

Graduate Student Handbook

2009-2010

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 Equal Opportunity and Affirmative Action Programs, N-710 Wyman Park Building, Homewood Campus, 410-516-8075, TTY 410-516-6225.

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IMPORTANT DATES FOR THE 2009-2010 ACADEMIC YEAR

Thursday, August 27, 2009

8:00am – 12:00 noon	Mandatory Orientation New Grads	Shriver Hall
10:30am – 12:00noon	Mandatory Orientation International Students	Shriver Hall
1:45am – 2:00pm	Department Welcome	Remsen 233
2:00pm - 4:00pm	<i>Organic</i> Placement Exam	Remsen 233
4:00pm	Pictures, All First Year Grads and Postdocs	Remsen 140
4:00pm – 6:00pm	<i>Organic</i> Placement Exam, International Students	Remsen 233
6:00pm - 9:00pm	GRO Barbeque	Mattin Center

Friday, August 28, 2009

10:00am – 12:00n	<i>Physical</i> Placement Exam	Remsen 233
12n - 2:00pm	Department Luncheon	Remsen 140
2:00pm - 4:00pm	<i>Inorganic</i> Placement Exam	Remsen 233
4:00pm - 6:00pm	Happy Hour	Breezeway

Monday, August 31, 2009

****Results of placement exams in mailboxes****

Assigned Appt Times	Faculty Advising Committee Consultation	Remsen 100
Immediately After Appt	Complete Course Change Forms (add/drop)	Remsen 138
Assigned Appt Times	English Language Testing	Language Lab

Tuesday, September 1, 2008

8:30am – 1:00pm	Mandatory TA Orientation	Hodson Hall
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Prior to Laboratory Work **Mandatory On-Line Safety Course** **(See Page 7)**

Graduate Student Handbook

Classes begin – September 2, 2009

DEADLINE FOR CHOOSING A RESEARCH SUPERVISOR - DECEMBER 31, 2009

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, 2009 Completion of Final Graduate Board Oral Exams for Summer Meeting

July 24, 2009 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 16, 2009 Completion of Final Graduate Board Oral Exams for Fall Meeting

Oct 30, 2009 All Materials must be submitted to the Graduate Board by **4:00pm**
Dissertations submitted to the Commercial Binding Office by **4:00pm**

Winter Schedule:

Jan 8, 2010 Completion of Final Graduate Board Oral Exams for Winter Meeting

Jan 22, 2010 All materials must be submitted to the Graduate Board by **4:00pm**
Dissertations submitted to the Commercial Binding Office by **4:00pm**

Spring Schedule:

Mar 26, 2010 Completion of Final Graduate Board Oral Exams for Spring Meeting

Apr 9, 2010 All materials must be submitted to the Graduate Board by **4:00pm**
Dissertations submitted to the Commercial Binding Office by **4:00pm**

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 2009-2010 academic year, the degree conferral dates are August 28th, December 30th and May 27th. 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 Courtney Mish at cmish1@jhu.edu.

II. 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 WebCT, 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, 2009. All students assigned TA positions in a laboratory course must complete the TA Safety Course and Knowledge Assessment as well by September 30. 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://webct.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.

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 (SOP) 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://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.

III. OFFICE OF INTERNATIONAL STUDENTS AND SCHOLAR SERVICES

135 Garland Hall, 410-516-1013

ww2.jhu.edu/iss

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

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 OR 1010 Park Ave, Suite 200</p>	<p><u>Internal Revenue Service</u> Fallon Federal Building, 1st Floor 31 Hopkins Plaza.</p>
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Questions can be directed to the Tax Office 443-997-8688

tax@jhu.edu

www.controller.jhu.edu/debts/tax/index.html

GENERAL ACADEMIC INFORMATION

I. 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 from the Registrar, lower level of Garland Hall and online at http://webapps.jhu.edu/jhuniverse/academics/online_catalogs/. The Registrar also maintains a list of course offerings. Announcements of new chemistry courses are posted on department bulletin boards located on the first floor of Remsen Hall and the NCB mailroom. At registration time the Registrar publishes a list of room numbers for all courses through the 300 level. This list will be posted on Chemistry bulletin boards. Room numbers for all 600 level courses are usually posted on the appropriate department's bulletin board or are available directly from the department's office. A list of all courses offered in the department is prepared before each semester; announcements of new or special topic courses are also posted. **The bookstore in Barnes and Noble, located in Charles Common, keeps a list of required texts for all courses.**

Listed below are courses given by other departments 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 Academic Standing Coordinator, Doug Poland, can be consulted if there is a question of whether a course will count for graduate credit.

FALL 2009-2010 COURSE OFFERINGS		
CHEMISTRY		
030.441	Spectroscopic Methods Org Structure Determination <i>Tovar</i>	MWF 11-11:50
030.451	Spectroscopy <i>Dagdigian</i>	T Th 12-1:15
030.452 (N)	Materials and Surface Characterization <i>Fairbrother</i>	T Th 9-10:15
030.453 (N)	Intermediate Quantum Chemistry <i>Silverstone</i>	MWF 11-11:50
030.610	Chemical Kinetics <i>Bowen</i>	TBD
030.613	Chemical Biology Interface Program Forum <i>Greenberg</i>	M 1-2
030.615	Special Topics in Bioinorganic Chemistry <i>Roth</i>	W F-12-1:30
030.619	Chemical Biology I <i>Townsend</i>	T Th 12-1:15
030.621	Seminar: Literature of Chemistry <i>Tovar</i>	W 4-5:50
030.625	Advanced Mechanistic Organic Chemistry I <i>Greenberg</i>	T Th 10:30-11:45
030.635	Methods in Nuclear Magnetic Resonance <i>Tolman</i>	T TH 9-10:30
030.677	Advanced Organic Synthesis <i>Posner</i>	W 10-11/F 9-10:30
030.688	Physical Inorganic Methods <i>Meyer</i>	TBD
BIOLOGY		
020.305	Biochemistry <i>Fisher/Hill/Schildbach</i>	MWF 12-1:20
020.380	Eukaryotic Molecular Biology <i>Beemon/Moudrianakis/Zappulla</i>	T Th 1:30-2:50

BIOPHYSICS		
250.685/250.391	Proteins & Nucleic Acids <i>Bowman/Woodson</i>	T Th 10:30-11:45
250.689	Physical Chemistry of Biological Macromolecules <i>Garcia-Moreno</i>	T Th 9-10:15
CHEMICAL AND BIOMOLECULAR ENGINEERING		
540.415	Interfacial Science with Applications to Nanoscale Systems <i>Bevan</i>	T Th 3-4:15
540.645	Micro/Nanotechnology <i>Gracias</i>	F 12-12:50
DOGEE		
570.442	Environmental Organic Chemistry <i>Roberts</i>	T Th 10:30-11:45
570.443	Aquatic Chemistry <i>Stone</i>	MWF 12-12:50
EARTH AND PLANETARY SCIENCE		
N/A	N/A	N/A
ELECTRICAL AND COMPUTER ENGINEERING		
520.345	Electrical and Computer Engineering Lab <i>Westgate</i>	(1) W 2-2:50, TH 1-3:50 (2) W 2-2:50, F 1-3:50 (3) W 2-2:50, F 9-11:50
MATERIALS SCIENCE AND ENGINEERING		
510.456	Introduction to Surface Science <i>Cammarata</i>	MWF 11-11:50
510.601	Structure of Materials <i>Cammarata</i>	MWF 10-10:50
510.602	Thermodynamics of Materials <i>Falk</i>	MWF 9-9:50
510.611	Solid State Physics <i>Limit 20 Poehler</i>	T Th 10:30-11:45
PHYSICS AND ASTRONOMY		
171.301	Electromagnetic Theory II <i>Chien</i>	T Th 9-10:15 F 10-10:50

II. INTERSESSION

January 4 - January 22, 2010

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:

- NMR Training (required for access to departmental instrumentation)
- Machining (required for access to department student shop)

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

III. 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 4:15 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.

IV. 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 2009-2010 it is \$19,000. 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 (\$6,333) 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.

In order to receive financial support students must complete the following forms:

I-9 form (federal requirement)	Appropriate tax document (i.e. W-2)
New hire form	Federal work study form

The New Hire Form is available in Remsen 138. All other required forms are available in the Student Payroll Office, located in Garland Hall/lower level. Two forms of identification are required.

Please Note: International students must go to the International Student and Scholar Services Office to fill out the I-9 and must have proper identification.

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. Scott McGhee, Remsen 327, is available to assist in identifying extramural support.

V. 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, awarded to a student in his/her last year of study.

2009 Awardee – Andrej Grubisic

Alexander Kossiakoff Award – \$1000, in recognition of outstanding research accomplishment in chemistry, awarded to a student in his/her last year of study.

2009 Awardees – Mary Raber and Xiang (Shawn) Li

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

2009 Awardee – Ethan Alden-Danforth

Sonneborn Fellowship – one full year support (stipend, tuition, health insurance) plus 10% stipend supplement beginning June 1, 2009, to be awarded to an outstanding advanced-year graduate student.

2009 Awardee – Jon Szczepanski

Greer Fellowship – one full year support (stipend, tuition, health insurance) plus 10% stipend supplement beginning June 1, 2009, to be awarded to an outstanding advanced-year graduate student.

2009 Awardee – Shane Ardo

Roseman Fellowship – one full year support (stipend, tuition, health insurance) plus 10% stipend supplement beginning June 1, 2009, to be awarded to an outstanding advanced-year graduate student.

2009 Awardee – Billy Smith

Marks Fellowship – one full year support (stipend, tuition, health insurance) plus 10% stipend supplement beginning June 1, 2009, to be awarded to an outstanding advanced-year graduate student.

2009 Awardee – Michael Scerba

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 2009-2010

Committee Chair – Underlined

New Graduate Advising Committee

David Goldberg

David Draper

John Toscano

Machine Shop Committee

Howard Fairbrother

Kit Bowen

Paul Dagdigian

Graduate Admissions Committee

Thomas Lectka

Kit Bowen

Justine Roth

Student Awards Committee

John Toscano

Paul Dagdigian

David Yarkony

Academic Standing Coordinator

Douglas Poland

Library Liaison Coordinator

Gary Posner

Safety Officer

David Goldberg

Faculty Award Nominations Coordinator

Jerry Meyer

Teaching Assignments Coordinator

John Toscano

Recruiting Weekend Coordinator

John Toscano

Undergraduate Advising Coordinator

Douglas Poland

Department Colloquium Coordinator

J.D. Tovar

ACS Student Affiliate Advisor

J.D. Tovar

Seminar on the Chemical Literature Coordinator

J. Tovar

Instruments Committee

Marc Greenberg

John Toscano

Craig Townsend

Charles Long

Phil Mortimer

Maxime Siegler

Student Recruitment Committee

Jerry Meyer

Howard Fairbrother

Kit Bowen

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 Academic Standing Coordinator.

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://www.graduateboard.jhu.edu/>

General Policies

<http://www.grad.jhu.edu/academicInfo/policies.htm>

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.

I. PLACEMENT EXAMINATIONS

Expectations and Outcomes

By the end of the first year, 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 choice among the options above is determined by the student 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 Academic Standing Committee, justifying why they 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 Academic Standing Coordinator 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). 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 the student's schedule must be approved by his or her research advisor. 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.

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 this section). 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 and October (pizza and soda provided).** Exact dates are decided early September and available on the department web site at <http://www.chemistry.jhu.edu>. **Attendance 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). **Well-prepared students are normally encouraged to take them during the first year.**

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. A second will serve as a second referee for the student's thesis research (this referee should be kept informed of the progress of the research). The others are recruited in consultation with the research supervisor.

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.

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 student, **after consultation with his or her supervisor**, should ask three department faculty members (including the supervisor) plus an alternate about the possible dates and times for his or her Departmental Oral Examination. This list should be submitted to the Chemistry Office for approval.

Graduate Board Oral Exam

Graduate students should submit the Graduate Board Examination Form available on line at www.graduateboard.jhu.edu/form/htm to Jean Goodwin **three 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 Academic Standing Coordinator is necessary to postpone taking the oral examinations beyond the end of the third year. See back of handbook or the department web site for the Oral Exam Deferral Form (www.chemistry.jhu.edu/graduate/current.html).

VIII. GRADUATE STUDENT THESIS COMMITTEE

A student's Thesis Committee (consisting of the student's advisor and two additional Chemistry faculty) will be formed at the end of the student's third year of study in consultation with his/her advisor. 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 announcements in all faculty mailboxes**) 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 examiners must be approved by the Department Chair.

There are special regulations concerning the preparation of dissertations, e.g. the number and type of copies and the type of binding. A list of the current regulations can be obtained from the Chemistry Office, Remsen 138 or online at <http://library.jhu.edu/services/cbo/guidelines.html>.

X. ACADEMIC STANDING

The Academic Standing Coordinator has the responsibility of monitoring students' records to determine their academic standing. In all cases of unsatisfactory performance, recommendations of the Coordinator 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 immediate 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 January 1 (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 third academic year. However, students taking remedial undergraduate coursework for credit at the direction or recommendation of the New Graduate Student Advising Committee may postpone the oral examination one period for every two semesters of remedial work. Students requesting an extension (personal reasons, remedial course work, academic/research progress) must do so in writing to the Academic Standing Coordinator. A sample letter is provided at the back of this handbook.
- Permission is necessary to register after the sixth year. The "permission" is granted by the Academic Standing Coordinator, and in time-limit cases, decisions of the Academic Standing Coordinator are final unless overruled by a vote of the majority of the Chemistry faculty.

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 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, September 1, 2009** 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 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.

Leave of Absence

A leave of absence refers to and is limited to students who, while in good academic standing, 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://www.graduateboard.jhu.edu/forms.htm>.

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 www.graduateboard.jhu.edu). 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.

XV. 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 within the Department, a student may turn to the Dean for Research and Graduate Education.

XVI. 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 Scott McGhee in 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.

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, Faculty and Staff 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 31 January 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/index.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

These forms are included in the new student orientation packets and are also available (with the exception of the I-9 form) in the Chemistry Administrative Office. Students must complete these forms **BEFORE** beginning any work. To ensure that your information is processed in a timely and proficient manner, all forms must be totally complete. Please allow approximately 2 weeks processing time before you receive your first paycheck. All payroll changes or adjustments must be provided in writing to Scott McGhee in Remsen 327.

XVII. 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 (www.controller.jhu.edu) for further information.

XVIII. IMMUNIZATION (University Policy)

Immunizations/TB Screening 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.

PPD skin test for tuberculosis:

- This is required if you have ever lived outside the U.S. for six months or more. The PPD skin test should be obtained within 6 months of registration. If you have a history of a positive PPD skin test, you do not need another PPD skin test. Instead, you will need a chest x-ray if your PPD measures greater than or equals 10 mm in duration.

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 (SH&WC) website at <http://ww2.jhu.edu/~shcenter> . The due date for submitting all forms is JULY 15, 2009, 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 \$85 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 reduced rates, 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.

For graduate students who have pre-registered, the Clinic will check a list of students supplied to them by the Registrar's Office against their records. Accordingly, the Clinic will send each non-immunized student a follow-up letter and, if that is unsuccessful, will then submit a list of non-compliant individuals to the Dean.

XIX. HEALTH INSURANCE

The cost of individual health insurance FOR ACADEMIC YEAR 2009-2010 will be paid in full by the University. Students must sign up for the insurance online at www.aetnastudenthealth.com 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.

XX. EMERGENCY HEALTH CARE AND EMERGENCY INCIDENT REPORTING

If you are injured while in a lab as a research or teaching assistant you are required to report to Occupational Health, 6th fl 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 the 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.

FIRE	Set off fire alarm (red box in corridor; note location). From a phone outside the fire area, call Security at 6-7777, 911 or dial 0.
THEFT	Call Security at 6-7777 or 0 (operator). For non-emergencies dial 6-4600.
SERIOUS INJURY/ AMBULANCE	Call Security at 6-7777, dial 0 (operator), 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 410-706-7701 or 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, or Security at 6-7777.

Krieger School of Arts and Sciences - Crisis Management Summary

Important Phone Numbers

Emergencies (Campus Security)	6-7777
Homeland Security Hotline	1-888-223-0033
Baltimore Police	911 (Campus Security if dialed from University)
JHU Weather Emergency	6-7781
Homewood Information	6-8000
Facilities Management	6-8060
Hopkins IT	6-4357
HVAC	6-8931
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)

Contact: KSAS: Dean Adam Falk (410-516-4065) and/or Divisional Crisis Response Officer: Jeffrey Grossi (410-516-8511)

WSE: Dean Nick Jones (410-516-4050) and/or Divisional Crisis Response Officer: Alison Wampler (410-516-6846)

- The Security Office will assist with the emergency.
- The Security Office will call 911, if appropriate.
- The Deans will notify appropriate persons within the schools.
- The Deans will determine if notification further up the chain of command is necessary (i.e., CRT, News and Information, General Counsel). The Deans will complete Incident Report and notify Occupational Health if necessary.

XXI. ORGANIZATIONS

Graduate Representative Organization (GRO)

Chair: Fabian Bauwens

Office: Levering Hall

Phone: 410-516-7682

E-mail: gro@jhu.edu

Web site: www.jhu.edu/~gradro/

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.

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.

XXII. 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 POP3 mail client are responsible for setting up a "forward" from JHED.**

XXIII. 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

Phone: 410-516-8056

Fax: 410-516-5357

E-mail: career@jhu.edu

www.jhu.edu/careers/

Hours: Monday – Friday 8:30 – 5:00

Individual advising by appointment. Call or stop by to schedule.

DEPARTMENTAL FACILITIES

I. OFFICE — MAIL — KEYS

Chemistry Office: Remsen 138, ext. 6-7429, New Chemistry Bldg. 212, Ext. 6-7435

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 department is currently implementing 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 them 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.

UNIVERSITY KEYS MUST NEVER BE DUPLICATED!

II. COPY MACHINES

The copy machines in the mailrooms may be operated only with a user number to record usage. The same applies to the copiers located in the main office of Remsen Hall. User numbers are assigned as follows:

- Students should go to the Chemistry Main Office, Remsen 138, in order to get programmed into the copy machines. Advisors will indicate to their students what types of copying may be charged to faculty sponsored or non-sponsored accounts. Large copying jobs require the approval of your faculty advisor.

III. 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, Scott McGhee (smcghee@jhu.edu). Purchases can be made remotely by logging on to the department's core facility management software at <https://at.chm.jhu.edu/eRPortal/Login.ASP> or by walk up.

Access to the stockroom during evening and weekend hours can be obtained by emailing chemstockroom@jhu.edu. As this will require an individual to come to the campus to open the stockroom, requests should only be made if an emergency.

The cost of laboratory supplies will normally be underwritten by faculty members. The 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.

IV. 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.

V. SHOPS

Electronics Shop: Remsen B24, ext. 6-7456, Dr. Charles Long.

Office Hours: Electronics consulting: 9-10:30 a.m. Monday, Wednesday and Friday

Instrumentation Advice: 2-3 p.m. Tuesdays and Thursdays

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 Stephen Patterson, ext. 6-7387.

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.

VI. 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. 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.

VII. INSTRUMENTS

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

Departmental Instruments

- 2 Bruker Avance 400 MHz FT-NMR spectrometers, 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
- Varian Mercury 200 MHz FT-NMR spectrometer (located in the undergraduate instructional laboratory)
- VG Analytical VG70S magnetic sector mass spectrometer, equipped with EI and CI ionization
- VG Analytical VG70SE magnetic sector mass spectrometer, equipped with FAB (LSIMS) ionization
- Finnigan LCQ Deca ion trap mass spectrometer with electrospray ionization (APCI available as an option)
- Finnigan LCQ Duo ion trap mass spectrometer with electrospray ionization
- Shimadzu GC17A/QP5050A GC-MS with EI ionization
- Bruker Autoflex III Maldi Tof/ToF Mass spectrometer equipped with linear, reflectron and Tof/ToF detection systems.
- Bruker EMX EPR spectrometer equipped with a liquid helium cryostat and variable temperature controller
- Bruker Vector 33 FT-IR spectrophotometer
- Jasco P-1010 polarimeter
- Jasco circular dichroism spectrophotometer
- Protein Technologies Symphony Quartet Peptide Synthesizer
- Xcalibur3 X-ray diffractometer (Oxford Diffraction) equipped with a Sapphire 3 CCD detector and a Cryojet low-T device (Oxford Instruments)

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 Paul Schimmel at pschimme@jhu.edu or by phone at 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
- Bruker 600 MHz FT-NMR Spectrometer, NCB 152
- 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.

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. 6-5229.

III. STUDENT HEALTH (Non Emergency)

The Student Health Clinic (ext. 6-8270) is located in the AMR II Building.

Hours of Operation:

Academic Year:

Monday - 8:30 am - 6:00 pm

Tuesday - 8:30 am - 5:00 pm

Wednesday - 8:30 am - 5:00 pm (closed 11 am - 1pm on Wednesday)

Thursday - 8:30 am - 6:00 pm

Friday - 8:30 am - 5:00 pm

Saturday - 9:00 am - 12:00 noon (limited staff & services available)

(4:00 - 6:00 pm on Monday & Thursday is reserved for ill or injured students only)

Summer, Intersession & Spring Break Hours:

Monday & Friday: 8:30 am - 4:45 pm

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

They do NOT have Saturday hours during the summer (Commencement 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 an urgent, but non-life threatening medical concern or health problem that cannot wait until the next time the Center is open, the Student Health & Wellness Center contracts with CareNet, a nationally accredited on-call service. You can reach them directly at 1-866-523-4725, or, you can call the

Security Office (6-7777) and ask for the CareNet phone number. Please be prepared to provide the CareNet staff with your Hopkins ID number. You can also ask campus security will get in touch with the on-call physician for you.

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)

Gynecological services are available through the Student Health Clinic. They provide a booklet detailing the other services available.

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. STUDENT ASSISTANCE PROGRAM

The Johns Hopkins University's Graduate Student Assistance Program (GSAP) provides suitable resources to help students overcome the pressures and problems they encounter during their academic careers. GSAP is a life management resource that can help students identify and manage stress, and other challenging issues, in a healthy way before more significant problems develop.

Services are free and confidential. For more information or to schedule an appointment, please contact the GSAP:

Telephone: (443) 997-7000
Toll Free: (866) 764-2317
Email: GSAP@jhu.edu
<http://advanced.jhu.edu/students/gsap>

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.

Einstein Bros Bagels (Wolman Hall)

Freshly baked bagels, an assortment of gourmet "shmears" (a.k.a. cream cheeses), hearty sandwiches, home-style soups and piping hot coffee drinks await you at our flagship Baltimore location. Students and staff alike enjoy the legendary breakfast sandwiches, fresh baked muffins and plethora of catering 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.

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.

Pura Vida (Levering Hall)

A perfect complement to Hopkin's center for a sustainable future, Pura Vida's comfy sofas, wireless internet connections, full range of delicious and aromatic coffees, sandwiches, light snacks are complimented by the fact that it is the first fair trade, certified organic Pura Vida coffeehouse in the Baltimore area. For more information about Pura Vida's philanthropic mission, see puravidacoffee.com.

Web site for all of the above services: www.campusdish.com/en-us/CSE/JohnsHopkinsUniv/.

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 the School of Public Health on Monument Street near Wolfe. On weekdays, the shuttle leaves Homewood beginning at 6:15 a.m., and departs East Baltimore from the last trip at 11:50 p.m. The schedules can be viewed on the web at: www.parking.jhu.edu/transportation.html.

VIII. PARKING

Parking is available for grad students on campus at any available lot. Generally, this includes the San Martin (\$82/mo.) and South garages (\$82/mo.), and the surface lots (\$53/mo.). Graduate students receiving a paycheck from the university are eligible for payroll deduction to pay for parking. Alternatively, San Martin is available at a slight discount for prepaying an entire semester (\$350 per semester). 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: \$82

South Garage

The South Garage is located under the Decker Quadrangle. An elevator provides access to Mason Hall and the Decker Quadrangle.

Swipe card access 24 hours a day

Monthly cost: \$82

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: \$53

Ellerslie Lot at Eastern Campus

The Ellerslie lot is located 1.8 miles East of Homewood campus at 1101 East 33rd St. Shuttle service is provided to and from all campuses every 10-15 minutes.

Hours of operation: Monday thru Friday, 5:40am – 9:25pm

Monthly cost: \$33

Evening Parking

Graduate Students Hang Tags for evening and weekend parking are available from the Parking Office. These hang tags allow parking in faculty designated parking areas after 6pm weekdays and all day/night on weekends. Students will need their JCard when applying at the Parking Office. There is no associated fee.

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.

XI. E-MAIL ACCOUNTS

Students are required to apply for a free JHU academic email account. This can be done by logging into JHED (<http://jhed.jhu.edu>) and clicking on request e-mail account 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 (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.**

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

Store Hours

Monday – Saturday: 9:00 AM - 10:00 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 two corporate-approved vendors: AT&T Mobility and Verizon Wireless. If you are interested in learning more about the discounts and services available to the JHU community, please visit the JHU Telecommunications website - <http://www.it.jhu.edu/restricted/telecom/corporate>.

XV. OTHER FACILITIES

Union Desk in Levering: newspapers

Office of Student Activities: Mattin Center, ext.6-4873

Chaplain's Office: 410-261-1880

Evergreen House Foundation: free tickets for concerts (first come, first served) ext. 6-0341

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

PERSONNEL

I. FACULTY

NAME	FIELD	ROOM	EXT.
Bowen, Kit H.	Chemical Physics	B12-R	6-8425
Dagdikian, Paul J.	Chemical Physics	B41-R	6-7438
Doering, John P.	Chemical Physics	Emeritus	
Draper, David E.	Physical Biochemistry	154-R	6-7448
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
Gryder, John W.	Physical Chemistry	Emeritus	
Karlin, Kenneth D.	Inorganic Chemistry	213-N	6-8570
Lectka, Thomas	Organic Chemistry	315-N	6-6448
McQueen, Tyler	Solid State/Inorganic Chemistry		
Meyer, Gerald J.	Inorganic Chemistry	114-N	6-7319
Mildvan, Albert S.	Biological Chemistry	Emeritus	
Murr, Brown L.	Organic Chemistry	Emeritus	
Nickon, Alex	Organic Chemistry	Emeritus	
Poland, Douglas	Theoretical Chemistry	343-R	6-7441
Posner, Gary H.	Organic Chemistry	216-R	6-7442
Robinson, Dean W.	Physical Chemistry	Emeritus	
Roth, Justine P.	Inorganic Chemistry	121-R	6-7835
Silverstone, Harris J.	Theoretical Chemistry	344-R	6-7431
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.
Falzone, Christopher	Chemistry	314-N	6-7467
Ganteför, Gerd	Chemistry	B-12-R	6-8425

III. JOINT APPOINTMENTS

NAME	DEPARTMENT	EXT.
Gracias, David	Chemical & Biomolecular Engineering	6-5284
Hill, Blake	Biology	6-6783
Katz, Howard E.	Materials Science & Engineering	6-6141
Principe, Lawrence M.	History of Science, Medicine & Technology	6-4807
Yu, Michael	Materials Science & Engineering	6-8935

IV. SENIOR LECTURER

NAME	DEPARTMENT	ROOM	EXT.
Greco, Jane	Chemistry	335-R	6-0079
Klein, David	Chemistry	231-R	
Pasternack, Louise	Chemistry	333-R	6-4845
Trapane, Tina	Chemistry	327-R	6-0078

V. FELLOWS-BY-COURTESY

NAME	DEGREE	ROOM	EXT.
Aranow, Ruth	PhD '57 Johns Hopkins	104 Grld	6-8216
Kopper, John M.	PhD '44 Johns Hopkins		
Hariharan, P.C.	PhD '72 Carnegie-Mellon		

VI. ASSISTANT/ASSOCIATE AND VISITING RESEARCH SCIENTISTS

NAME	DEGREE	FACULTY	ROOM	EXT.
Li, Rongfeng	PhD '94 U of Oregon	Townsend	250-R	6-8441
Lambert, Dominic	PhD '05 U of Vermont	Draper	153-R	6-7447

VII. POSTDOCTORAL FELLOWS

Last	First	PhD	PhD Institution	Advisor	BLD	RM	PH	Email
Abrahamsson	Maria	2006	Uppsala University	Meyer	NCB	116	6-5573	mabraha7@jhu.edu
Angeles-Boza	Alfredo	2007	Texas A&M University	Roth	REM	108	6-7145	aangele2@jhu.edu
Badiei	Yosra	2009	Georgetown University	Goldberg	NCB	217	6-6523	ybadiei1@jhu.edu
Freeman	Michael	2008	Johns Hopkins University	Townsend	REM	235	6-5156	mfreema5@jhu.edu
Halime	Zakaria	2006	University of Rennes, France	Karlin	NCB	218	6-7468	zhalime1@jhu.edu
Himes	Richard	2004	Purdue University	Karlin	NCB	218	6-7468	rhimes1@jhu.edu
Hou	Dianjie	2009	University of Alberta	Greenberg	NCB	318	6-8143	dhou1@jhu.edu
Ju	Tingting	2006	Brandeis University	Tolman	REM	229	6-5782	tju2@jhu.edu
Lambert	Dominic	2005	University of Vermont	Draper	REM	153	6-7447	dlamber5@jhu.edu
Moon	Deuk Kyu	2005	KAIST, Daejeon, South Korea	Posner	REM	219	6-4529	dmoon3@jhu.edu
Resendiz	Marino	2008	University of California, Los Angeles	Greenberg	NCB	318	6-8143	mresend1@jhu.edu
Samanta	Kousik	2009	Texas A&M University, College Station	Yarkony	REM	314	6-4663	ksamant1@jhu.edu
Schuurman	Michael	2004	University of Georgia	Yarkony	REM	314	6-7462	mschuur1@jhu.edu
Stohler	Remo	2007	University of Basel	Posner	REM	219	6-4529	rstohle1@jhu.edu

VIII. ADVANCED GRADUATE STUDENTS

Last	First	Advisor	Undergrad Institution	BLD	RM	PH	Email
Achey	Darren	Meyer	Pennsylvania State University	NCB	116	6-5573	dachey1@jhu.edu
Alden-Danforth	Ethan	Lectka	Villanova University	NCB	317	6-8753	ealdend1@jhu.edu
Arbogast	Luke	Tolman	Virginia Commonwealth University	REM	229	6-5782	larboga1@jhu.edu
Ardo	Shane	Meyer	Towson University	NCB	116	6-5573	sardo1@jhu.edu
Belecki	Katherine	Townsend	Williams College	REM	249	6-5157	kbeleck1@jhu.edu
Bettenhausen	Craig	Karlin	Harding University	NCB	116	6-7468	cbetten1@jhu.edu
Bitter	Julie	Fairbrother	University of Central Florida	NCB	228	6-3818	jbitter1@jhu.edu
Bodner	Micah	Townsend	University of Oregon	REM	249	6-5157	mbodner1@jhu.edu
Bowers	Erin	Cole	Wellesley College	SOM			ebowers4@jhu.edu
Buonaugurio	Angela	Bowen	College of Notre Dame, MD	REM	B05	6-4675	abuonau1@jhu.edu
Caruso	Anthony	Tovar	Drew University	NCB	311	6-6107	acaruso6@jhu.edu
Chaikind	Brian	Ostermeier	Northwestern University	ENG			bchaiki1@jhu.edu
Chen	Jing	Bowen	University of Science & Technology of China	REM	B05	6-4675	jchen100@jhu.edu
Cho	Kevin	Goldberg	State University of New York, Binghamton	NCB	217	6-6523	kcho9@jhu.edu

Cline	Meredith	Toscano	Ohio State University	NCB	117	6-7045	mcline2@jhu.edu
Davidson	Jeanne	Townsend	College of Notre Dame of MD	REM	249	6-5157	jdavids4@jhu.edu
Diegelmann	Stephen	Tovar	Hampden-Sydney College	NCB	311	6-6107	sdiegel1@jhu.edu
Dillon	Joseph	Yarkony	Ohio Wesleyan University	REM	314	6-7462	jdillon5@jhu.edu
Erb	Jeremy	Lectka	Miami University, Oxford	NCB	317	6-8753	jerb3@jhu.edu
Evans	Anthony	Toscano	Illinois College	NCB	117	6-7045	aevans19@jhu.edu
Farnum	Byron	Meyer	University of South Carolina, Columbia	NCB	116	6-5573	bfarnum1@jhu.edu
Fraind	Alicia	Tovar	Towson University	NCB	311	6-6107	afraind1@jhu.edu
Gaudelli	Nicole	Townsend	Boston College	REM	249	6-5157	ngaudel1@jhu.edu
Gee	Sarah	Karlin	College of Notre Dame, MD	NCB	218	6-7468	sgee2@jhu.edu
Genna	Douglas	Posner	Haveford College	REM	219	6-4529	dgenna1@jhu.edu
Grgac	Ksenija	van Ziji	University of Zagreb				kgrgac1@jhu.edu
Guan	Lirui	Greenberg	Hunan University	NCB	318	6-8143	lguan1@jhu.edu
Guminski	Amy	Stivers	Ursinus College	SOM			agumins1@jhu.edu
Guthrie	Daryl	Toscano	Randolph Macon College	NCB	311	6-7045	dguthri2@jhu.edu
Hare	Alton	Bowen	North Carolina State University, Raleigh	REM	B05	6-4675	ahare1@jhu.edu
Harvey	Christopher	Tovar	Pennsylvania State University	NCB	311	6-6107	charve11@jhu.edu
Hencken	Christopher	Posner	George Mason University	REM	219	6-4529	chencke2@jhu.edu
Hess	Lindsey	Posner	Miami University	REM	219	6-4529	lhess8@jhu.edu
Hill	Eric	Townsend	New College of the University of South Florida	REM	249	6-5157	ehill8@jhu.edu
Hoffman	Lauren	Posner	Goucher College	REM	219	6-4529	lwoodar1@jhu.edu
Jacobs	Aaron	Greenberg	Harvey Mudd College	NCB	318	6-8143	ajacob20@jhu.edu
Jiang	Yunbo	Goldberg	Tsinghua University	NCB	217	6-6523	yjiang11@jhu.edu
Johansson	Patrik	Meyer	Pennsylvania State University	NCB	116	6-5573	pjohans1@jhu.edu
Kalinda	Alvin	Posner	Central Michigan University	REM	219	6-4529	akalind1@jhu.edu
Kasper	Gary	Goldberg	Rutgers University	NCB	217	6-6523	gkasper1@jhu.edu
Keceli	Gizem	Toscano	Bogazici University	NCB	117	6-7045	gkeceli1@jhu.edu
Kim	Sunghhee	Karlin	Seokyeong University	NCB	218	6-7468	skim213@jhu.edu
Ko	Yeon Jae	Bowen	Seoul National University	REM	B05	6-4675	yko7@jhu.edu
Kopf	Nathan	Lectka	University of Wisconsin, Madison	NCB	317	6-8753	nkopf1@jhu.edu
Labonte	Jason	Townsend	Grove City College	REM	249	6-5157	jlabont1@jhu.edu
Lau	Michel	Townsend	San Francisco State University	REM	249	6-5157	mlau3@jhu.edu
Leeladee	Panee	Goldberg	Chulalongkorn BBA	NCB	217	6-6523	pleelad1@jhu.edu
Levine	David	Posner	Vassar College	REM	219	6-4529	dlevin17@jhu.edu
Li	Xiang	Bowen	Peking University	REM	B05	6-4675	xli27@jhu.edu
Li	Yuqi	Karlin	University of Science and Technology of China	NCB	218	6-7468	yli62@jhu.edu

Li	Yang	Yu	Nanjing University				yli68@jhu.edu
Lian	Yuxiang	Karlin	Nanjing University	NCB	218	6-7468	ylan2@jhu.edu
Majumder	Subhabrata	Tolman	Ramakrishna Mission Residential College	REM	229	6-5782	smajumd1@jhu.edu
Manlandro	Cara Marie	Hill	Georgetown University	MUDD			cmanlan1@jhu.edu
McAlpine	Ryan	Karlin	Rensselaer Poly Institute	NCB	218	6-7468	rmcalpi1@jhu.edu
McGown	Amanda	Goldberg	Villa Julie College	NCB	217	6-6523	amcearc1@jhu.edu
McQuilken	Alison	Goldberg	College of New Jersey	NCB	217	6-6523	amcquil1@jhu.edu
Morris	Amanda	Meyer	Pennsylvania State University	NCB	116	6-5573	amorri28@jhu.edu
Morris	Francine	Meyers	Bryn Mawr College	SOM			fmmorris5@jhu.edu
Moshos	Kristos	Townsend	Western New England College	REM	249	6-5157	kmoshos1@jhu.edu
Mukherjee	Arnab	Roth	Jadavpur University	REM	108	6-7145	amukher6@jhu.edu
Newman	Adam	Townsend	Colby College	REM	249	6-5157	anewma13@jhu.edu
Outlaw	Victor	Townsend	University of Virginia, Commonwealth	REM	249	6-5157	voutlaw1@jhu.edu
Park	Ga Young	Karlin	Korea University	NCB	218	6-7468	gpark8@jhu.edu
Peart	Patricia	Tovar	Mt. Holyoke College	NCB	311	6-6107	ppeart1@jhu.edu
Peterson	Ryan	Karlin	Sonoma State University	NCB	218	6-7468	rpeter32@jhu.edu
Phelan	Ryan	Townsend	Michigan State University	REM	249	6-5157	rphelan3@jhu.edu
Prokop	Katharine	Goldberg	La Salle University	NCB	217	6-6523	kprokop1@jhu.edu
Rosenberg	Samantha	Fairbrother	Northeastern University	NCB	228	6-3818	srosen23@jhu.edu
Rowley	John	Meyer	University of Alaska, Fairbanks	NCB	116	6-5573	jrowley5@jhu.edu
San Pedro	Joanna Maria	Greenberg	University of Philippines, Diliman	NCB	318	6-8143	jsanped1@jhu.edu
Saracini	Claudio	Karlin	Rome University	REM	218	6-7468	csaraci1@jhu.edu
Scerba	Michael	Lectka	University of Maryland	NCB	317	6-8753	mncerba1@jhu.edu
Schopfer	Mark	Karlin	University of Delaware	NCB	218	6-7468	mschopf1@jhu.edu
Sczepanski	Jonathan	Greenberg	University of Minnesota	NCB	318	6-8143	jsczepa2@jhu.edu
Slack	Rachel	Posner	University of the Sciences in Philadelphia	REM	219	6-4529	rslack2@jhu.edu
Smith	Billy	Fairbrother	Villa Julie College	NCB	228	6-3818	bsmith90@jhu.edu
Stamper	Katherine	Cotter	University of Maryland, Baltimore County	SOM			kstampe2@jhu.edu
Sutton	Art	Toscano	University of Cincinnati	NCB	117	6-7045	asutton5@jhu.edu
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Bair	Nathaniel	Lebanon Valley College
Bajacan	John Ernest	Northern Virginia Community College
Billah	Ahmed	Brandeis University
Boucher	Lauren	Case Western Reserve
Buytendyk	Allyson	College of Wooster
Cao	Rui	University of Science & Technology of China
Ferreira	Nicole	University of Illinois, Urbana
Ghosh	Souradyuti	NRKMR College under Calcutta University
Graham	Jacob	University of Mississippi
Grogan	Breeana	Georgetown University
Heflin	Kathryn	Auburn University
Huff	Gregory	Salisbury University
Johnson	Chad	University of Virginia
Lee	Hong Pyo	University at Buffalo
Ma	Qianli	Nanjing University, Nanjing China
Magala	Pearl	Mount Holyoke College
Mott	Bryan	George Mason University
Pardue	Duran	North Carolina State University, Raleigh
Streifel	Benjamin	University of San Diego
Taheri	Atefeh	Sharif University of Technology
Wang	Nan	Grinnell College
Ward	William	University of Delaware
Zhang	Xinxing	Fudan University

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REQUEST FOR EXTENSION

To: Dr. Douglas Poland
Academic Policy Committee Chair

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:

Douglas Poland

Requirement Completed: _____
Date

cc: Student Academic File

ADVISOR AGREEMENT FORM
SUBMIT BY December 31, 2009

THE JOHNS HOPKINS UNIVERSITY
DEPARTMENT OF CHEMISTRY
ADVISOR AGREEMENT FORM

DATE: _____

Dear Professor Toscano:

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)