

Graduate Student and Postdoctoral Handbook

2015-2016

Department of Chemistry
Johns Hopkins University
Baltimore, Maryland 21218
www.chemistry.jhu.edu

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 Institutional Equity N-710 Wyman Park Building, Homewood Campus, 410-516-8075, TTY 410-516-6225.

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IMPORTANT ORIENTATION DATES FOR THE 2015-2016 ACADEMIC YEAR

Thursday, August 20, 2015

9:30am – 1:30pm MANDATORY Orientation New Grads Shriver Hall

Friday, August 21, 2015

9:00am – 9:15am Department Welcome
Professor Ken Karlin, Department Chair Remsen 233

9:30am – 11:30am Organic Placement Exam Remsen 233

11:30am – 12:30pm Lunch Remsen 140

12:30pm – 2:30pm Inorganic Placement Exam Remsen 233

2:30pm – 3:00pm Free time Remsen 140

3:00pm – 5:00pm Physical Placement Exam Remsen 233

5:00pm Happy Hour Breezeway

Saturday, August 22, 2015

9:00am – 12:00pm MANDATORY International Student Orientation TBA

Monday, August 24, 2015

3:00pm Results of Placement Exams
Appointment Schedule Emailed

Tuesday, August 25, 2015

8:00am – 12:00pm MANDATORY Teaching Assistant Orientation
See letter from Richard Shingles Ph.D. Hodson Hall

2:30pm – 5:10pm Appointment Schedule with Faculty
Advisor Hold will be released Remsen 100

Wednesday, August 26, 2015

9:30am – 5:00pm MANDATORY Chemistry TA Training
Professor Louise Pasternack (Lunch will be provided) UTL296

Thursday, August 27, 2015 First day of classes

Prior to Laboratory Work Mandatory On-Line Safety Course (See page 7)

YOU MAY REGISTER ONLINE TUES. (AFTER APPTS. WITH FACULTY), TUES. (24 HOURS) AND WED.
UNTIL 11:00 PM.

DEADLINE FOR CHOOSING A RESEARCH SUPERVISOR - DECEMBER 31, 2015

SAFETY

I. SAFETY TRAINING

Compliance to University and Departmental safety policies and procedures is mandatory. All incoming graduate students as well as undergraduate students who TA or work in a research lab in the Chemistry Dept, postdoctoral appointments, and staff are required to complete an on-line safety module and knowledge assessment. ***This is a mandatory requirement for first year graduate students.***

Utilizing Blackboard, there are several modules in the course. All questions in each module must be answered correctly before the next module will open. **All first year graduate students must complete the course by September 30, 2015.** Graduate students may also be required to complete specialized safety training dependent upon their research group affiliation.

Logging On: The course log on is located at <http://blackboard.jhu.edu>. Your UserID is your assigned JHED ID (first initial, up to six characters of last name and a number). Your password is your JHED ID password. This program is coordinated by Rosalie Elder. She is available for questions by contacting rosalie@jhu.edu or 410-516-7432.

Additionally, **all incoming first year students are required to take EN.500.401, Research Laboratory Safety.** This course is meant to provide the student with a basic knowledge of laboratory safety; hazards, regulations, personal protective equipment, good laboratory practice, elementary toxicology, and engineering controls. It has been to assist with regulatory compliance, minimize hazards, and reduce the severity of any incidents that may occur in the department's laboratories.

All incoming first year students will be provided with safety glasses and laboratory coats. Please see Dave Brewster in the Chemistry Storeroom, SB30.

ANNUAL REVIEW OF SAFETY STANDARD OPERATING PROCEDURES

The Department of Chemistry is committed to providing a safe environment for staff and students to perform the necessary laboratory procedures for completion of their research or education. A basic part of providing this environment is to ensure that everyone in the laboratory follows standard operating procedures (SOPs) when working with specific chemical hazard classes.

The link below will direct you to a PDF document outlining standard operating procedures developed by the Johns Hopkins University Safety Office. **All graduate students, post docs, and lab staff are required to review these documents on an ANNUAL basis.**

<http://www.hopkinsmedicine.org/hse/guidance/G07.pdf>

To ensure compliance, once these documents have been reviewed, graduate students, post docs, and lab staff are required to submit an "acknowledgement form" by submitting the form found at: <http://www.chemistry.jhu.edu/Forms/safety.html>

Certain research laboratories may have lab-specific SOPs. These lab-specific SOPs should also be reviewed on an annual basis. Please check the department website for updates throughout the year.

II. 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, W-601 Wyman Park Bldg. At all other times go to the Emergency Room of Union Memorial Hospital (two blocks east of the University on Calvert and 33rd Streets). Students may also contact the Chemistry Department Office, Remsen 138, ext. 6-7429. Transportation will be made available during working hours.

If you are injured at work, please notify your supervisor immediately and contact the Department of Occupational Health Services at 410-516-0450. Students will be required to complete and submit to the department an incident report. This report can be found on Occupational Health's web site at <http://www.hopkinsmedicine.org/hse/forms/IncRpt.pdf>. If you observe conditions or practices you consider unsafe, contact the professor in charge of the laboratory course or 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.

INJURED DURING STANDARD WORK HOURS CALL 410 516-0450

INJURED BEFORE OR AFTER STANDARD WORK HOURS CALL 410 516-7777

FIRE	Set off fire alarm (red box in corridor; note location). From a phone outside the fire area, call 911 or Security at 6-7777.
THEFT	Call Security at 6-7777. For non-emergencies dial 6-4600.
SERIOUS INJURY/ AMBULANCE	Call Security at 6-7777 or call 911.
EYE INJURY	Use Eye Wash Fountains and call Security at 6-7777. <u>Ask for an Ambulance with eye wash service.</u>
POISONING	Call Security at 6-7777 and the Maryland Poison Control at 1-800-222-1222.
RADIOACTIVITY	Call Mina Razavi at 6-7278 (office, days only), or Security at 6-7777.
HOOD SHUTDOWN FLOOD/ODOR/SPILL	Call the Facilities Manager at 410-516-7458, and Security at 6-7777.

Krieger School of Arts and Sciences - Crisis Management Summary

Important Phone Numbers

Emergencies (Campus Security)	6-7777
First Aid	6-7777
Student Health and Wellness Center	410-516-8270 (daytime)
Office of Safety and Environmental Health	410-516-8798
Biosafety Officer	410-955-5918
Occupational Health Services	410-516-0450

Homeland Security Hotline	202-282-8000
Baltimore Emergency Management	1-888-223-0033
Baltimore Police	911 (Campus Security if dialed from University)
JHU Weather Emergency	6-7781 or 1-800-548-9004
Hopkins Emergency Response Organization	6-7777 (24 hr.)
Sexual Assault Helpline	410-516-7333
Sexual Assault Resource Unit	410-516-7887
Homewood Information	6-8000
Facilities Management	(443) 997-5302
Hopkins IT	410-516-HELP
HVAC	6-8063
Housekeeping	6-8931

What is an emergency?

Any incident that threatens the safety of KSAS/WSE students, faculty, and staff, or interferes significantly with the ability to provide educational and support services should be considered an emergency or crisis situation that requires immediate action by school administrators.

General rules of response

There are two simple guidelines to follow in the event of an emergency:

- IF THE DANGER IS OUTSIDE, STAY IN THE BUILDING
- IF THE DANGER IS INSIDE, LEAVE THE BUILDING IMMEDIATELY

In the event of an urgent life-threatening emergency (e.g., fire, explosion), all persons should immediately evacuate the premises. If possible, call Campus Security (6-7777), sound a fire alarm, and warn fellow workers, students, and others.

General emergencies

Contact: Campus Security Office (6-7777)

- The Security Office will assist with the emergency.
- The Security Office will call 911, if appropriate.

III. HAZARDOUS CHEMICAL STORAGE

Access to the Hazardous Chemical Storage Facility in Macaulay Hall is by J-Card only. You must have a valid J-Card issued by the Office of ID Services, Garland Hall. To receive access privileges, you must complete a tour of the facility. The Facilities Manager will code you into the system after the tour is completed.

IV. SAFETY PROCEDURES

A safety manual published by the American Chemical Society is distributed to all students. Additionally, the University Safety Manual is available in each lab and should be reviewed for pertinent information. You should review relevant portions of the manual before undertaking teaching assistant duties in undergraduate laboratories or work in a research lab. The University Safety Manual is also available online at <http://www.hopkinsmedicine.org/hse/policies/index.html>.

Proper Attire for Individuals in Labs

It is the policy of Johns Hopkins that all employees, faculty, students and visitors wear appropriate attire in all laboratory areas to minimize or eliminate skin contact with hazardous materials. Shorts, miniskirts or any apparel that does not cover the skin above the knee when seated shall NOT be worn in the laboratory without appropriate over protection. (e.g. a buttoned laboratory coat or closed front gown.) Open toed shoes, sandals or shoes made of loosely woven material shall not be worn in the laboratory. Safety goggles should be worn while working with chemicals or machinery. Gloves shall be worn whenever there is a potential exposure of the hands to hazardous materials. The gloves must afford the necessary resistance to the hazardous material being used. Gloves should be removed before leaving the laboratory. Specialized protective clothing shall be worn when using hazardous materials that are extremely hazardous upon contact with skin. Health, Safety and Environment (6-8798) should be consulted for these materials.

GENERAL ACADEMIC INFORMATION

I. GRADUATE BOARDS

Graduate Board Exams may be held throughout the academic year. They must be scheduled with the Graduate Board a minimum of three weeks in advance. The exam must be completed and the department certification, reader's letters, and dissertation must be submitted by the following deadlines for the student to go before the Graduate Board for approval. **Within the academic term indicated, no materials will be accepted, or considered complete, after the date indicated.**

Summer Schedule:

July 10 2015 Completion of Final Graduate Board Oral Exams for Summer Meeting

July 24, 2015 All materials must be submitted to Graduate Board **by 4:00pm**
Dissertations submitted to the Commercial Binding Office by **4:00 pm**

Fall Schedule:

Oct 9, 2015 Completion of Final Graduate Board Oral Exams for Fall Meeting

Oct 23, 2015 All Materials must be submitted to the Graduate Board by **4:00pm**
Dissertations submitted electronically to the Library by **4:00pm**

Fall 2015 Grace Period Deadline: October 23, 2015

Spring Schedule:

TBD Completion of Final Graduate Board Oral Exams for Spring Meeting

TBD All materials must be submitted to the Graduate Board by **4:00pm**
Dissertations submitted electronically to the Library by **4:00pm**

Spring 2016 Grace Period Deadline: TBD

Please Note – When a student's degree requirement materials are received after the deadlines listed above, that student will be put on the next semester's degree completion list. For the 2015-2016 academic year, the degree conferral dates are August 21, 2015, December 30, 2015 and May TBD, 2016 (<http://homewoodgrad.jhu.edu/academics/graduate-board/deadlines/>). Students requiring confirmation that degree requirements have been completed (for employment or post-doctoral appointments) should contact the Graduate Board Office. Students should be prepared to provide contact and address information as the confirmation will be sent directly from the Graduate Board Office to establish authenticity. Requests can be emailed to Renee Seitz at rseitz5@jhu.edu.

II. COURSES

Brief descriptions of advanced courses in all departments are given in the graduate and undergraduate catalog. Introductory courses are also described in the undergraduate catalog, which is available online at <http://web.jhu.edu/registrar/catalog>. The Registrar maintains a current list of course offerings for each semester - <http://web.jhu.edu/registrar/schedule/index.html>. A list of all courses offered in the department, as well as announcements of new or special topic courses are

available in the main office. The bookstore in Barnes and Noble, located in Charles Common, keeps a list of required texts for all courses.

Listed below are courses which are recommended for graduate students in the Chemistry Department. (This is not a complete list of such courses.) Students should examine the new offerings for relevant courses. The Director of Graduate Studies, Dr. Paul Dagdigian can be consulted if there is a question of whether a course will count for graduate credit.

Fall 2015-2016 Course Offerings	
CHEMISTRY	
030.400	Surv of Medic/Envr Important Metallo-enzymes & their Mechanisms (R300), Kuo
030.403	Optoelectronic Mat'ls & Devices: Synthesis, Spectroscopy & Applications (R140), Kempa
030.404	Electrochemical Systems for Energy Conversion & Storage (R300), Thoi
030.420	Transforming Pharmaceutical & Materials Industries: Metal-Catalyzed Cross Coupling Reactions (R347), Surampudi
030.453	Intermediate Quantum Chemistry (R347), Silverstone
030.472	Advanced Inorganic & Organometallic Reaction Mechanisms (R347), Joslin
030.610	Chemical Kinetics (R140), Bowen
030.619	Chemical Biology I (R140), Rokita
030.621	Seminar: Literature of Chemistry (R233), Tovar
030.625	Advanced Mechanistic Organic Chemistry I (R233), Greenberg
030.635	Methods in Nuclear Magnetic Resonance (R300), Tolman
030.677	Advanced Organic Synthesis (R140), Klausen
BIOLOGY	
020.380	Molecular Biology (Mudd 100), Beemon, Moudrianakis, Greider, Zappulla
BIOPHYSICS	
250.685	Proteins & Nucleic Acids (Hodson 305), Bowman/Woodson
DOGEE	
570.442	Environmental Organic Chemistry (Ames 302), Roberts
570.443	Aquatic Chemistry (Ames 234), Stone

ELECTRICAL AND COMPUTER ENGINEERING	
520.345	Electrical and Computer Engineering Lab (Hackerman B17/224), Foster/Ramesh
GENERAL ENGINEERING	
500.401	Research Laboratory Safety (TBA), Kuespert
MATERIALS SCIENCE AND ENGINEERING	
510.601	Structure of Materials (MD202), Cammarata
510.602	Thermodynamics of Materials (BLC5015), Falk
510.611	Solid State Physics (MD214), Poehler
CHEMICAL & BIOMOLECULAR ENGINEERING	
540.415	Interfacial Science with Applications to Nanoscale Systems (Hodson 213), Frechette
PHYSICS AND ASTRONOMY	
171.301	Electromagnetic Theory II (Blbg274/176), Gritsan
171.405	Condensed Matter Physics (Blbg 274), Turner

III. INTERSESSION

January 4 - January 22, 2016

Intersession provides an opportunity for independent study and the offering of specialized short courses. Planning for any Intersession work is left essentially to individual departments and to the student.

Chemistry holds the following mini courses during intersession:

- Machining (required for access to department student shop) given by Physics and Astronomy
Contact: Professor Tobias Marriage, marriage@jhu.edu

Information on course offerings can be obtained from the Registrar. Intersession courses are usually non-credit.

IV. COLLOQUIA AND SEMINARS

The Chemistry Colloquium is an essential part of the graduate program in chemistry. The series includes informal talks by visitors from other universities and industry, as well as our own faculty. It covers a broad range of current interest topics in chemistry, and ***all graduate students are expected to attend.***

In addition, a number of specialized seminars are presented frequently (notices will clearly state whether a talk is part of the Chemistry Colloquium program or is a special seminar). Some of the different types of special seminars that occur are listed below.

- All graduate students are required to present a talk by the end of their third year at the Seminar on the Chemical Literature (030.621) held on Wednesdays at 4:30 p.m. Postdoctoral associates and some faculty members also give seminars. ***Attendance at this Seminar is required for first-year graduate students and expected for all other graduate students.***
- Special Chemistry Seminars, given by visitors hosted by individual faculty members, occur throughout the year.
- Materials Science Seminar - This interdisciplinary program has sponsored speakers from Chemistry, Physics, Electrical Engineering, Mechanics and Materials Science, Geography and Environmental Engineering, and Earth and Planetary Sciences. Notices will appear on the Chemistry bulletin board.
- Biophysical Discussions take place monthly and are informal presentations of research work from biophysical laboratories in the University. Over 20 laboratories participate.

Notices concerning seminars in other departments and the Baltimore-Washington area are posted on the bulletin board next to the Remsen and NCB mailrooms and in the weekly Hopkins *Gazette*. Department seminars are announced on the department's web site, Facebook, and Twitter page.

V. FINANCIAL SUPPORT

Graduate students are guaranteed full tuition remission and a nine-month teaching assistantship in their first year. Support for the nine-month assistantship is set by the department each year; for 2015-2016 it is \$23,874.75. This support is contingent upon normal academic progress (see section X below) and acceptable performance as a teaching assistant. The nine month teaching assistantship is normally

supplemented by a three-month summer salary from the research advisor's grants or from a summer teaching assistantship. Summer support (\$7,958.25) is usually paid at the same monthly rate as the nine month assistantships.

Students in their second and subsequent years normally receive 12-month support in the form of teaching and/or research assistantships, provided normal progress is made towards a degree. Normal progress is defined as meeting course requirements and grade expectations, as well as establishing a research assistantship with a faculty research group. Full tuition remission is also normally provided. All teaching and research assistantships in the department are set at the same rate. A research advisor has the option of using research grants to supplement the stipend of a student who is performing exceptionally well; this can be supplemented up to 15% of the normal stipend level for students in their third and subsequent years. It is the department's expectation that a student accepted into the Chemistry graduate program will join the research group of a faculty member whose primary appointment is in Chemistry. **Students wishing to join a research group outside of the department will be required to transfer from the Chemistry Department's academic program to the academic program of the non-Chemistry faculty member's respective department, according to the rules of their new department.** Students should be aware that transferring may include a change in academic program requirements. Transfers to another academic program must be communicated in writing to the Chemistry Department Chair. In extenuating circumstances, students may join the research group of a Chemistry Department Joint Appointee, but only with approval of the Department Chair.

PAYROLL INFORMATION

All students receiving financial support from the department must follow certain procedures to ensure that payment is made appropriately and in a timely manner. Students should review the guidelines below and direct any specific questions to Kyra Vocci - kyravocci@jhu.edu, 410-516-6840, Remsen 327.

Payment Schedule

Graduate students in Chemistry are paid on a semi-monthly basis. Adjustments to payroll can take 3 to 4 weeks depending upon university processing deadlines.

Graduate Students Receiving Federal Work-Study (FWS)

The Federal Work-Study program enables students to earn money by working part-time on or off campus for a qualified employer.

Students who are receiving Federal Work Study funds must complete all of the appropriate paperwork through the Student Financial Services Office, located in Room 146 Garland Hall. If a student eligible for FWS is hired by a Chemistry faculty member, the student must have their Federal Work Study form signed by Jean Goodwin in the Chemistry Administrative Office.

Students are eligible to work (either FWS or Non-work Study) provided they meet the following criteria:

- US citizen
- Non-US citizen meeting the guidelines for work stipulated by specific visa type.

International Students

International students are usually in the United States as students under one of two visa types: F-1 or J-1. Each of these visa types have certain restrictions and limitations regarding work as indicated below. Additional information on international student work situations can be obtained by contacting the Office of International Students.

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

Phone: 667-208-7001

Fax: 410-516-1018

Email: theworld@jhu.edu

F-1

Students may engage in employment on the campus they are authorized to attend (indicated in Section 2 of the I-20 Form) for a maximum of 20 hours per week during the regular academic year, and up to 40 hours per week during the summer or other officially recognized school break.

J-1

Students may engage in two general categories of employment: (1) Academic training related to his/her course of study and (2) other employment related to academic funding, on-campus work or economic necessity. Although each type of employment has its own unique criteria and regulatory limits, each type does have one thing in common: You **MUST** obtain written approval from the Responsible Officer or Alternate Responsible Officer in the Office of International Student & Scholar Services prior to beginning any type of employment as a J-1 student.

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. Additionally, anyone claimed as a dependent on another's tax return cannot claim federal exemption if their income includes non-wage income and exceeds \$650.00.

Federal form W-4 and the relevant state withholding certificate must be submitted to the Chemistry Administrative Office prior to January 31 of the year in question in order to avoid tax withholding. Nonresident aliens claiming benefits of a treaty exemption in a given year need to re-file Form 8233 or Form 1001.

For additional information, please visit the web-site for the Johns Hopkins University Tax Office, http://www.controller.jhu.edu/depts/tax/about_tax.html.

Chemistry Payment Forms

Students need to complete the following paperwork:

- Chemistry New-hire Form
- Federal Tax Forms
- Maryland (or home state) Tax Forms
- I-9 Form (on line process found at <https://orchid.hosts.jhmi.edu/stujob/I9.cfm>)

The Chemistry New-hire Form and tax forms are provided to new students on the [Graduate Welcome SharePoint site](#) and in their orientation packet. The Chemistry New-hire form should be returned to Jean Goodwin. The tax forms should be completed and submitted to the Student Employment Services Office, located in 72 Garland Hall. This should be done when reporting to this office to complete the in-person requirement of the I-9 process.

Incoming Postdoctoral Fellows will be provided these forms upon arrival in the department by reporting to Kyra Vocci - kyravocci@jhu.edu, 410-516-6840, Remsen 327.

Students must complete these forms **BEFORE** beginning any work in a research group in Chemistry. To ensure that your information is processed in a timely and proficient manner, all forms must be complete. Please allow approximately 2 to 4 weeks processing time before you receive your first paycheck.

Extramural graduate fellowships have been awarded to students from the National Science Foundation, the American Association of University Women, and other sources. Students may be eligible for NRSA training awards. Students are encouraged to consult with their advisors about applying for these awards. Kyra Vocci, Remsen 327, is available to assist in identifying extramural support.

VI. AWARDS AND FELLOWSHIPS

The department makes awards to graduate students in recognition of outstanding academic or research activities. The awardees are chosen by the Student Awards Committee on the basis of nominations from the faculty. The awards and fellowships and recent recipients are given below. Some of these are awarded annually, and others on a periodic basis, depending on the availability of funds.

Sarah and Adolph Roseman Achievement Award – \$1000, in recognition of outstanding research accomplishment in chemistry.

2015 Awardee – David Levine

Ernest M. Marks Award – \$1000, in recognition of teaching excellence.

2015 Awardee – Suzanne Adam

Harry and Cleio Greer Fellowship – one full year support (stipend, tuition, health insurance) plus 10% stipend supplement beginning June 1, 2015, to be awarded to an outstanding advanced-year graduate student.

2015 Awardee – Regina Baglia

Rudolph Sonneborn Fellowship – one full year support (stipend, tuition, health insurance) plus 10% stipend supplement beginning June 1, 2015, to be awarded to an outstanding advanced-year graduate student.

2015 Awardee – Mark Struble

Langmuir-Cresap Research Award – one full year support (stipend, tuition, health insurance) plus 10% stipend supplement beginning June 1, 2015, to be awarded to an outstanding advanced-year graduate student involved in physical chemistry research.

2015 Awardee – Jiawang Zhou

Ada Sinz Hill Fellowship – three months support (25% of stipend, tuition, health insurance) plus a \$1000 stipend supplement beginning June 1, 2015, to be awarded to an outstanding advanced-year female graduate student.

2015 Awardee – Jung Yoon Lee

STANDING COMMITTEES OF THE DEPARTMENT OF CHEMISTRY

The standing committees of the Department of Chemistry are listed below. In general, each committee is responsible for policy development in its area and reports to the whole Faculty. Individual committees meet at the call of their chairpersons, who will be pleased to receive suggestions or requests from students at any time, preferably in writing.

Department of Chemistry Standing Committees 2015-2016

Committee Chair – Underlined

New Graduate Advising Committee

David Goldberg

Art Bragg

Kenneth Karlin

J.D. Tovar

Machine Shop Committee

Paul Dagdigian

Howard Fairbrother

Kit Bowen

Graduate Admissions Committee

Thomas Lectka

Kit Bowen

Justine Roth

Joel Tolman

Student Awards Committee

Kenneth Karlin

Paul Dagdigian

David Yarkony

Director of Undergraduate Studies

Chris Falzone

Visitation Weekend Coordinator

Kenneth Karlin

Director of Graduate Studies

Paul Dagdigian

Student Recruitment Committee

Art Bragg

Howard Fairbrother

Kit Bowen

Safety Officer

David Goldberg

Teaching Assignments Coordinator

Kenneth Karlin

Department Colloquium Coordinator

J.D. Tovar

ACS Student Affiliate Advisor

Bekka Klausen

Seminar on the Chemical Literature Coordinator

J.D. Tovar

REQUIREMENTS FOR CHEMISTRY GRADUATE STUDENTS

Students should pay particular attention to the information and policies given in the following pages. Final interpretation of the rules where they affect a student's standing is the responsibility of the Department Chair and Director of Graduate Studies.

Presented below are links to policies and procedures pertaining to students in the Krieger School of Arts and Sciences. These documents are dynamic and subject to change, yet ignorance of a policy or procedure

is not an acceptable excuse for non-compliance. Students of the Krieger School are encouraged to consult these resources on a regular basis as warranted by their activities.

All applicable policies and procedures of the Graduate Board

<http://homewoodgrad.jhu.edu/academics/graduate-board/>

General Policies

<http://e-catalog.jhu.edu/grad-students/university-policies/>

<http://homewoodgrad.jhu.edu/academics/policies/>

Additionally, the Chemistry Department supports and proactively complies with the Family Educational Rights and Privacy Act ([FERPA](#)). Students accepted in to the department are asked to sign a form waiving the right to inspect and review letters and statements of recommendation, letters regarding application for employment, and/or letters regarding the receipt of an honor on honorary recognition. The value of these letters or statements lies in the writer believing the student will not be privy to their content. All requests for academic records and transcripts should be directed to the Office of the Registrar.

REQUIREMENTS FOR POSTDOCTORAL FELLOWS

Presented below are links to policies and procedures pertaining to postdoctoral fellows in the Krieger School of Arts and Sciences. These documents are dynamic and subject to change, yet ignorance of a policy or procedure is not an acceptable excuse for non-compliance. Postdocs of the Krieger School are encouraged to consult these resources on a regular basis as warranted by their activities.

General Policies

<http://postdoc.jhu.edu/postdoc-info/handbook/policies/>

Postdoctoral Fellow Rights and Responsibilities

<http://postdoc.jhu.edu/postdoc-info/handbook/policies/#rights>

Postdoctoral Fellow Appointment Adjustment, Renewal, Probation, and Termination Policy

<http://postdoc.jhu.edu/postdoc-info/handbook/policies/#appointment>

I. PLACEMENT EXAMINATIONS

Entering graduate students must pass a basic requirement in each of three areas of chemistry: Organic, Inorganic, and Physical. The purpose of this requirement is to ensure sufficient background for graduate coursework and further research.

Students may meet this requirement by either:

- Passing a placement examination in each area, or
- Passing an undergraduate course deemed appropriate by the Advising Committee with a grade of at least a B- or higher, or
- Passing the final exam in the same course with a B- or higher, or
- Retake the placement exam at the end of January and at the end of May, if needed.

All students will take placement examinations upon arrival in the department for the purpose of guiding advising on courses. If all exams are passed, then the student will be advised on appropriate graduate courses in conjunction with their research interests. If the student fails one or more placement exams, the requirement for this subject must be fulfilled by one of the options indicated above. The student determines the choice among the options above after consultation with the Graduate Advising Committee.

Failure to meet the above requirements by the end of the first year will lead to termination from the program. However, under exceptional circumstances, a student may have a faculty member (usually their research advisor) sponsor an appeal to the Director of Graduate Studies, justifying why he/she should be offered an extension and offering a new strategy to guarantee that they will address their weaknesses.

II. ADVISING

After the placement exams, first-year students will determine a course program in consultation with the New Graduate Student Advising Committee. One member of the committee will assign the course program and function as the student's advisor until a research supervisor has been agreed upon. After the initial advising session, course programs will be submitted to the Director of Graduate Studies for final approval.

III. FACULTY SEMINARS

A special seminar series will take place in September/October for incoming graduate students. Individual faculty will present a short synopsis of their research. **Attendance is mandatory for first-year graduate students.** The subject matter that will be addressed should prove helpful when choosing a research advisor.

IV. COURSE REQUIREMENTS

The course requirements are as follows:

- Minimum Course Requirements. Each student must take eight one-semester courses. In addition, students are required to participate in the Seminar on the Chemical Literature series ([see Colloquia and Seminars](#)) and Research Laboratory Safety, EN.500.401 ([see Safety Training](#)). The courses taken in the Chemistry Department must have course numbers at the 400 level or above, and the courses taken in departments outside the Chemistry Department must be of graduate level (generally in the 300 or greater series). The course schedule for the student's first semester is determined in consultation with the New Graduate Student Advising Committee (discussed in II. above). Thereafter his or her research advisor must approve the student's schedule. It is the responsibility of the student and his or her research advisor to plan a schedule of courses that will best prepare the student both for oral examinations and for research.
- A student is expected to complete four courses each semester of the first year. In special cases the Academic Standing Coordinator may approve a three-course load for one of the semesters.
- Credit for a course may always be obtained by special examination. The Academic Standing Coordinator is also empowered to reduce the minimum course requirements for exceptionally well-prepared students.

- International students, who need to improve their oral communication skills in the English language, must register for the English Language Courses for International Teaching Assistants during their first year in graduate school. Students recommended for these courses must complete all recommended courses. **Non-compliance could result in loss of financial support.**
- KSAS postdoctoral fellows, graduate students, and undergraduate students who are involved in research and receive funding from NSF or who receive Fellowship support from the NIH are required to receive the in-person education and training in the Responsible Conduct of Research (RCR). The trainee is expected to register for and complete the RCR in-person course during the period in which he/she is funded by the aforementioned grants (course number: AS.360.625). 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.

In order to be in compliance with the training obligation, students are asked to complete this course during the first year of graduate study.

Graduate students and postdocs need to register in-person with the graduate registrar (Garland Hall). A full description of the course and the policy is posted here: <http://homewoodgrad.jhu.edu/professional-development/#rcr>

V. RESEARCH SUPERVISORS

The choice of a research supervisor is probably the most important decision made during graduate school. The Department requires that each student speak to at least three faculty members about their research and obtain their signatures on the Advisor Agreement Form provided by the departmental office before choosing a supervisor (see sample form on [the last page of handbook](#)). In addition to this, special seminars will take place in the evening, at which each faculty member will present a 20-minute synopsis of their research program. **These sessions are scheduled at 7:00 p.m. in Remsen 233 during September (pizza and soda provided).** Exact dates are decided in early September and available on the department web site at <http://www.chemistry.jhu.edu>. **Attendance is mandatory and will be taken.**

After careful deliberation, the student may make his/her decision and hand in the Advisor Agreement Form (available on [department website](#)) to the **Department Chair no later than December 31st for fall entrants and May 15th for spring entrants, unless special permission from the Academic Standing Coordinator is obtained.**

Besides the research seminars and direct talks with professors, there are several other sources of information concerning a faculty member and his or her work. Published papers or recent reprints by the professor, contact with him or her in a course, and discussions with students and post-docs (both within and outside the professor's own group) will each provide a different kind of information. It is important to recognize that impressions available from different sources will often be contradictory. It is, therefore, imperative that students have an accurate picture of the alternatives. By waiting until the last few weeks before the deadline, a student may find that he or she must make a decision on the basis of severely limited information.

It should be kept in mind that the choice of a supervisor is a mutual one on the part of the student and the professor. For various reasons (including planned sabbatical leaves, financial pressures, etc.) a professor may wish to limit the number of students he or she accepts. Students should plan to investigate this possibility early in the academic year with any professor whose research group they might wish to join.

Finally, although the initial choice of a supervisor is usually permanent, changes can be (and have been) made. All parties concerned should be consulted, including the Department Chair.

NOTE:

It is the department's expectation that a student accepted into the Chemistry graduate program will join the research group of a faculty member whose primary appointment is in Chemistry. Students wishing to join a research group outside of the department will be required to transfer from the Chemistry Department's academic program to the academic program of the non-Chemistry faculty member's respective department, according to the rules of their new department. Students should be aware that transferring may include a change in academic program requirements. Transfers to another academic program must be communicated in writing to the Chemistry Department Chair. In extenuating circumstances, students may join the research group of a Chemistry Department Joint Appointee, but only with the approval of the Department Chair.

VI. RESEARCH PROPOSAL, DEPARTMENT ORAL, GRADUATE BOARD ORAL

The Department and Graduate Board Orals should be taken before the end of the second academic year ([see Time Limits](#)).

The Department Oral must be passed before the Graduate Board Oral. Only two attempts to pass the Department Oral will be permitted. The Department Oral Examining Committee is made up of three Chemistry faculty members. One must be the student's research supervisor. The others are typically the student's thesis committee, however, alternative faculty may participate if needed.

Although the major part of the Department Oral is concerned with the student's knowledge of Chemistry, part of the Department Oral is an examination on the Research Proposal. The Research Proposal should be written in the style of a proposal for a research grant to the National Science Foundation or National Institutes of Health. It should contain a historical introduction, a clear statement of the problem, an outline of how the problem will be solved, and a description of what progress the student has made, all with the appropriate literature documentation. Copies are to be given to the members of the examining committee at least one week before the Department Oral. If the examiners find the proposal to be inadequate, they may request postponement of the oral until the student prepares a better proposal.

Students leaving the Ph.D. program, but taking the Department Oral to receive a terminal masters, are not required to submit a formal research proposal, but can submit a summary of the research accomplished. As part of the oral exam process, they will need to demonstrate a general knowledge of chemistry.

The examining committee on the Graduate Board Oral consists of five faculty members, with two or three of them from outside the Chemistry Department. Representation outside the Chemistry Department depends in part on the student's "minor" interests. The purpose of the Graduate Board Oral is to ensure that the student has a comprehensive understanding of both their major and "minor" subjects. The Board Committee may impose a range of requirements (e.g., additional course work, or re-examination in specific or general subject areas) if it finds deficiencies in the student's preparation.

There are three submission dates for submitting Graduate Board Oral's paperwork to the Graduate Board. The schedule is given in the "Important Dates" section. **It is advisable to complete the orals as soon as possible, but before the end of the second academic year.**

VII. ORALS BOARD MEMBERS

Department Oral Exam

The Departmental Oral Exam will be scheduled by the Chemistry Department in consultation with the student's research advisor and the student. Students will be informed of the time and date of the exam at least three weeks in advance. Permission from the Director of Graduate Studies must be obtained to alter the exam date.

Graduate Board Oral Exam

Graduate students should submit the Graduate Board Examination Form available on line at <http://homewoodgrad.jhu.edu/academics/graduate-board/policies-and-forms/> to Jean Goodwin **four weeks in advance of the proposed time and date of the exam.** The student, together with his or her research supervisor, must submit the names of eight professors (4 internal/4 external) as possible examiners. The names should be submitted along with several proposed meeting times and dates to the Jean Goodwin in Remsen 138. It is very helpful to have someone whose course you have taken and in which you have done well.

Members of the Graduate Board Oral Examination Committee are approved by the Department Chair and forwarded by the Chair to the Graduate Board. **Although consultation with candidates and their faculty advisors regarding possible exam committee members is appropriate, graduate students are not permitted to seek out, contact, or select committee members.**

Permission of the Director of Graduate Studies is necessary to postpone taking the oral examinations beyond the end of the second year. See back of handbook for the Oral Exam Deferral Form.

VIII. GRADUATE STUDENT THESIS COMMITTEE

A student's Thesis Committee (consisting of the student's advisor and two additional Chemistry faculty) will be formed during the Spring semester of the student's first year. These faculty members will help guide the student through his/her thesis research and usually constitute the members of the Department Oral Exam, as well as Graduate Board Oral Exam and thesis defense. As thesis research progresses it may be advantageous to change the members of the thesis committee. This can be done at any time with the thesis advisor's permission and by submitting the Change in Thesis Committee Form found at the back of the Handbook.

Beginning at the start of each student's fourth year, he/she will write a 1-2 page annual report, approved by his/her advisor, to be submitted to the Thesis Committee, with a copy to the Chemistry Department Office to keep on file. This report will consist of (1) a summary of research accomplishments in the past year and (2) a discussion of future directions. The student will receive a written response to this report from the Thesis Committee. These annual reports must be submitted to the Thesis Committee by October 1 of each year.

IX. DISSERTATION AND SEMINAR

At some point in the student's research career it will be decided, by mutual agreement with his or her research supervisor, that the new and original results and interpretations are sufficient to constitute a Ph.D. dissertation. The student then undertakes the organization of the material and writing of the thesis. This document must be read and approved by the supervisor and a second referee; both must declare that the work is publishable.

At the Dissertation Seminar, the student presents and defends the results of his or her thesis research in an hour-long seminar. The seminar must be advertised at least one week in advance (**posted announcement**) and is open to anyone. The seminar is official if attended by his research supervisor, second reader, and one representative from outside the Department or from within the Department but outside the major area of the candidate. The Department Chair must approve the examiners. Please contact Jean Goodwin for additional information regarding defense and graduation paperwork and procedures.

There are special regulations concerning the preparation of dissertations. A list of the current regulations, as well as information regarding the electronic submission process, can be obtained from the Chemistry Office, Remsen 138 or on the Library's website: <http://guides.library.jhu.edu/content.php?pid=450528&sid=3691622>.

X. ACADEMIC STANDING

The Director of Graduate Studies has the responsibility of monitoring students' records to determine their academic standing. In all cases of unsatisfactory performance, recommendations of the Director will be discussed and perhaps modified at a meeting of the full faculty before implementation. If there are no other deficiencies, a grade average of B is considered adequate. Every student still engaged in coursework will receive a letter each semester stating the faculty's judgments of his or her academic standing.

In cases in which academic standards have not been met, this letter will state the conditions which must be satisfied in order to avoid dismissal at the end of the next semester. **In addition, students in these situations are required to meet with the Department Chair as well as with the New Graduate Student Advising Committee to discuss their options and to clarify what is expected of them.** Instances of major deficiencies may result in academic probation and/or dismissal.

The conditions, which may be imposed, include, but are not limited to, the following:

- A specified minimum grade average in a program approved by the Academic Standing Coordinator.
- That a student passes the Graduate Board Oral Examination by a specific date.
- That satisfactory progress in research is made.

- That teaching performance is improved.

Once the student has completed coursework and advanced to the Graduate Board Oral, it becomes the responsibility of the research mentor to monitor the student's progress towards a degree. Faculty members use different means to accomplish this, for instance, periodic written reports, and oral presentations of research results or informal discussions. A student can expect the mentor to provide an evaluation of his or her scientific development as well as progress toward completion of the dissertation work. Annual input from the student's Thesis Committee beginning in his/her fourth year of study ([see Section VIII above](#)) can also be useful.

XI. TIME LIMITS

There are time constraints at three points in a student's graduate career: the beginning of research; the taking of the Graduate Board Oral Examination; and the completion of graduate work. The following time limits will be administered with sensitivity to the differences in backgrounds and circumstances of our students:

- Permission is necessary to postpone signing up with a research supervisor later than December 31 (fall registrants) or May 15 (spring registrants) of a student's first year.
- Written permission is necessary to postpone taking the oral examination beyond the end of the second academic year. A sample letter is provided at the back of this handbook.

All graduate students will receive an academic progress report from the Department Chair outlining program requirements, deadlines, and completion status. The reports will be sent via email after each semester until all requirements have been met.

XII. REQUIREMENTS FOR THE M.A. DEGREE

- The department does not usually accept into our graduate program students who are solely interested in a master's degree. For those special cases in which admission for master's study is granted, entrance standards and requirements are the same as for Ph.D. candidates. The M.A. degree can be obtained as an intermediate degree on the way to the Ph.D. or as a terminal degree by students who begin our Ph.D. program and find that they do not wish to complete a full Ph.D.-level dissertation project.
- Course requirements for the M.A. are the same as for the Ph.D. program. The Academic Standing Coordinator will monitor students' performance in formal courses to determine academic standing and make appropriate recommendations to the full faculty, as is done for Ph.D. students.
- Satisfactory performance is required on a departmental oral examination administered by three members of the Chemistry Department appointed by the Chair. The oral exam can cover materials covered in courses that the student has taken, as well as independent research carried out by the student. Procedures for scheduling and administering the exam are the same as for the Departmental Ph.D. oral exam. The result of the oral should be given in writing to the Department Chair by a designated member of the examining committee.
- Research experience is considered to be an integral part of the M.A. degree. Accordingly, the departmental oral examination cannot be taken before the spring semester of the student's second year, after the student has had some research experience in our department. Exceptionally well prepared students can petition the Academic Standing Coordinator to take the exam earlier.

- Students leaving the program before the completion of a Ph.D. dissertation must provide to their faculty advisors complete information and documentation on the research that they have carried out.

XIII. TEACHING REQUIREMENTS FOR GRADUATE STUDENTS

All students are required to participate in the teaching of undergraduates for at least one year, usually during their first year. The load amounts to approximately seven hours of laboratory instruction or its equivalent per week. The seven hours include preparation as well as contact. All incoming students are required to attend the school's TA orientation/training session held on **Tuesday, August 25th** in Hodson Hall from 8:30am – 1:00pm.

Students are not required to teach after their first year, but may be supported by teaching assistantships as well as research assistantships and fellowships. Each year students should consult with his and her research advisor as to what source of financial support will be available.

A Departmental Teaching Assignments Coordinator has the continuing responsibility to assess individual teaching jobs with respect to the actual workload, to try to keep fair the total amount of graduate teaching, while providing the faculty with enough suitable teaching help. Assignments of teaching duties are made in September of each year for the Fall semester and in January for the Spring semester.

Second-year and more advanced students requiring teaching assistantships will be asked to submit their teaching preferences to the Teaching Assignments Coordinator via the Department Administrator. All statements of preference will be carefully considered.

XIV. VACATIONS FOR CHEMISTRY GRADUATE STUDENTS

The following policy applies to all students in residence who are receiving support for either a teaching or research assistantship:

In all cases, students must clear any vacation plans with their course instructor or research supervisor well in advance. Students may take up to two calendar week's (10 days) vacation per year exclusive of days when the offices of the University are officially closed for national holidays and exclusive of days devoted to job interview trips or other professionally related activities **with the approval of the research supervisor**. The two-week total need not be taken at one time, but can be spread throughout the year. Vacations cannot be accumulated from one year to the next and students should not contemplate absences near the terminal stages of their dissertation work. In special circumstances longer vacations can be approved by individual research supervisors, but periods over three continuous weeks could result in leave without pay. It should be noted that it unusual (and unwise) for someone to use their vacation time prior to signing up with an advisor. And, time off has to be approved by the instructor for their TA assignment. It is hoped that students will be prudent and establish themselves prior to utilizing all their vacation time.

XV. TRAVEL REGISTRY

The university strongly recommends that anyone traveling abroad **on university-related business** record all itineraries and other information on the Johns Hopkins International Travel Registry. Registration of

your trip will make it far easier for Johns Hopkins to contact and support you in the event of a natural disaster, political unrest or other emergency situation.

The registry is easy to use, allowing the user to record flight information, length of stay, accommodations and in-country contacts, among other data. When they submit their travel plans, registered travelers also receive assistance with pre-travel preparations, including fast facts and notifications about the destination country, information about known risks and prevention measures. An advisory packet, sent to the traveler by email, includes up-to-date information such as food and water risks (for example, the safety of tap water), vaccinations required, the level of medical care available, conflicts in the region, natural hazards, cultural issues and other relevant items. Once your travel starts, you can make any necessary updates to your itinerary or other information by logging into the site remotely.

There are two ways to create a travel account on the registry and get started: Log into the “myJHU” portal, click on “myApps” on the left, and then click on “Travel Registry.” Alternatively, click [here](#) and then click on “Registry.”

All information provided is held securely, with only name, email, phone number and itinerary passed on to International SOS. No personal details will be shared with other parties.

XVI. LEAVE OF ABSENCE

A leave of absence refers to and is limited to students who are forced to withdraw temporarily from graduate work due to reasons beyond their control, such as illness, military service, financial exigency, or pressing personal reasons justifying an interruption of the degree program. The period is regarded as an approved break in study. Students can find the Leave of Absence Form online at <http://homewoodgrad.jhu.edu/academics/graduate-board/policies-and-forms/>.

To be eligible for a leave of absence, students must be in good academic standing. In the case of a leave of absence, this includes maintaining a satisfactory grade level (B or above), satisfactory progress in research through joining a research group, and satisfactory progress in teaching through feedback from course instructors for teaching assignments.

When returning from leave of absence, a graduate student must complete and submit the Application to Return from Leave of Absence before registering for classes (this form can be found at <http://homewoodgrad.jhu.edu/academics/graduate-board/policies-and-forms/>). The form must be accompanied by a letter that explains what progress has taken place in the student’s absence that would enable him/her to be successful upon return. Please see application for further instructions.

Important —the failure of a student to register without obtaining an approved leave of absence or nonresident status will result in the student status being “withdrawn.” Students considered to be withdrawn must be formally readmitted before resuming a program of study.

Parental Leave

The Chemistry Department follows NIH leave policy:

Sick leave and other leave. Trainees and fellows may continue to receive stipend/wage for up to 15 calendar days of sick leave per year. Under exceptional circumstances, sick leave may be used for medical conditions related to pregnancy and childbirth.

Parental Leave. Students, trainees and fellows may receive stipends for up to 60 calendar days (equivalent to 8 work weeks) of parental leave per year for the adoption or the birth of a child. Either parent is eligible for parental leave. The use of parental leave must be approved by the Director of Graduate Studies and faculty advisor.

Students should notify their advisor in a timely manner when requiring sick leave and should provide medical documentation when appropriate. Students should also notify their advisors well in advance when planning parental leave.

Family resources for students and postdoctoral fellows can be found on the Graduate and Postdoctoral Affairs website - <http://homewoodgrad.jhu.edu/student-services/family-resources-for-students-and-postdoctoral-fellows/>

XVII. GRIEVANCES

The relationship between a graduate student and his or her research supervisor, other faculty, as well as other graduate and undergraduate students, carries many expectations and responsibilities for all parties concerned and requires attention to norms of professional behavior. Occasionally errors or abuses occur that compromise the integrity and successful functioning of these relationships. These occurrences are generally rare but it is essential when they arise that the persons involved take the responsibility to talk with each other early and openly to identify and resolve the situation. Prompt resolution at this level is clearly the most desirable outcome. However, should this effort fail, the next step should be to seek the advice and help of the Department Chair. Finally, should satisfactory resolution of a problem prove unattainable, a formal grievance may be filed by following the school's published grievance policy located at <http://grad.jhu.edu/downloads/Homewood%20Grievance%20Policy%202012.pdf>.

XVIII. PROBATION AND DISMISSAL

If it is determined that a graduate student has failed to meet minimum academic or graduate assistant (research assistant or teaching assistant) requirements, he/she may be placed on probation. The student will be notified of his/her academic or graduate assistant shortcomings, the corrective measures necessary to remain in the program, and the length of the probationary period. At the conclusion of the probationary period, the program has the following options: (a) remove the student from probation, (b) extend the probationary period, or (c) dismiss the student. Please note that a student may be dismissed without formal probation period under certain circumstances.

For the most up to date policy on probation and dismissal, please visit the Graduate Affairs website - <http://homewoodgrad.jhu.edu/academics/policies/>

XIX. GRADUATE STUDENTS ON GRANTS OR FELLOWSHIPS

The University does not withhold taxes on scholarship/fellowship payments provided as a stipend. The student is responsible for making Federal and Maryland (or your home state) estimated tax payments. Scholarship or fellowship grant payments made to U.S. citizens and resident aliens are not reported on a

form W-2 or Form 1099. Please visit the Controller's Office website (<http://finance.jhu.edu/>) for further information.

XX. IMMUNIZATION (University Policy)

Immunizations required of all students:

- Two doses of MMR vaccine (Measles, Mumps, Rubella combined) OR Measles vaccine (two doses) AND Mumps vaccine (one dose) AND Rubella vaccine (one dose). These vaccines must be given on or after your first birthday. Antibody blood titer tests will be accepted as proof of immunity in lieu of the above vaccinations.

Screening for tuberculosis:

- Have you ever spent four consecutive weeks or longer in any of the following areas with a high incidence of tuberculosis as defined by the World Health Organization?
 - Africa- All countries except Egypt
 - Asia/Southeast Asia/Pacific Island-All countries
 - North, Central & South America-Argentina, Belize, Bolivia, Brazil, Colombia, Dominican Republic, Ecuador, El Salvador, Guatemala, Guyana, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, St. Vincent & the Grenadines, Suriname, Trinidad and Tobago, Uruguay, Venezuela
 - Europe-Belarus, Bosnia-Herzegovina, Bulgaria, Estonia, Latvia, Lithuania, Moldova, Poland, Portugal, Romania, Russian Federation, Serbia, Ukraine, Yugoslavia
 - Middle East- Afghanistan, Armenia, Azerbaijan, Bahrain, Bangladesh, Bhutan, Iran, Iraq, Kazakhstan, Kuwait, Kyrgyzstan, Pakistan, Qatar, Tajikistan, Turkey, Turkmenistan, Uzbekistan, Yemen

An alphabetical list of high prevalence countries can also be found on the Student Health and Wellness website.

- IF you qualified, screening is to be obtained within 6 months of your arrival on campus. If you have a history of a positive PPD skin test, you do not need another PPD skin test. Instead, you will need to submit a report of a normal chest x-ray. You may get a blood test (Tspot or Quantiferon Gold) for TB screening as well. See directions on the SHWC website or health form.

Procedures

All graduate students, postdoctoral fellows, visiting students and visiting scholars are required to meet the University's pre-entrance health requirements and provide proof of immunity to certain communicable diseases prior to registration. Before arriving at Johns Hopkins you will need to download, print and send the Student Health & Wellness Center a paper copy of your immunization information signed by your health care provider AND enter the information into your electronic health record using the SH&WC web portal.

For more detailed information and instructions for completing these requirements, please visit the Student Health & Wellness Center (SHWC) website at <http://studenthealth.johnshopkins.edu/under/HealthRequirements>. The due date for submitting all forms is JULY 15, 2015, and anyone who fails to comply with these requirements will not be eligible to register for classes or use the on-campus Student Health & Wellness Center. If it is determined that you require any vaccines or screening tests, they can

be administered at the Student Health & Wellness Center. However, you will be required to pay an \$100 Health Form Completion Fee plus the cost(s) of each vaccine administered or any antibody testing needed to determine immune status. Those who have the university insurance plan can receive the needed vaccines at no cost, but antibody testing is not covered by the plan.

Please direct any questions regarding these pre-entrance health requirements to the Student Health & Wellness Center at 410-516-8270. All graduate students will have a SHWC Alert applied to their ISIS account which blocks you from registering for classes until the pre entrance health requirements are completed.

XXI. HEALTH INSURANCE

The University will pay the cost of individual health insurance FOR ACADEMIC YEAR 2015-2016 in full. Students must sign up for the insurance online at Consolidated Health Plans' website www.chpstudent.com/jhu 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.

If you have any questions in reference to the insurance requirement, feel free to contact [Stephanie White](#), Assistant Registrar, Student Insurance, at 410-516-8079 or swhite67@jhu.edu.

For information regarding health insurance services and benefits available to postdocs, please visit the JHU Postdoc Website - <http://postdoc.jhu.edu/postdoc-info/handbook/services/>.

XXII. ORGANIZATIONS

Graduate Representative Organization (GRO)

Chair: Becky Fallon

Co-Chair: Dotun Opasina

Office: Levering Hall 115-C

Phone: 410-516-7682

E-mail: gro@jhu.edu

Web site: <http://gro.jhu.edu/>

GRO Guide: <http://www.groguide.org/>

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.

The GRO recognizes a number of student groups whose missions are to benefit or service Homewood graduate students. For a list of groups, please visit their website - <http://gro.jhu.edu/clubs/listing/>.

Chemistry Student Liaison Committee

The Chemistry Student Liaison Committee is a group of Chemistry graduate students that provide assistance in organizing events that will foster the growth of social networking/interactions within the Chemistry Department and the Johns Hopkins Community. These events include monthly social hours

(happy hours), the annual golf tournament and organizing the Roseman Graduate Student-Hosted Symposium. The Committee also provides assistants with department organized events, such as the graduate student recruitment weekend. If you would like to participate in these activities please contact the Student Liaison Committee at slc@jhu.edu.

Student Safety Committee

All students are encouraged to become members of the department's Student Safety Committee. This committee is charged with identifying best practices, self-auditing to ensure safety compliance, and meeting to share ideas on creating a safe work environment. Students interested in joining this committee should contact Justin DeFrancisco at jdefran2@jhu.edu.

NOBCChE

The National Organization for the Professional Advancement of Black Chemist and Chemical Engineers (NOBCChE) is an interdisciplinary graduate student organization comprised of science, technology, engineering and mathematics (STEM) majors. NOBCChE at JHU strives to enhance the scholarly and professional development of graduate students, as well as post-docs, through networking, seminars, forums, workshops, and other social events. The primary goal of the organization is to enable and assist minorities in realizing their full potential as leaders and pioneers in STEM fields.

Contact: Blessing Deeyaa, bdeeyaa1@gmail.com

Website: <https://www.facebook.com/groups/JHUNOBCChE/>

Postdoctoral Association

The Johns Hopkins Homewood Postdoctoral Association was formed in 2007 to promote the thriving community of postdoctoral scholars at Johns Hopkins University. There are nearly 200 postdocs across all the disciplines in the Whiting School of Engineering and the Zanvyl Krieger School of Arts and Sciences. This association was conceived to foster a sense of community, to provide support and information, and to offer resources for career and personal development for all postdoctoral scholars. The postdoctoral association is administered by postdocs, and supported by the JHU administration to provide postdocs with an exceptional scholarly and personal experience during their tenure at Hopkins. The association also strives to create a stronger sense of community through an email listserv, web site, and social activities. For more information, please visit <http://postdoc.jhu.edu/association/>.

XXIII. JHED

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. **All JHU students are encouraged to use this directory and to provide members of the Hopkins community with current and complete address data, including preferred e-mail addresses at the intranet level. All notices sent from the Chemistry department will be sent to your JHED address. Students preferring their mail delivered to a different mail client are responsible for setting up a "forward" from JHED.**

Your JHED ID - This is your login (LID) to most Hopkins Web sites, including the myJH portal (<https://my.jhu.edu>), home of the Johns Hopkins Enterprise Directory. This LID typically includes the first letter of your first name, your last name or part of your last name, and one or more digits. Your JHED LID is a maximum of 8 characters.

Your Hopkins ID – This unique ID is used to identify students in ISIS (the Integrated Student Information System which is used for Registration and Billing) at <http://isis.jhu.edu/>. Once you have logged into ISIS Self-Service, your Hopkins ID is located at the top of the screen. Class rosters will use your Hopkins ID and most Hopkins forms (such as your health forms) will ask for it.

XXIV. JOB SEARCH AND EMPLOYMENT ASSISTANCE

In order to assist students in obtaining employment outside the University, the departmental administrative office posts job announcement on the bulletin board outside of the main office in Remsen. These notices are designed to be used by students to identify potential employment opportunities. Announcements are kept for an extended period of time to provide examples of agencies and organizations that have had job openings in the past. Students may call the agency or organization to inquire about other opportunities.

Additionally, a job posting/resume service for chemistry positions is available online at <http://www.aftercollege.com/career-networks/johns-hopkins-university/department-of-chemistry/>.

The University offers a service to students about to graduate or have already graduated through the Office of Career Planning & Development. The Office of Career Planning and Development is the career center for the Krieger School of Arts & Sciences and the Whiting School of Engineering. They offer full services to current students and alumni up to two years after graduation who are matriculated in degree programs or who have received a degree from either of these two schools. Alumni of the Krieger School or the Whiting School who are beyond two years of graduation may use selected services.

Career Center

Garland Hall, 3rd Floor

410-516-8056, career@jhu.edu

www.jhu.edu/careers/

Individual advising available by appointment.

JHU Connect - <https://connect.jhu.edu/>

There are 186,000 alumni and 20,000 students out there. Johns Hopkins Connect is bringing us all together.

Alumni Directory

Available only to alumni, the directory allows you to access biographical information about our community members with a dynamic and easy to use search. Log in and update your profile to choose your customized privacy settings.

Career Networking

Available to students and alumni, the career network provides basic a safe and secure way to contact each other for career advice, job postings, and social interaction.

INTERNATIONAL STUDENTS

I. OFFICE OF INTERNATIONAL SERVICES

358 Garland Hall

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

Phone: 410-516-1013

Email: theworld@jhu.edu

All international students, fellows and visiting scholars, regardless of sponsorship, **are required upon arrival** to visit the office of International 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 Services.

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:

<p><u>Social Security Office</u> Rotunda, 711 W. 40th Street, Suite 415 www.socialsecurity.gov</p>	<p><u>Internal Revenue Service</u> Fallon Federal Building, 1st Floor 31 Hopkins Plaza. http://www.irs.gov/</p>
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Questions can be directed to the Tax Office 443-997-8688

tax@jhu.edu

http://www.controller.jhu.edu/depts/tax/about_tax.html

II. STUDENT VISA INFORMATION

The Office of International Services (OIS) assists all international students who have been accepted for full-time graduate study. Upon admission to the University international graduate students will be contacted by OIS to verify that they have adequate financial resources to meet the costs of living and graduate study in the United States. Following this verification and a review of the graduate student's application for proof of proficiency in English (TOEFL or IELTS score), international students will be sent the appropriate Certificate of Eligibility. International graduate students will also receive instructions for filing a visa application, and general information to prepare them for study in the United States.

The Office of International Services at Homewood is responsible for issuing I-20 forms for the Homewood based graduate programs. Once KSAS graduate students have been enrolled through ISIS, OIS will send a message asking the student to complete an electronic form with supplemental information. When a student has submitted all required documentation, the request for an I-20/DS-2019 should be processed within 3 weeks. Please allow at least that amount time before contacting the Office of International Services for an update. They will not respond to inquiries on the status of your I-20 that are submitted before 3 weeks have passed. If a student is transferring to Johns Hopkins from another U.S. institution in which he/she holds F-1 status, OIS cannot complete the new I-20 until after the student's SEVIS record is released. Please be sure to complete and submit the Transfer In Form which is on the website at [http://ois.jhu.edu/Immigration and Visas/F1 Student/F-1%20Forms/Transfer In Request.pdf](http://ois.jhu.edu/Immigration%20and%20Visas/F1%20Student/F-1%20Forms/Transfer%20In%20Request.pdf). This form is needed only from students transferring from another U.S. school.

Students must set up an EshipGlobal shipment to receive their I-20 or DS-2019. OIS requires express shipment of any forms sent to an address outside the U.S. Information on EshipGlobal is found at [http://ois.jhu.edu/Immigration and Visas/For New Students and Scholars/Express%20Shipping%20through%20EShip%20Global/](http://ois.jhu.edu/Immigration%20and%20Visas/For%20New%20Students%20and%20Scholars/Express%20Shipping%20through%20EShip%20Global/).

International students are responsible for managing their immigration status, including eligibility for Optional Practice Training (OPT). Students should refer to the following website for guidance - [http://ois.jhu.edu/Immigration and Visas/F1 Student/Employment With F1/Optional Practical Training/](http://ois.jhu.edu/Immigration%20and%20Visas/F1%20Student/Employment%20With%20F1/Optional%20Practical%20Training/)

III. ENGLISH PROFICIENCY

Johns Hopkins University requires graduate students to have English proficiency for their course of study. Graduate students must be able to read, speak, and write English fluently upon their arrival. Successful study demands understanding oral lectures and taking comprehensive notes during lectures. Applicants whose native language is not English must submit proof of their proficiency in English before they can be offered admissions and before a visa certificate can be issued. Johns Hopkins prefers a minimum score of 600 (paper-based) or 250 (computer-based) or 100 (internet-based) on the Test of English as a Foreign Language (TOEFL) and for the IELTS a bandscore of 7. The Graduate Admissions Office requires original copies of all results.

IV. SOCIAL SECURITY CARD

Applications for social security cards can be obtained through the OIS. Please visit their office (358 Garland Hall) for applications and instructions.

V. INTERNATIONAL GRADUATE STUDENT BRIDGE PROGRAM

Studying in a foreign country can be both challenging and exciting. International students often experience a period of cultural adjustment when they first arrive to the United States and Johns Hopkins University. The Graduate Affairs and Admissions Office in collaboration with various offices on the campus launched the International Graduate Student Bridge Program to better support this transition process for new international graduate students.

For more information, please visit - <http://grad.jhu.edu/admitted-students/new-international-students/>

DEPARTMENTAL FACILITIES

I. OFFICE — MAIL — KEYS

Chemistry Office: Remsen 138, ext. 6-7429, New Chemistry Bldg. 212, Ext. 6-7432

Hours: 8:30 a.m.—5:00 p.m. — Monday through Friday

Mail: When a faculty advisor is identified, your mailbox will reside in the building housing his/her research group. Students will initially be assigned a mailbox in Remsen 127. Mail is delivered to Remsen 127 and the New Chemistry Bldg. Room 105 daily. Packages sent via courier services are delivered to the Remsen stockroom SB30; packages are normally ready for pickup by 1pm daily, although the provides a delivery service. Students should arrange to have personal mail, magazines, and newspapers sent to their home address.

Keys: New students may pick up keys in Remsen SB27, which will give them access to the outside and mailroom doors in Remsen and the New Chemistry Building. **Also, the keys will allow access to shipping/ice maker SB21 and the graduate student lounge Remsen 313. The lounge has a refrigerator with an ice maker, microwave, lounge chairs, coat racks, and study space, which includes a computer with internet access.** Other keys will be issued when faculty approval is presented in writing or by email to the Facilities Manager in Remsen SB27. Students are responsible for returning keys to the Facilities Manager when leaving the department.

UNIVERSITY KEYS MUST NEVER BE DUPLICATED!

II. COPY MACHINES

The copy machines are located in the in the mailrooms of Remsen and NCB, as well as in the main office of Remsen Hall. Personal use of the department copy machines is not allowed. Large copying jobs require the approval of your faculty advisor.

III. PROJECTORS

Several projectors are available in the main office in Remsen. Students, postdocs and faculty are required to sign out each projector. The sign out sheet is also located in the main office and requires the person's full name and lab affiliation. Projectors should be returned within 48 hours, unless an alternative has been discussed with the main office.

IV. POSTER PRINTING

The Chemistry Department has a 36" poster printer available in the main office in Remsen. Posters for instructional purposes will be charged to a department account. For research purposes, the charge will be \$5 per foot (for example, if a poster is 36x48", the department would charge \$20).

If you would like to have a poster printed, please email a PDF with the correct dimensions to John Kidwell (jkidwel3@jhu.edu). Since the printer paper is 36" wide, one of the dimensions of your poster must be 36". If the poster is for instructional purposes, please provide the instructor's name and course number in your request. If the poster is for research purposes, please provide your group name and the budget number you would like the poster to be charged to.

V. STOCKROOM

The stockroom is located in the sub-basement of Remsen Hall in room SB30. It carries research supplies needed by the chemistry department and some computer, electronic parts and office supplies. Adjacent related rooms include a gas cylinder storage room (SB22), shipping and receiving room (SB21). The stockroom is open weekdays from 8:30 a.m. to 5:00 p.m. Monday through Friday. Students will need a stockroom account to make purchases. An account can be obtained from the department's Financial Manager, Kyra Vocci (kyravocci@jhu.edu). Purchases should be made remotely by logging on to the department's core facility management software from the link provided on the Chemistry home page www.chemistry.jhu.edu. Orders will be available a half hour after being placed or delivered throughout the day.

The cost of laboratory supplies will normally be underwritten by faculty members. Arrangements are made between the student and his/her research supervisor. Supplies may be charged to a faculty member, grant, contract, or course account only when the stockroom has received written authorization from the appropriate faculty member through authorization for access to the department's core facility management software.

VI. SHOPS

Machine Shop: Machining can be carried out by staff in the Physical Sciences Machine Shop, located in Bloomberg Hall, room 037. The shop manager is Steve Smee (6-7097, smee@pha.jhu.edu).

Student Shop: This shop is set up in Room B29 in the basement of Remsen Hall. This is the only shop in which students may use the equipment. Students must complete machine shop training provided by staff of the Physical Sciences Machine Shop. Boris Steinberg, Facilities Manager, coordinates training course sign up. Boris can be reached at 410-516-7458.

Use of the Student Machine shop is monitored by a committee chaired by Evan Collins. For access, please contact Evan at ecolli11@jhu.edu.

VII. INSTRUMENTS

There are several instrumentation specialist who supervise and/or operate the departmental instruments: Dr. Joel Tang (Remsen B24, NMR spectrometers and miscellaneous instruments), Dr. Maxime Sieglar (NCB 121, X-ray diffraction), and Dr. Phil Mortimer (Remsen B13; mass spectrometry). Prospective users should contact them for instructions and/or to be added to the list of authorized users.

Departmental Instruments

- Bruker Avance 400 MHz FT-NMR spectrometers (2), one located in the Instrumentation Facility in Remsen Hall and the other on the first floor of the new chemistry building.
- Bruker Avance 300 MHz FT-NMR spectrometer.
- VG70S magnetic sector mass spectrometer, with EI, and CI ionization.
- VG70SE magnetic sector mass spectrometer, with FAB ionization.
- Finnigan LCQ ion trap mass spectrometer with electrospray ionization (APCI available as an option).

- Finnigan LCQ Duo ion trap mass spectrometer with electrospray ionization (for inorganic and organometallic use).
- Finnigan LCQ Fleet ion trap Mass Spectrometer with ESI ionization and HPLC inlet.
- Bruker Autoflex III Maldi-ToF-ToF Mass spectrometer with Maldi ionization and collision cell.
- Shimadzu GC17A/QP5050A GC-MS with EI ionization.
- Waters Acquity / Xevo G2 UPLC-Q-ToF MS with ESI and APCI ionisation.
- Bruker EMX EPR spectrometer equipped with a liquid helium cryostat and variable temperature controller.
- Bruker Vector 22 FT-IR spectrophotometer.
- Jasco P-1010 polarimeter.
- Xcalibur3 X-ray diffractometer with CCD area detector (located on the second floor of the new chemistry building).
- Protein Technologies Symphony Quartet Peptide Synthesizer.
- SuperNova X-ray diffractometer (dual hi-flux micro-focus Mo and Cu sources) with Atlas CCD area detector.

Scheduling of instrumentation time is managed using a web-based scheduler and reservation check-in/checkout application called Applied Tech. Users must be set up with an account to use the system. To establish an account, contact the director of the facility for training on the desire instrument and the appropriate sign-off for an account to be established or ext 6-6840) or Jordan Patterson (jpatte33@jhu.edu ext.6-7362).

Bimolecular NMR Facility

A nuclear magnetic facility is located below ground between the new chemistry building and Mudd Hall. This facility is under the management of Dr. Ananya Majumdar (ext. 6-8670), who is responsible for training and supervision of users and arranging scheduling of instrument time. All three spectrometers are fully equipped to perform state-of-the-art biomolecular NMR.

Currently available instruments include:

- Varian 800 MHZ FT-NMR Spectrometer, NCB 152
- 2 Bruker 600 MHZ FT-NMR Spectrometers, NCB 153
- Varian 500 MHZ FT-NMR Spectrometer, Remsen B23

UNIVERSITY FACILITIES

I. 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. They provide a list of private residential and commercial properties in the area that offer leases of various lengths, including short-term. 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 am - 5:00 pm, or email them at: offcampus@hd.jhu.edu with further questions or concerns. They are located in room 102 of Wolman Hall on the Homewood Campus.

<http://pages.jh.edu/~hds/offcampus/index.html>

Incoming students are also encouraged to use the new Off-Campus Housing Listing Website: <https://offcampushousing.jhu.edu>. Along with updating the site and making it more user friendly, the site offers a new roommate and message board sections for our affiliates. The site is JHED authenticated which means you can only login with your JHED ID.

II. 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, <http://web.jhu.edu/recreation>, or by calling ext. 6-4434.

Postdocs are also eligible for membership at the University Athletic Center. For additional membership information or general information about the O'Connor Recreation Center, please visit their website: <http://web.jhu.edu/recreation/facilities/membership.html>.

III. STUDENT HEALTH (Non Emergency)

The Student Health Clinic (ext. 6-8270) is located at 3003 N. Charles St., N200.
<http://studenthealth.johnshopkins.edu/>

Hours of Operation:

Academic Year:

Monday – Thursday: 8:30 am - 5:30 pm (closed 11 am - 1pm on Wednesday)

Friday - 8:30 am - 5:00 pm

Saturday - 11:00 am - 2:00 pm (sick and injured patients)

Summer, Intersession & Spring Break Hours:

Monday & Friday: 8:30 am - 4:45 pm (closed 12:00 noon - 1:00 pm each day)

Tuesday, Wednesday & Thursday: 1:00 pm - 4:45 pm

They do NOT have Saturday hours during the summer (last day of finals through Freshman Orientation), during January Intersession (from mid-December through the beginning of the spring term in late January) and for the week of Spring Break in March.

If you have a non-life threatening medical concern or health problem that cannot wait until the next time the Center is open, the Student Health & Wellness Center has contracted with Sirona Health, a nationally certified and accredited on-call nurse advice service. If you call the main number (410-516-8270) anytime the SH&WC is closed, after the recording, you will automatically be transferred to Sirona Health. Sirona Health can advise you on how to proceed with your problem. They do not have access to the JHU SH&WC 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 is also an urgent care facility within driving distance of the JHU campus.

Patient First

Greenspring Station Center
Johns Hopkins Pavilion, Ground Floor
10755 Falls Road
Lutherville, MD 21093
(410) 583-2777 (Open 8 am to 10 pm everyday)

Medstar Promptcare

Anneslie Shopping Center
6317 York Road
443-777-6890
8 am – 8 pm Monday-Friday
8 am – 4 pm Saturday and Sunday

IV. 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 <http://web.jhu.edu/disabilities/>.

V. COUNSELING CENTER

The Johns Hopkins University Counseling Center serves full-time undergraduate and graduate students from the schools of Arts and Sciences, Engineering and the Peabody Institute. All of these students are encouraged to utilize the services offered by the Counseling Center. All services are confidential and free of charge.

3003 N. Charles St. Suite S-200
(Near 30th St. in the Homewood Apartments)
410-516-8278
<http://web.jhu.edu/counselingcenter>

VI. FOOD SERVICES

Charles Street Market (Wolman Hall)

Our 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.

Stone Mill Bakery - Located inside of Charles Street Market, Stone Mill Bakery stands as the Baltimore area's oldest European artisan bakery and offers a tantalizing menu of salads, sandwiches and delicious breakfast options.

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 (featuring Boars Head® meats) homemade chips, and fresh sushi. The Chesapeake Bay Roasting Company is also located in Levering Hall.

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 & calzones baked in our brick oven to grilled favorites and hot, home-style entrees.

Bamboo Café - Bamboo Café will use fresh, local ingredients for its menu items, including bahn mi, a Vietnamese sandwich served on a fresh French roll; bao, or steamed buns; pho (noodle soup); miso soup; salads; sides; fruit smoothies; bubble teas; and desserts. Sushi will be the highlight, available made to order or prepackaged for guests in a hurry.

Daily Grind Café (Brody Learning Commons & Mudd Hall)

The 75-seat cafe, run by The Daily Grind, is a popular spot for meetings and an essential stop for refueling between classes.

Web site for all of the above services: <http://johns-hopkins-university.cafebonappetit.com/>

VII. 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 Broadway and Monument Street. On weekdays, the shuttle leaves Homewood beginning at 6:15 a.m., and departs East Baltimore from the last trip at 12:00 a.m. The schedules can be viewed on the web at: <http://ts.jhu.edu/Shuttles/>.

Blue Jay Shuttle

The Blue Jay Shuttle service operates on a fixed-route evening schedule in an area proximate to the Homewood campus from 5:50pm to 11:30pm, seven days per week, excluding University holidays and other dates as determined by the University. During intersession and summer session, limited service is offered (Red, Blue and/or Night Ride). The fleet of vans depart from Brody Learning Commons – seen as the shuttle’s transportation hub – starting at 5:50pm. The shuttles are equipped with Transloc, a GPS-based tracking system. Transloc can be accessed at <http://jhu.transloc.com>.

From 11:30pm to 3:45am, the Blue Jay Shuttle reverts to Night Ride only, which is an on-demand, curb-to-curb service to and from locations within the service area. Passengers can request a ride as early as 5:50pm or dusk, whichever is later. While the routes are running, Night Rides will be dispatched only to those who need service to locations not serviced by the fixed routes. Call (410) 516-8700 to request a Night Ride and the dispatcher will provide passenger(s) with an estimated time of arrival.

For more information on transportation services, please visit <http://ts.jhu.edu/Shuttles/>.

VIII. PARKING

Parking is available for graduate students on the Homewood campus at any available lot (<http://ts.jhu.edu/Parking/Students/>). Generally, this includes the San Martin (\$103/mo.) and the surface lots (\$65/mo.). Graduate students receiving a paycheck from the university are eligible for payroll deduction to pay for parking. Evening/weekend hangtags are available for \$10. These hangtags permit parking in faculty zones beginning at 6:00 p.m. on weekdays and all day on weekends. Please direct all parking related questions to the Parking Office, 410-516-PARK or parking@jhu.edu.

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; Monthly cost: \$103

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 is available in garages.

Swipe card access 24 hours a day; Monthly cost: \$65

IX. LIBRARY CARRELS

Approximately 14 carrels are available in the Milton S. Eisenhower Library for assignment by the Department of Chemistry to its students. Each carrel desk has two (2) lockers with separate keys, so that two people may share a carrel desk. A deposit of \$5.00 is charged per carrel key. If a student would like to be assigned a library carrel, he or she should turn in a written request to that effect to the Chemistry Office.

X. COMPUTER FACILITIES

The Chemistry Computer Lab is located in 340 Remsen Hall and has a number of Macintosh and Windows computers and a laser printer available to all department students.

Johns Hopkins Technology Store

The Technology Store (160 Krieger Hall) offers Hopkins students, faculty and staff convenient access to specially configured and priced academic computing hardware and expert service and support.

<http://www.it.johnshopkins.edu/services/store/>

XI. E-MAIL ACCOUNTS

Students are required to apply for a free JHU academic email account. This can be done by logging into myJHU (<https://my.jh.edu>) and clicking on request e-mail account or dialing HITS at 6-HELP. Departmental administrative broadcast messages will be sent to the student's free academic account (JHEM or JHU alias). **Students utilizing external e-mail accounts (Gmail, hotmail, yahoo, etc.) are required to forward mail from their JHU student account to these external accounts as they will be responsible for all information communicated via their JHU academic account. The department will not send e-mail to an external account.**

New Postdocs can set up email by clicking on the following link -

<http://www.it.johnshopkins.edu/services/email/Office365/firstlogin.html>. Questions regarding email set up should be directed to Dennis Kidd, dennis@jhu.edu, 410-516-6004.

XII. MAIL SERVICES

Remsen Hall 138

Monday-Friday, 8:30am – 5pm. Students can drop off outgoing mail and intercampus mail in the Chemistry Main Office.

FedEx Office Print & Ship Center

3003 N Charles St., Baltimore, MD 21218
(410) 467-2454

XIII. BARNES & NOBLE JOHNS HOPKINS BOOKSTORE

3330 St. Paul Street

Baltimore, MD 21218

Store telephone: (410)662-5850

Monday – Saturday: 9:00 AM - 9:00 PM

Sunday: 10:00 AM - 9:00 PM

XIV. CELL PHONE DISCOUNTS

Students of Johns Hopkins University are eligible to receive cell phone discounts through AT&T and Verizon. If you are interested in additional information or in purchasing cellular telephone service, please visit <http://www.it.johnshopkins.edu/restricted/telecom/services/cellular/CellDiscounts>.

XV. OTHER FACILITIES

Office of Student Activities: Mattin Center, 6-4873, <http://web.jhu.edu/studentlife/activities/index.html>

Campus Ministries: 410-516-1880, <http://chaplain.johnshopkins.edu/>

Johns Hopkins Museums: <http://www.museums.jhu.edu/index.php>

Credit Union: Charles Commons, 410-534-4500 or 1-800-JHFCU-70. www.jhfcu.org

PERSONNEL

I. FACULTY

NAME	FIELD	ROOM	EXT.
Bragg, Art	Experimental Physical Chemistry	221-R	6-5616
Bowen, Kit H.	Chemical Physics	B12-R	6-8425
Cheng, Lan	Theoretical Chemistry		
Dagdigian, Paul J.	Chemical Physics	B41-R	6-7438
Fairbrother, D. Howard	Physical Chemistry	216-N	6-4328
Goldberg, David P.	Inorganic Chemistry	215-N	6-6658
Greenberg, Marc M.	Org/Bioorganic Chemistry	313-N	6-8095
Karlin, Kenneth D.	Inorganic Chemistry	213-N	6-8570
Kempa, Thomas	Materials Chemistry	111-N	6-4385
Klausen, Rebekka	Materials & Synthetic Chemistry	220-R	6-2913
Lectka, Thomas	Organic Chemistry	315-N	6-6448
McQueen, Tyrel	Solid State/Inorganic Chemistry	312-N	6-6201
Rokita, Steven	Bioorganic Chemistry/Biochemistry	124-R	6-5793
Roth, Justine P.	Inorganic Chemistry	121-R	6-7835
Silverstone, Harris J.	Theoretical Chemistry	344-R	6-7431
Thoi, V. Sara	Inorganic Chemistry	114-N	6-4401
Tolman, Joel	Biophysical Chemistry	239-R	6-8022
Toscano, John P.	Organic Chemistry	115-N	6-6534
Tovar, John D.	Organic and Materials	314-N	6-4358
Townsend, Craig A.	Org/Bioorganic Chemistry	252-R	6-7444
Yarkony, David R.	Theoretical Chemistry	310-R	6-7462

II. RESEARCH PROFESSORS

NAME	DEPARTMENT	ROOM	EXT.
Pederson, Marc	Chemistry	312-R	6-0654
Posner, Gary H.	Chemistry	216-R	6-7442

III. ASSOCIATE RESEARCH PROFESSORS

NAME	DEPARTMENT	ROOM	EXT.
Combariza, Jaime	Chemistry	147-B	6-5545

IV. TEACHING PROFESSORS

NAME	DEPARTMENT	ROOM	EXT.
Falzone, Christopher	Chemistry	314-N	6-7467
Pasternack, Louise	Chemistry	285-UTL	6-4845

V. ASSOCIATE TEACHING PROFESSOR

NAME	DEPARTMENT	ROOM	EXT.
Greco, Jane	Chemistry	G81-UTL	6-0079

VI. JOINT APPOINTMENTS

NAME	DEPARTMENT	EXT.
Gracias, David	Chemical & Biomolecular Engineering	6-5284
Katz, Howard E.	Materials Science & Engineering	6-6141
Principe, Lawrence M.	History of Science, Medicine & Technology	6-4807

VII. SENIOR LECTURER/LECTURER/TEACHING POSTDOCS

NAME	DEPARTMENT	ROOM	EXT.
D'Souza, Larissa	Chemistry	185-UTL	6-7760
Hill, Eric	Chemistry	113-NCB	6-0626
Joslin, Evan	Chemistry	236-NCB	6-7464
Rolle, Clarence	Chemistry	218-NCB	6-7468
Thyagarajan, Sunita	Chemistry	214-NCB	6-7864

VIII. ASSISTANT/ASSOCIATE AND VISITING RESEARCH SCIENTISTS

NAME	DEGREE	FACULTY	ROOM	EXT.
Li, Rongfeng	PhD '94 U of Oregon	Townsend	250-R	6-8441
Sharma, Savita	PhD '09 U of Delhi, India	Karlin	218-N	6-7468

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Kyra Vocci

Financial Manager

Remsen 327

410-516-6840

kkolbe1@jhu.edu

REQUEST FOR EXTENSION

To: Dr. Paul Dagdigian
Director of Graduate Studies

From: _____

Date: _____

Subject: Request for Extension — (circle one)

Department Oral Examination

Graduate Board Oral Examination

Due to the following reason, I will not complete this academic requirement during the required time limit:

I am requesting an extension until _____ of _____.
semester year

Endorsed by:

Student

Advisor

Approved by:

Paul Dagdigian

Requirement Completed: _____
Date

cc: Student Academic File

ADVISOR AGREEMENT FORM
SUBMIT BY December 31, 2015

THE JOHNS HOPKINS UNIVERSITY
DEPARTMENT OF CHEMISTRY
ADVISOR AGREEMENT FORM

DATE: _____

Dear Professor Karlin:

We (the undersigned) have discussed research interests with

Signed

(1) _____ Date: _____

(2) _____ Date: _____

(3) _____ Date: _____

(4) _____ Date: _____

(5) _____ Date: _____

I would like to undertake thesis research with Professor _____

Signed: _____ Date: _____
(student)

I would be pleased to accept _____ as a research student

Signed: _____ Date: _____
(professor)

Approved by: _____ Date: _____
(chair)

CHANGE IN THESIS COMMITTEE
Department of Chemistry

TO: Director of Graduate Studies

FROM: _____
Student's Name (First/Last)

I am recommending for your approval the following changes in membership of my Thesis Committee:

ORIGINAL COMMITTEE:

Advisor	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Printed Name	Signature

NEW COMMITTEE:

Advisor	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Printed Name	Signature

_____	_____
Research Advisor	Date

APPROVED:

_____	_____
Director of Graduate Studies	Date

cc: Advisor
Director
Student
Administrative Office