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# MMI CORE FACULTY

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<td>Dr. Peter Agre</td>
<td>E5146</td>
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<tr>
<td>Dr. Gundula Bosch</td>
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<tr>
<td>Dr. Jay Bream</td>
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<tr>
<td>Dr. Arturo Casadevall</td>
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<tr>
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<tr>
<td>Dr. Kimberly Davis</td>
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<td>Dr. George Dimopoulos</td>
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<td>Dr. David Sullivan</td>
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<td>Dr. Ying Zhang</td>
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*Dr. Peter Agre*: Director of Malaria Research Institute  
*Dr. Gundula Bosch*: Director of R3 Program  
*Dr. Jay Bream*: MMI Chair  
*Dr. Arturo Casadevall*: Research Forum Director  
*Dr. Isabelle Coppens*: Vice Chair for Scientific Development  
*Dr. Kimberly Davis*: Graduate Program Committee Chair  
*Dr. George Dimopoulos*: MHS Admissions Chair, MHS Program Director  
*Dr. Diane E. Griffin*: Vice Chair for Facilities & Resources  
*Dr. Anne Hamacher-Brady*: Vice Chair for Education, Admissions Chair  
*Dr. J. Marie Hardwick*: Postdoctoral Fellow Program  
*Dr. Marcelo Jacobs-Lorena*: Postdoctoral Fellow Program  
*Dr. Gary W. Ketner*: Vice Chair for Facilities & Resources  
*Dr. Sabra L. Klein*: Vice Chair for Education, Admissions Chair  
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*Dr. Conor McMeniman*: Seminars Director  
*Dr. Janet Markle*: Postdoctoral Fellow Program  
*Dr. Monica Mugnier*: Postdoctoral Fellow Program  
*Dr. Douglas Norris*: Postdoctoral Fellow Program  
*Dr. Andy Pekosz*: Postdoctoral Fellow Program  
*Dr. Sean Prigge*: Postdoctoral Fellow Program  
*Dr. Alan L. Scott*: Postdoctoral Fellow Program  
*Dr. Clive J. Shiff*: Postdoctoral Fellow Program  
*Dr. Photini Siniss*: Postdoctoral Fellow Program  
*Dr. Prakash Srinivasan*: Postdoctoral Fellow Program  
*Dr. Monique Stins*: Postdoctoral Fellow Program  
*Dr. David Sullivan*: Postdoctoral Fellow Program  
*Dr. Fidel Zavala*: Postdoctoral Fellow Program  
*Dr. Ying Zhang*: Postdoctoral Fellow Program
The department's main office is located in E5132. Below are staff members who serve the needs of the faculty and students.

Lisa Walborn (Room E5132) serves as the Department Administrator. Lisa directs all aspects of finances, budgets, permanent equipment, and space requirements for the department and has overall responsibility for the administration of the department and the Malaria Institute. This includes the pre- and post-award grant administration, HR/payroll, equipment and facilities.

Gail O'Connor (Room E5008) serves as Academic Program Administrator/Student Coordinator. She handles all aspects of students’ academic careers, tuition, medical and dental insurance and admissions. She attends meetings of several departmental and School committees concerned with students and academic programs.

Lawanda Lewis (Room E5014) serves as the Human Resources Coordinator. Lawanda handles all HR/payroll and visa issues for faculty, staff, post-docs and students.

Patricia Bazemore (Room E5001) serves as the course coordinator for Core Discussion of Scientific Literature and assists Lawanda Lewis with human resource and payroll matters.

Leonid Shats (Room E1305) has oversight of Departmental equipment. Leonid provides instruction in use of the Departmental microscopes, performs some routine maintenance, and repairs or arranges repairs of Departmental equipment. Repair requests are submitted online through the MMI web site.

Maryann Smith (Room E5132) serves as the assistant to the Department Chair. She is responsible for maintaining Dr. Casadevall's daily schedule, arranging his appointments, meetings and travel. She also coordinates the Tropical Medicine Dinner.

Kathy Spinnato (Room E5132) serves as Administrative Coordinator in the Office of the Chair. She is responsible for reviewing the accuracy of invoices and preparing fiscal documents required to pay vendors for goods and services and coordinates the MMI Department Seminars on Thursdays.

Genevieve Williams (Room E5141) serves as Program Manager for the JHMRI. She organizes the Malaria Friday Seminars, World Malaria Day, the fall JHMRI retreat and ICEMR for Zambia and Zimbabwe.

Trish Ward (Room E5143) serves as the JHMRI Center Administrator and is also the assistant to Professor Peter Agre. She manages the JHMRI pilot grants and JHMRI fellowships and coordinates events associated with Vector Encounter.

Joe Troilo (Room E5137) serves as the Grants and Contracts Manager.

Lena Johnson-Bey (Room E5007) serves as a Senior Grants and Contracts Analyst.

Joshua Weinzenpfel (Room E5009) serves as a Senior Grants and Contracts Analyst.

Thom Hitzelberger (Room E5004) serves as a Grants and Contracts Analyst.
INTRODUCTION

The goal of the MHS training program in MMI is to provide a solid foundation in the biomedical sciences for a select group of students interested in addressing outstanding issues underlying infectious and immunologic diseases of public health importance. It aims to equip students with a diversity of disciplinary concepts and methodological tools to solve specific disease-related problems. This holistic approach requires a common core of knowledge of the population, clinical, cellular and molecular aspects of disease.

This MMI MHS Guidebook, which supplements the School’s resources page, which can be found at https://www.jhsph.edu/offices-and-services/student-affairs/resources/ is intended to summarize most of the School and Departmental requirements for your degree program. In addition, other practical information is included for your convenience and consideration.
The MHS in MMI

The Department provides the Master of Health Science (MHS) program for students who wish to gain a greater depth of knowledge in molecular microbiology, immunology, and infectious diseases or in tropical public health, but who do not wish to commit to longer-term research training programs. MHS training is provided through coursework, special studies with faculty members, and participation in other Departmental activities. An elective opportunity to gain experience with basic molecular biological laboratory techniques is also available.

Educational Objectives: Key educational objectives for MHS students include: 1) develop knowledge through coursework in the areas of immunology and microbiology; 2) develop skills for the critical evaluation of scientific literature; 3) develop literature-based analytical and research skills; and 4) develop the ability to communicate scientific information orally and in writing.

MHS to ScM Program Transfer: MHS students who excel in the program and wish to add a research component to their training may apply for transfer to the MMI ScM program. The integrated MMI Master's program is intended to facilitate transfer between ScM and MHS degree programs; the program requirements have a high degree of overlap for the first two academic terms. However, the programs diverge significantly in the third term and a decision on degree program, therefore, must be made before that time. At the time of application for transfer from the MHS to the ScM program, students are strongly encouraged to have identified into which laborator(ies) they wish to rotate and to have confirmed that those laborator(ies) would be amenable to taking on an ScM student.

Masters students who wish to transfer programs should inform the Student Coordinator in writing by the first week in December of their first year. Applications for transfer to the ScM program are evaluated by the departmental Admissions Committee on the same basis as incoming ScM applications and a completed School application form must be available for review. In general, the Departmental copy of the student's original MHS application (held by the Student Coordinator) can be used. However, the student should confirm that the information contained on the application is still current, and may wish to modify the thesis to reflect the new goals of his/her proposed training program. Additional references may also be added. Note that because this application is submitted directly to MMI and not the School, no application fee is required. ScM students who wish to transfer to the MHS program may do so without review.

Applicants for the MHS to ScM transfer will be informed of the Admission Committee's decision before the beginning of third term. Because there is no guarantee that an application will be successful, students should continue to follow the MHS academic program (below) until they have received a final decision.

MHS & Biotechnology: Faculty have noted that a subset of MHS students are interested in a career in the biotechnology arena. To accommodate this interest MMI is offering MHS students an elective set of three courses focused on how innovative technologies are moved to a commercial sphere to receive wider distribution. Descriptions of the three courses can be found in the course catalogues for the School of Public Health and the Carey Business School. The courses include:

- BU 318.603.01 Applied Microeconomics for Policymaking
- PH 260.613.01 Techniques in Molecular Biology
- BU 150.710 Discovery to Market I and II
The courses cover basic microeconomic theory, practical exposure to the molecular tools used by biotechnology companies and, in a set of two courses offered by the Johns Hopkins Carey Business School, direct experience with addressing the issues involved in moving technology from the laboratory to the marketplace. Please note that these four courses will be taken as elective courses to compliment the core MMI MHS requirements. The Applied Microeconomics is required as a pre-requisite for the Discovery to Market course and all four courses must be taken to obtain the letter cited below.

The goal of this program is to teach students how to apply the science they will learn in traditional courses to a translational setting. Students who successfully complete this course of study will be able to indicate to potential employers that in addition to having a strong background in the science of immunology and infectious diseases, they also have a foundational understanding of how innovative science is translated into commercial products. No certificates will be issued for this program, but, at the student’s request, the Department Chair will provide a letter describing the skill sets developed through this path of study.
DEGREE REQUIREMENTS

There are several requirements for the completion of degree programs – some set by the school and others set by the department. The degree requirements for all programs, established by the School are contained in Policy and Procedure Memoranda available at https://my.jhsph.edu/Resources/PoliciesProcedures/ppm/Pages/default.aspx. The Departmental requirements are explained in this Student Guidebook. A student's thesis advisor generally will set requirements regarding the preparation for, and completion of, the thesis or dissertation project.

Residency: Minimum duration is one academic year (9 months) in full-time residence (enrollment for 12 or more credits per term). Most students complete their degrees in 9 months, however, the period may be extended for up to 24 months.

ACADEMIC PROGRAM

Academic Advisor. Each new student is assigned an MMI faculty member as his/her academic advisor. The academic advisor will assist the student in the selection of appropriate courses for the first year, act as the student's source of information concerning school and departmental policies and procedures, and help the student with problems they may encounter. A student who wishes to change his/her assigned academic advisor should contact the Student Coordinator, who will consult the GPC.

In addition, the MHS Committee, which is composed of several MMI faculty members, with Richard Markham currently serving as Chair, will meet with MHS students as a group soon after the orientation. During each quarter, MHS students as a group will meet for a series of required lunch-time meetings with the MHS Committee members to detail requirements for the degree, establish benchmarks for Thesis preparation, review progress and address general questions.

MHS Thesis Mentors. The academic advisor usually will act as the MHS Thesis mentor. However, after consultation with the academic advisor, an MHS student may seek other faculty with specific interests and expertise to supervise MHS Thesis preparation. The assigned MHS advisor should remain as one of the two readers for the thesis. Students who wish to use faculty other than the assigned academic advisor as their MHS Thesis mentor will note this on the MHS Thesis Readers form that is submitted to the Student Coordinator.

Coursework. Masters students must register for 22 credits each quarter. These credits include didactic courses, special studies, thesis research, seminars, etc. While a minimum of 64 credits are required by the School for a Master's degree, due to this Departmental requirement MMI Masters students will exceed that number at the time of graduation. Course requirements and suggestions are summarized in the accompanying table.

In core courses, Master’s students must receive a ‘C’ or higher. A student who earns a grade below that threshold in a course listed as a core requirement must, at the next opportunity, make a second attempt to complete the core course by repeating the same course or by completing another course that has been approved by the GPC Chair. A grade below the threshold on the second attempt may be grounds for dismissal and must be reported to the School’s Committee on Academic Standards. To remain in good academic standing, masters students must maintain a minimum grade point average of 2.75. If a student’s GPA falls below the requirement, the student will be placed on academic probation. School policy states that a Master’s student cannot graduate with a GPA lower than 2.75.
MHS Curriculum

Listed below are courses required of all MMI MHS students, as well as a selection of elective courses that other students have found useful.

SUMMER:

Introduction to Online Learning:  https://courseplus.jhu.edu/core/index.cfm/go/course.home/cid/90/ (non-credit)

TERM 1:

Required:

260.623  Fundamental Virology (See Note 1) (4 credits)
260.852  Molecular Biology Literature (See Note 2) (2 credits)
260.840  Special Studies (See Note 4) (2-6 credits)
552.6XX  Cells-to-Society (see Cells-to-Society Requirements below)
260.822  Seminars in Research in Molecular Microbiology and Immunology (1 credit)
260.821  Research Forum Molecular Microbiology and Immunology (1 credit)
550.860  Academic and Research Ethics (See Note 3) (non-credit)

Suggested Electives:

260.636  Evolution of Infectious Disease (3 credits)
260.700  (R3) How Do We Know? Theory and Practice of Science (3 credits)
260.707  (R3) Evidence-Based Teaching in Biomedical & Health Sciences: Fundamentals (3 credits)
140.611  Statistical Reasoning in Public Health I (3 credits)
180.609  Principles of Environmental Health I (4 credits)
550.630  Public Health Biology (3 credits)
220.601  Introduction to International Health (4 credits)
120.600  Biochemistry – an Introductory Course I (See Note 5) (5 credits)
120.602  Introduction to Molecular Biology (See Note 5) (4 credits)
318.603  Applied Microeconomics for Policymaking (3 credits)

TERM 2:

Required:

260.631  Immunology, Infection, and Disease (3 credits)
260.635  Biology of Parasitism (See Note 1) (5 credits)
260.615  Critically Reviewing the Scientific Literature (2 credits)
260.854  Current Literature in Microbial Immunity (See Note 2) (1 credit)
260.840  Special Studies (See Note 4) (2-8 credits)
552.6XX  Cells-to-Society (see Cells-to-Society Requirements below)
260.822  Seminars in Research in Molecular Microbiology and Immunology (1 credit)
260.821  Research Forum in Molecular Microbiology and Immunology (1 credit)

Suggested Electives:

260.708  (R3) Evidence-Based Teaching in the Biomedical and Health Sciences: Practice (3 credits)
260.710  (R3) Communication Practice for Health Science Professionals (3 credits)
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<td>Epidemiology of Infectious Diseases</td>
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<td>223.662</td>
<td>Vaccine Development and Application</td>
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<tr>
<td>183.631</td>
<td>Fundamentals of Human Physiology</td>
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**TERM 3:**

**Required:**
- 260.627 Pathogenesis of Bacterial Infections (See Note 1) (4 credits)
- 260.650 Vector Biology and Vector-Borne Diseases (See Note 1) (3 credits)
- 260.855 Literature Course- Pandemics of the 20th Century (See Note 1) (3 credits)
- 260.840 Special Studies (Thesis preparation) (See Note 4) (8-10 credits)
- 552.6XX Cells-to-Society (see Cells-to-Society Requirements below)
- 260.822 Seminars in Research in Molecular Microbiology and Immunology (1 credit)
- 260.821 Research Forum in Molecular Microbiology and Immunology (1 credit)

**Suggested Electives:**
- 260.700 (R3) How Do We Know? Theory and Practice of Science (3 credits)
- 260.704 (R3) Critical Dissection of the Scientific Literature (3 credits)
- 260.613 Techniques in Molecular Biology (3 credits) (Winter Intercession – See below.)
- 180.640 Molecular Epidemiology and Biomarkers in Public Health (4 credits)
- 260.656 Malariology (4 credits)
- 260.700 (R3) The Theory and Practice of Science (3 credits)
- 223.681 Biological Basis of Vaccine Development (3 credits)
- 340.612 Epidemiologic Basis for Tuberculosis Control (2 credits)
- 340.654 Epidemiologic and Natural History of Human Viral Infections (6 credits)
- 140.615 Statistics for Laboratory Scientists I (4 credits)
- 150.710 Discovery to Market I (2 credits)

**TERM 4:**

**Required:**
- 260.657 Vector Biology and Disease Ecology Literature (See Note 2) (1 credit)
- 260.840 Special Studies (Thesis preparation) (See Note 4) (10-12 credits)
- 552.6XX Cells-to-Society (see Cells-to-Society Requirements below)
- 260.822 Seminars in Research in Molecular Microbiology and Immunology (1 credit)
- 260.821 Research Forum in Molecular Microbiology and Immunology (1 credit)

**Suggested Electives:**
- 260.601 Vector-Borne Disease Control (3 credits)
- 260.701 (R3) Anatomy of Scientific Error (3 credits)
- 260.710 (R3) Communication Practice for Health Science Professionals (3 credits)
- 340.651 Emerging Infections (2 credits)
- 340.653 Epidemiologic Inference in Outbreak Investigations (3 credits)
- 140.616 Statistics for Laboratory Scientists II (4 credits)
- 187.641 Immunology of Environmental Disease (3 credits)
- 150.715 Discovery to Market II (2 credits)

Note 1. MHS students are required to take only two of the following MMI core courses:
- 260.623 Fundamental Virology
- 260.627 Pathogenesis of Bacterial Infections
- 260.650 Vector Biology
- 260.635 Biology of Parasitism
Note 2. Only one literature course is required. Selection made in consultation with academic advisor. Options include:

- 260.852 Molecular Biology Literature
- 260.854 Current Literature in Microbial Immunity
- 260.855 Literature Course- Pandemics of the 20th Century
- 260.657 Vector Biology and Disease Ecology Literature

Note 3. As a School-wide requirement, all students must take Academic and Research Ethics in the first term of their enrollment (550.860.82).

Note 4. Special studies credit hours are to be used for thesis preparation. During each term, this will entail attending noon meetings on thesis preparation and meeting with your academic advisor to discuss how to approach thesis preparation, writing and presentation.

Note 5. Students with little or no Molecular Biology or Biochemistry background are strongly encouraged to take one or both of these courses, offered by the Department of Biochemistry and Molecular Biology.

**Cells-to-Society Requirements for All Degree Programs.** The Council on Education for Public Health (CEPH) requires didactic coursework covering and assessing 12 CEPH-defined Introductory Public Health Knowledge Learning Objectives. It is important to emphasize that this is a School-level requirement of all degree programs.

The School’s Committee on Academic Standards approved 12 online, 0.5 credit, mini-courses graded S/U (satisfactory/unsatisfactory) that will cover each of the 12 Introductory Public Health Knowledge Learning Objectives (see table below). Each of the mini-courses consists of 3-5, 30-40 minute presentations with an accompanying assessment.

The Cells-to-Society courses will be offered beginning in September 2019, with six of the mini-courses offered in the 1st and 3rd Terms and the remaining six offered in the 2nd and 4th Terms. Thus you will have two opportunities to take a topic each year.

These 12 mini-courses must be completed by the end of your academic year, prior to graduation.

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<td>Globalization &amp; Health: A Framework for Analysis</td>
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<td>552.612.81</td>
<td>Essentials of One Health</td>
<td>X</td>
<td></td>
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</table>
**Additional course requirements for MHS students:** The School requires MHS students to complete at least 5 credits in formal courses outside of their home department. All 5 credits must be taken for a letter grade (Audit or Pass/Fail is not acceptable).

Required for all MMI graduate students:
- 260.822 Seminars in Research in MMI (all terms 2nd year) (1 unit)
- 260.821 Research Forum in MMI (all terms 2nd year) (1 unit)
- 552.6XX Cells-to-Society

**Additional Course Information.** Many university-wide courses can be used to fulfill specific requirements. Consult the catalogs of the various university divisions available for viewing online:
1. Bloomberg School of Public Health catalog -- see interdepartmental programs.
2. School of Medicine catalog.
3. School of Arts and Sciences (Homewood Campus) catalog.

**Winter and Summer Institute courses:** Tuition for these courses is charged separately by the registrar, and is not covered by tuition paid during the academic year. An exception to this rule is a course offered specifically for MHS students interested in gaining some experience with laboratory techniques in molecular biology, *Techniques in Molecular Biology*--260.613. This course will be offered during the last week of the winter institute, but the final examination for the course will occur at the beginning of the third term, allowing the course to be registered as a third term course without additional tuition.

**Departmental Seminars.** A weekly Departmental Seminar is held at 12:00 pm on Thursdays during the academic year and all students are required to attend.

**Research Forum** is held at 12:00 pm on Mondays and all students are required to attend.
MHS Thesis

The student will select the topic for the thesis in consultation with his/her academic advisor or another faculty member. The thesis will typically involve a critical review of the scientific literature on a substantive public health issue. The faculty will hold a series of meetings during the year to outline the expectations for the thesis including focus, scope, structure, and criteria for evaluation.

**Important graduation requirement.** Your MHS Thesis needs to be submitted to the Student Coordinator, via email/PDF for binding, for our department library. (You do not need to submit your MHS thesis to the JHU library.) Guidelines for formatting the thesis can be found here: [https://www.library.jhu.edu/library-services/electronic-theses-dissertations/formatting-guidelines/](https://www.library.jhu.edu/library-services/electronic-theses-dissertations/formatting-guidelines/)

**Readers and Deadlines for MHS Thesis Completion.** In most cases, the student’s assigned academic advisor will serve as the primary reader. However, a student with interests outside the academic advisor’s area of expertise, may, in consultation with the academic advisor, select an alternative primary reader. This new primary reader must have a primary appointment in MMI. When this adjustment is made, the assigned primary advisor defaults to the secondary reader.

The MHS student and primary reader are required to have regular meetings to review progress and to ensure that the benchmarks and deadlines listed in the following table are met. The responsibilities of the primary reader includes guidance on the crafting of the hypothesis to be tested, guidance on the focus and scope of the thesis, as well as editorial and technical critiques to aid in this learning experience. When the primary reader is satisfied with the quality of the thesis draft, the student will submit the final draft of the MHS Thesis to the secondary reader whose responsibility is to evaluate the thesis manuscript for scientific validity, approach, and intelligibility.

An outline of the evaluation criteria that will be used by the faculty can be viewed in the MMI MHS Thesis Scoring Form found at the end of this handbook.

It is the student’s responsibility to meet the benchmarks and deadlines listed below. Students who fails to meet the April & May deadlines will be removed from the May graduation list.

<table>
<thead>
<tr>
<th>Important Dates for MHS Thesis 2019-2020</th>
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<tr>
<td>October 11, 2019</td>
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</table>
| October 25, 2019 | Select Topic and provide a provisional outline  
Submit ‘MHS Thesis Proposal’ form to the student coordinator |
| November 29, 2019 | Advanced outline with provisional bibliography |
| November 30, 2019 | Submit ScM transfer application to the student coordinator. NOTE: the MMI Admissions Committee will render a decision by January 6, 2020 |
| January 17, 2020 | Submit first draft of MHS thesis to the primary reader |
| February 7, 2020 | Select secondary thesis reader |
| February 21, 2020 | Submit second draft of the MHS thesis to the primary reader |
| March 6, 2020 | Submit revised draft of the MHS thesis to the secondary reader for comments |
| March 20, 2020 | Third draft of MHS thesis to primary reader |
| April 3, 2020 | Final version of MHS thesis to secondary reader for review and scoring. |
| April 17, 2020 | Deadline for primary and secondary readers to submit review results to the student coordinator. |
| April 22, 2020 (or earlier) | Primary reader sends approval notice to Dr. Casadevall and the student coordinator |
| April 24, 2020 (or earlier) | Pending approval from primary reader, the student coordinator will submit chair’s completion letter to the registrar. |
| April 24, 2020 (or earlier) | Submit approved MHS Thesis to the student coordinator (via PDF) |
| May 18, 2020 (Monday) | Oral presentation of MHS thesis research |
For those individuals who require assistance, writing/editing assistance is offered at:
- JHMI: Editing Referral Service: [http://www.hopkinsmedicine.org/fac_development/researchers/publishing.html#ERS](http://www.hopkinsmedicine.org/fac_development/researchers/publishing.html#ERS)
- JHU: Writing Center: [http://krieger.jhu.edu/writingcenter/about/](http://krieger.jhu.edu/writingcenter/about/)
- [https://www.jhsph.edu/offices-and-services/student-affairs/resources/writing-resources.html](https://www.jhsph.edu/offices-and-services/student-affairs/resources/writing-resources.html)

**MHS Thesis Presentation.** As part of the requirements of the MHS degree, each student must present their Thesis orally in the special MHS Forum held in the fourth term, schedule details pending. All MHS students are required to attend the MHS Forum for the entire time.

**Academic Performance and Student Code of Conduct**

**Academic Performance and Academic Probation.** MHS students are required to maintain a 2.75 grade point average or better. Students who do not satisfy this and other academic requirements will be placed on Academic Probation by the Graduate Program Committee. Formal notification of Academic Probation generally will be accompanied by conditions that the student must fulfill in order to be returned to good academic standing. Students who fail to meet those conditions may be dismissed from the program. Students cannot graduate with a GPA lower than 2.75.

**Criteria for dismissal from the MHS Program.** Students may be dismissed from the MMI MHS program for reasons that include (but are not limited to) failure to satisfy conditions specified for removal from academic probation, failure to maintain an adequate GPA, violations of academic or professional ethics, and failure to adhere to School and Departmental time limitations.

**Academic Ethics and Responsible Conduct of Research.** MMI requires students to adhere rigorously to the School’s standards for Academic Ethics and Responsible Conduct of Research in all activities. Violations of these standards are ground for dismissal from the program. Policies are detailed in Policy and Procedures Memoranda (PPMs) “Students 01 Academic Ethics” and (for research, including student research) “Faculty 07 Scientific Misconduct”. A lecture introducing students to these topics will be presented during the first term. Time and location will be announced by the Student Coordinator. **Attendance is required.** Each student is also required to complete the online module on Academic and Research Ethics in their first term of enrollment (Academic and Research Ethics 550.860.82).

**Student Conduct Code.** The fundamental purpose of the JHU’s regulation of student conduct is to promote and to protect the health, safety, welfare, property, and rights of all members of the University community as well as to promote the orderly operation of the University and to safeguard its property and facilities. As members of the University community, students accept certain responsibilities that support the educational mission and create an environment in which all students are afforded the same opportunity to succeed academically and professionally. The JHU Student Conduct Code is outlined at: [https://studentaffairs.jhu.edu/policies-guidelines/student-code](https://studentaffairs.jhu.edu/policies-guidelines/student-code).
Additional Areas

**Vacation/Holiday Policy.** Graduate student holiday and vacation schedules traditionally have been flexible to accommodate the varied demands of individual research projects. Guidelines which reflect the Department’s expectations are outlined below. These guidelines are not intended to eliminate flexibility in the scheduling of holidays and vacation, and do not replace any conditions that might be imposed by fellowships/funding agencies. These guidelines also do not restrict legitimate academic or research activities conducted off campus, such as attendance at scientific meetings and field work. Students are generally entitled to the following holidays and vacation time:

- University holidays
- Spring break
- The period between last day of 2nd term and the first day of winter intersession

**Leave of absence.** A leave of absence (LOA) is for students who are forced to take a temporary break from their programs of study due to reasons beyond their control, such as illness, military service, financial exigency, or pressing personal reasons justifying an interruption of their graduate studies. A leave of absence is an officially recognized inactive student status that is entered on a student's academic record. LOA cannot be used by a student working on a thesis who has completed all other degree requirements. LOA is limited to one academic year except for military service.

Application for LOA must be made on a form available from the Student Coordinator. Please discuss any potential LOA with your mentor and the Student Coordinator.
Important Links You Need to Know

Career Resources –
https://www.jhsph.edu/offices-and-services/career-services/for-students/career-resources/index.html

Office of Records and Registration –

Health Insurance Information -

Child Care Information -
- Care@work program
- Dependent Care Voucher program
- Locate Child Care Information and Referral Program
ADDITIONAL SCHOOL & DEPARTMENT INFORMATION

Computer Accounts.  Computer Accounts.  See "Information Technology" in the School's website:  
https://www.jhsp.edu/offices-and-services/information-technology/index.html
All full-time students will be issued an email account prior to orientation.

MMI Fifth Floor Conference Rooms.  These rooms (E5130 and E5133/library) are available for 
journal club meetings, student or faculty committee meetings, special seminars, and group study 
sessions.  There is a calendar available on line at:  
https://my.jhsp.edu/sites/MMI/ConfRoomSched/default.aspx (Please submit requests to schedule either room to the Student Coordinator).

Departmental Mailboxes.  All first year students in the Department are issued mail-slots located in 
Room E5003.  These slots are used for telephone messages, Departmental and School 
correspondence and announcements, as well as for any mail addressed to students in care of the 
Department.  It is important for students to check their mailboxes frequently.  Mail is distributed twice 
a day, once in the morning and once in the afternoon.

Printing, Photocopying and Faxing.  To use the Departmental photocopier in Room E5003, 
students must have their badge activated.  Please see Thom Hitzelberger to have your badge 
activated.  Only work authorized by the Department, e.g., course-related copying, may be charged. 
Faxing can be done in the copier.  The number is 410-955-0105.

Departmental Portal Page (https://my.jhsp.edu/Departments/MMI/Pages/default.aspx).  Academic 
forms, conference room schedules, and department information are available on the portal  You will 
need to log in with your jhsp account ID.

Personal Information - Please report changes in home address, phone numbers, etc. to Lawanda 
Lewis (if you are on payroll) and update your SIS account with the new information.

Graduate Student Organization.  All MMI graduate students are members of the MMI Graduate 
Student Organization (GSO).  The GSO generally meets at the annual departmental retreat to elect 
officers, and can meet at other times as often as the students desire.  Apart from the annual retreat 
meeting, GSO meetings and activities are organized by the students.  Officers elected by the GSO 
who bear specific official responsibilities are a President, a faculty liaison who attends faculty 
meetings, a representative to the School’s Student Assembly, and Student Admissions Coordinators. 
Additional officers (Social Chair, Treasurer, etc.) can be chosen by the GSO if it wishes.  In the past, 
activities sponsored by the GSO have included charity events, fundraisers, picnics, student birthday 
celebrations, etc.
Well-Being & Getting Help

Johns Hopkins University is committed to helping you thrive personally and professionally and providing an environment that supports your health and well-being. We encourage you to seek support from the following JHU resources, particularly if you are experiencing anxiety, stress, depression, or other concerns related to your health and well-being.

The Office of Student Life at JHSPH is available to assist students by providing support in navigating resources pertaining to personal and academic challenges. If you would like to schedule a one-on-one appointment with a staff member in the Office of Student life, you can contact the Office of Student Life at jhsph-studentlife@jhu.edu or 410-502-2487.

Students can also contact the Johns Hopkins Student Assistance Program (JHSAP) that provides resources to assist students across the Johns Hopkins community with any pressures and difficulties they may face during their academic careers. Getting help is free, convenient, and confidential. Counselors are available to speak with you 24 hours a day, 7 days a week at 443-287-7000. Services include: Short-term counseling, crisis response, healthy relationship support, school-life coaching and adjustment and educational workshops.

Full-time, Baltimore-based students also have access to University Health Services (UHS) through the student health fee, which offers primary care and mental health clinical services and wellness initiatives. UHS-Mental Health provides psychiatric assessment and follow-up, medication management and individual psychotherapy. To make an appointment, call 410-955-1892.

Students in need of support regarding sexual assault and/ or sexual violence can find resources and information on the University's Sexual Assault Response and Prevention webpage.

If you or someone you know is in crisis, call JHSAP at 443-287-7000 for help immediately. In an emergency, call 911 or go to the nearest emergency room.

Security
- Security/Walking Escorts: 410-955-5585 (available 24 hours, 7 days per week)
- Transportation/Vehicle Escort: 410-502-6880 (4pm to midnight)

Harassment & Discrimination – Office of Institutional Equity
JHU is committed to providing a safe and non-discriminatory educational and working environment for its students, trainees, faculty, staff, post-doctoral fellows, residents, and other members of the University community. The University will not tolerate and is committed to providing an environment that is free from harassment based on sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity/expression, veteran status, or other legally protected characteristics. This conduct is disruptive of the learning and working environment of the University’s community and deprives students, employees and other community members of equal access to the University’s programs and activities. To that end, the University embraces its responsibility to increase awareness of sexual misconduct, prevent its occurrence, support victims, deal fairly and firmly with offenders, and diligently investigate complaints of such misconduct and retaliation. If you or someone you know are experiencing harassment or discrimination you are encouraged to contact the Student
Coordinator or the MMI Ombud to review the institutional options and mechanisms that are available to resolve the situation.

The University policies covering harassment and discrimination can be found at: https://oie.jhu.edu/discrimination-and-harassment/general-anti-harassment-policy.html

Emergency numbers are:
- Harassment and discrimination: 410-516-8075
- Sexual Assault Helpline: 410-516-7333 (confidential, available 24 hours, 7 days per week)
The current concept of ‘Ombudsman’ is derived from a position established formally in the early 19th century in Sweden with the goal of designating a person to serve as the ‘people’s deputy’ to facilitate fair interactions between individual citizens and the government. Today, the term ‘Ombud’ or ‘Ombudsperson’ defines a person who is designated to investigate individual problems and conflicts and to mediate their solution or resolution.

Miscommunication, misunderstanding, and conflict among people are inevitable. Most laboratory/workplace issues can be resolved through a timely and frank discussion with your advisor. However, for those laboratory/workplace issues that cannot be resolved through direct communication with your advisor, it is often useful to involve a neutral party who can present options and devise solutions.

Who is the current MMI Ombud? Dr. Alan Scott currently serves as the MMI ombud.

What does the MMI Student Ombud do?
The MMI Ombud assists departmental students and postdoctoral fellows, informally and confidentially, in understanding and resolving a variety of workplace issues. Such issues may range from perceptions of unfair or discriminatory treatment to a desire to understand the formal complaint process to a concern about possible unethical or unprofessional practices.

The MMI Ombud will carefully listen to what you have to say and help you analyze your situation and evaluate options in the context of Departmental, School and University policies. The MMI Ombud may, with permission, initiate discussions with others involved in the issue and if appropriate, assist in direct communication or serve as an intermediary between parties. The MMI Ombud is also available if the student or postdoc simply needs a safe place to ‘vent’.


Confidentiality - The Ombuds will hold all communications with those seeking assistance in strict confidence, and will not disclose confidential communications unless given permission to do so. The only exception to this privilege of confidentiality is where there appears to be imminent risk of serious harm.

Neutrality and Impartiality – The MMI Ombud will not take sides. The mission of the Ombuds is to listen, to understand, to explain, to discuss options, to weigh alternatives, and to point out possibilities and consequences.

Informality - Interactions with the MMI Ombud is informal and conversational. The Ombud will keep minimal records. The primary mission is to help individuals, confidentially, one at a time.

Conflict of Interest - For any case that may present a conflict for the MMI Ombud, arrangements will be made with another, non-conflicted individual, or with the School’s Deans for Students Network to manage the situation.

Who has access to the MMI Ombud?
All MMI graduate students and postdoctoral fellows have access to the MMI Ombud.

When should I contact the MMI Ombud?
- If you want or need to discuss a sensitive issue or question regarding your rights, obligations, responsibilities or roles as an MMI student/fellow.
- If you need a question answered, but don’t know whom to ask.
• If you think you may have been treated unfairly or arbitrarily.
• If you become aware of practices that you think are questionable, but don’t know whom to tell or don’t want to be involved.

What concerns can be discussed with the MMI Ombud?
• Perceived or apparent inequities in assignments or perquisites.
• Concerns about inappropriate behavior or speech, particularly as they impact study or working conditions.
• Questions about performance evaluation and retention.
• Concerns about practices risking or adversely affecting health and safety.
• Concerns about authorship or intellectual property.
• Concerns about compliance with relevant public laws/regulations, IRB protocols, IACUC protocols or University policies.

What is the process for contacting the MMI Ombud?
The student or postdoc can make initial contact with the MMI Ombud in person, by email, by phone or through a third party to schedule a meeting. There is no need to specify the reason for the meeting in the initial correspondence, just that you would like to set a time to meet.

Confidentiality
The goal of the MMI Ombud is to carefully listen to what you have to say and help you analyze your situation and evaluate options. Typically, the MMI Ombud will not take notes regarding the issues at hand (but may jot down ‘to do’ reminders). All materials used during the course of a case will kept in a locked cabinet, will not be duplicated and will be shredded or returned to you if you wish. The MMI Ombud will not acknowledge who has or who has not contacted the Ombud without express consent.

What the MMI Ombud will not do?
The MMI Ombud does not have any administrative or other type of authority within the Department, School or University. The MMI Ombud will not determine guilt or innocence, adjudicate or decide outcomes or participate in any way in a formal grievance process.
MMI MHS Thesis Scoring Form
Score each area on a scale of 1 (outstanding) to 5 (poor)

Student:

Thesis Title:

Overall Score __________

Score ________ Area 1 - Comprehension and Scholarship
• Understanding of the subject matter
• Understanding of advanced or nuanced concepts in the field

Score ________ Area 2 - Synthesis
• Presentation is a coherent and cohesive review of primary literature in the field(s) relevant to the hypothesis being tested
• Presentation includes the strengths and limitations of the approach and key findings of two or more papers from the primary literature

Score ________ Area 3 - Thesis Structure and Organization
• Clear statement of the problem being addressed
• Clear statement of the hypothesis
• Appropriately organized sections and subsections that illustrate proficiency and promotes understanding of the subject matter.
• Logical flow and cohesive presentation of the subject matter.
• Clearly documented search strategy and search outcomes
• Utility of figures and tables
• Clear and concise figure captions and table titles
• Figures and tables properly attribution if taken from previous work

Score ________ Area 4 - Thesis Writing
• Spelling, syntax and grammar
• Readability
• References

Score ________ Area 5 - Professionalism
• Organizational skills
• Capacity to meet appointments, deadlines and benchmarks.
Comments:

Name ___________________________ Date ____________ Primary ( ) Secondary ( )