W. Harry Feinstone Department of Molecular Microbiology & Immunology

MASTER of SCIENCE (ScM)

STUDENT HANDBOOK
(Revised July 2019)

September 2019
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## MMI CORE FACULTY

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<td>Dr. Peter Agre</td>
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<td>Dr. Arturo Casadevall</td>
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<td>Dr. Ying Zhang</td>
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- **A**: Director of Malaria Research Institute
- **B**: Director of R3 program
- **C**: MMI Chair
- **D**: Research Forum Director
- **E**: Vice Chair for Scientific Development
- **F**: Graduate Program Committee Chair
- **G**: MHS Admissions Chair, MHS Program Director
- **H**: ScM Program Director
- **I**: Postdoctoral Fellow Program
- **J**: Postdoctoral Fellow Program
- **K**: Vice Chair for Facilities & Resources
- **L**: Vice Chair for Education, Admissions Chair
- **M**: Seminars Director
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 ScM 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 ScM 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 ScM in MMI

The Department offers the Master of Science (ScM) program for students who wish to obtain, in addition to course work, rigorous training in laboratory research. The ScM program includes most elements of the MHS program combined with an additional laboratory component. Successful completion of a Departmental Comprehensive Exam is required of all ScM students.

Educational Objectives: Key educational objectives for ScM 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. Additional educational objectives for ScM students include development of laboratory and analytical skills required to effectively conduct laboratory research.

DEGREE REQUIREMENTS

There are several requirements for the completion of degree programs: those set by the school, those set by the department, and those set by the thesis advisor (for ScM students). The degree requirements for all programs, established by the School are contained in Policy and Procedure Memoranda available at https://my.jhsphs.edu/Resources/PoliciesProcedures/ppm/Pages/default.aspx You will need to log in with your JHSPH e-mail user name and password to have access to these pages.

The Departmental requirements for Molecular Microbiology and Immunology (MMI) 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. A brief summary with an approximate timetable of the requirements of the school and of the department is included at the end of this section.

Residency: Minimum duration of two academic years in full-time residence (including the Summer Term between the first and second years. Completion, including program-specific requirements such as a thesis or dissertation is required within four calendar years of matriculation. Most students complete their degrees in two years.

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 he/she may encounter. A student who wishes to change his/her assigned academic advisor should contact the Student Coordinator, who will consult the Graduate Program Committee (GPC.)

ScM Thesis Mentors. Selection of a thesis advisor takes place after completion of the required laboratory rotation (see below). After consultation with the prospective thesis advisor, the
student should submit a completed Thesis Advisor Selection Form (available on the MMI web portal or from the Student Coordinator), signed by the prospective advisor, to the departmental Student Coordinator for approval by the Department Chair. Requests for extra time to identify a thesis advisor must be submitted to the GPC. When appointed, a thesis advisor becomes the student’s Primary Advisor.

Approval of thesis advisor selection will take into account the interests of the student and the faculty and the availability of resources in the faculty member's laboratory (e.g., funds, space, faculty time). Every effort will be made to accommodate a student's request to work with a specific faculty member for his/her thesis research. The Department, however, cannot guarantee that a student will be able to work in the laboratory that they select as a first choice. In the event that a student's first choice cannot be met, an alternative will be arranged in consultation with the student.

With the specific approval of the GPC, ScM students may conduct thesis research in laboratories outside of MMI (for example, in departments other than MMI or in the School of Medicine). Requests to conduct thesis research outside the department will be noted on a Thesis Advisor Form that includes acknowledgement from the proposed extra-departmental thesis advisor that MMI will provide no financial support for the student, a detailed research topic and timetable, and an agreement by a member of the MMI faculty to act as co-advisor. (Field work conducted off-campus under the direction of an MMI faculty member does not need to be approved by the GPC.)

Coursework. Masters students must register for 22 credits each term. 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 ScM students will exceed that number at the time of graduation. Course requirements and suggestions for electives are summarized in the next section.

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

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

TERM 1:

**Required:**
- 260.611 Principles of Immunology I (See Note 1) (4 credits)
- 260.623 Fundamental Virology (See Note 2) (4 credits)
- 260.852 Molecular Biology Literature (See Note 4) (2 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:**
- 260.700 (R3) How Do We Know? Theory & 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)
- 260.636 Evolution of Infectious Disease (3 credits)

TERM 2:

**Required:**
- 260.611 Principles of Immunology II (See Note 1) (4 credits)
- 260.851 Laboratory Rotation (4-8 credits)
- 260.631 Immunology, Infection, and Disease (See Note 1) (3 credits)
- 260.635 Biology of Parasitism (See Note 2) (5 credits)
- 260.854 Current Literature in Microbial Immunity (See Note 4) (1 credit)
- 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 Biomedical and Health Sciences: Practice (3 credits)
- 260.710 (R3) Communication Practice for Health Science Professionals (3 credits)
- 340.627 Epidemiology of Infectious Diseases (4 credits)
- 223.662 Vaccine Development and Application (3 credits)
- 183.631 Fundamentals of Human Physiology (4 credits)
140.612  Statistical Reasoning in Public Health II (3 credits)
120.601  Biochemistry – an Introductory Course I (5 credits)
180.610  Principles of Environmental Health II (4 credits)
380.642  Child Health and Development (3 credits)

**TERM 3:**

**Required:**

260.627  Pathogenesis of Bacterial Infections (See Note 2) (4 credits)
260.650  Vector Biology and Vector-Borne Diseases (See Note 2) (3 credits)
260.855  Literature Course- Pandemics of the 20th Century (See Note 4) (1 credit)
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)
260.624  Advanced Virology (3 credits)
120.621  Molecular Endocrinology (4 credits)
260.613  Techniques in Molecular Biology (3 credits) (Taken during winter intercession – See notes, 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)

**TERM 4:**

**Required:**

260.657  Vector Biology and Disease Ecology Literature (See Note 4) (1 credit)
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)
260.717  Graduate Immunology: The Immune Response (3 credits)
260.656  Malariology (4 credits)
183.631  Fundamentals of Human Physiology (4 credits)
340.618  Epidemiology: The Basics (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)
Note 1. The required Immunology course for ScM students is Immunology, Infection, and Disease (260.631) offered in the 2nd term. While Principles of Immunology I & II are not recommended for ScM students, those who wish to substitute this two-term series for IID are required to gain permission from the course director Dr. Scott. Topics in Immunology I & II are only available to doctoral students.

Note 2. ScM students are only required to take two of the following four core courses in the area of microbial pathogenesis:

- 260.623 Fundamental Virology
- 260.627 Pathogenesis of Bacterial Infections
- 260.650 Vector Biology
- 260.635 Biology of Parasitism

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. Only one literature course is required. Selection made in consultation with the academic advisor.

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 first academic year.

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<th>Course #</th>
<th>Title</th>
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<td>552.604.81</td>
<td>Causes and Trends in Morbidity &amp; Mortality</td>
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<td>Science of Primary, Secondary, &amp; Tertiary Prevention in Population Health</td>
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Additional course requirements for ScM students: The School requires ScM students to complete 12 credits in formal courses outside of their own department, at least 6 of which are within the Bloomberg School of Public Health. These courses must be taken during the first year. All 12 credits must be taken for a grade (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 series (see above)

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 on line
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.

Certificate Programs. There are several certificate programs offered by the School in specific areas of public health that have fewer course requirements than do formal degree programs. Certificate programs are focused academic training programs designed to appeal to students seeking targeted education in a specific area of public health. Educational objectives, admissions requirements, courses of study, and other information is provided for each certificate program and can be found at http://www.jhsphs.edu/academics/certificate-programs/

Departmental Seminars are 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.
Laboratory Rotations

ScM students must conduct at least one laboratory rotation before formal selection of a Thesis Advisor. The required rotation should be performed in the first rotation period and students should register for 260.851, Laboratory Rotation, in the second term. If desired, a second rotation may be performed; register again for 260.851 in the third term. See the table below for rotation period dates. Rotation periods in a series of laboratories broaden a student's knowledge of laboratory techniques and skills, expose him/her to a variety of research areas, help him/her to select a laboratory for thesis research, provide the student an opportunity for interaction with several faculty members, and develop his/her ability to carry out a research project. Faculty from outside MMI are eligible to supervise ScM students. During a laboratory rotation, a student is given a specific research problem of limited scope as his/her rotation exercise. This provides close interaction with the faculty member who supervises the rotation. It is not expected that a student necessarily complete the assigned project. At the end of the laboratory rotation term, the student will give a short oral presentation of his/her research project at the Research Forum in Molecular Microbiology and Immunology (see below). The rotation supervisor will submit a written evaluation of the student's performance to the Student Coordinator and will assign a grade of Pass or Fail. The form is available here: https://my.jhsph.edu/sites/MMI/academic-forms/default.aspx Failing grades will be given for not having spent sufficient time in the laboratory or for an unsatisfactory performance in the laboratory.

The selection of laboratory or laboratories for rotation(s) is the responsibility of the student. Students (with the assistance of their academic advisor) should identify potential laboratories for their rotations and consult with the faculty members in charge of these laboratories to arrange a rotation for a particular period. To assist students in identifying the research interests of the faculty, each faculty member has prepared a short summary of his/her ongoing projects which can be found on their official school web pages: http://www.jhsph.edu/departments/w-harry-feinstein-department-of-molecular-microbiology-and-immunology/faculty/

<table>
<thead>
<tr>
<th>Rotation Period</th>
<th>Dates</th>
<th>Register in term</th>
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<tbody>
<tr>
<td>First</td>
<td>11/11/19 - 1/17/20</td>
<td>2</td>
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<tr>
<td>Second</td>
<td>1/21/20 – 3/13/20</td>
<td>3</td>
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2019-2020 MMI Laboratory Rotation Schedule

ScM students must present reports after each laboratory rotation during weekly Departmental Research Forum. Rotation reports are 20 minutes. Presentation dates are assigned by the Student Coordinator; rotation reports generally will be scheduled 1 to 3 weeks after the completion of the rotation.

In preparing a rotation report, students should keep in mind that it is most important to provide sufficient background and a sufficiently good explanation of the experimental rationale to make the rotation project and its objectives understandable by a diverse audience. As noted above, it is not required that students successfully complete their assigned rotation project, and many rotation reports cannot include firm conclusions. This is not a shortcoming if the presentation is clear, intelligible, and presents good analyses of any difficulties encountered. Once a laboratory is chosen, ScM students should register for thesis research credits in subsequent terms.
ScM Comprehensive Examination

The ScM Comprehensive Examination constitutes a comprehensive inquiry into the student's grasp of the subject matter underlying disciplines underlying MMI’s main areas of research. The exam tests the student's understanding of scientific principles and methods, as well as his substantive knowledge of major subjects and related areas. At approximately mid-year, first year ScM students are furnished with a list of about fifty questions from which the comprehensive exam will be drawn. The questions cover the five main areas of research in MMI – virology, bacteriology, parasitology, vector biology, immunology. Students are encouraged to consider essay format responses to these questions that demonstrates a firm grasp of the principles and relevant details addressed by the question. The exam will be administered at the end of the fourth term (Thursday, May 23, 2020) and will consist of two questions each from the five different MMI subject areas (Virology, Bacteriology, Vector Biology, Parasitology, and Immunology). Students are required to select one of the immunology questions and two other questions from two of the remaining topic areas. The exam is closed book and 3 hours in length. Student responses to the three exam questions are graded independently. Failing marks on two or more of the questions results in retaking the exam. Students who fail only one exam question must answer both questions in that topic area.
ScM Thesis

The ScM thesis is the culminating product of a student’s ScM studies and provides a permanent record of a student’s intellectual contribution to the field. Unlike published papers that might result from the same work, the thesis both requires and provides opportunity for the student to creatively place his or her work in the broadest possible context, explore implications, and speculate on where the future of the field lies. Preparation of a thesis requires the greatest care both in thought and execution.

Most students find that writing a thesis requires much more time and effort than expected. For that reason, students are encouraged to write as they go, rather than wait for the final few weeks of their graduate careers. Students are also encouraged to work closely with their advisors on thesis organization, scope, and content. To facilitate these recommendations, the Department requires that a student follow the timetable below:

Preparation Requirements for ScM theses, including instructions for the selection of thesis readers, details on the format of the final version of the thesis, procedures for thesis submission and approval, and deadlines, are available from the Registrar’s office and online at:

- https://my.jhsph.edu/Offices/StudentAffairs/RecordsRegistration/MastersCandidateInformation/Pages/default.aspx
- https://www.library.jhu.edu/library-services/electronic-theses-dissertations/

Thesis presentation: As part of the requirements of the ScM degree, each student must defend his/her completed thesis orally, late in the fourth term. The ScM thesis presentations for second year students will be on Friday, May 15, 2020.

ScM thesis submission deadlines:

2/7/2020 (or earlier) – Deadline for submitting the Thesis Readers and Final Examination form to the registrar
2/7/2020 (or earlier) – Students should meet with the student coordinator to go over transcripts and make sure all other degree requirements have been met.
3/6/2020 – 1st draft of thesis is due to thesis advisor
3/27/2020 – Final draft of thesis is due to the secondary reader.
4/24/2020 – Final deadline for submitting final copies of ScM thesis and all readers’ letters. (Note: the thesis and letters should be submitted several days ahead of the final deadline to ensure their receipt and allow for processing.)
Academic Performance & Student Code of Conduct

**Academic Performance and Academic Probation.** Master’s 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 ScM Program.** Students may be dismissed from the MMI ScM 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, failure of the Departmental Comprehensive Examination, failure to make satisfactory progress in thesis research, 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
- A fortnight vacation in the second and subsequent years as scheduled by arrangement with the advisor.

Graduate students are expected to be present during winter intersession and summer term or as required by their experimental protocols.

**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

Office of Records and Registration –

Health Insurance Information -

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

Child Care Information -
Care@work program
Dependent Care Voucher program
Locate Child Care Information and Referral Program

Writing Resources -
Students who need assistance in developing or enhancing their writing skills can find course work and resources at: https://www.jhsph.edu/offices-and-services/student-affairs/resources/writing-resources.html
DEPARTMENTAL AND SCHOOL INFORMATION

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.jhsph.edu/sites/MMI/ConfRoomSched/default.aspx Please see Maryann Smith or Gail O'Connor if you want to schedule one of the conference rooms.

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. Starting in year 2, students’ mail will be delivered to their lab’s mailbox located directly across from the department office.

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.jhsph.edu/Departments/MMI/Pages/default.aspx). Academic forms, and department information are available on the portal. You will need to log in with your jhsph 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.
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 MMI Student Ombud

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.
DEPARTMENTAL GOVERNANCE STRUCTURE

The administration of the Department is the task of the Chair, Dr. Arturo Casadevall, who has the overall responsibility for the educational and research programs in the Department. The Chair also appoints three Vice Chairs who assess and plan in designated areas. The current Vice Chairs are:

Vice Chair for Education – Alan Scott
Vice Chair for Facilities & Resources – Andrew Pekosz
Vice Chair for Scientific Development – Marie Hardwick

Major policies of the Department are adopted at monthly meetings of the full-time faculty. A representative of the Departmental student body attends the faculty meetings. A number of committees comprising intramural and extramural faculty and, in most instances, a student representative, voted for or volunteering at a meeting of the Departmental Student Association, carry on much of the business of the Department. The chair appoints the committees annually and membership rotates among the faculty. Each committee is responsible for some aspect of the Department's activities.

Graduate Program Committee. The overall responsibility for setting policy with respect to Departmental graduate students is vested in the Graduate Program Committee (GPC). The committee, with Dr. Sabra Klein currently serving as Chair, monitors the program of each graduate student, reviews the progress of each student on a semi-annual basis, and assures the maintenance of appropriate academic standards. The Graduate Program Committee meets on a regular basis and reports monthly at the Departmental faculty meeting, so that the entire faculty is kept informed of all policies and any specific problems that have occurred.

Student Communication with the Graduate Program Committee: Because many of the matters that come before the Graduate Program Committee involve individual students and therefore are confidential, the GPC does not include a student member. However, the GPC welcomes comments, questions, and concerns from the departmental students. Students can communicate with the GPC in several ways.

• Students may request that the Student Coordinator present issues to the committee.
• President of the Graduate Student Organization, acting as representative of the students, may request a meeting with the GPC to discuss a specific matter of concern to students.
• Students may request that the Departmental Ombud present an issue to the committee
• Students may ask any departmental faculty member (for example their advisor, the departmental chair, or the chair of the GPC) to address the GPC on an issue or concern.

Curriculum Committee. The Curriculum Committee, currently chaired by Dr. Alan Scott, in collaboration with the Graduate Program Committee, oversees the structure and content of the Departmental curriculum. In this capacity, the Curriculum Committee

Committee on Admissions. This committee is charged with the responsibility of selecting the best-qualified students for admittance to the Department. It works closely with the Graduate Program Committee to assess the financial needs of new and continuing students and to assign the available financial support based on merit and need. Current Chair: Dr. Alan Scott.

Facilities Committee. The Facilities Committee, currently chaired by Dr. Andrew Pekosz, supervises the operation and maintenance of commonly shared Departmental resources. The Facilities Committee
Appointments and Promotions Committee. This Committee, composed of full-time faculty at the level of Associate Professor and Professor ranks, advises the Department Chair on faculty promotion and tenure decisions and new appointments to the faculty.

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.

Graduate Student Ombud. Selected by the students each year from among members of the Departmental faculty, the Ombud functions as a neutral party who can present options and devise solutions for those laboratory/workplace issues that cannot be resolved through direct communication with colleagues or advisor. (See Ombud section for additional details)

Policies - The Department of Molecular Microbiology and Immunology follows the University’s Policy Statements on Nondiscrimination of Students, Privacy Rights of Students, Alcohol Abuse and Drug-Free Workplace, Award of Degrees, Smoking, and Sexual Harassment as specified in the catalog. Documents that outline BSPH policy on a number of areas – https://www.jhsph.edu/offices-and-services/student-affairs/resources/student-policies/index.html