

THE WINTER INSTITUTE OF 2018

STUDENT HANDBOOK

**JOHNS HOPKINS
BLOOMBERG SCHOOL OF PUBLIC HEALTH**

STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES

ACADEMIC ETHICS CODE

The faculty and students of the Bloomberg School of Public Health have joint responsibility for maintaining the academic integrity and guaranteeing the high standard of conduct of this institution.

An ethical code is based upon the support of both faculty and students who must accept the responsibility to live honorably and to take action when necessary to safeguard the academic integrity of this university.

Students enrolled in the Bloomberg School of Public Health assume an obligation to conduct themselves in a manner appropriate to The Johns Hopkins University's mission as an institution of higher education. A student is obligated to refrain from acts that he or she knows, or under the circumstances has reason to know, impair the academic integrity of the University. Violations of academic integrity include, but are not limited to: cheating; plagiarism (including plagiarism from Websites); knowingly furnishing false information to any agent of the University for inclusion in the academic record; violation of the rights and welfare of animal or human subjects in research; misconduct as a member of School or University committees or recognized groups or organizations.

All members of the academic community are responsible for the academic integrity of the University. Students and faculty alike must work together to minimize the possibility of violations of academic integrity.

Faculty are responsible for the conduct of examinations, for announcing the ground rules for all work in a course at the beginning of the quarter in which the course is offered, and for the security of examination papers and teaching laboratories. Proctoring is at the discretion of the instructor.

A student with knowledge of any violation of academic integrity governed by the Academic Ethics Code has an obligation to report such violation, including the identity of the alleged violator(s) to the appropriate faculty member, one of the deans responsible for student affairs, or to the Academic Ethics Board. A student may not make a formal charge directly to the Academic Ethics Board. Formal charges to the Academic Ethics Board must be brought by the appropriate faculty member.

All members of the Johns Hopkins community are responsible for immediately informing the Academic Ethics Board of the School of Public Health of any suspected violations of its Constitution. The Ethics Board, composed of six students and four faculty members, is responsible for implementing its Constitution according to the procedures set forth therein. This includes formal hearings of suspected violations. Students and faculty should become familiar with the Constitution.

NONDISCRIMINATORY POLICY

The Johns Hopkins University admits students of any race, color, sex and national or ethnic origin to all of the rights, privileges, program benefits and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University administered programs.

The Johns Hopkins University does not discriminate on the basis of handicap in admission or

access to, or treatment or employment in, any of its programs and activities. Yvonne M. Theodore, Affirmative Action Officer for the University, is responsible for the coordination of efforts to ensure compliance with Section 504 of the Rehabilitative Act of 1973 (P.L. 93-113) as amended (P.L. 93-516).

PRIVACY RIGHTS OF STUDENTS

Notice is hereby given that The Johns Hopkins University is prepared to comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (Public Law 90-247, as amended) and any regulations, which may be promulgated thereunder. Students and others who may wish specific information regarding their rights of access to institutional education records maintained in their names are advised to contact the Registrar.

Release of Public Information

The following student information is designated as directory information, is considered public, and will be released upon request: name, address, e-mail address, telephone number, photograph, verification of current enrollment, full-time or part-time status, department and degree program, dates of enrollment and degree received. If a student does not wish all or some of the above information released to any person other than Bloomberg School of Public Health faculty or staff, such a request must be filed with the Records and Registration Office in writing by the end of the Add/Drop period.

STUDENT GRIEVANCE PROCEDURE

A student who feels he/she has been treated unfairly or maliciously by employees, faculty, or other students of the School or University should discuss the matter in confidence with the Assistant Dean of Student Affairs. In most cases, problems can be resolved informally at this level.

Copies of the Constitution on Academic Ethics may be obtained in the Office of Student Affairs, Room E1002.

ACADEMIC INFORMATION

ACADEMIC CREDITS

Students wishing to take courses in the Winter Institute must select the format in which they wish to take the courses:

- **Academic Credit-** Tuition for courses taken for academic credit is charged by the credit unit, according to the School's tuition and fees structure. The tuition cost per credit in AY2017-2018 is \$1,091. Students taking courses for academic credit may choose whether they wish to take the courses for a letter grade or pass/fail.
- **Not-for-credit-** Individuals may elect to take courses not-for-credit, recognizing that they will not receive a grade for courses taken and that the course work will not be reflected on a JHSPH transcript. Individuals taking Institute courses not-for-credit are not required to participate in class assignments or exams, as they will not receive a grade. Please note that certificates of participation are NOT distributed in all courses. Students who wish to take courses not-for-credit should verify in advance whether the course will provide a certificate of participation. Courses taken not-for-credit typically cost 50% of the academic credit cost.

Changing Registration

Students may add, drop, or make changes to a grade system for a course as per the following schedule. A course can neither be added nor the grade system changed after the stated deadlines. Any drops will be processed as withdrawals and there will be no tuition refund.

Course Duration	Add/Drop Deadline
1-3 day courses	Prior to first class Add/drop from 7am to 12 pm on the first day of class only.
4-5 day courses	Prior to the second class Add/drop from 7 am to 11:59 pm
6-9 day courses	Prior to the third class Add/drop during the first two days of classes from 7 am to 11:59 pm.
10-14 day courses	Prior to the fourth class Add/drop during the first three days of classes from 7 am to 11:59 pm

Degree-seeking students and certificate students may add or drop courses during the add/drop period via SIS Self Service.

Special Students Limited must use the add/drop form that is available in the Student Affairs Office (E1002).

ACADEMIC TRANSCRIPTS

Students who wish copies of their academic transcripts sent to an institution or organization may apply to the Records and Registration Office. The first four transcript requests per year are free. The cost is \$2.00 for each subsequent mailing. Transcripts or grade slips (in the case of special students limited) for courses taken in the Winter Institute 2018 will not be available until approximately the second week in February.

Entries on Academic Transcripts

Entries on students' transcripts reflect the history of students' academic progress while they are enrolled at this School. If a change occurs to alter an entry - for example, an incomplete grade is made up and a letter grade assigned - the first entry is augmented to indicate the change. However, the original action continues to be reflected on the student's transcript. For any exception to the above policy, the Committee on Academic Standards must be petitioned.

GRADING SYSTEM

Purpose:

The grading system at the Bloomberg School of Public Health serves to document for the School the progress of students toward meeting the requirements of degree programs and other educational goals and to provide students with evaluations of their academic performance, including recognition of superior work and indications of serious problems in academic work.

Descriptive Interpretation:

All instructors in submitting grades use the following grading system:

GRADES AND OTHER DESIGNATIONS

A - Excellent	I - Incomplete
B - Good	I/ - Grade changed from Incomplete to grade following "I"
C - Fair	M- Multiple quarter course (grade to be assigned in a subsequent quarter)
D - Poor	
F - Fail	
P - Pass	

Special studies, research and certain seminar courses in which neither reports nor presentations are required by the students may be graded Pass/Fail.

No course credit will be acquired for courses in which a grade of "F" or Fail is received.

Pass/Fail Option:

Students at the School of Public Health may elect to take courses on a Pass/Fail basis only with the consent of their academic advisor. Each department has determined for its own students which courses may be taken on a pass/fail basis. Students should consult their departmental requirements for specific grading requirements when considering the pass/fail option. 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. 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 roster for those students who have elected the pass/fail option and whose performance would otherwise be rated as A, B, or C. Instructors should assign a grade of "F" to students who register for a course pass/fail and do the equivalent of "D" work.

If an advisor, student, or department needs to know the specific grade a student earns, the student should not be permitted to enroll pass/fail. There will be no 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.

Incomplete:

Any grade of Incomplete (I) will be entered on the student's transcript. An "Incomplete" must be made up and replaced by a final grade within two consecutive quarters after the conclusion of the course, or before graduation, whichever occurs first.

In the event that an Incomplete is not made up within the acceptable time period, a final grade of F will be assigned. When a final grade is assigned, this grade will be entered on the transcript following the "I", e.g., I/B.

Withdrawals:

Changes in course registration may be made without penalty up to the end of the Add/Drop deadline. A student may not subsequently withdraw from a course unless he/she presents written justification that is endorsed by the course instructor and student's advisor, and accepted by the Committee on Academic Standards. In the event of an approved withdrawal after the end of the

Add/Drop deadline, the letter "W" will be entered on the student's transcript. He/she will receive no credit for the course from which he/she has withdrawn.

INTERNATIONAL STUDENT SERVICES

All foreign students, fellows, and visiting scholars of the Medical Institutions, regardless of sponsorship, are required upon arrival at Hopkins to visit the JHMI Office of International Services to provide the necessary passport and visa information vital to the records of the University. Please be prepared to present your passport and other pertinent travel documents (visa stamp, I-94 card, etc.). The office is located directly across from the Outpatient Center at 1620 McElderry Street on the first floor of Reed Hall. While the Office of International Services staff are non-government employees, they act as liaison between Hopkins and various government agencies, including the State Department, the Department of Homeland Security, and the Department of Labor.

JOHNS HOPKINS ENTERPRISE DIRECTORY (JHED) <http://jhed.jhu.edu>

JHED is the University's Web directory located at <http://jhed.jhu.edu>. All faculty, staff and students are included in the directory; however, individuals have the ability to determine which data elements may be accessible on both the Intranet and Internet levels. Students are encouraged to make their address, phone number, email and photo available on the Intranet view. Members of the Hopkins community are granted secure access to the directory via their Login IDs (LID) and passwords.

To obtain your LID, you must access the JHED home page from a JHU domain (on campus) and search for your name. The LID will appear with your directory detail. Once you have your LID, return to the JHED home page and click the LOGIN button. Enter your LID in the First Time Login box and follow the prompts to verify your identity and create a password. After your initial login, you may access JHED and your directory data from off campus as well. If you need help identifying your LID because you are off-campus, please email REGISTRA@jhsph.edu; provide your full-name and student ID and you will receive your LID via an e-mail response.

Students' LIDs and passwords also provide access to WEB Services (<https://registration.jhu.edu/>). All JHU students may use this service to provide current and complete address information, including email addresses. Students are also encouraged to check their registration and grades via WEB Services.

Questions regarding access to JHED should be directed to JHED Support at 410-516-HELP.

FACILITIES AND SERVICES

ATHLETIC FACILITIES

A recreational center called the Cooley Center maintains a fitness center with exercise equipment on the ninth floor of the School. The other facility of the Cooley Center is adjacent to Reed Hall. This complex includes a full-size gymnasium, indoor running track, four racquetball courts, two squash courts, weight room, exercise area, locker rooms. Participants in the winter institute may use this facility by purchasing a weekly pass at the rate of \$15.00 per week.

MEDICAL SERVICE COVERAGE FOR STUDENTS ATTENDING THE WINTER INSTITUTE

Students who require the services of a physician during the course of the program may go to the Patient First center at the Johns Hopkins University Pavilion at Greenspring Station. This facility may be reached by a free shuttle bus that leaves from the Caroline Street entrance of the Outpatient Building

every hour on the half-hour and returns every hour on the hour. The ride takes approximately 20 minutes. The address is Johns Hopkins Pavilion, Ground Floor, 10755 Falls Road, Suite 160, Lutherville, MD 21093. The telephone number is (410) 583 -2777.

The Patient First medical center at Green Spring Station is open every day from 8:00 a.m. to 10:00 p.m. No appointment is necessary. The average cost of a consultation with a physician (without tests or prescriptions) is approximately \$100.00. Payment may be made in cash, travellers checks, visa, master card and discover credits cards. If the student is covered by medical insurance part of the cost may be covered. The type of coverage and name of the insurance provider can be discussed with Patient First at the time of the visit.

BANKING SERVICES

The School is unable to extend check cashing privileges to students. However, there are two banks located within a few blocks of each other. They are Bank of America - 1800 E. Monument Street and Wells Fargo Bank - 2008 E. Monument Street

BOOKSTORE (955-3931)

The Matthews Johns Hopkins Medical Book Center is located at 1830 E. Monument Street opposite the Hospital. The hours are Monday, Thursday and Friday 8:30 a.m. to 4:30 p.m. Tuesday and Wednesday 8:30a.m. to 5:30 p.m. Saturday from 9:00 a.m. to 3:00 p.m.

A discount of 5% on textbooks will be given to all Public Health students with an I.D. badge who are paying with cash or by check. This policy applies only when the textbook purchase totals \$10.00 or more. A discount will not be given in connection with a credit card or voucher purchase or on any purchase amount below \$10.00. When returning books for refund, you must present your cashier's receipt within five working days after the purchase. No refunds will be given on paperback books. The bookstore will accept government vouchers giving textbook allowances.

PARKING AND TRANSPORTATION

1. WASHINGTON STREET GARAGE - This is perhaps the most convenient of the parking facilities for Winter Institute students. It is located at the corner of Washington and Monument Streets. Daily rate \$11:00 maximum for up to 24 hours.
2. OUTPATIENT BUILDING GARAGE - Located on the northeast corner of Caroline and McElderry Streets. Open 24 hours a day on weekdays only. Daily rate \$11.00 maximum for up to 24 hours.
3. CITY BUS - Information and schedules can be obtained by calling the Mass Transit Administration at 539-5000 or the Parking Office, 550 Building, Room 104,410-955-5333.
4. FOOT ESCORT SERVICE - An "on-call" Security Officer will provide foot escort 24 hours a day, 7 days a week within the area bounded by Ashland Avenue, Castle Street, Fayette Street and Caroline Street. Call 410-955-5154.
5. MOTORIZED ESCORT SERVICE - The JHMI Security Service provides a van service 24 hours-a-day (around the clock). Students can utilize this service for transportation within six blocks of JHMI. You must show a valid Hopkins student identification card. The Security Service is always "on call" at 410-955-5154 for service or additional information. Students are strongly urged to

utilize the escort services, particularly after dark.

SMOKING POLICY

As of June 1, 1989, smoking is prohibited in the Bloomberg School of Public Health. The Johns Hopkins Hospital and The School of Medicine are also smoke-free.

POST OFFICE

There is a post office in the Bloomberg School of Public Health where stamps are sold and other postal services are offered. The post office is located in the basement, Room B-024.

JHMI SECURITY SERVICES DEPARTMENT - Room 109, Hospital Tower Building

I. Reporting of Security Incidents

The following phone numbers should be referred to when you need to contact the Security Services Department:

A. 410-955-5585 - EMERGENCIES

Assault in Progress
Robbery in Progress
Burglary/Breaking and Entering in Progress
Suspicious Person/Prowler
Disorderly Person
Larceny in Progress
Accident with Injury
Emergency Patient Restraint

NOTE If you call this number immediately upon witnessing an incident, Security will contact the Baltimore City Police and the Guard Booth at the Compound for you.

B. 410-955-4444 - FIRE

C. 410-955-5585 - GENERAL INFORMATION

Information
Security Escort (See section on Foot & Motorized Escort,
Parking and Transportation)
Lost and Found Property
Administrative Section
Reports
Supervisors
Director's Office
Training Director

D. 911 - BALTIMORE CITY POLICE (Emergencies)

E. 410-396 2012 -BALTIMORE CITY POLICE (General Information)

II. To Reduce Opportunity for Theft

While the crime rate in the JHMI Complex is lower than for surrounding and adjacent areas, we

still have incidents. Many of these could have been prevented by prudence on the part of the victim.

1. Concerning Wallets and Purses: If you don't need one, it would be best not to carry one. If you must carry one, try to use the smallest possible for your needs.

2. Don't Make Yourself a Target: There is always some risk for a lone pedestrian on city streets after dark in any community. If there is no one to accompany you, then you should avail yourself of the Security Escort Service if you are going a short distance. (See PARKING AND TRANSPORTATION).

3. Make It Your Business to Know Who is in Your Work Area: You should pay attention to who is "passing through" or "hanging around" in your area. Should you observe someone who you feel is unauthorized, don't hesitate to question them. Call Security, 955-5585 if you need help.

4. Help Yourselves by Helping Us: Don't leave work areas, offices, desks, etc., unattended and unlocked even for a few moments.

5. On City Streets:

- a. Carpool - Criminals tend to avoid groups of people.
- b. Park in a lighted area.
- c. Carry shoulder-type handbag.
- d. Carry only a small amount of money.
- e. Lock your car.
- f. Leave nothing on your seats - it attracts attention.
- g. CB radios, tape decks - remove from observation by placing in the trunk, under the seat or in the glove compartment.

III. Security Escort Service

Security Escort Service in and around the JHMI area is provided around the clock, seven days a week. If you desire an escort, call 410-955-5585. Escort is provided by both foot patrol and motorized escort patrol, depending upon the distance from the hospital. (SEE PARKING AND TRANSPORTATION for further information).

FIRE ALARMS AND EMERGENCY SITUATIONS

I. Fire Brigade

The Bloomberg School of Public Health maintains a brigade of personnel trained to assist in fighting fires and other emergencies of a hazardous nature. The brigade is comprised of full-time employees of the Plant Department who, because of their daily work, are completely familiar with the physical plant layout, the locations of valves, air-handing equipment, and other mechanical systems that would be involved in the event of a hazardous emergency.

The brigade includes two captains, either of whom will, upon arrival at the scene, take command and direct the activity of the brigade. The captains will immediately determine the need for other assistance. In addition, there is a system of Floor Wardens who are especially trained to assist in the evacuation of the building or in emergency situations.

II. Alarm Signal System

The School's fire alarm system is integrated with the City's master alarm system. Pulling an alarm within the building will, therefore, simultaneously summon the Baltimore City Fire Department. The audible alarm consists of a three part coded signal which identifies the location, by building, floor, and area of the alarm being pulled (see diagram at end of Handbook). Brigades men will respond to that location. Red alarm boxes are located throughout the buildings, and should be used to summon the brigade in the event of any hazardous emergency. It is important to sound the alarm nearest the emergency. While the alarm boxes are of several different types, all operate in the same manner. A small piece of thin glass must be broken which releases the alarm box door and exposes a lever. Pulling the lever to the full down position, and releasing will trigger the coded alarm signal. **BREAKING THE GLASS WILL NOT SOUND THE ALARM.**

III. Discovery of Fire or Hazardous Emergency

Upon discovery of a fire or other hazardous emergency, certain basic steps must be taken. Because of the unending variety of situations, and the degree of severity of each, it is impossible to prescribe in "cook-book" fashion what should be done in each instance. There are, however, certain basic steps that would apply in any situation.

1. A fire or spill of toxic or radioactive material should be confined by closing the door.
2. If there is a fire, pull the nearest alarm.
3. If there is a chemical spill or similar hazardous emergency, notify Maintenance, ext. 5-444, or Security "Hot Line", ext. 5-1212 "emergency only".
4. Be useful - try to put out a small fire, or direct traffic away from the area or if there is a chemical spill, try to find and use absorbent material to contain the spill. If there is a radioactive spill, notify The Radiation Control Unit, ext. 5-3712 or 5-3722. After 5:00 p.m., dial ext. 5-5020 or 5-6070 - paging operator.
5. Dial ext. 4444. Give your name, exact location, and nature of emergency. The operator at the number will need this information to direct firemen, police, or Hopkins security personnel to the scene.

Minor fires such as wastebasket fires, are most easily extinguished by smothering. Placing a folded newspaper or magazine over the basket will deprive the flame of oxygen, and it will quickly die.

Fire extinguishers are designed to be used with ease and without practice. Instructions for use appear on the extinguishers. Read these instructions now - before an emergency.

It is important that the proper extinguishers be used. We have three (3) types in the School. (1) Pressurized-water in the stainless steel cylinders with a short hose down the side may be used only on burning paper, wood, carpeting, furniture, drapes, and other solid materials generally found in offices. To activate, simply remove the pin at the top of the handle and squeeze. (2) CO₂ in the familiar red cylinder with a horn shaped nozzle may be used on fires of electrical origin, and on burning liquids. To activate, simply remove the pin and squeeze handle. (3) Dry chemical in the yellow cylinder is effective in fighting any fire, but is most useful in controlling large areas of burning liquids, such as may be produced by gasoline bomb. Activate by releasing the locking cam at the top of the handle and squeezing.

Fire hoses should be used only by experienced persons.

Hazardous chemical spills should be confined and/or neutralized. This is best accomplished by closing the door and dousing the spill with soda in the case of acid, or weak acid in the case of alkaline.

V. Upon Hearing Alarm Affecting Your Area

All personnel should become acquainted with the coded signal system, especially the code for their particular area. Upon hearing that code, personnel should walk in the direction of a stairway away from the emergency area. Do not block corridors or impede the efforts of the brigade. If judgment directs, or if ordered to do so, proceed to a lower level. **DO NOT USE THE ELEVATORS.**

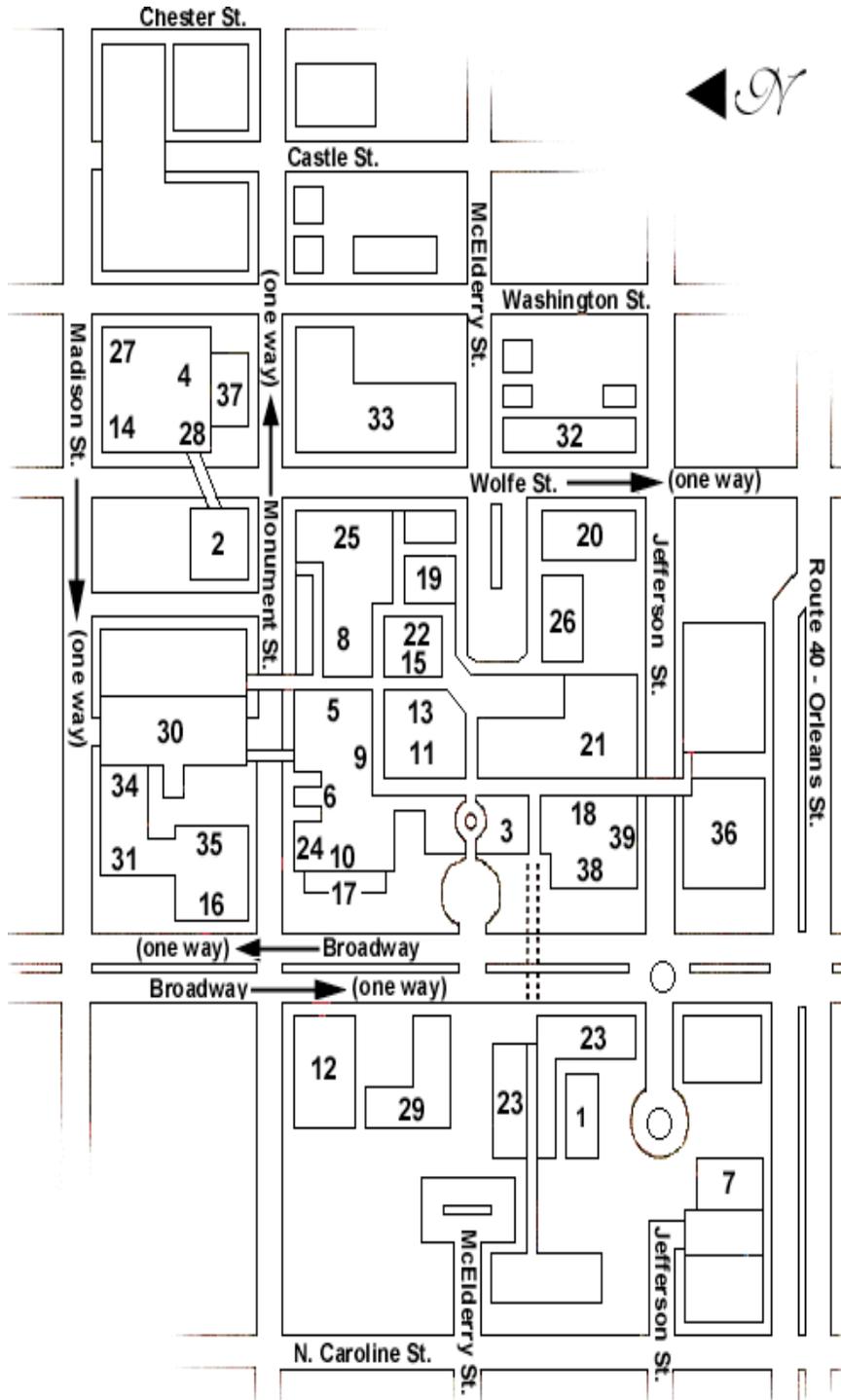
If the hazardous emergency is of such nature as to cause a serious threat to the building and its occupants an evacuation alarm will be sounded. This is a continuous sounding alarm gong for one minute. It is not a coded signal. An electrical test of the evacuation alarm circuit will be conducted periodically preceded by written notice setting forth the exact date and time of the test. Do not react at this time since it is merely a test of the electrical circuit. It is not a drill.

At any other time, upon hearing the evacuation alarm, respond by leaving the building in an orderly fashion through the stairways away from the emergency area. Be prepared to render assistance to persons in your area who are unable to use the stairs unaided.

Laboratory investigators are responsible for terminating their experiments and leaving the laboratory in a safe condition. Typical steps to be taken are: close valves on compressed gas cylinders, especially oxygen; turn off gas cocks; close windows; return flammable materials to safety cabinets; turn off all electrical steam operated apparatus. Place radioactive materials in labeled hoods.

To conserve time during emergencies, thought should be given beforehand to a systematic arrangement within the laboratory to facilitate the above emergency measures.

MAP OF EAST BALTIMORE CAMPUS



1. 550 Building
2. 1830 E. Monument St.
3. Billings Admin. Bldg.
4. Biophysics Building
5. Blalock Clinical Sci.
6. Brady Building
7. Bunting-Blaustein Cancer Research Bldg.
8. Carnegie Building
9. Children's Center
10. Emergency Care
11. Halsted Building
12. Hampton House
13. Harvey Teaching Tower
14. Hunterian Building
15. Hurd Hall
16. Kennedy Krieger Institute
17. Marburg Building (Brady Urological Institute)
18. Maumenee Bldg. (Wilmer)
19. Meyer Center for Psychiatry and the Neurosciences
20. MRI Building
21. Oncology Center
22. Osler Building
23. Outpatient Center (Heyssel Bldg.)
24. Park Building (Pediatric R)
25. Pathology Building
26. Phipps Building
27. Physiology Building
28. Preclinical Teaching Bldg.
29. Reed Hall
30. Ross
31. School of Medicine
32. School of Nursing
33. School of Public Health
34. Traylor Research Building
35. Turner Auditorium
36. Weinberg Building
37. Welch Medical Library
38. Wilmer Eye Institute
39. Woods Research Bldg. (Wilmer)