



The Department of Chemistry Graduate Student & Postdoctoral Handbook



Last updated: October 17, 2024

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

The Johns Hopkins University admits students of any race, color, gender, religion, age, national or ethnic origin, disability, marital or veteran status to all of the rights, privileges, programs, benefits and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital or veteran status in any program or activity, including the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other university administered programs or in employment. Accordingly, the university does not take into consideration personal factors that are irrelevant to the program involved. Questions regarding access to programs following Title VI, Title IX and Section 504 should be referred to the Office of Institutional Equity, Wyman Park Building Suite 515, Homewood Campus, 410-516-8075, TTY 410-516-6225.

IMPORTANT UPDATES FOR THE 2024-25 ACADEMIC YEAR

- The JHU [Teachers and Researchers United – UE Local 197](#) signed a bargaining agreement with the university on March 29, 2024, which went into effect on July 1, 2024. The agreement includes a stipend level increase, increased health insurance benefits, and 15 days of paid vacation leave, among other things. For more information, see p. 24 of the handbook.
- Beginning in spring of 2024, all PhD students in the Chemistry Department are required to schedule a meeting with their thesis committee to review their annual Individual Development Plan (IDP). During the meeting, the committee should fill out the Thesis Committee Meeting Form, located in the Forms section in the back of the handbook. Students must submit this form along with their IDP form by the stated deadline.
- [University policy](#) for reimbursements states that all transactions must be submitted in SAP no more than three (3) months after the purchase date, meaning if you make a travel purchase more than three months prior to the travel date, you will not receive a reimbursement. The Department therefore advises anyone reserving work-related travel more than three months in advance to do so using university's travel portal in [myJH](#).
- Beginning in the academic year 2024-2025, any first-year Chemistry student who does not find a Ph.D. advisor by December 31 will automatically be placed on academic probation through the end of the Spring semester. The probation will only be lifted if and when they find a Ph.D. advisor. If the student is unable to find a Ph.D. advisor by the end of the Spring semester of their first year, they will be dismissed from the program.

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IMPORTANT ORIENTATION DATES FOR THE 2024-25 ACADEMIC YEAR

Friday, August 16

11:30 AM-2:00 PM	New Grad Student Welcome (required)	Location TBD
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Monday, August 19

9:15-9:30 AM	Department Welcome - Dr. Toscano (required)	Remsen 233
9:30-11:30 AM	Organic Placement Exam* (required)	Remsen 233
11:30 AM-12:30 PM	Lunch	Remsen 140
12:30-2:30 PM	Inorganic Placement Exam* (required)	Remsen 233

Tuesday, August 20

9:00-9:30 AM	DGS Introduction - Dr. Bragg (required)	Remsen 233
9:30-11:30 AM	Physical Placement Exam* (required)	Remsen 233
4:30-5:00 PM	Chemistry Student Safety Committee Demo	Remsen 101
5:00-7:00 PM	ChemDNA Social**	Remsen Breezeway

Wednesday, August 21

10:00 AM-3:00 PM	Advising Meetings with Faculty*** (required)	Remsen 300
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Thursday, August 22

9:00 AM-12:00 PM	Chemistry TA Training (required)	Remsen 233
12:00-1:00 PM	TA Training Lunch	
1:00-4:00 PM	Chemistry TA Training (required)	Remsen 233

Friday, August 23

9:00 AM-12:00 PM	Chemistry TA Training (required)	Remsen 233
5:00-7:30 PM	Welcome BBQ	Remsen Breezeway

Monday, August 26

First day of classes

Prior to First day of Classes

Must complete mandatory [Online Safety Training](#) and [University TA Orientation](#)

*Placement Exam results and the advising appointment schedule will be emailed to you after the completion of all three exams.

**Meetings will be 10-15 minutes long. Each student will receive a meeting time and should be outside Remsen 300 five minutes prior to their scheduled meeting time. Students may [register](#) for classes following your advising meeting. Please register before the first day of classes to avoid late fees.

Deadline for choosing a research advisor: December 31, 2024

SAFETY

I. SAFETY TRAINING

Compliance with 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 Department, 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 Canvas, 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 August 26, 2024.** 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 canvas.jhu.edu. Your User ID 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 Clare Bindel and Alex Hossein. They are available for questions at: chem-admin@lists.johnshopkins.edu.

Additionally, all incoming first year students are required to take EN.500.601 – Research Laboratory Safety. This course is meant to provide the student with a basic knowledge of safety: hazards, regulations, personal protective equipment, good lab practice, elementary toxicology, and engineering controls. This helps with our duty to assist with regulatory compliance, minimize hazards, and reduce the severity of any incidents that may occur in the department's laboratories.

All incoming first year students will be provided with safety glasses and flame-retardant laboratory coats. Please see Matthew Courduff in SB27.

ANNUAL REVIEW OF SAFETY STANDARD OPERATING PROCEDURES

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

The Johns Hopkins University Safety Office guide to standard operating procedures can be found on the university [website](#). **All graduate students, post docs, and lab staff are required to review these documents on an annual basis.**

To ensure compliance, once these documents have been reviewed, graduate students, post docs, and lab staff are required to submit an [acknowledgement form](#).

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.

Click [here](#) for more information from Johns Hopkins Public Safety.

II. EMERGENCY HEALTH CARE & INCIDENT REPORTING

If you are injured at work, please contact the JHU Office of Public Safety at 410-516-7777 immediately, and also notify your supervisor. Be prepared to provide your exact location. If you call from a landline, Public Safety will have this information automatically. If an injury should occur on a night shift or weekend, please seek the appropriate medical treatment and follow-up with Occupational Health Services the next business day. Students should 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 due to an occupational injury, please notify your supervisor immediately and contact the Injury Clinic Office in the Johns Hopkins Hospital at 410.955.6433. Please also fill out an [Employee Incident form](#), found on the [Health and Safety Forms](#) page. For more information, please visit the Injury Clinic Office [website](#).

JHU Office of Public Safety

3001 Remington Ave

Phone: 410-516-7777

Monday - Friday 8:30 am to 5:00 am

Occupational Health Services Homewood

1101 East 33rd Street

C-160 Eastern H.S. Building

Phone: 443-997-1700

Fax: 443-997-1701

Monday - Friday 7:30 am to 4:00 pm

Occupational Health Services – E. Baltimore Campus

The Church Home Professional Office Building

98 North Broadway, Room 421

Phone: 410-955-6211

Fax: 410-955-1617

Monday - Friday 7:30 am to 4:00 pm

If you observe unsafe conditions or practices, 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.

IMPORTANT:

If you are injured during or outside standard work hours, please call 410-516-7777.

In the case of a fire:

- Pull fire alarm (red box in corridor)
- Get far away from fire and call Public Safety (410-516-7777)

In the case of theft, call 410-516-7777.

For non-emergencies, please call 410-516-4600.

In the case of a serious injury, call Public Safety (410-516-7777)

In all on-campus emergencies, do not call 911. Routing the call through 911 dispatch significantly delays response time.

Eye Injury

Use eye wash fountains and call Public Safety (410-516-7777)
Ask for an ambulance with eye wash service.

Poisoning

Call Public Safety (410-516-7777) and Maryland Poison Control (1-800-222-1222)

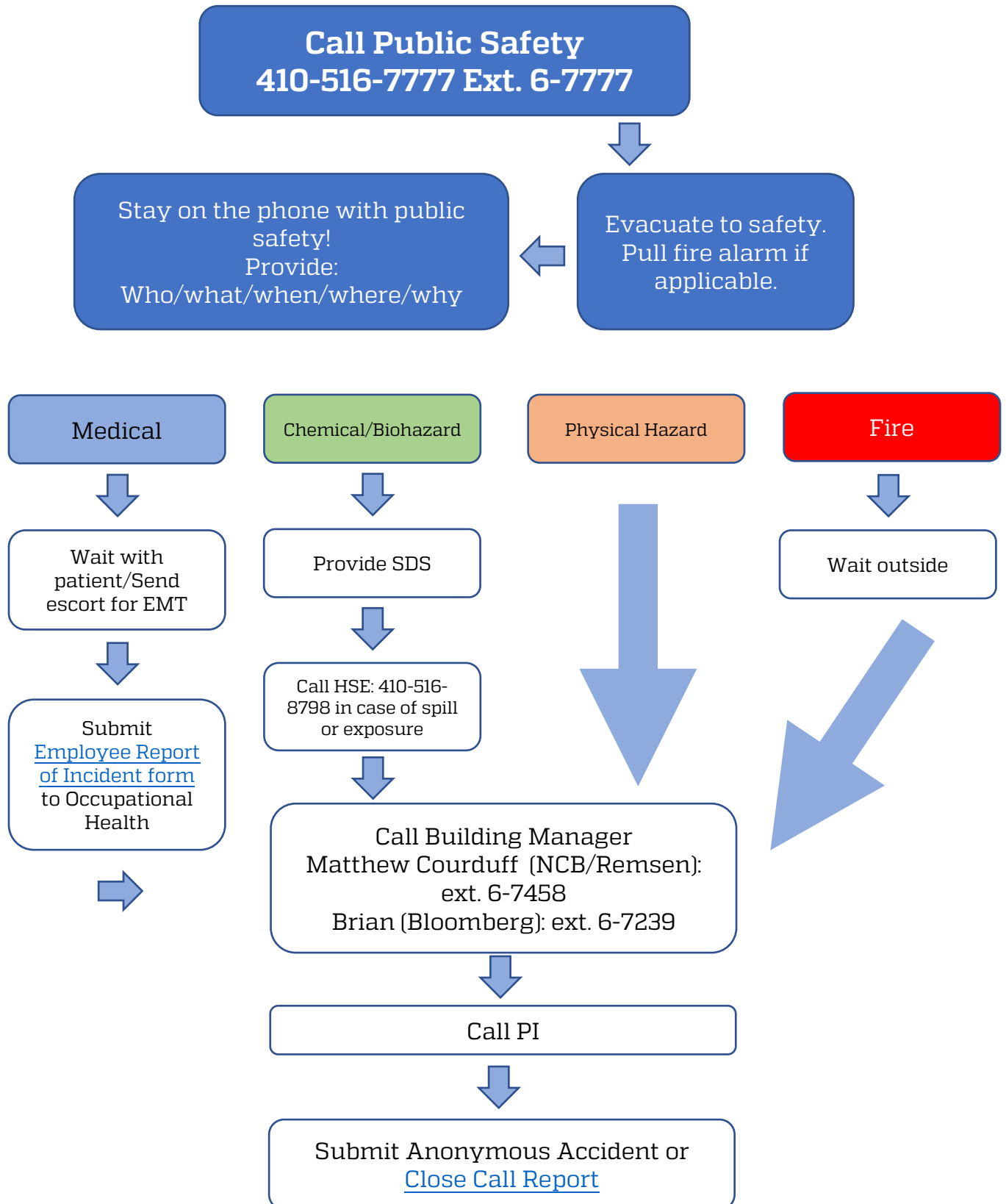
Radioactivity

Call Mina Razavi (410-516-7278 - work days only) or Public Safety (410-516-7777)

Hood Shutdown, Flood, Odor, Spill

Call Facilities Manager (410-516-7458) and Public Safety (410-516-7777)

JHU Student Safety Committee Emergency Response Flow Chart



Important Emergency Phone Numbers

To view [full list](#), please visit the Hopkins Emergency Contact page.

Emergencies (Campus Office of Public Safety)	410-516-7777
First Aid	410-516-7777
Student Health & Wellness Center	410-516-8270
Office of Safety & Environmental Health	410-955-9213
Biosafety Officer	410-955-5918
Occupational Health Services	410-516-0450
Baltimore Emergency Management	1-888-223-0033
Baltimore Police (Emergency - Off campus)	911
JHU Weather Emergency	410-516-7781
Hopkins Emergency Response Organization	410-516-7777
Sexual Assault Help Line	410-516-7333
Sexual Assault Resource Unit	410-516-7887
Homewood Information	410-516-8000
Facilities Management	443-997-5302
Hopkins IT	410-516-HELP
Housekeeping	410-516-8931

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 Public Safety (6-7777), sound a fire alarm, and warn fellow workers, students, and others.

Sexual Misconduct

The Johns Hopkins University (“JHU” or “the University”) is committed to providing a safe and non-discriminatory educational and working environment for its students, trainees, faculty, staff, post-doctoral fellows, residents, and other members of the University community. In particular, the University will not tolerate and is committed to providing members of its community with an environment that is free from any form of sexual misconduct. This conduct is disruptive of the learning and working environment

of the University's community and deprives students, employees, and other community members of equal access to the University's programs and activities. To that end, the University embraces its responsibility to increase awareness of sexual misconduct, prevent its occurrence, support victims, deal fairly and firmly with offenders, diligently investigate complaints of such misconduct and retaliation, and comply with Title IX of the Higher Education Amendments of 1972 ("Title IX"), the Campus SaVE Act, and other applicable laws. The Johns Hopkins University Sexual Misconduct Policy and Procedures (the "Policy" and these "Procedures") implement the University's commitment to investigate and resolve cases involving sexual misconduct and retaliation promptly, fairly, equitably, impartially, and in compliance with law.

Please visit the [JHU Sexual Misconduct Response and Prevention page](#) for more information and resources.

III. HAZARDOUS CHEMICAL STORAGE

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

IV. SAFETY PROCEDURES

The University Safety Manual is available in the main office for review. You should review relevant portions of the manual before undertaking teaching assistant duties in undergraduate laboratories or work in a research lab. The university's Safety and Environment Manual is also available [online](#). Additionally, the ACS safety manual is available for review in the main office.

Proper Attire for Individuals in Labs

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

V. COMPLIANCE HOTLINE

To help support a culture of ethical behavior, a toll-free, 24-hour/seven-day-a-week compliance hotline has been established. If you or a colleague has a serious concern, you

can make a report by calling 1-844- SPEAK2US (1-844-773-2528) or [submitting a report online](#).

Please make a report if you suspect:

- Noncompliance with laws and regulations
- Fraud, waste, or other abuse
- Workplace violence
- Faculty, student, or staff misconduct
- Policy violations
- Criminal behavior
- Conflicts of interest
- Any other ethical or legal concerns

LiveSafe App

The [LiveSafe app](#) is free to the JHU community and can be downloaded to mobile devices from either [the App Store](#) or [Google Play](#). It offers a quick way to connect with Homewood Public Safety in an emergency without stopping to dial a phone number, and it reduces response times by providing location data.

GENERAL ACADEMIC INFORMATION

I. GRADUATE BOARDS

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

Pre-semester deadline: the pre-semester completer deadline is the deadline by which the student must submit their thesis to the library and not have to register as a full-time student during the semester in question. This deadline is right before the fall and spring terms begin (there is no pre-semester deadline during the summer).

Grace period deadline: the grace period completer deadline is the deadline by which a student must submit their thesis to the library and still have the tuition deferred for the semester in question. If a student wants to defer tuition, they must also complete a tuition deferral form ([fall](#) or [spring](#)) and submit it to chem-admin@lists.jh.edu.

Regular deadline: there is only a regular deadline in the spring semester, typically in late March. This is the deadline by which a student must submit their thesis to be included in the May conferral cycle/graduation ceremonies.

Summer Conferral Schedule:

July 17, 2024 - All materials must be submitted to Graduate Board by 4:00 pm

Dissertations must be submitted electronically to the Library by 4:00 pm

August 9, 2024 – Deadlines for summer masters degrees

August 23, 2024 – Conferral date

Fall Conferral Schedule:

August 23, 2024 – Pre-semester completer deadline for fall dissertations

October 23, 2024 – Grace period deadline for fall dissertations

October 23, 2024 – Dissertations must be submitted electronically to the Library by 12:00pm.

December 27, 2024 – Conferral date

Spring Conferral Schedule:

January 17, 2025 – Pre-semester completer deadline for spring dissertations

February 12, 2025 – Grace period deadline for spring dissertations

March 26, 2025 – Dissertations must be submitted electronically to the Library by 12:00pm.

May 22, 2025 – Conferral date

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. The deadlines are also posted on the Graduate Board [website](#). Students requiring confirmation that degree requirements have been completed (for employment or post-doctoral appointments) should contact the Graduate Board Office. Students should be prepared to provide contact and address information as the confirmation will be sent directly from the Graduate Board Office to establish authenticity. Requests can be emailed to Renee Eastwood at rseitz5@jhu.edu.

II. COURSES

Brief descriptions of advanced courses in all departments are given in the graduate and undergraduate catalog. Introductory courses are also described in the undergraduate catalog, which is available [online](#). A list of all courses offered in the department, as well as announcements of new or special topic courses are available in the main office. The bookstore in Barnes and Noble, located in Charles Common, keeps a list of required texts for all courses.

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

Class #	Title	Day-Times	Instructor
Chemistry			
AS.030.421	Data Science Tools for Chemical & Materials Sciences	TTh 12:00PM - 1:15PM	T. McQueen
AS.030.449*	Chemistry of Inorganic Compounds	TTh 12:00PM - 1:15PM	S. Thoi
AS.030.452*	Materials & Surface	TTh 9:00AM - 10:15AM	D. Fairbrother
AS.030.453*	Intermediate Quantum Chemistry	TTh 1:30PM-2:45PM	L. Cheng
AS.030.456	Chemical Applications of Group Theory	MW 12:00PM - 1:15PM	D. Yarkony
AS.030.619*	Chemical Biology I	TTh 12:00PM - 1:15PM	S. Rokita
AS.030.625*	Advanced Mechanistic Organic Chemistry I	TTh 10:30AM - 11:45AM	M. Greenberg
AS.030.640	Light Mediated Chemistry	MW 1:30PM-2:45PM	G. Panetti
AS.030.677*	Advanced Organic Synthesis I	MW 10:00AM - 11:15AM	R. Klausen

* Core Courses

Class #	Title	Day-Times	Instructor
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Biology

AS.020.668	Advanced Genetics & Molecular Biology	TTh 9:00AM - 10:30AM	R. Johnston/J. Kim
AS.020.686	Advanced Cell Biology	MW 9:00AM - 10:30AM	Y. Kim, R. Kuruvilla, T. Trcek

Biophysics

AS.250.685	Proteins & Nucleic Acids	TTh 9:00AM - 10:15AM	G. Bowman, S. Woodson
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Environmental Health & Engineering

EN.570.643	Aquatic & Biofluid Chemistry	MWF 12:00PM - 12:50PM	A. Stone
EN.570.644	Physical & Chemical Processes	W 4:30PM - 7:00PM	J. Weiss

General Engineering/Interdepartmental

EN.500.601	Research Laboratory Safety*	Online	D. Kuespert
AS.360.625	Responsible Conduct in Research*	F 2:00PM - 3:00PM (Online)	G. Bosch

* Required

Materials Science & Engineering

EN.510.601	Structure of Materials**	TTh 10:30AM - 11:45AM	T. Hufnagel
EN.510.602	Thermodynamics of Materials**	MF 1:30PM - 2:45PM	P. Searson
EN.510.621	Biomolecular Materials I - Soluble Proteins & Amphiphiles**	MF 1:30PM - 2:45PM	K. Hristova
EN.510.653	Materials Characterization**	TTh 1:30PM-2:45PM	R. García-Méndez
EN.510.658	Electroanalytical Chemistry & Energy Conversion	TTh 1:30PM-2:45PM	A. Hall
EN.510.666	Intro to Computational Materials Modeling	MW 4:30PM-5:45PM	C. Oses

** Waitlist only

Chemical & Biomolecular Engineering

EN.540.607	Renewable Energy Technologies	MW 1:30PM - 2:45PM	C. Wang
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Class #	Title	Day-Times	Instructor
Physics and Astronomy			
AS.171.301	Electromagnetic Theory II (1) **	TTh 10:30AM - 11:45AM, F 10:00AM - 10:50AM	C. Chien
AS.171.301	Electromagnetic Theory II (2)	TTh 10:30AM - 11:45AM, Th 1:30PM - 2:20PM	C. Chien
AS.171.621	Condensed Matter Physics	MW 3:00PM - 4:15PM	Y. Zhang

** Waitlist only

III. INTERSESSION

January 2-17, 2025

All graduate students are required to present a talk by the end of their third year at the Seminar on the Literature of Chemistry during the intersession (January 8-10, 2025).

Chemistry holds the following mini course during intersession:

- Machining (required for access to department student shop) given by Physics and Astronomy

Contact: Professor Tobias Marriage, tmarria1@jhu.edu.

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

IV. SEMINARS & COLLOQUIA

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 topics of current interest in chemistry. **Except as limited by teaching responsibilities, attendance at these seminars is required for first-year graduate students and expected of all other graduate students.**

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 Literature of Chemistry during the intersession seminar block (January 8-10, 2025). *Except as limited by teaching responsibilities, attendance at these seminars is required for first-year graduate students and expected of all other graduate students.*
 - First year graduate students are required to register for Seminar on the Literature of Chemistry during Intersession.
 - After the first year, students are required to register for Seminar on the Literature of Chemistry only during the intersession term they plan to present their talk.

- 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 website, Facebook, and Twitter.

V. FINANCIAL SUPPORT

Graduate students are guaranteed full tuition remission and a nine-month teaching assistantship in their first year. Support for the nine-month assistantship is set by the department each year; for 2024-2025 it is \$35,250. This support is contingent upon normal academic progress (see section X below) and acceptable performance as a teaching assistant. Students will spend approximately fifteen hours of instruction or its equivalent per week. The fifteen hours include preparation as well as contact. The nine-month teaching assistantship is normally supplemented by a three-month summer salary from the Ph.D./research advisor's grants or from a summer teaching assistantship. Summer support (\$11,750) is usually paid at the same monthly rate as the nine-month assistantships. The guaranteed funding for all students in years 1-5 will meet the minimum guaranteed amount as stated in the CBA.

Students in their second years normally receive 12-month support in the form of teaching assistantships, provided normal progress is made towards a degree, with subsequent support in the form of research and/or teaching assistantships. The appointment letters for each term (fall, spring, and summer) are sent a month prior to the start of the term. Normal progress is defined as meeting course requirements and grade expectations, as well as establishing a research assistantship within the lab of their Ph.D. advisor. Full tuition remission is also normally provided. All teaching and research assistantships in the department are set at the same rate. It is the department's expectation that a student accepted into the Chemistry graduate program will find a Ph.D./research advisor whose primary appointment is in Chemistry. **Students wishing to have a Ph.D. advisor 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 choose as their Ph.D. advisor a Chemistry Department Joint Appointee, but only with approval of the Department Chair.

PAYROLL INFORMATION

All students receiving financial support from the department must follow certain procedures to ensure that payment is made appropriately and in a timely manner. Students should review the guidelines below and direct any specific questions to Robert Bishop - 410-516-1208, rbishop@jh.edu, Remsen 340

Payment Schedule

Graduate students in Chemistry are paid on a semi-monthly basis, beginning on September 1 of their first year. 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 Support Office, located in Levering Hall Suite 102. If a student eligible for FWS will be advised by a Chemistry faculty member, the student must have their Federal Work Study form signed 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 Services](#).

Phone: 667-208-7001

Fax: 410-516-1018

Email: ois@jh.edu

F-1

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

J-1

Students may engage in two general categories of employment: (1) Academic training related to their 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 Services prior to beginning any type of employment as a J-1 student.

Taxes

Taxes for U.S. citizens and resident aliens will be withheld from salaries and wages included in your paycheck based on the number of personal exemptions or allowances you declared on withholding forms (federal form W-4 for federal taxes and form MW 507 for Maryland taxes if you are living in Maryland.) Under current Internal Revenue Service regulations, members of the University community who anticipate no income tax liability for any given calendar year **MUST** file new federal and state withholding exemption certificates with the University to take effect 15 February of that given year. To be eligible for exemption from income tax withholding, faculty, staff and students must certify that they incurred no tax liability for the prior year, and that they anticipate no tax liability for the current year. Additionally, anyone claimed as a dependent on another's tax return cannot claim federal exemption if their income includes non-wage income and exceeds \$650.00.

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

For additional information, please visit the website for the [Johns Hopkins University Tax Office](#).

Chemistry Payment Forms

Students need to complete the following paperwork:

- Chemistry New Hire form
- I-9 form (online process found on the [Student Employment website](#))
- Federal Tax forms
- Maryland (or home state) Tax forms

The Chemistry New-hire Form is provided to new students in their enrollment email from the department. The Chemistry New-hire form should be returned to Robert Bishop. The tax forms should be completed and submitted to the Student Employment Services Office. This should be done when reporting to this office to complete the in-person requirement of the I-9 process.

Incoming Postdoctoral Fellows will be provided these forms upon arrival in the department by reporting to Robert Bishop, 410-516-7684, rbishop@jh.edu, Remsen 340.

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

Extramural graduate fellowships have been awarded to students from the National Science Foundation, the American Association of University Women, and other sources. Students may be eligible for NRSA training awards. Students are encouraged to consult with their advisors about applying for these awards. Graduate students also have access to GrantForward, a database that allows both students and faculty to search for external funding. An account can be set up with a valid Hopkins email. Robert Bishop, Remsen 333, is available to assist in identifying extramural support.

VI. AWARDS AND FELLOWSHIPS

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

Alexander Kossiakoff Award – \$1,000, in recognition of outstanding research accomplishment in chemistry, awarded to a student in their last year of study.
2024 Awardee – Herbert Wakefield

Ernest M. Marks Award -- \$1,000, in recognition of teaching excellence.
2024 Awardee – Alessandra Bertacche

Harry and Cleio Greer Fellowship – one full year support (stipend, tuition, health insurance) plus \$2,500 supplement beginning June 1st, to be awarded to an outstanding advanced-year graduate student.
2024 Awardee – Gregory Foley

William Hooper Grafflin Fellowship – one full year support (stipend, tuition, health insurance) plus \$2,500 supplement beginning June 1st, to be awarded to an outstanding advanced-year graduate student.
2024 Awardees – Savannah Philips and Zhe Zhang

The Zeltman Fellowship - 3 months' support (25% of stipend, tuition, and health insurance) plus a \$1000 supplement beginning June 1st, to be awarded to an outstanding advanced-year female graduate student who has completed their GBO exams.

2024 Awardee – Ian J. Dillingham

Emmett and Elsie Buhle Fund -- 3 months' support (25% of stipend, tuition, and health insurance) plus a \$1000 supplement beginning June 1st, to be awarded to an outstanding advanced-year graduate student who has completed their GBO exams.

2024 Awardee – Patrick Eckhert

STANDING COMMITTEES **IN 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.

New Graduate Advising Committee

David Goldberg
Art Bragg
John Toscano
J.D. Tovar

Machine Shop Committee

Kit Bowen

Director of Graduate Studies

Art Bragg

Student Recruitment Committee

J.D. Tovar
Marc Greenberg
Lan Cheng
Sara Thoi

Lit Seminar Coordinator

Xiongyi Huang

ACS Affiliate Advisor

Sara Thoi

Safety Officer

J.D. Tovar

Visitation Weekend Coordinator

John Toscano

Associate Chair

Howard Fairbrother

Graduate Admissions Committee

Lan Cheng
Thomas Kempa
Xiongyi Huang
David Goldberg
Thomas Lectka
Stephen Fried

Director of Undergraduate Studies

Christopher Falzone

Student Awards Committee

Kenneth Karlin
Lawrence Principe

Teaching Assignments Coordinator

John Toscano

Dept. Colloquium Coordinator

Xiongyi Huang

Inclusive Excellence Committee

Rigoberto Hernandez
Robert Bishop
Stephen Fried
Rebekka Klausen
Steven Rokita
Sara Thoi
Sunita Thyagarajan

Underlined = Committee Chair

PhD STUDENT EMPLOYEE UNION & COLLECTIVE BARGAINING AGREEMENT

Information about the TRU-JHU PhD Student Union and the Collective Bargaining Agreement (CBA) can be found on the [Provost's website](#):

- PhD students in the Chemistry PhD program who receive work appointments and/or health insurance premium subsidy through Johns Hopkins University are under the Collective Bargaining Agreement dated March 29, 2024-June 30, 2027.
- This agreement has established wages, work hours, benefits, and conditions of appointment, many of these are described below.
- Eligible PhD students will be contacted by the Union and may elect to join the union and pay dues or pay agency fees. All eligible PhD students are under the CBA, regardless of Union membership.
- This agreement only covers work, which is limited to 20 hours per week on average for base funding. A PhD Student Employee may voluntarily elect to participate in supplemental-funded activities beyond the 20 hours per week on average.
- Academic policies are defined elsewhere in the handbook/catalogue/program materials.

This is just a summary, not the actual terms of the CBA. To review the actual terms of the CBA please refer to the [agreement](#). Not all elements of the agreement are summarized below; please reach out to the chem-admin@lists.jh.edu with questions.

- Compensation
 - Academic year (AY) 24-25: \$47,000 effective July 1, 2024
 - The hourly appointment rate will be \$25.41/hour, at minimum for teaching/research supplemental appointments.
 - Minimum 5 years of guaranteed funding for all PhD student employees in the Whiting School of Engineering, the Krieger School of Arts and Sciences, and the School of Medicine.
 - PhD student employees with external awards paid through the University will have their compensation increased to the minimum rate during a period of guaranteed funding.
- Benefits
 - Enrollment information will be available through [HR Benefits for Students and Learners](#) and communications will be sent in advance of benefits election periods.
 - Paid by the University
 - The University will pay the premiums for University Student Health Benefits Plan (SHBP), including dental and vision coverage,

employee coverage for employees in full-time resident status during the terms of full appointments.

- PhD student employees will receive subsidies of \$4,500 per child per year for eligible children under 6 years and \$3,000 per child aged 6-18 years or adult dependent, with a maximum of \$12,000 per family per year, in installments throughout the year.
- Reimbursed by University/Departments
 - The University will pay the cost of the health insurance premiums for eligible dependent children and spouses unable to work in the US, including dental and vision. Reimbursement procedures will be available on the [HR Benefits website](#).
 - International students will be eligible to apply to a yearly fund to cover required visa fees.
 - Students will be eligible for reimbursement for MTA All Access College Transit Passes or DC U-Passes. Registration and enrollment information will be available on the [HR Benefits website](#).
- Time Off/Vacation/Leaves
 - All University holidays are recognized.
 - PhD student employees have at least 15 vacation days per year. Additional time can be given by a supervisor.
 - PhD student employees receive 15 sick days per year with an additional 5 days per dependent. Student employees should report their absence as soon as possible to their work supervisor.
 - PhD student employees receive 5 days of bereavement leave for the passing of immediate and extended family members and close friends, with 1 additional day for those needing international travel.
 - International PhD student employees who are required to travel out of the country to maintain their immigration status necessary to be able to continue their program at the University are eligible for up to fourteen (14) days off with pay during the period of such travel.
 - Parents are eligible for 8 weeks of paid leave following birth or adoption, with an additional 4 weeks for parents who have just given birth. New Child Accommodation applies to the academic, not work, PhD student experience.
 - Employees will make a written request for vacation days in [OpenRequest](#) in advance to the designated supervisor and receive written approval, which will not be unreasonably withheld.
 - Employees with instructional responsibilities should not use vacation days in a way that would result in the diminution of those duties.
 - Leaves of absence, including family leave, medical leave, and personal leave, are governed by the applicable academic divisional and University leave policies.

- Work Hours
 - No PhD student employee shall be required to perform work for more than 20 hours/week on average.
 - Teaching appointments are included in the 20 hours of work that may be assigned. Academic coursework, exams, and academic research are in addition to this assigned 20 hours of work.
 - There are no restrictions on work external to Hopkins except when decreed by funding source or visa status.

All work appointments (baseline funding or supplemental funding) require an appointment letter. Appointment letters will define the expectations and requirements of the teaching, research, or other University activity appointment.

REQUIREMENTS FOR CHEMISTRY GRADUATE STUDENTS

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

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

All applicable policies and procedures of the Homewood Graduate Board:

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

Graduate Student Policies

<https://e-catalogue.jhu.edu/ksas-wse/undergraduate-policies/academic-policies/graduation-policies/>

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

Mentorship Requirements for Graduate Students and Faculty

<https://provost.jhu.edu/wp-content/uploads/2019/08/JHU-Mentorship-Commitments-of-Faculty-Advisors-and-PhD-Students.pdf>

Additionally, the Chemistry Department supports and proactively complies with the Family Educational Rights and Privacy Act ([FERPA](#)). Students accepted into 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 or 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.

Postdoc Policies

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

General Policies

<https://homewoodgrad.jhu.edu/postdoc/policies/>

I. PLACEMENT EXAMINATIONS

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

Students may meet this requirement by either:

- Passing the 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
- Retaking and passing the placement exam at the end of January and at the end of May, if needed.

All students will take placement examinations upon arrival in the department for the purpose of guiding advising on courses. If all exams are passed, then the student will be advised on appropriate graduate courses in conjunction with their research interests. If the student fails one or more placement exams, the requirement for this subject must be fulfilled by one of the options indicated above. The student determines the choice among the options above after consultation with the New Graduate Student 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 Ph.D. advisor) sponsor an appeal to the Director of Graduate Studies, justifying why he/she should be offered an extension and offering a new strategy to guarantee that they will address their weaknesses.

II. ADVISING

After the placement exams, first-year students will determine a course program in consultation with the New Graduate Student Advising Committee. The committee helps students select a course program, while the Department Chair serves officially as the student's advisor until a Ph.D. advisor has been agreed upon. After the initial advising session, course programs will be submitted to the Director of Graduate Studies for final approval.

III. FACULTY SEMINARS

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

IV. COURSE REQUIREMENTS

The course requirements are as follows:

Minimum Course Requirements

Each student must take six one-semester courses. Three of those six courses must be chosen from the list of Core Courses (see below). In addition, students are required to participate in AS.030.621 - Seminar on the Literature of Chemistry (see Seminars & Colloquia on p. 17), EN.500.601 - Research Laboratory Safety (see Safety Training), and AS.360.625 - Responsible Conduct in Research. The courses taken in the Chemistry Department must have course numbers at the 400 level or above, and the courses taken outside the Chemistry Department must be of graduate level (generally 300 level or above). The course schedule for the student's first semester is determined in consultation with the New Graduate Student Advising Committee (discussed in the Advising section on the previous page; see p. 23 for committee roster). Once a student picks a Ph.D. advisor, it is the student's responsibility to send their proposed course schedule to their advisor for approval. It is the responsibility of both the student and the advisor to plan a schedule of courses that will best prepare the student for their GBO and their research.

Chemistry Core Courses

AS.030.442	Organometallic Chemistry
AS.030.449	Chemistry of Inorganic Compounds
AS.030.451	Spectroscopy
AS.030.452	Materials & Surface
AS.030.453	Intermediate Quantum Mechanics
AS.030.601	Statistical Mechanics
AS.030.610	Chemical Kinetics
AS.030.619	Chemical Biology I
AS.030.625	Advanced Mechanistic Organic Chemistry I
AS.030.626	Advanced Mechanistic Organic Chemistry II
AS.030.677	Advanced Organic Synthesis I

A student is expected to complete three courses each semester of the first year. In special cases the Academic Standing Coordinator may approve a smaller load for one of the semesters.

The Academic Standing Coordinator is also empowered to reduce the minimum course requirements for exceptionally well-prepared students.

All students are required to enroll in Independent Research for each term. During the Fall and Spring semesters, students should register for 10 credits of AS.030.897 - Dissertation Research. During the Summer term, students should register for 10 credits of the section of AS.030.800 - Summer Independent Research associated with their Ph.D. advisor. (For example, since Prof. Bowen is the instructor for section 1 of AS.030.800, Prof. Bowen's Ph.D. advisees would register for section 1.) Deadlines for registration can be found on

the Student Affairs [website](#). **Failure to register by the listed deadline may result in FICA deductions and/or a late registration fee of up to \$300.**

International students, who need to improve their oral communication skills in the English language, must register for the English Language Courses for International Teaching Assistants during their first year in graduate school. Students recommended for these courses must complete all recommended courses. **Non-compliance could result in loss of financial support.**

KSAS postdoctoral fellows, graduate students, and undergraduate students who are involved in research and receive funding from NSF or who receive Fellowship support from the NIH are required to receive the in-person education and training in the Responsible Conduct of Research (RCR). The trainee is expected to register for and complete the RCR in-person course during the period in which he/she is funded by the aforementioned grants (course number: AS.360.625). The online CITI Training in RCR may be utilized if individuals provide appropriate documentation that they are unable to attend one of the in-person courses due to unusual and well-justified circumstances and receive permission from the KSAS Vice Dean for Natural Sciences in advance. **In order to be in compliance with the training obligation, students are asked to complete this course during the first year of graduate study.**

A full description of the course and the policy is posted on the Homewood Graduate [website](#). If requesting a waiver from this requirement, students and postdocs must submit a transcript and course description to determine if previous coursework fulfills the NIH requirement.

V. Ph.D. ADVISORS

The choice of a Ph.D. advisor is probably the most important decision made during graduate school. The Department requires that each student meet with at least three faculty members to have substantive conversations about their research interests and potential of serving as the student's Ph.D. advisor and obtain their signatures on the [Advisor Agreement Form](#) provided by the departmental office before choosing a Ph.D. advisor (see sample form on the last page of handbook). In addition to this, special seminars will take place in the evenings at the beginning of the Fall semester (Sept./Oct.) at which each faculty member will present a 20-30 -minute synopsis of their research program. Exact dates are decided in early September and available on the department website. **Attendance for first year students is expected.**

After careful deliberation, the student may make their decision and hand in the Advisor Agreement Form to the Department Chair **no later than December 31st for fall entrants.**

Besides the research seminars and direct talks with professors, there are several other sources of information concerning faculty members and their work. Published papers or recent reprints by the professor, contact with them in a course, and discussions with students and post-docs advised by a given faculty member 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 they must make a decision on the basis of severely limited information. It is highly recommended that students reach out to faculty members of interest as potential Ph.D. advisors early in the Fall semester and sustain a dialogue with these faculty throughout the Fall semester to find a Ph.D. advisor.

It should be kept in mind that the choice of an advisor 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 they take on as advisees. Students should plan to investigate this possibility early in the academic year with any potential Ph.D. advisor of interest.

Note: If a student does not find a Ph.D. advisor by December 31 of their first year, they will automatically be placed on academic probation, which will only be lifted if and when the student finds a research advisor. Failure to meet the terms of this academic probation (find a Ph.D. advisor) will result in dismissal from the program at the end of the Spring semester.

Finally, although the initial choice of a Ph.D. advisor 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 find an advisor who is a faculty member whose primary appointment is in Chemistry. Students wishing to have an advisor who is appointment 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 AND GRADUATE BOARD ORAL

The Graduate Board Oral should be taken before the end of the second academic year (see Time Limits).

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

Graduate Board Oral Exam

Graduate students, together with their Ph.D. advisor, must submit the names of eight professors (4 internal and 4 external JHU faculty members) as possible examiners to chem-admin@lists.johnshopkins.edu **six weeks in advance of the proposed time and date of the exam.** The names should be submitted along with a research abstract and at least three proposed dates. It is very helpful to have someone whose course you have taken and in which you have done well. Additionally, students must send a copy of their research proposal to their committee and alternate members at least one week prior to their GBO.

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 advisors regarding possible exam committee members is appropriate, **graduate students are not permitted to seek out, contact, or select external committee members. More information regarding the GBO can be found on the Graduate Affairs [website](#).**

Note: due to vacation and summer conferences, faculty are often unavailable to serve on GBOs during July and August. Though scheduling GBOs during the late summer months is not forbidden, we encourage students and their PIs to pick dates between September and June.

VIII. GRADUATE STUDENT THESIS COMMITTEE

A student's thesis committee (consisting of the student's advisor and two additional Chemistry faculty) will be formed during the Spring semester of the student's first year. Students must submit a [Thesis Committee Proposal](#), signed by all three members of their thesis committee. These faculty members will help guide the student through their thesis research and usually constitute the Department Oral Exam members, Thesis Defense committee, as well as the departmental members of their GBO committee. As the thesis research progresses it may be advantageous to change members of the thesis committee.

This can be done at any time with the thesis advisor's permission by submitting the [Change in Thesis Committee form](#).

IX. DISSERTATION AND SEMINAR

At some point in the student's research career, it will be decided, by mutual agreement with their Ph.D. advisor, 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 advisor and a second referee; both must declare that the work is publishable.

At the Dissertation Seminar, the student presents and defends the results of their thesis research in an hour-long seminar. Following the presentation and questions, the audience will leave, and the student will have a closed meeting with the committee. The seminar must be advertised at least one week in advance and is open to anyone. The seminar is official if attended by his Ph.D. advisor, second reader, and one representative from outside the Department or from within the Department but outside the major area of the candidate. The student's advisor must approve the examiners. Please contact John Kidwell (jkidwel3@jhu.edu) for additional information regarding defense and graduation paperwork and procedures.

There are special regulations concerning the preparation of dissertations. Information regarding the electronic thesis and dissertation (ETD) program, as well as submission workflow and requirements, can be found on the Library's [website](#). All thesis submissions require a \$60 submission fee, which the student is responsible for paying.

The department is willing to pay for up to two dissertation copies, one for the student and one for their advisor. Additional copies can be requested and paid for by the student or their advisor. **Students are responsible for completing and submitting their own thesis order forms.** To submit thesis orders, students must send a completed thesis order form along with a PDF copy of their dissertation to Nicole Rorie (nrorie1@jh.edu).

For students looking for resources for writing and finishing the dissertation, the [Center for Leadership Education](#) offers an excellent workshop geared towards exactly that aim. They also offer a variety of graduate courses geared towards professional development.

X. ACADEMIC STANDING

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

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

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

Once the student has completed coursework and advanced to the Graduate Board Oral, it becomes the responsibility of the Ph.D. advisor 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 their advisor to provide an evaluation of their scientific development as well as progress toward completion of the dissertation work. Annual input from the student's Thesis Committee beginning in their fourth year of study (see Section VIII above) can also be useful.

Annual Reviews - Individual Development Plan (IDP)

All enrolled and active graduate students (including nonresidents, those with external funding and students on internships) will be evaluated annually starting with their first year in the program. The IDP is due annually on June 1st for all first-year students.

Students will assemble a dissertation committee during their first year in residence. The responsibility of the committee will be to review the progress made by the student towards completion of the thesis and the status of the student's annual IDP. The committee will meet yearly beginning in the spring semester of the second year and will be composed of the student's Ph.D. advisor and at least two other Chemistry faculty members. The composition of the committee should be made in consultation with the advisor. Students in their second year and above should fill out the IDP with their advisor by April 1st. Once filled out, students should schedule a time to review the document with their thesis committee. The completed IDP and thesis committee meeting form (with signatures from all thesis committee members) is due on June 1st.

For first year students: First Year IDP form, signed by student and advisor, is due on June 1, 2025.

For second year students and above: Advanced IDP, signed by student and advisor, along with a thesis committee meeting form signed by the advisor and two committee members, is due June 1, 2025. (Students taking the GBO in the spring of their second year can opt to coordinate the committee meeting with the timing of their GBO.)

Please visit the [Homewood Graduate Academic Policies](#) for more information.

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:

- Written permission is necessary to postpone taking the oral examination beyond the end of the second academic year. A sample letter is provided at the back of this handbook.

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

XII. REQUIREMENTS FOR THE M.A. DEGREE

The department does not accept into our graduate program students who are solely interested in a master's degree. 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. Those students who have successfully completed the GBO qualify for a Master of Arts degree.

Students wishing to withdraw from the program with a terminal M.A. degree prior to successfully completing the GBO will be required to complete a special Department Oral Exam. Only two attempts to pass the Department Oral will be permitted. The Department Oral Exam committee is made up of three Chemistry faculty members. One member must be the student's Ph.D. advisor; the others are typically the student's thesis committee (however, other faculty may participate if needed). The oral exam can cover materials covered in courses that the student has taken, as well as independent research carried out by the student. The result of the oral should be given in writing to the Department Chair by a designated member of the examining committee, and appropriate paperwork should be submitted to John Kidwell (jkidwel3@jhu.edu). Applications for masters degrees should be submitted via [SEAM](#).

Research experience is 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. Note that a terminal masters will not be awarded for completing coursework alone.

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

XIII. TEACHING REQUIREMENTS FOR GRADUATE STUDENTS

All students are required to participate in the teaching of undergraduates for two years, usually during their first two years in the program. The load amounts to approximately fifteen hours of laboratory instruction or its equivalent per week. The fifteen hours include preparation as well as contact. All incoming students are required to attend the school's online [TA Plenary Session](#), as well as the Chemistry Department's TA training.

Students are not required to teach after their two-year requirement is complete but may be supported by teaching assistantships as well as research assistantships and fellowships. Each year students should consult with their Ph.D. advisors as to what source of financial support will be available.

In rare cases, students may receive external fellowships that stipulate research (and funding for research) must begin in their second year of graduate studies. In these cases, the student may request a waiver from their second year of teaching to allow them to fulfill their fellowship requirements, provided the fellowship will support the student through degree completion. If the fellowship does not support the student through their degree completion, they are required to serve a second year of teaching.

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 late August 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:

- All University holidays are recognized.
- PhD student employees have at least 15 vacation days per year. Additional time can be given by a supervisor.

- PhD student employees receive 15 sick days per year with an additional 5 days per dependent. Student employees should report their absence as soon as possible to their work supervisor.
- PhD student employees receive 5 days of bereavement leave for the passing of immediate and extended family members and close friends, with 1 additional day for those needing international travel.
- International PhD student employees who are required to travel out of the country in order to maintain their immigration status necessary to be able to continue their program at the University are eligible for up to fourteen (14) days off with pay during the period of such travel.
- Parents are eligible for 8 weeks of paid leave following birth or adoption, with an additional 4 weeks for parents who have just given birth. New Child Accommodation applies to the academic, not work, PhD student experience.
- Employees will make a written request in [OpenRequest](#) for vacation days in advance to the designated supervisor and receive written approval, which will not be unreasonably withheld.
- Employees with instructional responsibilities should not use vacation days in a way that would result in the diminution of those duties.
- Leaves of absence, including family leave, medical leave, and personal leave, are governed by the applicable academic divisional and University leave policies.

In all cases, students must clear any vacation plans with their course instructor or Ph.D. advisor in advance. Students may take up to three calendar week's (15 days) vacation per year exclusive of days when the offices of the University are officially closed for national holidays and exclusive of days devoted to job interview trips or other professionally related activities **with the approval of the research advisor.** The 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 advisors, but periods over three continuous weeks could result in leave without pay. It should be noted that it is unusual (and unwise) for someone to use their vacation time prior to signing up with an advisor, and time off has to be approved by the instructor for their TA assignment. It is hoped that students will be prudent and establish themselves prior to utilizing all their vacation time.

XV. REIMBURSEMENTS

Reimbursements for business-related expenses can be submitted in [OpenRequest](#). Please note: [University policy](#) for reimbursements states that all transactions must be submitted in SAP no more than three (3) months after the purchase date, meaning if you make a travel purchase more than three months prior to the travel date, you will not

receive a reimbursement. The Department therefore advises anyone reserving work-related travel more than three months in advance to do so using the university's travel portal in [myJH](#).

XVI. TRAVEL PROGRAM

The university strongly recommends that anyone traveling abroad **on university-related business** record all itineraries and other information on the Johns Hopkins Travel Program. Registration of your trip will make it far easier for Johns Hopkins to contact and support you in the event of a natural disaster, political unrest or other emergency situation.

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

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

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

XVII. LEAVE OF ABSENCE

A leave of absence refers to and is limited to students who are forced to withdraw temporarily from graduate work due to reasons beyond their control, such as illness, military service, financial exigency, or pressing personal reasons justifying an interruption of the degree program. The period is regarded as an approved break in study. Students can find the [Leave of Absence Form](#) on the Homewood Graduate Board website.

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

When returning from leave of absence, a graduate student must complete and submit the [Application to Return from Leave of Absence](#) before registering for classes. The form must be accompanied by a letter that explains what progress has taken place in the

student's absence that would enable him/her to be successful upon return. Please see application for further instructions.

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

Parental Leave

Johns Hopkins University recognizes the importance of balancing the family and academic responsibilities faced by new parents and promoting the well-being of their families. The University is supportive of accommodating eligible full-time graduate students and full-time postdoctoral fellows, scholars and trainees (collectively “postdoctoral trainees”) who are expecting a new child (either through birth, adoption, or legal guardianship). Consistent with university policies under the CBA, employees in full-time resident status who become parents (including through birth, adoption, foster care placement, court order, or surrogacy) are eligible for up to eight (8) weeks of parental leave following the birth or adoption/placement event if any. Employees in full-time resident status who give birth are eligible for an additional four (4) weeks of parental leave following the birth of their child. Parental leave will be paid in accordance with the employee's appointment at the time of the leave but will not extend any appointment or require the University to provide an appointment that an employee would not otherwise receive. Please visit the [official university policy](#) for more information on eligibility and details.

Graduate students and postdoctoral fellows in the Krieger School of Arts and Sciences should contact Director Renee Eastwood, KSAS (rseitz5@jhu.edu) at least 90 days in advance of the need of a new child accommodation (or soonest possible date) to coordinate a plan with their advisor/department.

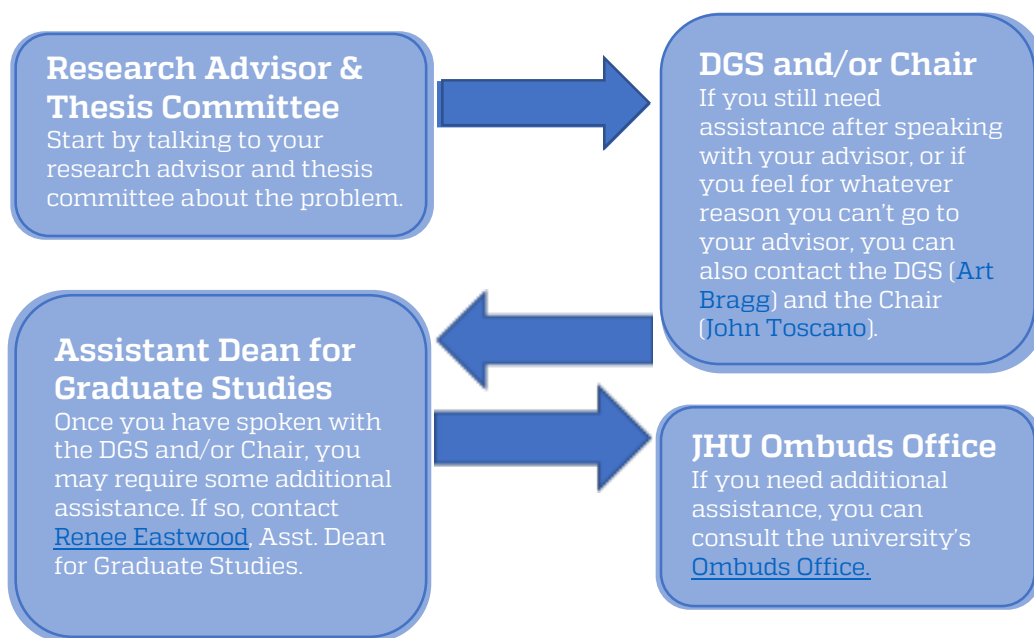
Please visit the Homewood Graduate Board website for [Family Resources for Students](#).

XVIII. GRIEVANCES

The relationship between a graduate student and their Ph.D. advisor, 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 Graduate Studies and/or Department Chair. If the issue needs to escalate to the school level, Renee Eastwood (Asst.

Dean of Grad Studies) should be consulted. Ultimately and if needed, the University Ombuds Office is available to assist.

If you have a complaint or grievance, below is a flowchart to help you address the problem.



Finally, should satisfactory resolution of a problem prove unattainable, a formal grievance may be filed by following the school's [published grievance policy](#).

XIV. PROBATION & DISMISSAL

If it is determined that a graduate student has failed to meet minimum academic or graduate assistant (research assistant or teaching assistant) requirements, they may be placed on probation. **The student will be notified in writing of their academic or graduate assistant shortcomings, the corrective measures necessary to remain in the program and the length of the probationary period.** At the conclusion of the probationary period, the program has the following options: (a) remove the student from probation, (b) extend the probationary period, or (c) dismiss the student. Please note that a student may be dismissed without formal probation period under certain circumstances. All students placed on probation should contact the Director of Graduate Studies for departmental support and guidance as soon as possible after receiving a probation letter.

For the most up to date [policy on probation and dismissal](#), please visit the Graduate Affairs website.

XX. 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](#) for further information.

XXI. IMMUNIZATION (UNIVERSITY POLICY)

All graduate students, postdocs, 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. **This includes proof of COVID-19 vaccination. Anyone without a COVID-19 vaccination will need to request special exemption from the university prior to their arrival.** 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 Student Health and Wellness Center portal.

For more detailed information and instructions for completing these requirements, please visit the Student Health and Wellness Center [website](#). The due date for submitting all forms is July 15, 2024. 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 a \$100 Health Form Completion Fee plus the cost of each vaccine administered or any antibody testing necessary to determine immune status. Those who have the university insurance plan can receive the necessary vaccines at no cost, but antibody testing is not covered by the plan.

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

XXII. HEALTH INSURANCE

Full-time PhD students are guaranteed health coverage. The University will pay the cost of first year students' individual health, vision and dental insurance for academic year 2024-2025 in full. After the first year, health insurance will be paid according to assignment. For any PhD student with a teaching assignment, the department will cover health insurance costs. For any PhD student with a research assignment, the research advisor will cover health insurance costs. Information can be found at the Registrar's [website](#). Students also have the option of signing a waiver form if they are covered by other insurance. Copies of the health insurance coverage must accompany the waiver form.

If you have any questions in reference to the insurance requirement, feel free to contact the Office of the Registrar (410-516-3328 / 410-516-8079 or ASENverify@JHU.edu).

For information regarding health insurance services and benefits available to postdocs, please visit the JHU Postdoc [website](#).

XXIII. ORGANIZATIONS

Graduate Representative Organization ([GRO](#))

Levering Hall 115-C

410-516-7682

gro@jhu.edu

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

The GRO recognizes a number of student groups whose missions are to benefit or service Homewood graduate students. For a list of groups, please visit their [website](#).

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 (ChemSLC@jhu.edu).

Chemistry Student Safety Committee

The Chemistry Student Safety Committee (CSSC) was created to promote a culture of safety in our chemistry department, as well as to address known safety issues occurring in the laboratories. CSSC has subcommittees dedicated to specific goals, including raising awareness of the chemistry student safety committee and specific safety issues to the rest of the department, identifying potential improvements in the physical foundation of the chemistry department, scheduling and overseeing peer lab walk-through, and maintaining the safety committee [website](#).

NOBCChE

The National Organization for the Professional Advancement of Black Chemist and Chemical Engineers ([NOBCChE](#)) is an interdisciplinary graduate student organization comprised of science, technology, engineering and mathematics (STEM) majors. NOBCChE at JHU strives to enhance the scholarly and professional development of graduate students, as well as post-docs, through networking, seminars, forums,

workshops, and other social events. The primary goal of the organization is to enable and assist minorities in realizing their full potential as leaders and pioneers in STEM fields. For more information, please contact nobcche@jhu.edu.

ChemDNA

ChemDNA (Chemistry Diversity Networking and Advancement) was born out of the Department of Chemistry at Johns Hopkins University in 2016 as a means to foster an inclusive environment among students. Since then, ChemDNA has begun to recruit members and plan for future events and outreach to the Greater Baltimore community.

ChemDNA is an organization promoting a well-functioning, respectful, and inclusive learning and work environment. ChemDNA seeks to provide a space where students, faculty, and staff are represented and supported to succeed regardless of race, gender, ethnicity, orientation, and/or other identities. Key programs to create positive change include social events aimed towards initiating and informing conversation, mentorship both vertically and horizontally among career levels, and outreach to the greater community broadening diversity in STEM whilst providing exposure to the Department. Through these efforts to promote diversity we strive to improve the environments in which all members of our community live and work. For more information, please contact diversityinchemistry@live.johnshopkins.edu.

Inclusive Excellence Committee

The Johns Hopkins Chemistry Department is deeply committed to the dignity and equality of all persons—inclusive of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, and veteran status. Diversity within our community and inside our laboratories, classrooms, offices, and informal spaces advances the chemical sciences and supports our mission. We value, support, and celebrate inclusion and belonging within our community of undergraduates, graduate students, postdoctoral researchers, research scientists, staff members, research and teaching faculty, and guests.

The IE committee serves the chair and the department through representation from our research and teaching faculty, our staff, and our students. It is charged with advancing policies, procedures, and programs fostering a departmental climate that provides diversity, equity, inclusion, and belonging among all members in our community. As the IE committee is part of the executive structure of the department, it complements and partners with the bottom-up representation of ChemDNA to achieve these goals.

Postdoctoral Association

[The Johns Hopkins Homewood Postdoctoral Association](#) was formed in 2007 to promote the thriving community of postdoctoral scholars at Johns Hopkins University. There are nearly 200 postdocs across all the disciplines in the Whiting School of Engineering and the Zanvyl Krieger School of Arts and Sciences. This association was conceived to foster a sense of community, to provide support and information, and to offer resources for career and personal development for all postdoctoral scholars. The postdoctoral association is administered by postdocs and supported by the JHU administration to

provide postdocs with an exceptional scholarly and personal experience during their tenure at Hopkins. The association also strives to create a stronger sense of community through an email listserv, website, and social activities.

XXIV. JHED

JHED is the University's web directory. All faculty, staff and students are included in the directory; however, individuals can determine which data elements may be accessible on both the Intranet and Internet levels. Members of the Hopkins community are granted secure access to the directory via their user IDs and passwords. **All JHU students are encouraged to use this directory and to provide members of the Hopkins community with current and complete address data, including preferred e-mail addresses at the intranet level. All notices sent from the Chemistry department will be sent to your JHED address. Students preferring their mail delivered to a different mail client are responsible for setting up a "forward" from JHED.**

Your JHED ID - This is your login (LID) to most Hopkins Web sites, including the [myJH portal](#), home of the Johns Hopkins Enterprise Directory. This LID typically includes the first letter of your first name, your last name or part of your last name, and one or more digits. Your JHED LID is a maximum of 8 characters.

Your Jcard – Your Jcard is an ID to card that is created for each student as a way for them to not only have school identification but the Jcard can be used to access approved buildings, lab spaces, used for purchases at dining halls or affiliated campus shops/cafes, etc. Students should send their JHED ID and photo requesting mobile access to jcard@jhu.edu. Students should then go to the [Jcard page](#) on the Student Affairs website to set up mobile credentials on their phones.

Your Hopkins ID – This unique ID is used to identify students in [SIS](#) (the integrated Student Information System which is used for Registration and Billing). Once you have logged into SIS Self-Service, your Hopkins ID is located at the top of the screen. Class rosters will use your Hopkins ID and most Hopkins forms (such as your health forms) will ask for it.

XXV. JOB SEARCH AND EMPLOYMENT ASSISTANCE

In order to assist students in obtaining employment outside the University, the departmental administrative office posts job announcements 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.

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.

Phutures

[PHutures](#) is an innovative & empathy-driven career hub focused on creating equitable and scalable opportunities for doctoral students and postdoctoral fellows. Their mission is to develop a vision, strategy, and plan for enhancing the professional development, life design, alumni connections, employer engagement, and career opportunities for doctoral students and Postdoctoral fellows at Johns Hopkins University. Phutures offers career consultations, workshops, courses, and more to help students in their post-graduate school careers.

Life Design Lab

The Life Design Lab (LDL) supports JHU students with life design programs and courses, experiential learning opportunities, and connections with alumni and potential employers. Individual advising appointments can be made on the Student Affairs' [Life Design page](#). For more information, please contact lifedesignlabhomewood@jhu.edu.

Handshake

Create and keep an updated profile in [Handshake](#) to get access to events, resources, jobs, employers and appointments. Take the time to fill out your profile and select your post-grad career plans and career interests, which will allow employers who are hiring students with advanced degrees to find you.

Other useful links:

[Reimagine](#) (formerly Career Opportunities & Professional Development)

[After College](#) (job posting/resume service)

[OneHop Alumni Directory](#)

INTERNATIONAL STUDENTS

I. OFFICE OF INTERNATIONAL SERVICES ([OIS](#))

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

Advisors are available by phone (667-208-7001) MTThF 9am-12pm and 1pm-4pm.

Identification Number for Non-resident Alien Taxpayers

Effective January 7, 1997, all nonresident aliens will be required to have a valid social security number or Individual Taxpayer Identification Number (ITIN).

A social security number is required if the student is receiving a wage. An ITIN is required if the student is receiving a stipend, scholarship or insurance support. ITIN applications (Form W-7) are available in the Office of Student Financial Services and the Chemistry Academic Office.

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

Social Security Office

711 W. 40th Street
Rotunda Bldg, Suite 415
Baltimore, MD 21211
<http://www.socialsecurity.gov/>

Internal Revenue Service

31 Hopkins Plaza
Fallon Federal Bldg, 1st Floor
Baltimore, MD 21201
<http://www.irs.gov/>

Questions can be directed to the [JHU Tax Office](#) (443-997-8688, tax@jhu.edu).

II. STUDENT VISA INFORMATION

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

filing a visa application, and general information to prepare them for study in the United States.

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

Students must set up an [EshipGlobal](#) shipment to receive their I-20 or DS-2020. OIS requires express shipment of any forms sent to an address outside the U.S.

International students are responsible for managing their immigration status, including eligibility for Optional Practice Training ([OPT](#)).

III. ENGLISH PROFICIENCY

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

IV. SOCIAL SECURITY CARD

Applications for social security cards can be obtained through the [OIS](#). Please email ois@jhu.edu for applications and instructions.

DEPARTMENTAL FACILITIES

I. OFFICE — MAIL — KEYS

Chemistry Office

Remsen Hall 138

410-516-7429

Hours: Monday-Friday 8:30AM – 5:00 PM

Mail

When a faculty advisor is identified, your mailbox will reside in the building housing their research group. Students will initially be assigned a mailbox in Remsen 127. Students should arrange to have personal mail, magazines, and newspapers sent to their home address. All personal outgoing mail should be handled off-campus. In the rare case that something work-related needs to be sent via USPS, please call the stockroom (410-516-7457) or Matthew Courduff to arrange a pickup time.

Keys

New students may pick up keys in Remsen SB27, which will give them access to the outside and mailroom doors in Remsen and the New Chemistry Building. Also, the keys will allow access to shipping/ice maker SB21 and the graduate student lounge Remsen 313. The lounge has a refrigerator with an ice maker, microwave, lounge chairs, coat racks, and study space, which includes a computer with internet access. Other keys will be issued when faculty approval is presented in writing or by email to the Facilities Manager in Remsen SB27. Students are responsible for returning keys to the Facilities Manager when leaving the department. For J-Card access to buildings, please contact [Matthew Courduff](#) (NCB/Remsen) or [Nicholette Stachowiak](#) (UTL).

UNIVERSITY KEYS MUST NEVER BE DUPLICATED.

II. COPY MACHINES

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

III. PROJECTORS

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

IV. POSTER PRINTING

The Chemistry Department has a 36" poster printer available in the main Remsen office. If you would like to have a poster printed, please email a PDF with the correct dimensions to chem-admin@lists.johnshopkins.edu. Since the printer paper is 36" wide, one of the dimensions of your poster must be 36". If the poster is for instructional purposes, please provide the instructor's name and course number in your request. If the poster is for research purposes, please provide your group name and the appropriate budget number.

V. STOCKROOM

The stockroom is located in the sub-basement of Remsen Hall in room SB30. It carries research supplies needed by the chemistry department and some computer, electronic parts and office supplies. Adjacent related rooms include a gas cylinder storage room (SB22), shipping and receiving room (SB21). An account can be obtained from the department's Financial Manager, Robert Bishop. Purchases should be made remotely by logging on to the department's core facility management software from the link provided on the Chemistry [home page](#).

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

VI. SHOPS

Machine Shop

Machining can be carried out by staff in the Physical Sciences Machine Shop, located in Bloomberg Hall, room 037. The shop manager is Steve Smee (6-7097, smee1@jhu.edu).

Student Shop

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

Use of the Student Machine shop is monitored by a committee chaired by Ben Bilik. For access, please contact Ben (bbilik1@jhu.edu).

VII. INSTRUMENTS

There are several instrumentation specialists who supervise and/or operate the departmental instruments: Dr. Jonathan Catazaro (Remsen B24, NMR spectrometers and miscellaneous instruments), Dr. Maxime Siegler (NCB 240, X-ray diffraction), and Dr. Phil Mortimer (Remsen B13; mass spectrometry). Prospective users should contact them for instructions and/or to be added to the list of authorized users.

Departmental Instruments

- Bruker Avance 400 MHz FT-NMR spectrometers (2), one located in the Instrumentation Facility in Remsen Hall and the other on the first floor of the New Chemistry Building.
- Bruker Avance 300 MHz FT-NMR spectrometer.
- Bruker Avance III 400 MHz FT-NMR spectrometer and Fourier 300 FT-NMR spectrometer with an automatic sample changer are located in the undergraduate teaching laboratory.
- Bruker Neo 500MHz Solid State NMR Spectrometer
- VG70S magnetic sector mass spectrometer, with EI, and CI ionization.
- VG70SE magnetic sector mass spectrometer, with FAB ionization.
- Finnigan LCQ Fleet ion trap Mass Spectrometer with ESI ionization and HPLC inlet.
- Waters Acquity / Xevo G2 UPLC-Q-ToF MS with ESI and APCI ionisation.
- Waters XevoG2-S - Standalone ESI mass spectrometer (can be equipped with ASAP)
- Thermo QEHF-X Orbitrap Mass Spectrometer with Ultimate 3000 NanoLC
- Bruker EMX EPR spectrometer equipped with a liquid helium cryostat and variable temperature controller.
- Jasco P-1010 polarimeter.
- SuperNova X-ray diffractometer (dual hi-flux micro-focus Mo and Cu sources) with Atlas CCD area detector (located on the second floor of the new chemistry building).
- Shimadzu QP2010SE GC-MS.
- Bruker AutoFlex Max Maldi Tof.
- Rigaku XtaLAB Synergy R equipped with a rotating-anode X-ray source (Cu K α radiation) and HyPix-6000HE detector (located on the second floor of the new chemistry building).

Scheduling of instrumentation time is managed using a web-based scheduler and reservation check-in/checkout application called OpenInstrument. Users must be set up with an account to use the system. To establish an account, contact the director of the facility for training on the desired instrument and the appropriate sign-off for an account to be established.

Biomolecular NMR Facility

A nuclear magnetic facility is located below ground between the new chemistry building and Mudd Hall (NCB 153). This facility is under the management of Dr. Ananya Majumdar (ext. 6-8670, ananya@jhu.edu), 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:

- Bruker Avance III (HD) 600 MHz Spectrometer (expected installation: Sept. 2024)
- Bruker Avance NEO 600 MHz Spectrometer (installed 2020)
- Bruker Avance NEO 800 MHz Spectrometer (installed 2020)

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 email the housing office (offcampus@hd.jhu.edu) with any questions.

Incoming students are also encouraged to use the new [Off-Campus Housing Listing](#). Along with updating the site and making it more user friendly, the site offers a new roommate and message board sections for our affiliates. The site is JHED authenticated which means you can only login with your JHED ID.

II. ATHLETIC CENTER

The University Athletic Center may be used by graduate students and their spouses. The facilities include two swimming pools, squash courts, tennis courts, ping-pong tables, sauna, and several gymnasiums and outdoor fields. Further information may be obtained [online](#) or by calling 410-516-4434.

Postdocs are also eligible for membership at the University Athletic Center. For additional membership information or general information about the O'Connor Recreation Center, please visit their [website](#).

III. WRITING CENTER

[The Writing Center](#) offers undergraduate and graduate students free, individual conferences with experienced tutors, all of whom are trained to consult on written work in the humanities and social sciences. The Writing Center welcomes all Johns Hopkins students in the Krieger School of Arts and Sciences and the Whiting School of Engineering.

IV. STUDENT HEALTH (NON-EMERGENCY)

The Student Health Clinic

1 E 31st Street
Baltimore, MD 21218
410-516-8270

Hours of Operation:

Academic Year: Mon–Fri 8:30am-5:30pm (closed 11am-1pm Wednesday), Sat 11:00am-2:00pm (sick & injured patients)

Summer, Intersession & Spring Break: MWF: 8:30am-4:45pm (closed daily 12–1pm)

Telemedicine appointments available Mon-Fri: 9:00am-4:00pm

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

There is also an urgent care facility within driving distance of the JHU campus.

PatientFirst

Greenspring Center Station
Johns Hopkins Pavilion
Ground Floor Suite 160
10755 Falls Rd
Lutherville, MD 21093
410-583-2777
Hours: 8am-10pm

Medstar Promptcare

Anneslie Shopping Center
6317 York Rd
Baltimore, MD 21212
855-546-1994
Hours: Mon-Fri 8am-8pm,
Sat-Sun 8am-6pm

V. 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 on the Student Affairs [website](#).

VI. COUNSELING CENTER

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

The Counseling Center is located at 3003 N. Charles St. Suite S-200 (410-516-8278).

Counseling Center Groups

The Counseling Center offers a number of [groups](#) to help graduate students address their concerns through engagement with others. These groups range from grad student therapy groups to yoga groups to eating and body image groups. These groups meet in secure video conferencing rooms.

The list of fall groups and classes will be released soon. For more information, please reach out Kelly Siebert (kbiscot1@jhu.edu).

VII. DIVERSITY & INCLUSION

Johns Hopkins University and the Chemistry Department are deeply committed to the equality and dignity of all persons. We strive to be all inclusive of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression and veteran status.

For more information and available resources, please visit [Diversity at JHU](#).

VIII. LGBTQ LIFE & GENDER ISSUES

[LGBTQ Life](#) serves the lesbian, gay, bisexual, transgender, queer, and allied community at Johns Hopkins. We provide a central home for information about gender identity and sexual orientation across the Hopkins community.

For support and advising on issues relating to gender and the achievement of women students, please visit the Homewood Student Affairs' [Women & Gender Resources](#).

IX. OFFICE OF SUSTAINABILITY

[The Office of Sustainability's](#) mission is to provide tools and strategies to the Johns Hopkins community so that the institution is more sustainable and remains strong and vibrant. The Office of Sustainability works across all university departments and campuses and is housed at the Keswick Building near the Homewood campus.

X. FOOD SERVICES

The Homewood campus has a wide variety of [dining services](#), including:

- **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. The Stone Mill Bakery is located inside of Charles Street Market and stands as the Baltimore area's oldest European artisan bakery, offering a menu of salads, sandwiches and breakfast options.
- **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 favorite, made-to-order sandwiches, homemade chips and fresh sushi.

- **Nolan's** (Charles Commons) – Nolan's is a warm and inviting “campus living room” where customers can find anything from freshly tossed salads to sandwiches to hand-tossed pizzas and calzones.
- **Daily Grind Café** (Brody Learning Commons & Mudd Hall) – The 75-seat café, run by the Daily Grind, is a popular spot for meetings and an essential stop for refueling between classes.

XI. FREE BUS SERVICE

Transportation between Homewood & the Medical Institutions

A shuttle bus ([view schedule](#)) operates between the Homewood campus and the medical institutions Monday through Sunday. The bus leaves from IFC at University Parkway between N. Charles and St. Paul Streets with its final stop at Broadway and Monument Street.

Blue Jay Shuttle

The Blue Jay Shuttle service operates on a fixed-route evening schedule in an area proximate to the Homewood campus from 5:50pm to 11:30pm, seven days per week, excluding University holidays and other dates as determined by the University. During intersession and summer session, limited service is offered (Red, Blue and/or Night Ride). The fleet of vans depart from Brody Learning Commons – seen as the shuttle's transportation hub – starting at 5:50pm. The shuttles are equipped with [TransLoc](#), a GPS-based real-time transit information system available [online](#) or through a mobile device. Passengers can also text “bjs [stop#]” to 41411 receive real-time arrival predictions for all routes servicing that stop.

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

XII. PARKING

[Parking](#) is available for graduate students on the Homewood campus at any available lot. Generally, this includes the San Martin and the surface lots. Graduate students receiving a paycheck from the university are eligible for payroll deduction to pay for parking. Evening/weekend hangtags are also available. 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.

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.

XIII. LIBRARY CARRELS

The library has assigned/reserved works stations available to graduate students, and are located on MSEL B and D levels, near the public elevator. To get one, apply at the Support Services office on MSEL A level. They are assigned first-come, first-served, and must be renewed each semester. You can apply for one during any time of the year.

XIV. JHU TECHNOLOGY STORE

The [Technology Store](#) offers JHU students, faculty and staff convenient access to specially configured and priced academic computing hardware and expert service and support.

Hopkins Technology Center now offers Out of Warranty repairs for all Johns Hopkins Students, Faculty, and Employees. This offer is only for personal computers only. No Departmental. Contact the store 9am-4:30pm, Mon-Fri at 410-516-0448. Or you can email at techstore@jhu.edu for more details.

XV. EMAIL ACCOUNTS

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

New postdoc email accounts can be accessed on the Hopkins IT [website](#). Questions regarding email set up should be directed to Dennis Kidd (dennis@jhu.edu).

XVI. MAIL SERVICES

Remsen Hall 138

Monday-Friday, 8:30am – 5pm.

Students can drop off outgoing mail and intercampus mail in the Chemistry Main Office. For weekend mail, the nearest USPS mailbox to Homewood is on the 3100 block of St. Paul Street (in front of Bank of America). The nearest post office is the [Waverly post office](#).

FedEx Office Print & Ship Center

3003 N Charles St.

Baltimore, MD 21218

410-467-2454

Monday-Friday 8am-8pm

Saturday, 9am-6pm

Sunday, 12-6pm

XVII. BARNES & NOBLE JOHNS HOPKINS BOOKSTORE

3330 St. Paul Street

Baltimore, MD 21218

410-662-5850

Monday-Saturday, 9am-9pm

Sunday, 10am-9pm

XVIII. CELL PHONE DISCOUNTS

Students of Johns Hopkins University are eligible to receive cell phone discounts through AT&T and Verizon. If you are interested in additional information or in purchasing cellular telephone service, please visit Hopkins' [Cellular Services and Plans](#).

XIV. OTHER FACILITIES

[Homewood Student Affairs](#)

[Religious & Spiritual Life](#)

[Johns Hopkins Museums](#)

[Johns Hopkins Federal Credit Union](#)

PERSONNEL

I. FACULTY

Name	Field	Room	Extension
Bragg, Art	Experimental Physical Chemistry	R-221	6-5616
Bowen, Kit H.	Chemical Physics	R-B12	6-8425
Cheng, Lan	Theoretical Chemistry	R-327	6-5611
Dagdigian, Paul J.	Chemical Physics (<i>Emeritus</i>)	R-B41	6-7438
Fairbrother, D. Howard	Physical Chemistry	N-216	6-4328
Fried, Stephen	Biophysics/Chem & Synthetic Bio	R-121	6-7835
Goldberg, David P.	Inorganic Chemistry	N-215	6-6658
Greenberg, Marc M.	Organic/Bioorganic Chemistry	N-313	6-8095
Hernandez, Rigoberto	Theoretical/Computational Chem	M-121	6-4018
Huang, Xiongyi	Organic/Bioorganic Chemistry	R-155	6-1181
Karlin, Kenneth D.	Inorganic Chemistry	N-213	6-8027
Kempa, Thomas	Materials Chemistry	N-111	6-4385
Klausen, Rebekka	Materials & Synthetic Chemistry	R-220	6-4670
Lectka, Thomas	Organic Chemistry	N-315	6-6448
McQueen, Tyrel	Solid State/Inorganic Chemistry	N-312	6-6201
Panetti, Grace	Inorganic & Organic Chemistry	R-239	
Rokita, Steven	Bioorganic Chemistry/Biochemistry	R-124	6-5793
Silverstone, Harris J.	Theoretical Chemistry (<i>Emeritus</i>)	R-344	6-7431
Thoi, V. Sara	Inorganic Chemistry	N-114	6-4401
Toscano, John P.	Organic Chemistry (<i>Chair</i>)	N-115	6-6534
Tovar, John D.	Organic & Materials Chemistry	N-316	6-4358
Townsend, Craig A.	Organic & Bioorganic Chemistry	R-252	6-7444
Yarkony, David R.	Theoretical Chemistry	R-310	6-4663

II. ASSOCIATE RESEARCH PROFESSORS

Name	Department	Room	Extension
Combariza, Jaime	Chemistry	B-147	6-5545

III. TEACHING PROFESSORS

Name	Department	Room	Extension
Falzone, Christopher	Chemistry	N-314	6-7467

IV. JOINT APPOINTMENTS

Name	Department	Extension
Clancy, Paulette	Chemical and Biomolecular Engineering	6-7170
Fukuto, Jon M.	Sonoma University	(707) 664-2187
Gracias, David	ChemBE	6-5616
Hall, A. Shoji	Materials Science & Engineering	shoji@jhu.edu
Katz, Howard E.	Materials Science & Engineering	6-6141
Principe, Lawrence M.	History of Science, Medicine & Technology	6-4807
Schulman, Rebecca	Chemical & Biomolecular Engineering	6-8457

V. SENIOR LECTURERS/LECTURERS

Name	Department	Room	Extension
D'Souza, Larissa	Chemistry	UTL 185	6-7760
Hill, Eric	Chemistry	R-335	6-0626
McCartney, Stephanie	Chemistry		
Nsengiyumva, Olivier	Chemistry		
Thyagarajan, Sunita	Chemistry	N-214	6-7864
Young, Jamie	Chemistry	UTL 285	6-4845

VI. ASSISTANT, ASSOCIATE & VISITING RESEARCH SCIENTISTS

Name	Lab	Room	Extension
Li, Rongfeng	Townsend	R-250	6-8441
Popov, Alexander	Hernandez	M-132B	

VII. ADMINISTRATIVE, FINANCE & FACILITIES STAFF

Name	Email	Room	Extension
Beren, Daniel Sr. Grants & Contracts Analyst	dberen1@jhu.edu	R-324	6-7435
Bindel, Clare Academic Coordinator	cbindel2@jhu.edu	R-138	6-2826
Bishop, Robert Financial Manager	rbishop@jhu.edu	R-340	6-1208
Carter, Meghan Department Administrator	mcarter@jhu.edu	R-139	6-4676
Catazaro, Jonathan NMR Facility Director	jcatazal@jhu.edu	R-B24	
Courduff, Matthew Facilities Manager	mcourdu1@jh.edu	R-SB27	6-7458
Grant, Jess Academic Coordinator - CBI	jgrant31@jhu.edu	R-138	6-7429
Hoban, Nicole Sr. Grants & Contracts Analyst	nhoban1@jh.edu	R-324	
Ingleton, Sabrina Sr. Grants & Contracts Analyst	singlet1@jhu.edu	R-340	
Dennis Kidd Systems Engineer	dennis@jhu.edu	R-338	6-6004
John Kidwell Academic Program Administrator	jkidwel3@jhu.edu	R-136	6-7791
Lewis, Lori Assistant Administrator	lori.lewis@jhu.edu	R-333	6-7684
Majumdar, Ananya Director, Biophysical NMR Center	ananya@jhu.edu	N-153	6-8670
Mortimer, Phil Manager, Mass Spec Facility	mass.spec@jhu.edu	R-B13	6-5552
Russell, Joe Purchasing Coordinator	joe.russell@jhu.edu	R-341	6-7453
Siegler, Maxime Manager, X-Ray Facility	xray@jhu.edu	N-211	6-8569
Stachowiak, Nicholette Laboratory Coordinator	nstachol@jhu.edu	UTL 288	6-7434
Sweeney, Sean Sr. Grants & Contracts Analyst	ssween17@jhu.edu	R-340	

Wittkamper, Julia
Laboratory Coordinator

jwittka2@jhu.edu

UTL
288

6-7434

ADVISOR AGREEMENT FORM
SUBMIT BY December 31

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)

THESIS COMMITTEE PROPOSAL

Department of Chemistry

TO: Department Chair

FROM: _____

DATE: _____

SUBJECT: Thesis Committee Proposal

A student's Thesis Committee (*consisting of the student's advisor and two additional Chemistry faculty*) should be formed at the end of the student's first semester; this form is due by March 15. The Thesis Committee faculty members will help guide the student through his/her thesis research and usually constitute the members of the Department Oral Exam, as well as Graduate Board Oral Exam and thesis defense.

PROPOSED COMMITTEE:

Printed Name

Signature

Research Advisor

Date

Please complete the above portion and return to chem-admin@lists.johnshopkins.edu for Chair approval.

APPROVED:

Department Chair

Date

cc: Advisor
Student
Department Chair
Director of Graduate Studies
Administrative Office

**Chemistry Department Annual Review Process:
Directions and Guidelines for Advisors and **First Year Students****

Timeline for AY 2024-25

June 1, 2025 – All student annual reviews to be completed by June 1. All student and advisor reports to be completed and submitted by June 1. Note – first year students complete a different form.

Failure to complete may result in a delay of degree conferral.

Annual Review Guidelines for First Year Graduate Students

Fall and Spring Letters from the Chair:

- All first years will receive letter regarding coursework at the end of both the Fall and Spring semesters.
- Fall letters (sent out in January):
 - Fall letter to focus on courses completed and the number of courses left to fulfill department requirement.
 - Fall letter to include TA assignment and performance.
 - Fall letter to include the selection and confirmation of an advisor.
 - Fall letter to provide information and directions regarding selecting a thesis committee, due March 15.
- Spring letters (sent out in May):
 - Spring letters to include courses completed and the number of courses left to fulfill the department requirement; or confirm that course requirement has been completed.
 - Spring letter to include TA assignment and performance.

Student Responsibilities:

- Thesis Committee Forms – all first year students will select a thesis committee and submit the thesis committee proposal form for chair approval by March 15.
- Individual Development Plan (IDP) Student Report – All students must complete the IDP during the spring semester, due by June 1. The completed and signed IDP report must be submitted to the Thesis Committee, with a copy to John Kidwell.
- The IDP First Year Student Report will include a self-evaluation. This evaluation should include (but not limited to) the following:
 - A summary of courses completed in the past year. If the course requirement has not yet been met, the student will list the courses they plan to take during the upcoming academic year.
 - A summary of TA positions in the past year.
 - A discussion of research interests. Now that student has selected an advisor, he/she will provide any research interests they have and/or would like to explore.
 - A discussion of objectives/goals for the upcoming academic year (e.g. improve a certain skillset, attend and participate in group meetings, discuss research project with advisor, take additional courses). In addition to academic progress, career and professional development are also important. Please feel free to include any professional goals and what objectives may help you achieve those goals.

Advisor Responsibilities:

- Meet with students individually to discuss and sign the IDP First Year Student Report.

Submission/Completion Requirements:

- All forms – Fall and Spring letters, Thesis Committee Proposal and the IDP First Year Student Report will be uploaded to SIS before the start of the next academic year.

Individual Development Plan – First Year Student Report

Student Name: _____

Semester/Year of Matriculation: _____

Advisor Name: _____

All students in the Department of Chemistry are required to complete an Individual Development Plan and submit all required documents by June 1 of each year. IMPORTANT – Failure to complete may result in a delay of degree conferral.

- 1) Complete this report.
- 2) Meet with your advisor and discuss this report. During the meeting, sign this report as acknowledgement of your annual review.
- 3) The completed IDP First Year Student Report must be submitted to the Thesis Committee, with a copy to John Kidwell to keep on file and upload to SIS.

Please use the space below to provide a self-evaluation of your progress over the past year and document goals for next year. This evaluation should include (but not limited to) the following: (1) A summary of courses completed in the past year. If the course requirement have not yet been met, list the courses you plan to take during the upcoming academic year; (2) A summary of TA requirements in the past year; (3) A discussion of research interests. Now that you have selected an advisor, provide any research interests you have and/or would like to explore; (4) A discussion of objectives/goals for the upcoming academic year (e.g. improve a certain skill set, attend and participate in group meetings, discuss research project with advisor, take any additional courses). In addition to academic progress, career and professional development is also important. Please feel free to include any professional goals and what objectives may help you achieve those goals.

☐ My annual self-evaluation is below.

☐ I have met with my advisor to review my self-evaluation and to discuss research and academic goals for the upcoming year.

☐ I understand that my thesis committee is available to discuss my research goals and progress, as well as any problems or concerns.

We certify that we have met to discuss the attached report, including areas where we agree and disagree. This document is not meant to be used as a measure for grading. It is a guide of reference to assist in the development of the student and the relationship of the student and advisor.

Signed: _____
(Student)

Date: _____

Signed: _____
(Advisor)

Date: _____

Individual Development Plan – First Year Student Report

Student Annual Self Evaluation (please attach additional pages if needed):

Chemistry Department Annual Review Process:
Directions and Guidelines for Advisors and Students Second Year and Beyond

Timeline for AY 2024-25

June 1, 2025 – All student annual reviews to be completed by June 1. All student and advisor reports to be completed and submitted by June 1. Note – first year students complete a different form.

Failure to complete may result in a delay of degree conferral.

Annual Review Guidelines for Second Year Students and Beyond

Student Responsibilities:

- Individual Development Plan (IDP) Advanced Student Report – All students will complete the IDP Advanced Student Report by the end of the Spring semester, due by June 1.
- The IDP Advanced Student Report will include a self-evaluation. This evaluation should include (but not limited to) the following:
 - A summary of research accomplishments in the past year and a discussion of future research directions (include a timeline for completion/defense if applicable).
 - Any additional accomplishments over the last year and a discussion of objectives/goals for the upcoming academic year.
 - A discussion of long-term professional goals, as well as what shorter-term objectives may help to achieve those goals.
- Students are required to meet with his/her advisor to discuss the IDP Advanced Student Report.
 - During the meeting, students will sign both the student and advisor IDP reports (advisor discussed below) as acknowledgement and completion of the annual review.

Advisor Responsibilities:

- Complete the IDP Advisor Report for each student.
- The IDP Advisor Report will include an assessment of the student's progress over the past year and document goals for next year. This assessment should include (but not limited to) the following:
 - A clear definition of what is to be undertaken and its relation to program goals and thesis completion
 - Discussion of any concerns regarding performance
 - Confirmation and/or clarification regarding funding, research changes and TA expectations.
 - Discussion of the student's career and professional development.
- Meet with all students individually and discuss both the advisor report, as well as the student's report.
 - During the meeting, advisor will sign both the advisor and student IDP reports as acknowledgement and completion of the annual review.

Degree Completion Letters from the Chair:

- All students, year 3 and beyond, will receive a letter if department requirements have not yet been met. The letter will include the requirement(s) that need to be fulfilled, as well as a timeline for completion.
 - A copy of the letter will be sent to the advisor and the Thesis Committee.

Submission/Completion Requirements:

- The completed student and advisor IDP reports must be submitted to the Thesis Committee, with a copy to John Kidwell to keep on file and upload to SIS.
- Both the student and advisor IDP reports, as well as the degree completion letters (if applicable) will be uploaded to SIS before the start of the next academic year.

Individual Development Plan–Advanced Student Report

Student Name: _____

Semester/Year of Matriculation: _____

Advisor Name: _____

All students in the Department of Chemistry are required to complete an Individual Development Plan and submit all required documents by June 1 of each year. IMPORTANT – Failure to complete may result in a delay of degree conferral.

- 1) Complete this report on an annual basis (year 2 and beyond).
- 2) Meet with your advisor and discuss this report, as well as your advisor's IPD report. During the meeting, sign both this and the IDP Advisor Report as acknowledgement of your annual review.
- 3) The completed student and advisor IDP reports must be submitted to the Thesis Committee, with a copy to John Kidwell to keep on file and upload to SIS.

Please use the space below to provide a self-evaluation of your progress over the past year and document goals for next year. This evaluation should include (but not limited to) the following:

Academic Goals and Objectives

- (1) A summary of research accomplishments in the past year.
- (2) A discussion of future research directions (include a timeline for completion/defense if applicable).
- (3) Any additional accomplishments over the last year (e.g. papers under review or published, posters presented, teaching assistant duties).
- (4) A discussion of objectives/goals for the upcoming academic year (e.g. completing outstanding program requirements, attending a conference, improving a certain skill set).

Career and Professional Goals

- (1) What are your long-term professional goals? What positions or responsibilities and in which sectors (academic, non-profit, policy, government, industry, other) appeal to you for 5-10 years after graduation? Which career options, tracks, or sectors do you want to learn more about?
- (2) What shorter-term objectives may help you achieve those goals? Are there specific skills you would like to acquire or improve? Are there courses, workshops, experiences, internships, etc. that might be helpful in articulating or achieving your professional goals?
- (3) What specific steps do you plan to take to further these professional development goals?
- (4) Do you anticipate any challenges in meeting these professional development goals? What help can your advisor or other faculty/staff provide?

☐ My annual self-evaluation is below/attached.

☐ I have met with my advisor to review my self-evaluation and to discuss research and academic goals for the upcoming year.

☐ I understand that my thesis committee is available to discuss my research goals and progress, as well as any problems or concerns.

We certify that we have met to discuss the attached report, including areas where we agree and disagree. This document is not meant to be used as a measure for grading. It is a guide of reference to assist in the development of the student and the relationship of the student and advisor.

Signed: _

Date: ____

(Student)

Signed: _

Date: ____

(Advisor)

Individual Development Plan—Advanced Student Report

Student Annual Self Evaluation (please attach additional pages if needed):

Individual Development Plan – Advisor Report

Advisor Name: _____

Student Name: _____

Semester/Year of Matriculation: _____

All students in the Department of Chemistry are required to complete an Individual Development Plan and submit all required documents by June 1 of each year. IMPORTANT – Failure to complete may result in a delay of degree conferral.

- 1) Complete this report for each of your students (year 2 and beyond).
- 2) Meet with your students individually and discuss this report, as well as the student's IDP report. During the meeting, sign both this and the IDP Student Report as acknowledgement of the annual review.
- 3) The completed student and advisor IDP reports must be submitted to the Thesis Committee, with a copy to John Kidwell to keep on file and upload to SIS.

Please use the space below to provide an assessment of the student's progress over the past year and document goals for next year. There should be a clear definition of what is to be undertaken, its relation to program goals and thesis completion, and a discussion of any concerns regarding performance. Funding, research changes and TA expectations should be confirmed and clarified. Please also discuss the student's career and professional development.

- ☐ The student's self-evaluation, as well as the below assessment, was reviewed and discussed with the student.
- ☐ The student is making satisfactory progress.
- ☐ The student is making unsatisfactory progress. Please provide additional information regarding the issues/concerns and the steps being taken towards resolution.

We certify that we have met to discuss the above statements, including areas where we agree and disagree. This document is not meant to be used as a measure for grading. It is a guide of reference to assist in the development of the student and the relationship of the student and advisor.

Signed: _____
_____(Student)

Date:

Signed: _____
_____(Advisor)

Date:

Individual Development Plan – Advisor Report

Advisor Assessment (please attach additional pages if needed):

The thesis committee members listed below acknowledge receipt of the annual report submitted by _____ (with optional comments based on their review given below). Committee members are available to the student for further discussion/consultation.

Thesis Committee Member 1:

Signature

Print

Optional comments:

Thesis Committee Member 2:

Signature

Print

Optional comments:



Department of Chemistry
Zanvyl Krieger School of Arts and Sciences
3400 N. Charles Street
Baltimore MD 21218-2685

CHEMISTRY THESIS/MENTORING COMMITTEE MEETING SUMMARY

Student: _____ Date: _____

Committee Members Present (please provide signatures)

1. _____
2. _____
3. _____
4. _____
5. _____

The student is making ☐ satisfactory / ☐ unsatisfactory progress towards the Ph.D.

☐ (confirm with ✓) The student's IDP self-evaluation and report was discussed.

☐ (confirm with ✓) The student has discussed career paths with the advisor

To Be Completed by the Committee (Circle appropriate response)

Range from: 1 (needs improvement) 3 (meets expectation) 5 (outstanding)

	1	2	3	4	5
Clarity of research progress description					
Articulates current research goals					
Describes experimental/theoretical approach, design and controls					
Describes plans for rigorous data collection and treatment					
Recognizes potential difficulties					
Considers alternative approaches or contingency plans					
Presents reasonable timelines for conducting work					
Consideration of professional development/career planning					

Please provide a brief statement of the student's progress based on the IDP and mentoring presentation/discussion as well as an action plan that reflects the committee's consensus.

If the student is at the end of the 4th year or above, have the student and the research mentor present their action plan for graduation to the committee.

The next committee will meet in: 3 months 6 months 9 months 12 months (select one)

Is this progress meeting the last one before the expected dissertation defense? If so, are timelines for completion reasonable?

If the student is making **unsatisfactory progress**, please provide additional information regarding the issues/concerns and the steps being taken towards resolution.