochemical Techniques during each of the four terms. Receiving two unsatisfactory evaluations in 120.850 is grounds for dismissal from the program.
- All students are required to take an online Research Ethics course (550.860) and a two term Public Health Perspectives in Research (550.865).
- To satisfy school-wide requirements for the PhD degree, in their second year, students take three elective courses offered by other departments within the School. They also take specialty course work in their area of research. In subsequent years, students take a total of three research seminar courses offered by faculty of the department.
- Note: the University requires a final GPA of 2.75 or higher for Ph.D. candidates.

There will be a faculty meeting each year after the second term is completed to review student performance in coursework and their performance in the first two laboratory rotations. After that meeting, students will receive a letter advising them of their standing in the Department.

Selecting a Thesis Advisor

At the end of their fifth rotation, students will be asked to provide a list of three laboratories, in order of priority, in which they would like to carry out their thesis research. To assist in this choice, the Department Chair will provide a list of laboratories that will be able to accept students. This list will be given to students approximately three weeks prior to the end of the fifth rotation. At this time, **but not before**, students are permitted to discuss possible thesis projects with individual training faculty. As a general policy, the Department prefers that only one student enter a given laboratory in any one year, although laboratories with no Departmental Ph.D. students will be permitted to accept a maximum of two new students. Exceptions to this policy can be made in unusual circumstances. Every effort will be made to give students their first choice when selecting a thesis advisor.

Departmental Oral Examinations

Students must successfully pass two Departmental examinations before they are permitted to take the Graduate Board Oral Exam of the University. The first examination, a two-part written/oral exam, is based on the student's doctoral thesis project and should be completed by the end of August of the first year. Students are asked to write a brief, five-page, research proposal describing their thesis research. The proposal should contain a statement of the problem and hypotheses to be tested; background information relevant to the proposed research; a description of the experimental methods to be used; and a description of how the data will be analyzed and interpreted. The proposal is submitted to a committee consisting of the student's thesis advisor and two other Departmental faculty members. The Committee will inform the student if the proposal is satisfactory, and will then ask the student to defend the proposal in an oral examination.

The second examination, a two-part written/oral comprehensive exam, is to be completed by the end of June of the second year. Students will be given a list of three research topics drawn up by members of the faculty. These topics will not be related to the student's thesis project. Students are asked to select one of the topics and write a brief, five-page, research proposal. The format of this proposal is the same as the first-year thesis proposal. In preparing this proposal, students are encouraged to consult with the faculty member whose topic they have chosen for guidance. The proposal is submitted to a committee of three Departmental faculty members, excluding the student's thesis advisor. The Committee will then ask the student to take an oral examination. This exam will be based on the proposal but will also assess the student's understanding and knowledge of the basic principles of biochemistry and molecular biology. Students are given two opportunities to satisfactorily complete the proposal and oral exam. Students who fail to successfully complete both parts of this exam cannot continue in the Ph.D. program.

Graduate Board Oral Examination

The Graduate Board Oral Examination is a University administered examination that is designed to test the student's breadth and depth of knowledge in his or her area of study. Students must pass this examination to officially become candidates for the Ph.D. degree. The examining committee must

1. consist of at least five voting members, no more than three of whom may be from the department sponsoring the candidate; one of whom must be the student's advisor;
2. be comprised of duly appointed faculty members of a University department and must hold, at the time of selection, an appointment at the rank of Assistant Professor, Assistant Research Professor or Assistant Public Health Professor or higher;
3. be comprised of three Departments of the University, TWO being from the Bloomberg School of Public Health; and
4. include an outside faculty member who has a rank of Associate or Full Professor, Research Professor or Public Health Professor; there must be one outside member who has neither a primary nor joint appointment in the student's department.

The senior faculty member outside of the student's Department will normally serve as Chair of the Committee and must hold the rank of Associate or Full Professor. The Chair (Ph.D. degree preliminary oral examination) is appointed by the Graduate Board. One adjunct faculty member or Scientist track faculty may serve on the Committee, but may not serve as Chair. Once a Ph.D. candidate's Examination Committee has been approved by the Graduate Board Office, substitution of Committee members may not be made without prior approval of that office.

The examination should be given at the earliest feasible time, preferably by the end of the student's second year in residence. The exam must be taken no later than the end of the student's third year in residence and before significant engagement in dissertation research. If the student fails the Graduate Board Oral Examination and is permitted a re-examination, he/she must be re-examined within one year.

Students are encouraged to select their committee members and two alternates in consultation with their thesis advisor. Forms must be completed one month prior to the exam.

Ordinarily, students submit a brief written description of their thesis project one week prior to the examination. They then meet with their committee to take the oral exam. The exam consists of questions from each member of the committee that are designed to probe the student's understanding of the basic

principles of biochemistry and molecular biology. The examination has three possible outcomes: unconditional pass; conditional pass; or failure. In cases of conditional pass, students may be required to take additional course work in an area where they are weak in order to remove the condition.

Students should complete the Graduate Board Oral examination before the end of their second summer.

Thesis Advisory Committee

Upon successfully completing the Graduate Board Oral examination, a Thesis Advisory Committee will be formed to monitor the student's thesis research progress. The Committee consists of at least three faculty members including the student's thesis advisor. Members of the Committee may have primary appointments in the Department of Biochemistry and Molecular Biology or in other departments of the University. Students are encouraged to select members of their Committee in consultation with their thesis advisor.

Students are required to meet with their Thesis Advisory Committees every six months. At this meeting, the student will present progress on his or her thesis project. The Committee will offer advice and provide a written evaluation. This evaluation of the student's progress will be discussed with the student at the end of the meeting. As the project progresses, the committee will at some point indicate a target date for completion of the thesis project.

In addition to meeting with their Committee every six months, students are encouraged to consult with members of their Committee for advice as necessary.

Thesis Preparation

Once a target date for completion of the thesis project has been set by the Thesis Advisory Committee, the student should begin preparing to write his or her thesis. The thesis must consist of novel and publishable results, and may contain material that has already been published by the student during the course of the thesis project.

The thesis will be evaluated by a Thesis Committee, composed of four readers that include the student's thesis advisor. Two committee members must have a primary faculty appointment in a department other than the one sponsoring the candidate. The readers should have a rank of Assistant Professor or higher. A minimum of three departments of the University, two from the School of Public Health, must be represented. Two readers must be from the student's Department. At least one member must have neither a primary nor joint appointment in the student's Department. The Committee of Readers may be increased to five members, provided that the above conditions are satisfied for four readers.

The committee and the required Final Oral Examination form must be submitted to the Registrar one month prior to the date of the thesis defense. Ordinarily the thesis will be submitted to the Thesis Committee at least two weeks prior to the Thesis Defense.

Thesis Defense

The Thesis Defense consists of a seminar in which the student presents some or all of the findings of his or her thesis project. This seminar, which is sponsored by the Department of Biochemistry and Molecular Biology, is open to the public. Immediately after the seminar, the student will meet privately with the Thesis Committee. The Committee will ask questions about the thesis and will inform the

student if the thesis is satisfactory. Ultimately, the student will submit the thesis to the Registrar. *Thesis fees are the responsibility of the student, unless his or her mentor agrees to pay them.*

Competencies

A table showing the academic competencies Ph.D. students in the Department are expected to obtain prior to graduation is available at http://www.jhsph.edu/dept/BMB/Resources_Links/index.html.

Laboratory Notebooks

While different laboratories may use different kinds of physical notebooks, all share certain fundamentals. A proper laboratory notebook is an accurate, contemporaneous, permanent, and legible record of the student's deeds and thoughts regarding his or her research project. This notebook is the property of the laboratory, and ideally should not leave the laboratory, though students are free to make and take copies. The student's notebook will be consulted by others to establish what the student did, and to find out how he or she did it, often long after the student has gone. So, if a student has not developed good record-keeping habits, this is an excellent time to begin. Consult the faculty preceptors for guidance and please refer to the Bloomberg School of Public Health Student Handbook (http://www.jhsph.edu/student_affairs) for Policy and Procedures on the subject of Academic Ethics.

Residency Requirements and Time Limitations

In general, a minimum of four consecutive terms of registration as a full-time student is required. Experience indicates that a minimum of four and one-half years is necessary to fulfill all Ph.D. requirements, and that the average student requires about five to five and one-half years. Not more than seven years may elapse between the date of matriculation and fulfillment of all requirements for the degree.

Withdrawal from Program

If a student withdraws from the Ph.D. program prior to completion of his or her degree, whether for personal or academic reasons, tuition and stipend support will be provided by the Department for the remainder of the term during which the decision to withdraw is made. Under certain circumstances, the Department may elect to provide funds beyond one term, but this will be determined on a case-by-case basis.

Vacation Policy

The Department considers graduate education, research and training to be a full-time, 12-month-per-year undertaking. It is the policy of the Department that graduate students are permitted two weeks of vacation annually, not including the week between Christmas and New Year's Day. This limit is meant to be somewhat flexible year-to-year. For example, if a student takes only a one-week vacation in a particular year, he or she may elect to take a three-week vacation the following year. However, only in case of an exceptional circumstance will a student be permitted to take a vacation of more than one month's duration.

Since students are compensated, usually with federal funds, it is presumed by the Department that each Thesis Advisor is the "boss" of the graduate student personnel who work in his or her own laboratory. Students should not make irrevocable vacation plans until after they consult with their thesis advisors. It is expected that thesis advisors will be informed well in advance if a student intends to go on vacation.

Where feasible, it is the responsibility of students who are ill to inform their Thesis Advisors of their situation.

With proper documentation, a Leave of Absence may be granted to an individual student who faces a difficult illness or personal problem. A request for a Leave of Absence must be submitted to the Department Chair, who may elect to consult with Department faculty before coming to a decision. Every effort will be made to maintain confidentiality about the student's situation.

STUDENT FUNDING

Tuition and Fees

The Department provides full tuition, fees and individual health insurance support for all Ph.D. students.

Health Insurance

All full-time and foreign students are required to be enrolled in a qualified health benefit plan. At the time of registration, students must provide written proof of enrollment in a plan that meets standard guidelines in the State of Maryland. For those students who do not have existing health insurance coverage, the Bloomberg School of Public Health offers the Student Health Program. The Department provides full support for students enrolled in the Student Health Program. For more information on health insurance, please see the Bloomberg School of Public Health Student Handbook (http://www.jhsph.edu/student_affairs).

Stipends, Salaries and Income Taxes

During their first year, Ph.D. students will receive stipend support from Departmental (non-research) funds. After the first year, Ph.D. students may receive stipend support from one of three NIH institutional training grants, salary support from faculty research grants, or a combination of both. In keeping with Federal guidelines, stipend (scholarship/fellowship) income is not taxed by Johns Hopkins University, although it is likely to be taxable income. Salary to graduate students from research grants is taxed, although these wages are not subject to Social Security or Medicare tax (FICA).

Stipend recipients should expect to arrange to make Federal and State estimated tax payments. All students should use their December 31 pay stub as documentation of compensation for tax purposes, as Form W-2 and Form 1099 will not include stipend payments. Pay stubs may be viewed and printed at <https://essapps.jhu.edu/webapp/FlexBen/FlexBenApp>

Call 1-800 TAX FORM (or download from the IRS website www.irs.gov/forms/pubs/) to receive form 1040ES or Federal estimated tax payments. Call the Maryland State Comptroller's office in Baltimore at (410) 767-1985 (or download from Maryland's website www.comp.state.md.us) to receive form 502D for Maryland estimated tax payments. Student Tax Issues are addressed in IRS Publication 4. Call 1-800-TAXFORM to receive a copy by mail. Assistance may also be obtained from the JHU Tax Office at 443-997-8442 (Eastern Campus). Consultation with a personal tax advisor is also recommended.

Taxation of Nonresident Aliens: Nonresident aliens are usually taxed on earnings received while living in the United States. Generally, nonresident aliens (F-1 and J-1) are exempt from FICA (Social Security

tax). If the Visa type is F-1 or J-1, the student may be exempt from Federal taxes only if the country where the student lived before arriving in the US has negotiated an income tax treaty with the United States government. The country in which the student was born is not a deciding factor. If the country of residence has negotiated an income tax treaty, and it covers the type of payment the student is receiving while visiting the United States, the student should complete Form 8233 for earned wages or Form W-8BEN for scholarship/fellowship payments. These forms must be completed each calendar year so that Federal tax is not withheld. State taxes must be withheld on wage payments paid by the University. Forms are available through the JHU Tax Office at the Eastern Campus (443-997-8442). At year-end, the University issues to nonresident aliens either a Form 1042-S or Form W-2, or both, which summarizes income income. Nonresident aliens are required to complete federal form 1040NR to report and pay taxes, if appropriate, on any income.

An excellent guide to Nonresident Alien taxation is available from the IRS web site (www.irs.gov), or by calling 1-800-TAX FORM and ask for IRS Publication 519.

NOTE: The Department cannot provide individual tax advice to students. All tax-related questions should be directed to the JHU Tax Office at (443) 997-8442 (<http://www.controller.jhu.edu/depts/tax/index.html>.) The office is located at the Eastern Campus at 1101 East 33rd Street. To assist internationals, the Office of International Student, Faculty, and Staff Services, in cooperation with the JHU Tax Office, conducts tax seminars in March of each year.

Training Grants

Most eligible students are supported by training grants in their second year, and some students may be supported by training grants for multiple years. Over the course of his/her studies, each student may remain on the same training grant, be moved to a different training grant, or be moved to a faculty research grant. Appointment to a training grant will be based, in part, on the student's intended research interests.

The Department currently has trainee slots on the three NIH funded Institutional Research Service Awards (training grants) listed below:

1. Training in Areas Fundamental to Cancer Research
Dr. Roger McMacken (PI)
National Cancer Institute (NIH)
2. Multidisciplinary Training in the Reproductive Sciences
Dr. Barry Zirkin (PI)
National Institute of Child Health and Human Development (NIH)
3. Training Program in Environmental Health Sciences
Dr. James Yager (PI)
National Institute of Environmental Health Sciences (NIH)

Training Grant Requirements

All students supported on NIH training grants are subject to the following requirements:

- Complete a Statement of Appointment form (PHS 2271) annually.

- Provide annual reports on the progress of his or her doctoral studies.
- Acknowledge the training grant in all publications resulting from his or her doctoral studies.
- Complete a Notice of Termination form (PHS 416-7) upon termination of training grant support.

Course Requirements for Training Grants

(NCI Training Grant): Training in Areas Fundamental to Cancer Research

- Mechanisms for Preservation of Genome Integrity (120.624 – 3rd term)
+ Oncology Department Seminar Series

(Reproductive Biology): Multidisciplinary Training in the Reproductive Sciences

- Molecular Endocrinology (120.621 – 3rd term)
OR
- Reproductive Biology for Biomedical Scientists (120.625 – 4th term)

(NIEHS Training Grant): Training Program in Environmental Health Sciences

- Principles of Toxicology (187.610 – 1st term)
AND
- Environmental Health (180.601 – 2nd term)

RESPONSIBLE CONDUCT OF RESEARCH

All research students must complete a course in responsible conduct of research before graduation. Currently, courses 550.860 Research Ethics, an online course offered every term, and course 306.665 Research Ethics and Integrity: U.S. and International Issues, taught in the third term, satisfy the School's requirement.

Students should also refer to the Bloomberg School of Public Health Student Handbook (http://www.jhsph.edu/student_affairs) for Policy and Procedures on the subject of Academic Ethics.

Also, before beginning contact with either human or animal subjects, students, as all researchers, must obtain the appropriate approval for their projects from either an Institutional Review Board or the Institutional Animal Care and Use Committee. In both cases, the student's faculty mentor must be involved in this process, since the protocol for the research project is submitted under the faculty's name with the student listed as a student investigator. It is important to remember that NO contact can be made with humans, human tissue, human samples or human records without prior approval of the protocol by the IRB. NO animals can be purchased for examination without an IACUC protocol approval.

It is important for students to check to make sure they are either listed on their mentor's approved protocol or have obtained approval for their research protocol, in collaboration with their mentor.

ADMINISTRATIVE ISSUES

Animal Use

It is mandatory that all individuals working with animals at Johns Hopkins University enroll in the Animal Exposure Surveillance Program. The program is designed to prevent occupation-related disease among those working with animals. Enrollment consists of the completion of an AESP form at http://www.hopkinsmedicine.org/hse/east_balt.htm#Forms.

Students should see Stephanie Steele for more information. It is also mandatory that all individuals working with animals complete an on-line training course located at <http://secure.lwservers.net/default.cfm>. Animal protocols will not be approved or renewed unless individuals working with animals complete this training.

Classroom/Conference Room Scheduling

Rooms W8504, E8015, and W8503A are available for lab meetings, journal clubs, student exams, and other gatherings. Calendars are maintained online and can be accessed by logging onto Webmail from any computer (<http://webmail.jhsph.edu>) and selecting Public Folders, and then Biochemistry and Molecular Biology. Shanell Maniece can provide assistance with scheduling, when needed. When a room is scheduled for a student exam, please notify Sharon Warner.

Computer Lab

The Department Computer/Printer Lab is located on the 8th floor in Room W8013. Use of the equipment in this room is limited to BMB Ph.D. students, postdoctoral fellows and faculty. Because this facility is costly to maintain, please take care to obey the following guidelines: 1) Use of computers and printers for personal reasons should be kept to a minimum, 2) Please select the double-sided print option whenever possible, 3) Do not hesitate to approach unfamiliar individuals using the facility. If the individual is not affiliated with BMB, advise him or her that Information Systems has computing labs on the third floor as well as wireless network devices located throughout the Bloomberg School of Public Health.

Copying

Ph.D. students' ID badges are coded to allow access to all copiers in the school that are equipped with an Equitrac scanner system. BMB's main copier is on this system and is located in room W8034. Students should see Shanell Maniece for access or questions. NOTE: The copier in the Reading Room which is not Equitrac-equipped is for copying journal articles only.

Demographic Data

Any changes regarding one's personal status, home address and phone numbers, etc. must be reported to Stephanie Steele or Joanna Bizub so that all payroll and online systems can be updated. A forwarding address is required upon graduation or departure from the department. The Department's NIH training grants require that we document professional careers of our graduates for a 10-year period following their departure from JHU. Therefore, the Department would be very grateful if our student alumni would keep us informed each time there is a change in their contact information or employment situation.

E-mail accounts

Students apply for a free e-mail account from the School during the departmental orientation. Students may also contact Joanna Bizub to obtain an account request form.

Facilities Management

Problems with facilities (lights, leaks, etc.) and/or laboratory equipment should be reported immediately to the student's mentor or the Administration Office. Shanell Maniece handles JHU maintenance calls (facilities) and Joanna Bizub handles calls to outside vendors (equipment).

Student Assistance Program (SAP)

This program provides support to students in dealing with the pressures and problems they encounter during their academic careers. SAP services are private and confidential, in accordance with state/federal laws and University policies. There is no cost to a student for utilizing SAP services. For more information please call 410-955-1220, 443-997-3800 or visit the SAP website at www.fasap.org. (see the Bloomberg School of Public Health Handbook at http://www.jhsph.edu/student_affairs.)

Faxing

The Department has two fax machines located in Rooms W8041 and W3606. Local faxes are free, but out-of-state faxes (excluding 800 numbers), business and personal, must be entered in a log book at the time they are sent. Personal faxes costing over \$1.00 will be billed to the sender.

Fire Alarms

The fire alarm system is installed for the express purpose of alerting building occupants and responsible emergency personnel to the fact that a fire, explosion, or other emergency has been discovered within the building. All occupants must shut the door to their lab or office and exit the building immediately whenever a fire alarm sounds. For more information on Safety Regulations and Emergency situations, please see the Bloomberg School of Public Health Handbook (http://www.jhsph.edu/student_affairs).

Foreign Students: Visa Applications and Other Issues

Foreign students are required to report to the Office of International Services located on the 4th Floor of Reed Hall (1620 McElderry St.) on the first day of arrival in the U.S. They should bring their visa and I-94. During the student's tenure in the department, all visa extensions and other issues pertaining to visa status are handled by Joanna Bizub, in cooperation with the OIS. Students are encouraged to visit the Office of International Services web site at <http://www.hopkinsmedicine.org/intlsvcs/>. This site provides information about visa issues and other valuable information. This site also provides a link to the JHMI International Society. OIS can be reached by phone at x5-3371.

I-9 Form (Employment eligibility)

This form is required for anyone who receives a salary/wage/stipend to verify citizenship and/or visa status. It must be completed within the first three days of appointment or employment. I-9s for U.S. citizens will be approved and processed by Joanna Bizub or Stephanie Steele. I-9s for non-U.S. citizens must be approved and processed by the Office of International Services. A student's I-9 form must be updated whenever there is a change in his/her visa status.

ID Badges

ID badges must be visible at all times on School premises. During the School's orientation, badges are issued at the Admissions office. To obtain a new or replacement ID badge at a later date, students must present a photo ID and an ID Request Form authorized by the Student Affairs Office, to Room 108, Nelson Building, Johns Hopkins Hospital. A small fee will be assessed by the ID Office if an old badge is not returned, and/or if a new photo is requested. Report lost badges to the Departmental Administrative Office. In addition to copy access, a student's badge is required for entrance to many Johns Hopkins facilities.

JHED

Johns Hopkins Enterprise Directory is an on-line source of address, telephone, e-mail and other contact information for faculty, staff and students throughout the Johns Hopkins University. Incoming students' information is pulled into the directory from the Registrar and Payroll databases. It is imperative that students maintain current information in JHED since other sources within the system depend on the directory information. To verify and update information, log on to <https://my.johnshopkins.edu/>. In the process, the student will be furnished with a USERID and will be prompted to create his or her own password (first time). After verifying information, the student will receive an electronic confirmation message from the Systems Administrator. The JHED userID and password will be required to access other secure online JHU systems.

Laptop and LCD projector

The Department has two Dell laptops and LCD projectors available for lab meetings, journal clubs, student exams, etc. Calendars are maintained online and can be accessed by logging onto Webmail from any computer (<http://webmail.jhsph.edu>) and selecting Public Folders, and then Biochemistry and Molecular Biology. Shanell Maniece can provide assistance if needed.

Lockers

Students should obtain locker assignments during Registration. After registration, students can obtain locker assignments from the Mail Services Office, Room WB401. Lockers are cleaned and fumigated every June. All items must be removed before the date of cleaning. Items left in lockers during the cleaning period will be discarded. The school is NOT responsible for items left in a locker. A notice will be posted in advance.

Mailboxes

Departmental mail is distributed twice daily. Departmental mailboxes are independent from the School's mailboxes in the basement. Departmental mailboxes are maintained in the 8th floor reading room for all PhD students and postdocs pursuing their research in 8th floor faculty labs, as well as for all 1st year PhD students. Mailboxes are maintained in W3606 for PhD students and postdocs pursuing their research in 2nd and 3rd floor faculty labs.

Parental Leave Policy for Graduate Students and Postdoctoral Fellows

Graduate students and postdoctoral fellows at the Johns Hopkins Bloomberg School of Public Health may request 30 days of paid parental leave following the adoption or birth of a child. Additional *unpaid*

leave may be granted at the discretion of the advisor. Parental leave applies to either parent. If both parents are graduate students and/or postdoctoral fellows in the same School, both may request simultaneous parental leave. Complete details regarding this policy can be found on page 73 of the Bloomberg School of Public Health Student Handbook at http://www.jhsph.edu/student_affairs.

Pay Dates and Check Distribution

Students are paid semi-monthly (the 15th and the last day of the month) for effort through that date (no lag). Should a payday fall on a weekend or holiday, funds will be distributed on the previous day. Students are encouraged to sign up for Direct Deposit; please see Joanna Bizub for more details. Paper checks will be put in student mailboxes on payday. Direct deposit stubs can be viewed at <https://essapps.jhu.edu/webapp/FlexBen/FlexBenApp> - paper stubs are not distributed.

Radiation Badges

Badges to monitor external radiation exposure are issued to students upon application. Badges are read and replaced on a quarterly basis. When a student receives a new radiation badge, he or she should return the previous one to Shanell Maniece.

Radiation Safety training is held the 2nd and 3rd Tuesday of each month from 1:00 – 4:00 p.m. This training is mandatory for 1st year students and strongly encouraged for those students and postdoctoral fellows who have never received formal training in handling of radioactive materials. Registration is required. Please call the Radiation Control Office at x5-3710 to register.

http://www.hopkinsmedicine.org/hse/training_schedule/training_schedule.htm

Registration

Students are required to register online at <https://isis.jhu.edu>. Students are expected to have their registration approved in advance by their advisors. More specific course information will be distributed in August and again in December.

Safety

The Johns Hopkins University Safety Policy and Procedure Manual is available online at <http://www.Hopkinsmedicine.org/hse>. All students must understand that it is their responsibility to comply with appropriate safety and health standards as issued by the Department and University. All unsafe conditions should be reported immediately to the student's faculty mentor or to Stephanie Steele.

The Office of Safety and Environmental Health (OSEH) has the responsibility of providing guidance and direction in all phases of the safety program. It conducts annual safety and environmental inspections of our laboratories and facilities, advising administration of unsafe conditions or non-compliance with federal and state regulations.

Seminar and Bulletin Boards

Seminars, symposia and important notices are posted on the Bulletin Boards located in the 8th floor corridor and on the 3rd floor in room W3606. Notices of particular interest to the MHS and ScM students are also posted in the Masters Study Room (W8517.) The daily activities are prominently displayed and students should regularly check these boards.

DEPARTMENTAL ACTIVITIES

Departmental Retreat

The Departmental retreat is usually held in mid-April. Attendance is required by all PhD students, postdoctoral fellows and faculty. This retreat allows faculty and students an opportunity to present, in an informal setting, research accomplishments. Students should contact their faculty advisors for more information regarding the format of the presentations. This is a professional retreat and thus family members are not encouraged to attend. Expenses are fully paid by the Department. Details of this retreat are provided in February-March.

Happy Hour

A student-run (by BMB students) social hour is held each Friday from 4:30-6:00 p.m. in the Student Lounge Court. This is open to all in the School. Beer and soft drinks are sold; pretzels and potato chips are free.

Holiday Party

The Department has a holiday party in mid-December held on the 9th floor, usually on a Friday at 5:00 p.m. Families, including children of all ages, are encouraged to attend. The Department provides refreshments, some entrees, music, and gifts for the children. Attendees are asked to bring a food item.

Picnic

A Departmental picnic is held in the fall at an area park with various recreational facilities. Families are invited and encouraged to attend. Refreshments and food are provided by the Department but entrance to the park is paid by the attendees. Announcement of date, place, etc. is made early in September.

Student Luncheon

A student luncheon is held the first day of classes in September to welcome the new incoming students. Refreshments are provided by the Department.

“Cookie Time”

An informal gathering occurs every day at 4:00 p.m. in the 8th floor lunchroom for cookies and other snacks. Snacks are provided by the Department.

TRAINING FACULTY

Dr. Scott Bailey	W8708	scbailey@jhsph.edu	7-4989
Dr. Terry Brown	W3102	tbrown@jhsph.edu	5-1055
Dr. Randy Bryant	W8025	fbryant@jhsph.edu	5-3895
Dr. Valeria Culotta	W7032	vculotta@jhsph.edu	5-3029
Dr. Nancy Davidson	409 Oncology	davidna@jhmi.edu	5-8489
Dr. Janice Evans	W3112	jpevans@jhsph.edu	4-5557
Dr. Eric Grote	E8133	egrote@jhsph.edu	7-4989
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Dr. Sean Prigge	E5012	sprigge@jhsph.edu	7-4822
Dr. William Wright	W3508	bwright@jhmi.edu	5-7830
Dr. Barry Zirkin	W3606C	brzirkin@jhsph.edu	5-7827

ADMINISTRATION (W8041 & W8503)

Joanna Bizub	Budget Analyst	jbizub@jhsph.edu	5-3671
Gerry Graziano	Academic Assistant	ggrazian@jhsph.edu	5-3672
Shanell Maniece	Administrative Secretary	smaniece@jhsph.edu	5-3671
Stephanie Steele	Department Administrator	ssteele@jhsph.edu	5-3655
Sharon Warner	Academic Coordinator	swarner@jhsph.edu	5-3672

HELPFUL WEB LINKS

www.jhsph.edu/dept/bmb	BMB Web Site
www.jhsph.edu	School Home Page
http://www.jhsph.edu/student_affairs	Information for Students (including Student Handbook link)
http://commprojects.jhsph.edu/courses/	Course Catalog
www.welch.jhu.edu	Welch Medical Library Home Page
http://www.hopkinsmedicine.org/hse/	Safety Information
www.fasap.org	Student Assistance Program
www.hopkinsmedicine.org/intlsvcs/	Office of International Services
https://my.jhsph.edu/C7/Doctoral%20Candidates%20Only/default.aspx	Preliminary Oral Exam Form Appointment of Thesis Readers Form Final Exam Form
www.jhsph.edu/GER	Office of the Associate Dean for Graduate Education and Research
http://www.controller.jhu.edu/depts/tax/index.html	JHU Tax Office
http://www.jhu.edu/animal/forms1.html	Forms – Animal Use
https://secure.lwservers.net/default.cfm	Animal Use On-line Training Course
https://my.johnshopkins.edu/	Johns Hopkins Enterprise Directory
http://www.hopkinsmedicine.org/hse/radiation.htm	Radiation Safety
https://isis.jhu.edu	Registration