Graduate Student Handbook

Department of
Chemical & Biomolecular Engineering
Fall 2009

(updated October 2009)

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INTRODUCTION

Welcome to the Department of Chemical and Biomolecular Engineering! Chemical engineering is a broad and versatile discipline in which chemical engineers work on the development and application of processes that change materials either chemically or physically. This branch of engineering was originally based on the applications of chemistry, combined with the principles of physics and mathematics. Over time, and with increasing speed, it has evolved so that biological sciences and chemistry now fill the position once uniquely held by chemistry. This recent evolution led us to add "biomolecular" to our name in 2003. Revised undergraduate and graduate curricula reflect and support the diversification of the discipline.

Chemical and Biomolecular Engineering (ChemBE) graduate students at Hopkins participate in collaborative research programs with scientists and engineers at the Homewood campus, the Johns Hopkins Medical Institutions, the Johns Hopkins Institute for NanoBioTechnology, the Applied Physics Laboratory, and nearby government laboratories, such as the National Institutes of Health and the National Institute of Standards and Technology. This research network provides an extraordinary array of state-of-the-art laboratory equipment to Hopkins chemical and biomolecular engineering graduate students, in addition to the well equipped facilities.

The purpose of this manual is to inform you about policies, rules, procedures and general information about our program. Please address any issues not covered here with your advisor, the Director of Graduate Studies, the Academic Program Coordinator or Department Administrator.

The ChemBE Department offers two graduate degrees: M.S.E. and Ph.D.

M.S.E. DEGREE REQUIREMENTS

Students have two options in pursuing an M.S.E. in Chemical and Biomolecular Engineering.

1. *Master's of Science in Engineering (requiring an essay*)

- The student must take six graduate (600-799) level courses approved by the student's advisor or the Director of the graduate program.
- These 6 courses cannot include seminars, independent study, graduate research or special studies.
- There are four required core courses: Thermodynamics & Statistical Mechanics for Chemical & Biomolecular Systems, Fundamentals of Biotransport Phenomena, Cellular and Molecular Biotechnology of Mammalian Systems, and Interfacial Science with Applications to Nanoscale Systems.
- The student selects additional engineering or science courses with the help of their advisor or the Director of the graduate program to design a curriculum appropriate for the student's engineering interest.

- The student must also enroll in at least two semesters of graduate seminars (540.600/601) throughout his or her tenure in the Department of Chemical and Biomolecular Engineering at Johns Hopkins University.
- Students must maintain a B average in coursework to complete this degree.
- No C grade can be counted toward the requirements and a D or F or 2 C grades results in probation. A second D or F or a third C will result in termination from the program.
- The student must write an essay based on original research and literature review and present his or her results at an open seminar attended by the faculty and students. The essay must be approved by the departmental graduate committee which consists of the graduate research advisor and at least one more faculty member from the Department of Chemical and Biomolecular Engineering.

2. *Master's of Science in Engineering (coursework only)*

- The student must take ten graduate (600-799) level courses approved by Director of the graduate program.
- These 10 courses cannot include seminars, independent study, graduate research or special studies.
- At least 6 one semester courses in the MSE program must be from the ChemBE graduate curriculum.
- There are four required core courses: Thermodynamics & Statistical Mechanics for Chemical & Biomolecular Systems, Fundamentals of Biotransport Phenomena, Cellular and Molecular Biotechnology of Mammalian Systems, and Interfacial Science with Applications to Nanoscale Systems.
- The student selects additional engineering or science courses with the help of the Director of the graduate program to design a curriculum appropriate for the student's engineering interest.
- The student must also enroll in at least two semesters of graduate seminars (540.600/601) throughout his or her tenure in the Department of Chemical and Biomolecular Engineering at Johns Hopkins University.
- Students must maintain a B average in coursework to complete this degree.
- No C grade can be counted toward the requirements and a D or F or 2 C grades results in probation. A second D or F or a third C will result in termination from the program.

Important Notes for all M.S.E. candidates:

1. All non-ChemBE engineering undergraduate students who wish to get an M.S.E. in Chemical & Biomolecular Engineering will have to not only take the relevant graduate level coursework but may also be required to complete five key undergraduate courses, depending on their background:

a. 540.303 Transport Phenomena I
b. 540.304 Transport Phenomena II
c. 540.301 Kinetics
d. 540.203 Engineering Thermo
e. 540.204 Applied Physical Chemistry

2. Whiting School graduate policies on double-counting courses:
http://engineering.jhu.edu/graduate-double-counting/

MSE Essay Presentation
The MSE essay presentation is similar to the PhD thesis defense. Students, in conjunction with their advisor, will assemble a two-person committee to read and evaluate the essay. One member of the committee will be the student's advisor and the other will be chosen from among the ChemBE faculty. The essay should be provided to the readers at least two weeks prior to the presentation date. It will then be presented at an open seminar, which will be publicized to the department.

Students should contact the Academic Program Coordinator at least **four weeks** prior to the proposed defense date to ensure that all necessary information is exchanged. International students should contact OISSS at least **eight weeks** in advance of defense date to ensure that their visa status and application for their EAD card and Optional Practical Training is in place.

Refer to the *Guidelines for the Preparation of Dissertations and Theses*, which can be found online: http://www.library.jhu.edu/services/cbo/diss.html.

Ph.D. DEGREE REQUIREMENTS

The Ph.D. degree is awarded for original research performed under the guidance of a thesis advisor. The formal requirements for this degree are:

1. Successful completion of six graduate-level courses including the four required core courses.

2. Successful completion of the Preliminary Research Exam during the student's first year.

3. Successfully serve as a teaching assistant for at least two required undergraduate courses.

4. Completion of an original research project, documented in a dissertation that is defended by the candidate in a public presentation.

5. Successful completion of the Graduate Board Oral Exam.

Coursework

Student must successfully complete six graduate-level courses including the four required core courses listed below:

540.630 Thermodynamics & Statistical Mechanics for Chemical & Biomolecular
540.652 Systems, Fundamentals of Biotransport Phenomena
540.602 Cellular and Molecular Biotechnology of Mammalian Systems

540.615 Interfacial Science with Applications to Nanoscale Systems.

Students are strongly encouraged to take the four required courses in the first fall semester. However, students who do not have an undergraduate degree in Chemical Engineering or a closely related field may need additional course and should discuss an appropriate course plan with the Director of the Graduate Program.

The remaining two engineering or science courses are chosen with the help of the student's advisor to design a curriculum appropriate for the student's research interest. These two courses cannot include seminars, independent study, graduate research or special studies.

Each of the six courses must be passed with a letter grade of B- or higher. In addition, the student must maintain an overall grade point average (GPA) of 3.0 or better. If the student's GPA falls below 3.0, the student must re-take one or more of the courses and earn a higher grade, upon which the prior grade in those course are not counted towards the GPA. If a student receives a grade of C+ or lower in a required core course, the student will be allowed to re-take the course once to achieve a grade of B- or higher. Failure to receive a B- or better the second time will be cause for dismissal from the program. Receipt of grades of C+ or lower in two or more required courses will ordinarily be cause for dismissal from the program without the opportunity to re-take those courses.

In addition,

- all first year students must enroll in 540.490 Chemical and Biomolecular Engineering Safety during their first semester
- students must enroll in graduate seminars (540.600/601) every semester. Students are expected to attend department seminars throughout their tenure in the department.

Preliminary Research Exam (1st year Ph.D. students)

The departmental Preliminary Research Exam is an oral exam for first year students consisting of a presentation by the student on a seminal paper in the student's research field and questions by a faculty committee. The exam aims to probe the student's critical thinking, dedication and approach towards research and learning. The exam is offered in January each year.

Format

One week prior to the exam the student is provided a seminal research paper in his or her field chosen by the student's advisor. In the exam, the student gives a 15-minute presentation on the paper, which is followed by 20 minutes of questions by the committee. The committee consists of two standing members (which rotate from year to year) and the student's advisor.

Students are expected to clearly present the paper and its importance to the field. Students should keep in mind that the faculty committee may include members who have limited knowledge of the field. The committee will expect an understanding of the paper that goes beyond simply presenting the paper's results. Students should have a thorough understanding of the research described in the paper and its implications. Students will be expected to present

the strengths and shortcomings of the paper and to present the work's importance. Students should have knowledge of other research pertinent to the paper. The advisors input into the student's preparation and presentation must be minimal.

Evaluation
Following the exam, students will receive a letter from the chair of the committee providing feedback on the student's performance in the exam. A copy of the letter will be placed in the student's departmental file and a copy will be provided to the student's advisor. Performance in the exam will be used to measure a student's potential for research leading toward a doctoral degree.

Ph.D. Thesis Criteria and Graduate Board Oral Exam

NOTE: The university allows two formats for the GBO: the preliminary exam and the final exam. Departments must follow one format for all students. Traditionally, the department has followed the preliminary exam format with a committee consisting of three members from outside the department and two members inside the department (including the student's advisor). Contingent on Graduate Board approval (currently pending), the department will follow the final exam format starting January 1, 2010, which means that the GBO consists of the student's public defense of the thesis and a closed examination immediately following the public defense. In addition, the GBO committee will now consist of two members outside the department and three members inside the department. The guidelines below are for the final exam GBO format with the new committee makeup. Students who have not yet passed their GBO and wish to take it in the preliminary exam format must do so before Jan. 1, 2010. Such students should follow the guidelines and rules of the previous edition of this graduate manual for setting up and taking their preliminary GBO exam.

Candidates must write a dissertation conforming to university requirements that describes the students work and results in detail. A public defense of the dissertation is required, and will be followed by a closed examination session. Because the closed examination session fulfills the university Graduate Board Oral (GBO) examination requirement, all procedures pertaining to GBOs as established by the University Graduate Board must be followed.

The committee for the closed examination shall consist of five faculty members, chosen by the Graduate Program Committee, with at least two members being from outside the department. The committee consists of the three members of the students thesis committee (the advisor and two readers – one reader from inside the department and reader from outside the department) and two additional members, one from outside the department and one from inside the department. The outcome of the closed examination will be decided by majority vote of the committee.

Scheduling
Students are not permitted to schedule this GBO exam. The advisor must contact the Academic Program Coordinator directly to begin the process. The student may only contact committee members after everything is officially confirmed. Students should contact the Academic

Program Coordinator at least **eight weeks** prior to the proposed defense date to ensure that all necessary information is exchanged. Allow at least **eight weeks** for scheduling and approval from the Graduate Board. International students should contact OISSS at least **eight weeks** in advance of defense date to ensure that their visa status and application for their EAD card and Optional Practical Training is in place.

Thesis

The Ph.D. thesis must be submitted to the readers of the thesis **two weeks** (or earlier, if requested by a reader) before the scheduled defense of the thesis. It will then be defended at an open seminar, which will be publicized to the department.

Refer to the *Guidelines for the Preparation of Dissertations and Theses*, which can be found online: http://www.library.jhu.edu/services/cbo/diss.html.

Graduate Board Oral Exam

The Graduate Board Oral (GBO) Exam is a university requirement for obtaining a Ph.D. The Graduate Board Oral Examination for candidates for the Ph.D. degree has three major objectives:

1. To assess a candidate's proficiency in the discipline.
2. To give a student the benefit of a critical examination of his or her work by scholars outside the department or program committee.
3. To provide a means for extra-departmental monitoring of the academic quality of departments and committees sponsoring candidates.

A final examination GBO should concentrate on the student's doctoral dissertation and its implications. It is reasonable for the Graduate Board Oral Examination Committee to explore the candidate's breadth of knowledge in areas ruled germane to the thesis by the chair of the committee.

RESEARCH ADVISOR SELECTION PROCESS

Most graduate students do not arrive assigned to a faculty research advisor. The selection and assignment process will take place within the first couple months of the semester, with the official announcements being made typically before the end of October. Students will attend research presentations from every member of the ChemBE faculty. These meetings will be mandatory for all new graduate students, even if the student has already been assigned to an advisor. Students are encouraged to meet individually with select faculty members to learn more about research opportunities in the faculty's group. After all professors have presented, students will submit their top three choices for advisor (not research projects) to the Director of Graduate Studies and Academic Program Coordinator. The Director and Department Chair will then make assignments while taking into account the student's preferences and openings in faculty's labs. The Department strives to honor students' top choices whenever possible.

TA REQUIREMENT AND POLICY

All Ph.D. students must serve as teaching assistants (TAs) for two semesters during the first two and a half years of study. The two and a half year time frame may be extended if TA positions are not available. To fulfill this requirement, students must be a TA for required undergraduate courses only. Being a TA for an elective course does not count towards fulfillment of the graduate student TA requirements unless approved by the Director of Graduate Studies in advance.

The typical workload for a TA is on average 10 hours per week. During mid-term and/or final exam periods, TAs might need to spend up to 20 hours in one week. Duties may vary from course to course. However, in general:

1. The TA should be prepared to give a 1-1.5 hour recitation section every week. To this end, the TA should possess a complete mastery of the fundamentals. To achieve this, the TA is expected to spend on average 3 hours per week for reviewing course material. Although it is not required, the TA might find helpful to attend the instructor's lectures.

2. The TA should have office hours (typically a 1-hr window which has to be different from the recitation section) to address students' queries pertinent to the course. The office hours should be chosen in such a way to accommodate all students attending the course.

3. The TA may be asked to grade certain problems from a homework set or all problems from certain homework sets. However, the TA should not spend on average more than two hours per week on such a task. Most importantly, the TAs are not required to prepare the homework sets which will be distributed to the class. However, they may be occasionally asked to "modify" or "contribute" a problem.

4. The TA may be occasionally asked to give class lectures. In such cases, detailed notes should be provided to the TA by the instructor.

5. The TA may be asked to help the instructor grade the mid-term and/or the final exams. In this case, the solutions along with clear grading instructions should be provided by the instructor. The instructor should closely supervise the TAs and address all of their queries during this exercise. The TAs are not required to devise the questions of the mid-term and/or final exams.

If the imposed workload is higher than that specified above, the students should report this to the Director of Graduate Studies and the Department Chair.

NOTE: Being a TA for the undergraduate senior lab course (540.311/313) entails different duties and a higher workload than that discussed above. As a result, being a TA for senior lab once fulfills the TA requirement (being a TA for a second course is not required). Students who elect to serve as a TA for senior lab for additional semesters receive extra pay commensurate with their duties and experience.

The process of securing TA positions is left up to the students and the instructor. Students interested in being a TA for a course should directly contact the instructor of that course. Occasionally courses that need TAs (if there are any) will be announced to graduate students about a month before the start of the semester.

The GSLC will host a seminar to explain TA duties near the end of the fall semester to help prospective TAs

ACADEMIC PROBATION AND DISMISSAL POLICY

NOTE: New policies on probation and dismissal for the Homewood Schools are expected to be announced within the next six months. The department will follow these Homewood School Policies once they are officially adopted. In the meantime, the department policy is as follows:

Students must continue to make satisfactory progress towards their degree to continue in good standing in the graduate program. Students who are not making satisfactory progress may be put on probation. Nominally, advisors are asked to comment on their graduate students progress twice a year. However, students may be put on probation at any time of the year. The department provides a written review to each student once a year and the student is given the opportunity to offer self-evaluation. Probation is considered a warning rather than an academic censure.

Academic probation. Students who fail to attain a program's minimum level of performance may be placed on academic probation or dismissed. Students placed on academic probation receive a letter from the Director of Graduate Studies outlining the reasons for the probation and the conditions that must be met for the student to return to good standing. The contents of the letter will be discussed in a meeting with the student, the student's advisor and the Director of Graduate Studies. The probation period is a minimum of four months. At the conclusion of the probation period, within one month after the end of the probation period, the student will be informed of his/her status based on whether the students has met the requirement as stated in the probation letter. The options are as follows (a) remove the student from probation, (b) extend the probationary period, or (c) dismiss the student. Failure to meet the conditions of probation during the probation period will ordinarily result in dismissal from the program at the end of the probation period. Dismissal from the program entails cessation of stipend and financial support from the department. For students in the Ph.D. program, the option to allow continuation in a master's program (essay based or coursework only), and the conditions for doing so are at the discretion of the advisor and the department.

Dismissal can occur without probation. A student may be dismissed without a formal probation period under three circumstances: (1) if he/she meets the conditions for dismissal based on coursework as stated in this handbook, (2) if he/she fails to meet any conditions resulting from a qualifying or GBO exam, (3) if he/she is found to have committed academic or research misconduct and expulsion is the outcome of the deliberations as outlined in the Homewood Procedures for Handling Allegations of Misconduct by Full-time and Part-time

Graduate Students (http://engineering.jhu.edu/include/content/pdf-word/misconduct-policy.pdf) or the WSE Procedures for Dealing with Issues of Research Misconduct (http://engineering.jhu.edu/include/content/pdf/adr/WSE_Research_Rules.pdf). In addition, students are also subject to immediate dismissal on non-academic grounds in accordance with the Homewood Procedures for Handling Allegations of Misconduct by Full-Time and Part-Time Graduate Students as well as applicable policies at http://www.jhu.edu/news_info/policy.

More information on the WSE policies on Academic Probation and Dismissal can be found at http://engineering.jhu.edu/graduate-academic-probation-dismissal/.

GREIVANCES

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 Director of the Graduate Program or 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. Information on graduate student grievance procedures can be found at:
http://grad.jhu.edu/downloads/HwGrievancePolicy_Final.pdf

REGISTRATION

Students are required to register for every semester of study. The registration deadlines will be published well in advance. It is the student's responsibility to check their account and make sure there are no holds in place to bar registration. For advisor holds, the student should speak to their advisor. For financial holds, the student should contact the Department Administrator. If a student misses the registration deadline, he or she will be responsible for a late fee of $150-$300.

Students must register over the summer in order to avoid paying extra FICA taxes. The Academic Program Coordinator will inform students about the procedure and deadlines. Students who miss the deadline will incur a late fee of $50.

HEALTH INSURANCE

All graduate students are required to carry sufficient health insurance. The University offers a low cost health insurance plan and the Department covers the expense for all ChemBE graduate students. Students must enroll every year as it does not automatically carry over year to year.

Questions about how to register can be directed to Assistant Registrar Martha Gamble (mgamble2@jhu.edu, 410-516-8079). More information can also be found here: http://www.jhu.edu/registrar/health.html.

Students who are already under a plan through their parents or employer have the option to waive the JHU plan by filling out a waiver form and turning it in to the Registrar's Office. This must be done every year. Students who plan to choose this option must also notify the Academic Program Coordinator and Department Administrator. A copy of the waiver form must be turned in to the Department office and kept on file.

ACADEMIC DEADLINES FOR 2009-2010

Students planning to complete degree requirements within a given semester should contact the Academic Program Coordinator to ensure that all necessary forms and requirements have been completed and submitted *prior* to the academic deadlines for the semester. The deadlines to submit all certification material for academic year 2009-2010 are as follows:

Degree Period	**PhD**	**MSE**
Fall 2009	October 30, 2009	October 30, 2009
Winter 2009-10	January 22, 2010	December 30, 2009
Spring 2010	April 9, 2010	May 3 and 14, 2010

Students who have not completed all requirements by the first day of classes for that semester MUST register for that semester. Students who complete the requirements by the fall deadlines will receive a refund of the tuition paid. There is no such grace period for spring registration. Diplomas are now awarded three times per year: summer, winter and spring.

GRADUATE STUDENT SUPPORT AND FELLOWSHIP OPPORTUNITIES

M.S.E. students

Tuition
Tuition remission/fellowship policies for master's students are determined by the School of Engineering.

In summary, 50% tuition fellowships are available to students who obtained or will obtain an undergraduate degree from Hopkins provided they meet a number of criteria including:

- The students must have completed their undergraduate degree requirements (they do not have to have graduated, it is sufficient that they are eligible to graduate).

- They have completed eight full-time semesters of undergraduate study at Hopkins.

Please see the following web page for more detailed information:
http://engineering.jhu.edu/graduate-concurrentstatus/#finaid

Stipend
For M.S.E. students, stipend support is atypical. Stipend support typically only occurs if obtained by the student in the form of an outside fellowship.

Ph.D. students

Tuition
At the Dean's discretion, tuition fellowships may be awarded to full-time students who are supported by the Department through either faculty research projects or fellowships. Ph.D. candidates may be eligible for 80% tuition fellowships. Most students receive this 80% tuition fellowship, with the remaining 20% of the tuition being paid off the advisor's research grant or through a graduate fellowship (e.g. an NSF graduate fellowship)

Stipend
Stipend support comes in the form of research assistantships or fellowships. Students are paid semi-monthly. The standard stipend for the 2009-2010 academic year is $26,000. Students with outside fellowships that pay less than this amount will have their stipend supplemented at least up to this amount.

Research Assistantships
Students working directly on funded research projects are paid by the advisor's grants that support that research or through other funds available to the advisor. Continuation of a Research Assistantship is determined by a student's performance and the availability of research funding. This support allows students to progress towards completion of their degrees.

Internal Fellowships
Integrative Graduate Education and Research Traineeship (IGERT). The NanoBio IGERT Fellowship in Physical and Biomolecular Foundations for Developing Nanoprobes for Biology at Johns Hopkins University is an exciting graduate training program based at the Institute for NanoBioTechnology and funded by the National Science Foundation. Students learn to design and develop nanoprobes, such as functionalized nanoparticles and lab-on-a-chip technologies, to provide a glimpse into the biological processes of living cells. IGERT Fellowships are typically awarded at the time of admission. Occasionally slots may be available in the fall for incoming students. For more information about this fellowship contact the Institute for NanoBioTechnology (INBT) office located in Maryland Hall 214.

External Fellowships
There are fellowships available for first year graduate students from outside funding sources such as NSF and AHA. The application deadlines generally range from late October to early

January. The GSLC will host a seminar explaining the opportunities available and how to apply for them. Information about the seminar will be e-mailed in the early fall.

VACATION AND LEAVE

An official Whiting School of Engineering policy on graduate student vacation, sick days and leave will be announced soon. The department will follow this policy.

Both the Intersession in January and the summer, June through August are particularly important periods for research progress. Students are expected to make significant effort during these periods.

LABORATORY SAFETY

The importance of laboratory safety cannot be overstated. All students working in a laboratory, graduate and undergraduate are required to complete the departmental safety course prior to beginning work in the lab. This course is offered in the fall semester, but can be viewed on video by contacting the Graduate Student Coordinator. Additionally, annual departmental and university laboratory inspections will be conducted by the departmental faculty safety officer and university occupational safety officer, respectively. It should be noted that the laboratory safety course does not cover everything one needs to know regarding safety in each individual lab, but is intended to create the mindset for the student to evaluate their own lab for identify potential safety issues and to determine what he/she would do in that situation.

Those students working with either biological hazards and/or radiation are required to take the additional appropriate courses through the medical campus. A list of important contacts is listed below:

Health, Safety & Environment

Johns Hopkins Medicine
2024 E. Monument Street
Suite B-200
Baltimore, MD 21205
Office 410.955.5918
Fax 410.955.5929

Homewood Campus, Macaulay Hall, Suite 103
(410) 516-8798
Terry Kellam - Occupational Safety Officer

Radiation Safety Office

Mudd Hall
3400 Charles Street
Baltimore, MD 21218
Mina Razavi, Homewood Representative (410) 516-7278, mina@jhu.edu

In the case of an emergency call: 6-7777.

DEPARTMENT SEMINAR SERIES

The Department hosts a seminar series during both the fall and spring semesters. All graduate students are required to register for and attend the seminars every semester during their tenure in the department. They are typically held on Thursday mornings. Students are encouraged to suggest speakers to the Seminar Chair. If a student would like to meet with a visiting speaker, he or she should contact the Seminar Chair to arrange a meeting.

GRADUATE STUDENT LIAISON COMMITTEE (GSLC)

The Graduate Student Liaison Committee represents the graduate student body in the Department. The group is a voice for all graduate students and works to create a cohesive work and social environment in Chemical and Biomolecular Engineering. The committee meets regularly with the Department Chair and is the formal liaison between graduate students and the faculty. The committee also organizes social and athletic events that bring together faculty, graduate students, and undergraduates on a regular basis. See the GSLC website for regular updates: http://hopkins.gslc.googlepages.com/.

Committee members for 2009-2010:

Co-Chairs	Tommy Tong ztong1@jhu.edu	Jen Tullman jtullma1@jhu.edu
Social Chairs	Clay Wright rwrigh26@jhu.edu	Brian Chaikind bchaiki1@jhu.edu
Recruitment Chairs	Matt Dallas dallas@jhu.edu	Kate Laflin klaflin@jhu.edu
Service Chairs	Jeannine Coburn jeannine.coburn@gmail.com	Stephanie Fraley stephanie.fraley@jhu.edu
Sports Chairs	Dave Broesch dbroesc1@jhu.edu	Elad Firnberg elad.firnberg@gmail.com
Seminar Chairs	Deniz Baycin denizbaycin@gmail.com	Stephanie Fraley stephanie.fraley@jhu.edu
TA Coordinator	Deniz Baycin denizbaycin@gmail.com	
GRO Representative	Raghu Devendra raghu@jhu.edu	Sumedh Risbud srisbud1@jhu.edu
Treasurer	Donny Hanjaya Putra dhp@jhu.edu	

Web Communications Chair	Krishna Kilambi kris.at.iitm@gmail.com	

ADMINISTRATION

Department Office (use this as the mailing address)
ChemBE Department
Maryland Hall 220
Johns Hopkins University
3400 N Charles Street
Baltimore, Maryland 21218

Main office phone:
410-516-7170

Main office fax:
410-516-5510

For your convenience, a graduate lounge space has been designated for student use. It is located in Maryland Hall room 226. The room is equipped with tables, chairs, a refrigerator and microwave. All department graduate students will be given key access.

Supplies and Mail
The Department purchases essential office supplies for faculty and staff. Laboratories are responsible for procuring their own supplies. Each lab should have a person designated to oversee such purchases.

Each student will be given a personal mailbox. Mailboxes for students, post doctoral fellows and visiting scholars is kept in Maryland 226. All packages will also be stored in this room. Students should check their mail frequently. As a courtesy to the staff, **DO NOT** have your personal mail or packages sent to the department address. In addition to causing undue work for the staff, the Department cannot guarantee the security of any personal items.

All packages or large items will be stored in Maryland 226. Whenever possible, the staff will make an effort to notify recipients of perishable packages, but it is ultimately every student's responsibility to collect the items in a timely manner.

The Department has a FedEx account that can be used for express shipment related to the conduct of research or the academic pursuits of the faculty. If a student needs to ship something using this method, they should contact the Administrative Coordinator for more information.

A large, multi function photocopier is also available for student use for tasks related to the conduct of research or the academic pursuits of the faculty. It is located in Maryland 226.

Keys may be obtained from the front office. Students should fill out a key request form, which requires the signature of their faculty advisor. Turn the key into the Administrative Coordinator. Requests will be filled as soon as possible, but no sooner than three business days after submission. All keys must be returned prior to departure from the University.

Department Services
Students may contact the following Department staff for assistance:

Academic Program Coordinator – registration problems, missing grades, need to see your transcript, access to documents in your application file, help with university paperwork, OPT letters, letters for leaving the country, employment verification, health insurance questions

Budget Analyst – reimbursement, petty cash voucher, questions about lab budgets, turning in receipts, procurement card or purchasing questions, assistance with SAP

Department Administrator – questions about payroll

Administrative Coordinator (front office) – reserve space for lab meetings, reserve conference room, assistance with fax machine or copier, key requests

For issues not on this list, see any staff member to get pointed in the right direction.

ORDERING SYSTEMS

Every lab will have a designated person to oversee supplies and ordering. Access to the following systems will be granted on an as-needed basis. When ordering from any vendor, it is imperative that you **retain your receipt** for accounting purposes.

HopkinsOne (SAP)
http://hopkinsone.johnshopkins.edu
This system is used by the graduate students to order lab materials and supplies. The GSLC and the departmental budget analyst will host a seminar explaining how to set up your account and a quick overview of how to order supplies and confirm that they have been received.

CoreStore
http://jhucorestore.com
This alternative system is used to order biology related supplies from the campus core store. As supplies are delivered daily this system is ideal for cold supplies such as enzymes.

Procurement Card
The procurement credit card for your lab may be used to purchase supplies from vendors not available through the HopkinsOne system. A procurement card form must be filled out for each purchase and returned to the budget analyst with the receipt and packing slip.

FINANCIAL OFFICES

The following offices can provide assistance:

Student Financial Services

http://www.jhu.edu/finaid/
146 Garland Hall

Student Accounts
http://www.jhu.edu/studacct/
B31 Garland Hall

Student Payroll/Employment Services
http://semps.ses.hsa.jhu.edu/stujob/employer.cfm?pid=1&sub=7
72 Garland Hall

Tax Office
http://www.controller.jhu.edu/depts/tax/index.html
D200 Eastern Campus

GRADUATE BOARD

The Graduate Board is responsible for the administration of University-wide policies and procedures for the award of Master of Arts; M.A.; and Doctor of Philosophy, Ph.D. The website can be found at: http://www.graduateboard.jhu.edu/. It is a great resource for information on student policy and procedures, deadlines, dissertation and thesis guidelines, and various forms that students may need.

Graduate Board Coordinator
Courtney Mish
28 Shriver Hall
cmish1@jhu.edu
410.516.2928 (phone)
410.516.0780 (fax)

OFFICE OF INTERNATIONAL SCHOLARS AND STUDENT SERVICES

The primary mission of the Office of International Student and Scholar Services (OISSS) is to assist international students, scholars, and faculty at Johns Hopkins University's Homewood Campus. OISSS staff members are available to answer your questions about immigration status, financial concerns, health matters, housing, employment possibilities, as well as other issues that may arise during your stay. Additionally, OISSS works with the academic and administrative departments to facilitate the immigration process.

The office holds walk-in advising hours on Tuesdays from 9:00 AM until 11:45 AM and on Thursdays from 1:00 PM until 4:30 PM. All other times during the week an appointment is required to see an advisor.

Please refer to the website: http://ww2.jhu.edu/~isss/.

STUDENT SERVICES

Office of the Registrar
http://www.jhu.edu/registrar/index.html
75 Garland Hall

Office of Student Disability Services
http://web.jhu.edu/disabilities
385 Garland Hall

Women of Whiting
http://www.jhu.edu/wow/

Graduate Representative Organization (GRO)
http://www.jhu.edu/gro/

JCard Services (JHU student ID)
http://www.idcs.jhu.edu/
51 Garland Hall

Gym
http://web.jhu.edu/recreation/
Ralph O'Connor Recreation Center

Housing
http://www.jhu.edu/hds/offcampus/index.html
AMR II Housing Office

Library
http://webapps.jhu.edu/jhuniverse/libraries/

Computer Labs
http://ww2.jhu.edu/classrooms/
Located throughout the university

Campus Security
http://www.jhu.edu/~security/
Shriver Hall

Escort Services
Escort Coordinator Frank Richardson
410-516-4547
fricha11@jhem.jhu.edu

Office/Dispatch 410-516-8700

Parking office
http://www.parking.jhu.edu/
South Garage

Barnes & Noble Bookstore
http://johns-hopkins.bncollege.com
JHU Charles Commons

Student Health & Wellness Center
http://ww2.jhu.edu/shcenter/
AMR II

ACADEMIC CALENDAR

The academic calendars are published online (http://www.jhu.edu/registrar/calendar.html).

2009	
August 28 - September 1	Orientation for all new undergraduates
September 2	**First day of classes**
September 7	Labor Day—classes suspended
November 16 –December 6	Undergraduate registration for spring term
November 25–29	Thanksgiving Vacation
December 7	Last day of classes
December 8 –10	Reading period
December 11–18	Final examination period
December 19–January 3	Mid-year Vacation
2010	
January 4 –22	Intersession
January 18	Observance of Martin Luther King's birthday; No Intersession classes
January 25	**First day of classes**
March 15-21	Spring vacation
April 12–May 2	Undergraduate registration for fall term
April 30	Last day of classes
May 3 –5	Reading period
May 6 –13	Final examination period
May 27	University Commencement

FACULTY AND STAFF

Faculty

Dilip Asthagiri
dilipa@jhu.edu
(410) 516-3475
Maryland Hall 218

Michael Betenbaugh
beten@jhu.edu
(410) 516-5461
NEB 42C

Michael Bevan
mabevan@jhu.edu
(410) 516-7907
Maryland Hall 211

Marc D. Donohue
mdd@jhu.edu
(410) 516-5262
NEB 114

German Drazer
drazer@jhu.edu
(410) 516-0170
Maryland Hall 219

Joelle Frechette
jfrechette@jhu.edu
(410) 546-0113
Maryland Hall 121

Sharon Gerecht
Gerecht@jhu.edu
(410) 516-2846
Maryland Hall 216

David Gracias
dgracias@jhu.edu
(410) 516-5284
Maryland Hall 125

Jeffrey Gray
jgray@jhu.edu
(410) 516-5313
Maryland Hall 208

Justin Hanes
hanes@jhu.edu
(410) 516-3484
NEB 42A

Joseph L. Katz
(*Vice Chair*)
jlk@jhu.edu
(410) 516-8484
Maryland Hall 222

Konstantinos Konstantopoulos
(Department Chair)
kkonsta1@jhu.edu
(410) 516-6290
Maryland Hall 123

Marc Ostermeier
(Director of Graduate Studies)
oster@jhu.edu
(410) 516-7144
Maryland Hall 119

Denis Wirtz
wirtz@jhu.edu
(410) 516-7006
Maryland Hall 116

DEPARTMENT STAFF

Academic Program Coordinator: Lindsay Spivey (spivey@jhu.edu) – MD 225, 410-516-4166

Department Administrator: Olen McCardell (omccard1@jhmi.edu) – MD 223, 410-516-8294

Budget Analyst: MD 224

Administrative Coordinator: Erin Wilhelm (ewilhel5@jhu.edu) – MD 221, 410-516-7170