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## WELCOME

To incoming graduate students - we are happy that you are joining us and hope that your stay will be exciting, demanding, and rewarding. To returning graduate students - it is good to have you back.

The purpose of the Handbook is to tell you what to do and when. Incoming students should find it helpful in orienting themselves. Students already in residence should check it over to see if changes have occurred during the year.

### QUESTIONS OR PROBLEMS? YOUR FIRST LINE OF CONTACTS IN E & PS

Dr. Anand Gnanadesikan, Professor and Chair, Earth and Planetary Sciences  
 Dr. Sarah Hörst, Assistant Professor and Director of Graduate Studies  
 Ms. Alicia Boampong Administrator  
 Ms. Jenny Seat, Academic Program Administrator  
 TBD, Administrative Coordinator

### A. THINGS EXPECTED OF ALL STUDENTS EVERY YEAR

#### 1. Meet with Advisor and Advisory Committee.

As an introduction for first-year students, your primary advisor is the faculty member closest to your field. They along with two other members of the faculty will form your advisory committee. Your advisor will meet with you prior to each semester and will help you select courses and plan a program. If you do not yet have a specialty, you may consult with the Chair or the Director of Graduate Studies. However, remember that all of the faculty are willing and eager to help. You should feel free to seek advice from all faculty, especially those in your own areas of interest. As your contacts with the faculty develop, the time will come when you will have a clear idea who you would like to have as a thesis advisor if you do not have one when you arrive.

Do not forget that the aim of this Department is to allow you, in consultation with your advisor and your committee, to devise a program that fits your talents, interests, and goals. It is up to you to propose a program; it is not up to your advisor or your committee to tell you what to do. On the other hand, your advisor and committee have experience in designing workable programs, and you will probably want to give your advisor's and your committee's reactions to your proposed program a good deal of weight, especially during your first year or two.

Your advisory committee will also meet with you at the end of each semester to discuss your progress and goals for your future learning.

## 2. Register for Courses.

Registration information, including registration dates, is provided each semester by the Office of the Registrar. With the exception of first-time enrollment for new graduate students, all students are strongly encouraged to register online at:

<https://sis.jhu.edu/>

You will need your advisor to release a hold in order to register- this is a University-imposed mandate to make sure students are actually talking to their advisors! You should make sure to register during the official period in order to avoid a University-imposed late fee (\$150 - \$300) that you would be responsible for. Do so even if your program is not finalized – you can easily add or drop courses later.

Graduate students in full-time residence must take a minimum of twelve credits each semester. If formal courses fail to add up to twelve credit hours, the difference is to be made up as Research (270.807-808). This is crucial for international students who must maintain full-time student status to retain their visas.

## 3. Register for and Attend E & PS Colloquium Course.

All graduate students are required to register for the E & PS Colloquium course every semester. E & PS Colloquium consists of two parts: Journal Club and the Bromery Seminar Series. Weekly attendance at both Journal Club and the Bromery Seminar is **required** of all students. In cases where students have scheduling conflicts that require them to miss journal club (i.e. classes essential to their research, fieldwork, or conferences) they are expected to look at the online recordings and to submit a short summary/evaluation.

### Journal Club

*Intent and Level of Presentation:* The intent of Journal Club is threefold. It informs the faculty and the Department on the research topic and research progress of each student. It also provides an environment for students to develop and hone a mature and professional style of delivering research talks. Finally, it exposes the student to the broader intellectual life of the department.

You should present your motives and research achievements in the most understandable fashion possible. The heart of presentations should be as advanced and scholarly as possible and free from the constraint of insuring that all attendees fully understand it in all aspects. Students should, however, make every effort to preface and conclude the talk with appropriate remarks to furnish the average listener with a contextual and meaningful understanding of the overall presentation.

Through Journal Club, both faculty and students develop an appreciation of research in other areas and also develop an opinion of the scientific strength of students not in their immediate area of research. In this respect, it is essential that students always put their best foot forward. Students and faculty alike are expected to consistently attend Journal Club regardless of the presentation topic.

*Style of Presentation:* It is natural to expect the most advanced presentations to be by the most advanced students. New students may wish to present research completed elsewhere, a proposed research topic, or even a critical review of one or more timely and influential journal articles. In succeeding years, students should aim at showing progress either in level of learning or research. Second year students, for example, might discuss early research results, a sharply focused and in-depth understanding of a proposed research problem, or even a scholarly overview of a research area. By the third year students should have a clear line of original research to report on; it may be incomplete, but its many facets can be presented.

Use of PowerPoint is standard, and presentations should definitely not be read. Cues for the speaker can be cleverly placed directly on the screen. The most enjoyable and effective presentations most often are those that appear spontaneous and lively.

Talks by junior students should be limited to 20 minutes plus a minute or two for introduction and five minutes for questions. To be fair to all, this schedule is to be adhered to even when there is a single presentation. Talks presented by senior students who have made substantial progress towards completing a thesis may take the full seminar slot of 45-50 minutes with 5-10 minutes for questions (these talks should be seen as preparations for thesis presentation, external seminars or job talks). Evaluation forms are handed out and collected each week. In recent years the faculty has voted at the end of the year for the best short and long presentation, with the department awarding a prize to the winners.

After the talk, students are required to seek out two or more faculty members in addition to their advisor for their impressions of the effectiveness of the presentation and of ways in which to strengthen future presentations. This year, Prof. Sabine Stanley will be in charge of the Journal Club.

*Abstracts:* Abstracts are to be written in the active voice, 250 words in length, and in the format of an abstract for a professional meeting (AGU, GSA, Goldschmidt, etc). They are to be taken seriously and should be offered for constructive criticism to two or three people (including one's advisor) before posting on the Friday before the presentation.

#### Bromery Seminar Series

As part of the E & PS Colloquium course, students are required to attend the weekly Bromery seminars that are described in greater detail below.

#### **4. Attend Departmental Seminars.**

The Department sponsors four formal seminar series named in honor of distinguished alumni or former faculty members. The Bromery Seminars are held weekly and may involve any topic of interest to members of the Department. Graduate students are required to attend all weekly seminars, regardless of the topic, for the same reason they are expected to attend all meetings of Journal Club. Students are encouraged to ask questions of the speaker as is expected after any seminar or talk at a professional meeting. Students are also encouraged to suggest individuals of their choosing to be invited as Bromery Seminar speakers (see your advisor, and then talk with the administrative coordinator). Inviting a speaker, however, carries the responsibility of arranging their travel logistics (e.g., airport pickup and drop off), a schedule of meetings with interested members of the Department, and their social schedule (lunch, dinner).

Three additional special seminar series involve inviting distinguished scientists to spend several days in the Department each year. The Cloos Scholarship and Lectureship is primarily intended for those in the geological sciences, the Elsasser Lectureship for those in the atmospheric sciences, geophysics, and geobiology, and the Benton Lectureship for those in the atmospheric sciences and meteorology. The faculty usually choose the Cloos, Elsasser, and Benton Lecturers, but student input is encouraged. Students are encouraged to ask questions after the lectures and to fully participate in all related social functions.

Other groups less formally meet weekly to discuss petrology, GFD, and other topics, where attendees are expected to participate by describing their current research efforts in detail, even if they are in the formative states or incomplete. Sometimes questions are posed rather than answers given, but all who attend are expected to participate. This past summer the department sponsored a seminar given by postdoctoral fellows- we anticipate that this will be the case next summer as well.

## **5. End-of-semester Evaluation of Student Progress.**

In conjunction with your faculty advisory committee, all students are required to complete a review of their work at the end of each semester. The evaluation form contains a portion for both the student's assessment of their own work and for the faculty members' assessment, as well as goals for the upcoming period of study. The faculty will evaluate the progress of every graduate student each year at a faculty meeting held at the end of both the Fall and the Spring semesters. After evaluation and discussion of your record and the report from the meeting with your advisory committee, they will decide if you are making satisfactory progress in all areas (classes, research, exams). Faculty have the option of checking "satisfactory", "unsatisfactory" or both in cases where specific areas need improvement but good progress has been made in others. The committee will suggest ways for improving unsatisfactory areas, potentially put the student on academic probation (see Section D below) or in extreme cases, decide on termination from the program.

## **6. Keep your Advisor and the Staff Informed of your Plans at All Times.**

If you are planning any change in status – going on leave of absence, becoming a nonresident student, or withdrawing from the program – see Academic Program Administrator (Jenny Seat). It is MOST important that we be informed of your plans at all times. This is especially true for students who are being supported by sponsored research grants, as the university has obligations with respect to the agencies or foundations supplying funds to ensure that the money is being properly spent.

## **7. Graduate student jobs**

Every graduate student in their 1st - 5th years in the Department of Earth and Planetary Sciences is responsible for a department job. All jobs are essential to the smooth operation of the department, and it is mandatory that you perform the tasks outlined in the description of each job. The duties required of your job must be carried out at all times- this includes fall and spring semesters as well as breaks. If you are unable to carry out your job at any time you must find someone who is willing to temporarily stand in for you. Please contact the Graduate Student President or the Administrative Coordinator for more information about any job if you are unsure of what is expected of you. Additionally, you must discuss your new job with the student who had your job last year to get a better understanding of what is expected of you.

Department funding is contingent on the successful performance of your student job throughout the year. The administration has implemented new consequences for graduate students who do not adequately fulfill the responsibilities expected of them throughout the year. Failure to perform the responsibilities of your job will result in:

- 1st Offense – Verbal reminder by graduate president
- 2nd Offense – Written letter from Department Administrator and graduate president
- 3rd Offense – Written document to be included in the student's annual review (internal file only)
- Final – Held pay if job is not satisfactory after 3 offenses.

For more information, visit the website or speak to the E&PS Graduate Student President.

## **8. Seek Advice from Other Students.**

The more advanced graduate students are available to incoming students for informal advice and guidance, not only on program problems, but on matters of general Departmental and University life. If you have a question, talk to one of them; they have probably been through it!

## **B. RESPONSIBLE CONDUCT OF RESEARCH TRAINING (FIRST-YEAR STUDENTS ONLY)**

Every E & PS graduate student is required to receive the in-person education and training in the Responsible Conduct of Research (RCR) during their first year. The trainee is expected to register for and complete the RCR in-person course. The course only needs to be taken once. Training dates and times will be communicated to you throughout the year. It is recommended that students take RCR course during the intersession of their first year.

The online CITI Training in RCR may be utilized if individuals provide appropriate documentation that they are unable to attend one of the in-person courses due to unusual and well-justified circumstances and receive permission from the KSAS Dean of Research in advance.

## **C. DEGREE REQUIREMENTS**

### **1. Requirements for the Ph.D. Degree.**

There are no formal course requirements for the Ph.D. degree in terms of number of courses or credit hours. Your advisory committee, however, will consult with you and advise on a program of coursework you will need to attain your professional goals. The formal requirements for the Ph.D. degree are:

(1) *Departmental Qualifying Exam (DQE)*: Graduate students in their second year of residence, normally in their third semester, are expected to present themselves for oral examination before a committee of the Department for the DQE. The exam can cover anything relevant to your program, but usually focuses on your courses and general knowledge in Earth and Planetary Sciences. The purpose of this examination is to decide whether (1) you are eligible to continue to the Ph.D., (2) you can try for an M.A., but not for the Ph.D., (3) you must depart at the end of the second year. In certain cases a student may be allowed a second DQE if the first is unsuccessful. The second attempt is at the advisor's discretion. It is recommended that the first attempt be scheduled between September and November, and if allowable, the second by February. This timing allows students who fail their exam an opportunity to apply elsewhere for the following academic year if necessary. Absent extraordinary circumstances, the final deadline for the DQE is the end of the final exam period of the fourth semester. Failure to meet the deadline may be grounds for termination from the program at the advisor's discretion.

If you are now at the beginning of your second year of residence, please pick up a form from the Academic Program Administrator, which needs to be completed in advance of the DQE date. It requires the nominations of three faculty members to examine you. Normally, these would be the members of your faculty advisory committee.

(2) *Thesis Proposal*: By the end of the third year you are expected to present a written thesis proposal, to be approved by two faculty members, usually the prospective readers of your thesis. The two readers are normally members of your advisory committee. You will consult with your advisor about the format and content of the proposal. The Academic Program Administrator has a file of recent thesis proposals that you may consult for additional guidance. The proposal should answer in clear language the following questions. 1. What question(s) are you trying to answer? 2. Why do these questions matter? 3. What tools do you need to answer these questions? 4. What have you already done? 5. What is the expected timeline for the proposed work? Some proposals (particularly those where significant progress has already been made) are relatively short (~10 pages). Others are significantly longer and are basically drafts of an introductory chapter for your thesis. The goal is for your advisor and the GBO committee to be able to have confidence that you are capable of proposing a research plan with a high probability of success within the time allotted.

The final deadline for completion and approval of the thesis proposal is by the end of the sixth semester. Failure to meet the deadline may be grounds for termination from the program. A copy of the thesis proposal signed by your two readers must be submitted to Academic Program Administrator for inclusion in your student record at least two weeks prior to the date of the Graduate Board Oral exam (next section).

(3) *Graduate Board Oral Examination (GBO)*: During the first term of the third year of residence, students are expected to present themselves for a comprehensive University examination, an oral exam with five faculty members, three of whom will be from outside the Department. This is the so-called Graduate Board Oral or “GBO” exam. In addition, two alternates, one from inside and one from outside the department must be named. Because the GBO involves up to seven faculty members, scheduling it well ahead of time is strongly recommended. Copies of your approved thesis proposal must be distributed to your GBO committee at least two weeks prior to the scheduled exam date. The Academic Program Administrator will then schedule your GBO. External members are expected to be faculty members at Johns Hopkins or scientists of equivalent rank at other institutions. If you do want to have an external member on your committee who is not a member of the Johns Hopkins faculty that person will need approval from the Graduate Board- which requires submission of a CV. The exam can cover anything relevant to your program but usually focuses on the thesis proposal. General science questions are fair game.

The GBO may be passed unconditionally, passed with conditions, or failed. An unconditional pass means that the committee and advisor are convinced that you are on track to complete a high-quality thesis within the time allotted. A conditional pass means that the committee has identified key weaknesses (gaps in knowledge, conceptual errors in the proposal) that need to be addressed. Conditions may include redrafting of the research proposal or retaking of particular subject areas covered during the oral exam with a specific time schedule over which these must be completed. If this occurs the student should work with the advisor and chair of the GBO committee to ensure that documentation of the completion of conditions is forwarded to Academic Program Administrator (this will avoid drama when you graduate!). Note that the later in the program you have the GBO the closer to completion you are expected to be.

After you pass the comprehensive examination for the Ph.D. degree you are expected to engage full-time in research under the guidance of your supervisor. This means that while you are being paid, you are expected to treat being in graduate school like a full-time job and put a comparable amount of energy and time towards it. If the GBO is failed it may be retaken once- but only at the advisor’s discretion. Barring extraordinary circumstances, the final deadline for the GBO exam is before the start of the seventh semester. Failure to meet the deadline may be grounds for termination from the program. Please note that the GBO exam is a University requirement.

(4) *Thesis Dissertation*: Your advisor will be the first reader of your thesis. Remember that you will need a second reader for your dissertation. The second reader is normally a member of your advisory committee. The faculty takes this seriously and you should too. Select both readers early and keep them informed of your progress or lack thereof all along. Changes in personnel are of course possible as your research develops, but keep your readers informed. A complete draft of the thesis should be given to the readers and made available to the faculty at least two weeks before the thesis presentation in order that the readers (who should be present at the thesis presentation) can comment on whether it is acceptable in scope and quality.

(5) *Thesis Defense*: The final hurdle is the defense. This happens right at the end and is expected to be a pleasant occasion for all concerned. Each student is responsible for inviting at least five E & PS faculty members, who must certify that the presentation is satisfactory before the degree can be awarded. The thesis presentation can take the form of a Journal Club or seminar and should be about 50 minutes in duration.

A few guidelines on what is expected in the thesis defense may be helpful. The presentation should not assume that the audience is familiar with portions of the work presented in earlier seminars or Journal Club. It should be organized as a coherent, self-contained seminar presentation, and should generally include:

- (a) A brief opening outline of the overall content of the dissertation, a summary of the major problems investigated, and a statement of why those problems are important and how they relate to other research in the field;
- (b) An extended discussion of the dissertation as a whole (or, where this is impractical, a discussion of several topics selected from the dissertation); and
- (c) A concise summary of the main conclusions reached, emphasizing their implications for the field as a whole.

After the presentation, questions will be taken from the audience. The audience will then be asked to leave and after a short break, the student will have a closed session with the faculty. The goal of this session is to allow the faculty to ask detailed questions about the research, clarify things that were unclear during the presentation and suggest ways in which the presentation of the research might be improved. The goal is for the faculty to come away with a good understanding of the quality of the research and where it fits more broadly within the field of Geosciences. This will help us to be better advocates for you in the broader scientific community.

#### (6) Depositing the thesis

Once the thesis presentation is completed the department prepares a letter to be signed by both readers recommending acceptance of your thesis to the Graduate Board. You then need to deposit a properly formatted version of your thesis with the library. Guidelines for electronically depositing your thesis may be found at <http://guides.library.jhu.edu/etd>. It is important that you ensure that the final document meets formatting requirements. The thesis may contain manuscripts of published papers- you are responsible for reconciling the copyright rules of the journal in which the manuscript was published with the requirements of electronic deposition. Once you have the receipt in hand the department can give you a letter stating that you have completed all the requirements for a Ph.D., which will be sufficient for you take a job requiring such a degree.

## **2. The M.A. Degree.**

The Department does not offer a program that specifically leads to a Master's degree alone. Students, however, may receive the M.A. degree under two circumstances. First, they may receive it along the way to completing the Ph.D. degree following their passing the DQE and taking two years of coursework. If you qualify and would like to receive the M.A. degree, please inform Academic Program Administrator. If you have passed the DQE you may apply for this degree at any time up to finishing the dissertation. Second, the M.A. degree may be awarded to students who pass the DQE and take two years of coursework but are not allowed to continue for the Ph.D. degree. Foreign students should note that leaving the program more than six months after receiving their M.A. may affect their visa status and so may wish to delay receipt of this degree.

## **D. ACADEMIC PROBATION**

Under certain circumstances where students are not making adequate progress towards completion of the program they may be placed under academic probation by the advisor with the consent of the department

chair. The purpose of academic probation is to 1. ensure that expectations are clearly communicated to the student by the advisor 2. that sufficient time is given to the student to meet these expectations.

Full description of the policies regarding Academic Probation are given

<http://homewoodgrad.jhu.edu/wp-content/uploads/sites/35/2014/08/Graduate-Student-Probation-Funding-Withdrawal-and-Dismissal-Policy.pdf>

Key points are that 1. the student will be given a letter from the department chair in consultation with the advisor, enumerating specific actions that must be taken for probation to be lifted. The consultation with the chair is to ensure that required actions could be fulfilled within the time given (i.e. finish a manuscript that is stalled, rather than write a paper from scratch within four weeks). 2. that the student must be given at least four weeks to accomplish these actions, 3.) that there are procedures that exist for the appeal of decisions.

## E. ACADEMIC PROGRESS CHECK LIST

Please bring the check list to each end-of-semester evaluation meeting with your advisory committee, completed to the extent appropriate to your level of progress through the program.

Name \_\_\_\_\_

**1. Responsible Conduct of Research Training.** First year, intersession recommended.

Date completed \_\_\_\_\_

**2. Departmental Qualifying Examination (DQE).** Second year, third semester recommended. Absolute deadline is the end of the exam period of the fourth semester.

Date completed \_\_\_\_\_

**3. Thesis Proposal, Approved by Two Faculty Members.** Second year, fourth semester recommended. Absolute deadline is before the beginning of the fifth semester. The proposal must have the signed approval of two faculty members.

Date completed \_\_\_\_\_

**4. Graduate Board Examination (GBO).** Third year, fifth semester recommended. Absolute deadline is before the beginning of the seventh semester. The approved thesis proposal must be submitted to the Academic Program Administrator at least two weeks prior to the scheduled date of the GBO exam.

Date completed \_\_\_\_\_

**5. Thesis, Approved by Two faculty Members.** The thesis must have the signed approval of two faculty members.

Date completed \_\_\_\_\_

**6. Thesis Presentation.** The thesis presentation must be certified in writing as satisfactory by at least five E & PS faculty members.

Date completed \_\_\_\_\_

## F. TEACHING OPPORTUNITIES

While it is not necessary for students to teach during the course of their graduate career, students wishing to do so have multiple opportunities to participate in the educational process.

At Johns Hopkins, the Center for Educational Resources (<http://cer.jhu.edu/>) provides significant support and training for preparing future faculty members. This includes

Mandatory Teacher Assistant Training: <http://cer.jhu.edu/teaching-academy/tati/> Students who anticipate being a teaching assistant after their first year of study need to take this class which is offered during orientation. This is important because it offers training in some of the legal obligations that go along with being a TA.

Teaching Institute: <http://cer.jhu.edu/teaching-academy/ti> Offers a three-day program for enhancing classroom teaching skills. Registration opens in the fall.

Teaching academy: <http://cer.jhu.edu/teaching-academy/pff> This is a multi-semester program that ends up with the student doing significant teaching (minimum of two weeks, maximum of an entire class).

Special Opportunities for Undergraduate Learning (SOUL): These courses are 1-credit courses offered during the Fall semester that involve some combination of teaching a skill (i.e. learning to do regression, or measure water quality) within the context of learning about a scientific field. Pays \$2000 stipend. Keep an eye out for calls for proposals at the beginning of the Fall semester.

Additionally, the Krieger School for Arts and Sciences (to which our department belongs) supports the Dean's Teaching Fellowship (<http://krieger.jhu.edu/research/graduate/dtf/>). As part of this program students who have passed their GBO apply during the fall to teach an undergraduate seminar course of their own design during the following fall. The fellowship provides one semester's worth of funding.

## G. FINANCIAL INFORMATION

### 1. Student Financial Support – Academic Year.

You should realize that the support offered to you for this academic year is ONLY FOR THIS ACADEMIC YEAR. Our graduate student support comes from a variety of sources, including University and Departmental funds, research grants and contracts, and other outside sources. We are doing our best to generate as much support as possible, but it is very difficult to predict funding levels far in advance. We will make tentative allocations of student aid for Academic Year 2020-2021, based on our estimate of the funds that we will have available, later in Academic Year 2019-2020. Some grants may not be awarded, however, and last minute changes may have to be made.

You can maximize your chances for continued support by (1) obtaining your own outside fellowship or grant support; (2) doing well in your courses; (3) getting involved in research early so that at least one professor knows your capability and interests. Departmental funding is only guaranteed for four years of study and is contingent on your making satisfactory academic progress as well as the availability of funding. After the fourth year, funding is only guaranteed if your advisor has grant monies available. If your advisor cannot support you for part or all of a fifth year and the department does not have funds available, you should expect to have to provide your own funds or to borrow money through the University to support yourself. After that, you may be politely asked to vacate your office, except in the event of special hardship.

Note that for international students, lack of funding may have visa implications. Please contact the OIS to discuss any issues that may arise.

## **2. Student Financial Support – Summer Months.**

The Department has no dedicated funds to pay stipends to students over the summer. They must rely on their advisor's research grants or startup monies or their own initiative.

The Department administers several funds that can be used to support summer laboratory research or fieldwork. The funds available, however, are limited, and they are for research expenses but not stipends. Travel costs, meetings, and workshops are not considered eligible fieldwork expenses. You can help greatly by obtaining your own support from outside sources such as various scientific societies. Discuss the possibilities with your advisor, and submit your applications well before the deadline. If – despite your best efforts – you are unable to support your research, submit a brief proposal with a bare-bones budget to the Administrator by the deadline provided at the end of each semester; the available field research funds will be allocated after taking into account your needs and the efforts you have made to obtain outside funds, and again, are not for stipends.

## **3. Health Insurance.**

The cost of individual health insurance FOR ACADEMIC YEAR will be paid in full by your funding source. Answers to frequently asked questions are listed on the “Health Insurance” page of your self-service account. You may contact [ASENInsurance@jhu.edu](mailto:ASENInsurance@jhu.edu) with additional questions or concerns or at the Registrar’s office. Students also have the option of signing a waiver form if they are covered by other insurance. Copies of the health insurance coverage must accompany the waiver form. Students are responsible for re-enrolling in the health insurance program each year. If you have any questions in reference to the insurance requirement, visit <https://studentaffairs.jhu.edu/registrar/students/student-health-benefits/> for more information or contact Jennifer McKay, Assistant Registrar at 410-516-8080 or [jmckay3@jhu.edu](mailto:jmckay3@jhu.edu).

## **4. Payroll.**

All students are paid on the 15<sup>th</sup> and the last day of each month, from September 1 to May 31. Payroll concerns or questions should be addressed to Academic Program Administrator or Department Administrator. Students may choose to have their pay directly deposited into a personal checking or savings account. Direct deposit enrollment is done under myJHU under HR, ESS. If you are enrolled in direct deposit, you will not receive a paper paystub. The University now uses an online Human Resources portal where you can access your payroll information, including pay stubs, taxes and personal information:  
[my.johnshopkins.edu](http://my.johnshopkins.edu).

## **5. Taxes.**

Taxes for U.S. citizens and resident aliens will be withheld from salaries and wages included in your paycheck based on the number of personal exemptions or allowances you declared on withholding forms (federal form W-4 for federal taxes and form MW 507 for Maryland taxes if you are living in Maryland). Under current Internal Revenue Service regulations, members of the University community who anticipate no income tax liability for any given calendar year MUST file new federal and state withholding exemption certificates with the University to take effect 15 February of that given year. To

be eligible for exemption from income tax withholding, faculty, staff and students must certify that they incurred no tax liability for the prior year, and that they anticipate no tax liability for the current year. The University does not withhold taxes from fellowship payments. This does not necessarily mean that you are exempt from paying taxes on this income. Legally, the department cannot give tax advice to students. Please consult with your tax professional.

## 6. Leave

Graduate students are guaranteed a minimum of 10 days (2 weeks) of paid vacation each year and up to a week at a time sick. Guidelines are here.

[http://homewoodgrad.jhu.edu/wp-content/uploads/sites/35/2014/10/RA\\_TA-leave-guidelines-FINAL.pdf](http://homewoodgrad.jhu.edu/wp-content/uploads/sites/35/2014/10/RA_TA-leave-guidelines-FINAL.pdf)

Requests for more time than this need to be cleared with your advisor, who may decline them especially if they are not consistent with your other teaching and research obligations (i.e. if you have instrument time or teaching obligations you can't just go on vacation). If you can't resolve these issues please come talk to the DGS and/or the Chair. In some cases it may be necessary for students to request a leave of absence. The form for that is here.

<http://krieger.jhu.edu/hwgradaffairs/wp-content/uploads/sites/35/2015/09/Leave-of-Absence-Extension-Request-Application-KSAS-and-WSE-Graduate-Students.pdf>

JHU has a parental leave policy for graduate students, (AAGR003) which can be found here.

[https://policies.jhu.edu/?event=render&mid=764&pid=32391&fid=policy\\_32391.pdf&\\_=0.194943540915](https://policies.jhu.edu/?event=render&mid=764&pid=32391&fid=policy_32391.pdf&_=0.194943540915)

## H. INFORMATION FOR INTERNATIONAL STUDENTS

### 1. Office of International Services

348 Garland Hall

<http://ois.jhu.edu/>

Phone: 667-208-7001 E-mail: [ois@jhu.edu](mailto:ois@jhu.edu)

All international students, fellows, and visiting scholars, regardless of sponsorship, ***are required upon arrival*** to visit the office of International Scholar and Student Services to provide the necessary passport and visa information vital to the records of the university. Be prepared to present your passport and other pertinent travel documents. Please be aware that federal regulations governing international students and scholars have changed dramatically in recent years. In order to avoid severe penalties, international students and scholars must always maintain lawful status while present in the United States. Registration in the School of Arts and Sciences is not considered complete until non-citizen status has been documented by the office of International Scholar and Student Services.

### 2. Identification Number for Non-resident Alien Taxpayers.

Effective January 7, 1997, all nonresident aliens will be required to have a valid social security number or Individual Taxpayer Identification Number (ITIN). A social security number is required if the student is receiving a wage. An ITIN is required if the student is receiving a stipend, scholarship, or insurance

support. ITIN applications (Form W-7) are available in the Office of Student Financial Services and the Chemistry Academic Office.

Listed below are the addresses for the Social Security Office and the Internal Revenue Service:

Social Security Office

Rotunda, 711 W. 40th Street, Suite 415

OR

1010 Park Ave, Suite 200

[www.socialsecurity.gov](http://www.socialsecurity.gov)

Internal Revenue Service

Fallon Federal Building, 1st Floor

31 Hopkins Plaza.

<http://www.irs.gov/>

## **I. DEPARTMENTAL FACILITIES, SERVICES, AND POLICIES (IN ALPHABETICAL ORDER)**

### **1. Bulletin Boards.**

Watch the bulletin boards at various locations in the building for job and meeting announcements, financial aid, and other information.

### **2. Computing and IT Matters.**

The equipment in the Computer Room, Olin 145, can be used free of charge. Our IT administrator is Niklas Troxel. He can be reached at: [ntroxel1@jhu.edu](mailto:ntroxel1@jhu.edu), 410-516-4008 or office: OLIN 206B. If you have more extensive needs, see your advisor. Your advisor will have accounts on the Departmental and University systems.

### **3. Conflict Management.**

Conflicts can arise either between students or between students and faculty. If the conflict cannot be resolved among the parties involved themselves, the Chair and Director of Graduate Studies are always available to hear about conflicts and facilitate their resolution.

Information on university policies on subjects such as sexual harassment, religious accommodation and racial discrimination is available at Office of Institutional Equity website <http://oie.jhu.edu/>. The department takes seriously the obligation to provide an environment free of violence and harassment.

### **4. Copy/Telephone/FAX.**

Students may use the copy machine for research related purposes. Charges incurred for the personal use of UPS and FedEx services or for postage must be paid for at the time the service is rendered.

The fax machine (410-516-7933) is located in the main office. Students will have access between the hours of 8:30 a.m. to 4:30 p.m.

## **5. E-mail Accounts and Department Listserv.**

JHED is the University's web directory. All faculty, staff, and students are included in the directory; however, individuals have the ability to determine which data elements may be accessible on both the Intranet and Internet levels. Members of the Hopkins community are granted secure access to the directory via their user IDs and passwords.

Students are required to apply for a free JHU academic email account. This can be done by logging into JHED (<http://jhed.jhu.edu>) and clicking on request e-mail account. The Department maintains listservs to communicate with members of the department. Please make sure that you provide updated email information to the Academic Program Administrator so that you may continue to receive information in a timely manner.

## **6. Emergency Health Care and Emergency Incident Reporting.**

If you are injured while in a lab as a research or teaching assistant, you are required to report to Occupational Health, 6th floor of the Wyman Park Building during regular working hours. At all other times or in the case of a severe injury, go to the Emergency Room of Union Memorial Hospital (two blocks east of the University on Calvert and 33rd Streets). Students may also seek assistance from the departmental office at 6-7135 or Olin 301.

If you are injured at work, please notify your supervisor immediately and contact the Department of Occupational Health Services at 410-516-0450. If you observe conditions or practices you consider unsafe, contact the professor in charge of the research laboratory. Hazardous situations outside of a specific laboratory should be brought to the attention of the Facilities Manager, the Safety Officer, or the Department Chair.

## **7. Key Policy for Olin Hall.**

The Department lends keys to those who have the permission of a faculty member or the departmental administrator. You will be asked to sign for any keys that you borrow and to return them at the end of your stay. There is a charge of \$10.00 for each lost key. Everyone who uses Olin Hall depends on your vigilant handling of your keys for their security while in the building. Failure to return your keys may result in your grades being withheld.

## **8. Laboratory Safety.**

Safety is also a top priority of the Department and the University. If you feel that any practices or procedures in the building are dangerous, consult the Departmental Safety Student or speak with one of the staff members in the main office. If it is an emergency, either call the Office of Health, Safety and Environment (6-8798) or Security (6-7777).

## **9. Rock Preparation Room.**

All students who wish to use the equipment in the rock preparation room should make an appointment with the graduate student in charge so that they can check your technique and provide instruction when necessary. If you wish to do any unusual or difficult cutting jobs, please check with them first.

## **10. Security.**

While security is a top priority of the Department and the University, Homewood Campus is located in a large city. Students should call Security (6-7777) immediately if they see anything irregular occurring in the building.

## **11. Singewald Room and the Milton E. Eisenhower Library (MEL).**

The Singewald Room is a small research library and reading room at the disposal of all members of the Department. It is not a lending library and books may be removed from the room only for copying, to be returned immediately. After use, all books must be re-shelved by the user. Repeat offenders will lose user privileges. Steve Stich is the Singewald librarian, and the graduate student library representative changes each year.

The full JHU collections are sited at or accessed through the Milton E. Eisenhower Library (MEL). Steve Stich is the MEL librarian who specifically handles needs, questions, and problems of E & PS.

## **J. UNIVERSITY FACILITIES AND SERVICES (IN ALPHABETICAL ORDER PLUS MISCELLANEOUS AT THE END)**

### **1. Athletic Center.**

The University Athletic Center may be used by graduate students and their spouses. The facilities include two swimming pools, squash courts, tennis courts, ping-pong tables, sauna, and several gymnasiums and outdoor fields. Further information may be obtained online, <https://studentaffairs.jhu.edu/recreation/>, or by calling ext. 6-5229.

### **2. Barnes & Noble Johns Hopkins Bookstore.**

Website: [johns-hopkins.bncollege.com](https://johns-hopkins.bncollege.com)  
3330 St. Paul Street Baltimore, MD 21218  
Store telephone: 410-662-5850  
Monday – Saturday: 9:00 a.m. to 9:00 p.m. Sunday: 10:00 a.m. to 9:00 p.m.

### **3. Counseling Center.**

Our mission is to facilitate the personal growth and development of students. Our [counseling services](#) and outreach programs are designed to enhance the personal and interpersonal development of students and to maximize their potential to benefit from the academic environment and experience. We further strive to foster a healthy, caring university community that is beneficial to the intellectual, emotional and physical development of students.

The Counseling Center values social justice inside and outside of the university. We therefore engage in and support dialogue about how to facilitate meaningful changes on individual and societal levels. We strive to create a safe space where thoughtful and appreciative exploration of diversity is the norm.

3003 N. Charles Street  
Homewood Apartments, Suite S-200  
Baltimore, MD 21218  
Telephone: 410-516-8278

### **Hours**

**Monday:** 8:30 a.m.–6 p.m.

**Tuesday:** 8:30 a.m.–5 p.m.

**Wednesday:** 8:30 a.m.–5 p.m.

**Thursday:** 8:30 a.m.–6 p.m.

**Friday:** 8:30 a.m.–5 p.m.

*During the fall and spring semesters we offer extended hours two days a week.*

Please visit the full website at: <https://studentaffairs.jhu.edu/counselingcenter/>

## **4. Food Services.**

### **Charles Street Market (Wolman Hall)**

The fully stocked campus market features everything from fresh produce, organic staples and gourmet treats to a wide array of campus essentials all at a fair price.

### **Alkimia (Gilman Hall)**

Coffee bar also offers baked goods, sandwiches and salads.

### **Daily Grind (Brody Learning Commons)**

Coffee bar with some food offerings.

### **Fresh Food Cafe (AMR 3)**

A friendly, comfortable, all-you-care-to-eat “residential restaurant” where you can watch the preparation of made-to-order meals from the grill, deli, or salad bar or venture to one of the many multi-stations serving international and home-style entrees. If you keep Kosher, “FFC's” Star K certified dining options called “Taam Tov” will keep you feeling satisfied and energized.

### **Levering Food Court (Levering Hall)**

The main, retail food court located right in the center of campus. Customers can find everything from hot soup, homemade burritos and crisp salads made in front of your eyes to grilled favorites, made-to-order sandwiches, homemade chips, and fresh sushi.

### **Nolan's (Charles Commons)**

Nolan's is a warm and inviting “campus living room” that sets the stage for the student's most stimulating conversations. Customers can find anything from freshly tossed salads, sandwiches made to their specifications, hand tossed pizzas and calzones baked in our brick oven to grilled favorites and hot, home-style entrees.

### **Cheaspeake Bay Roasting Company (Levering Hall)**

A perfect complement to Hopkins' center for a sustainable future, this cafe offers comfy sofas, wireless internet connections, and full range of delicious and aromatic coffees, sandwiches, and light snacks.

## 5. Free Bus Service.

### **Transportation between Homewood and the Medical Institutions:**

A shuttle bus operates between the Homewood campus and the medical institutions Monday through Sunday. The bus leaves from IFC at University Parkway between N. Charles and St. Paul Streets with its final stop at the School of Public Health on Monument Street near Wolfe. On weekdays, the shuttle leaves Homewood beginning at 6:15 a.m., and departs East Baltimore from the last trip at 11:50 p.m. The schedules can be viewed on the web at: <http://ts.jhu.edu/> .

### **Transportation around campus and surrounding neighborhoods:**

<http://ts.jhu.edu/Shuttles/>

## 6. Graduate Representative Organization (GRO).

The GRO is a group consisting of graduate students representing graduate student issues. It is also a source of funding for various student activities. Its purpose is to provide a forum through which graduate students may express views and implement policies regarding their welfare and goals of Johns Hopkins University. Students are asked to represent the Department each year at meetings.

3400 N Charles St  
Levering Hall  
Suite 115-C  
Baltimore, MD 21218

Phone: 410-516-7682

E-mail: [gro@jhu.edu](mailto:gro@jhu.edu) Web site: <https://studentaffairs.jhu.edu/gro/>

## 7. Housing.

The Off Campus Housing Office provides information to members of the Johns Hopkins community looking for a place to live near the Homewood, Peabody, and Medical campuses. They are here to help faculty, staff and students who are not required to reside in University housing or for those who are not eligible. They provide a list of private residential and commercial properties in the area that offer leases of various lengths, including short-term and furnished. In addition to their website, the office is equipped with computers, phones, and informational brochures for you to utilize during your search for off-campus housing.

Please feel free to stop by and visit the housing office, which is open Monday through Friday, 8:30 a.m. to 5:00 p.m., or email them at: [offcampus@hd.jhu.edu](mailto:offcampus@hd.jhu.edu) with further questions or concerns. They are located in room 102 of Wolman Hall on the Homewood campus.

<http://www.jhu.edu/hds/offcampus/index.html>

## 8. Parking.

Parking is available for graduate students on the Homewood campus at any available lot <http://ts.jhu.edu/Parking/index.html>. Graduate students receiving a paycheck from the university are eligible for payroll deduction to pay for parking. Please direct all parking related questions to the Parking Office, 410-516-PARK or [parking@jhu.edu](mailto:parking@jhu.edu). Please note, parking behind Olin Hall is by special permit only. Violators will be ticketed and/or towed at the owner's expense. Please visit the website for more information.

### **San Martin Garage**

Located conveniently at San Martin Drive on Homewood campus, San Martin Garage is within walking distance to Remsen Hall and the New Chemistry Building. Swipe card access 24 hours a day.

### **South Garage**

The South Garage is located under the Decker Quadrangle. An elevator provides access to Mason Hall and the Decker Quadrangle. Swipe card access 24 hours a day.

**Homewood Surface Lot Parking** The Wyman East, Wyman West, Stony Run, Muller Deck, 115 West University and Homewood Field lots are surface lots at the periphery of campus. These lots provide reasonably convenient Homewood parking, close to or on the edge of campus, at a lower cost per day than for garages. Swipe card access 24 hours a day.

## **9. Student Disability Services.**

Federal law and the university define a “disability” as a physical or mental impairment that substantially limits or restricts the condition, manner, or duration under which an average person in the population can perform a major life activity, such as walking, seeing, hearing, speaking, breathing, learning, working, or taking care of oneself. The university is required by Section 504 of the Rehabilitation Act and The Americans with Disabilities Act to provide effective auxiliary aids and services for qualified students with documented disabilities if such aids are needed to provide equitable access to the university’s programs and services.

All admitted students who wish to receive accommodations for a disability must initiate the registration process by submitting professional documentation, completing the Intake Questionnaire and participating in an interview. Additional information regarding the student disability services can be found at <https://studentaffairs.jhu.edu/disabilities/>.

## **10. Student Health (Non-emergency).**

The Student Health Clinic (ext. 6-8270) is located in the AMR II Building.  
<https://studentaffairs.jhu.edu/student-health/>

### **Academic Year Hours**

**Monday:** 8:30 a.m.–5:30 p.m.

**Tuesday:** 8:30 a.m.–5:30 p.m.

**Wednesday:** 8:30 a.m.–5:30 p.m.

**Thursday:** 8:30 a.m.–5:30 p.m.

**Friday:** 8:30 a.m.–5 p.m.

**Saturday:** 11 a.m.–2 p.m.

*Closed 11 a.m. - 1 p.m. on Wednesday. Open Saturday sick and injured patients only.*

### **Summer Hours**

**Monday:** 8:30 a.m.–4:45 p.m.

**Tuesday:** 1 p.m.–4:45 p.m.

**Wednesday:** 1 p.m.–4:45 p.m.

**Thursday:** 1 p.m.–4:45 p.m.

**Friday:** 8:30 a.m.–4:45 p.m.

*Closed 12 - 1 p.m. Monday and Friday*

## 11. What to do in an emergency

If you encounter a medical emergency when the Student Health and Wellness Center is closed, immediately call 911 or the [Homewood Security Office](#) at 410-516-7777 to request an ambulance.

### If On-Campus

Call the [Homewood Security Office](#) at 410-516-7777. They will assist the Baltimore City Fire Department with finding your campus location.

### If Off-Campus

Call 911 immediately.

Explain your exact location and describe what is wrong. Emergency help will arrive, evaluate the issue and transport you to the most appropriate emergency medical facility. Maryland state law requires ambulances to transport patients to the nearest emergency department.

### Nearest 24-hour Emergency Facility

#### Union Memorial Hospital

201 E. University Parkway, Baltimore, MD 21218  
410-554-2000

### Local Area Hospitals

Hospital	Phone Number
Johns Hopkins Hospital	410-955-5000
Good Samaritan Hospital	410-532-8000
Sinai Hospital	410-601-9000
Greater Baltimore Medical Center	410-849-2000
Franklin Square Hospital	443-777-7000

### Important Reminders

If you go to the emergency room, make sure you bring your insurance card. Also make sure that you understand the diagnosis you are given and whether or not you need follow-up care. If you are discharged with medications, there are several [local pharmacies](#) where you may fill your prescriptions.

## 12. Student Health-After-Hours Care

### What to do if You Have a Non-Life-Threatening Medical Problem

If you have a non-life-threatening medical concern or health problem that cannot wait until the next time the SHWC is open, the SHWC has contracted with Sirona Health, a nationally certified and accredited on-call nurse advice service. If you contact the SHWC (410-516-8270) during closed hours, you will automatically be transferred to Sirona Health after the recording. Sirona Health can advise you on how to proceed with your problem. Please note that Sirona Health does not have access to SHWC records to verify appointments or answer other administrative questions, so for these types of problems, you will need to call back during normal hours of operation.

There also are urgent care facilities within driving distance of the Homewood campus that are open as late as 10 p.m. Contact these facilities directly to get an idea of the wait time and costs.

**Patient First**

Greenspring Station Center  
Johns Hopkins Pavilion, Ground Floor  
10755 Falls Road  
Phone: 410-583-2777  
Hours: 8 a.m. – 10 p.m., every day

**Medstar Promptcare**

Anneslie Shopping Center  
6317 York Road  
Phone: 443-777-6890  
Hours: 8 a.m. – 8 p.m., Monday through Friday; 8 a.m. – 4 p.m., Saturday and Sunday

**13. Miscellaneous Other Facilities and Services.**

Office of Student Activities: Mattin Center, ext.6-4873, <https://studentaffairs.jhu.edu/student-life/>  
Campus Ministries: ext 6-1880, <https://studentaffairs.jhu.edu/campus-ministries/>  
Evergreen House Foundation: ext. 6-0341, <http://www.museums.jhu.edu/index.php>  
Credit Union: Charles Commons, 410-534-4500 or 1-800-JHFCU-70. [www.jhfcu.org](http://www.jhfcu.org)

**14. New Personal Relationship Policy**

Johns Hopkins University has finalized a Personal Relationships Policy (HR043) that takes effect July 1. Please take the time to familiarize yourself with the full policy, including the statement that explains the rationale and goals.

<https://policies.jhu.edu/index.cfm?event=policy.preview&pid=32421>

This new policy provides guidance on how to avoid conflicts of interest and potential negative impacts on both the integrity of student/teacher relationships and the workplace climate.

## K. OTHER POLICY STATEMENTS

**The Department, of necessity, reserves the right to change without notice the programs, policies, requirements, and regulations in this handbook.**

The Johns Hopkins University admits students of any race, color, gender, religion, age, national or ethnic origin, disability, marital or veteran status to all of the rights, privileges, programs, benefits and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital or veteran status in any program or activity, including the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other university administered programs or in employment. Accordingly, the university does not take into consideration personal factors that are irrelevant to the program involved. Questions regarding access to programs following Title VI, Title IX and Section 504 should be referred to the Office of Equal Opportunity and Affirmative Action Programs, Wyman Park Building, Suite 515, Homewood Campus, 410-516-8075, TTY 711, MD Relay. Fax: 410-516-5300.

Visit <http://oie.jhu.edu/index.html> for more information.