



JOHNS HOPKINS
BLOOMBERG
SCHOOL *of* PUBLIC HEALTH

Department of International Health

ACADEMIC GUIDE Doctor of Public Health (DrPH)

**Contains Information for Students Entering
2007-2008**

The Department reserves the right to change existing rules at any time.
Students will be notified of any changes.



Department of International Health

Preface

Welcome to the Doctor of Public Health (DrPH) program in the Department of International Health. We are delighted that you have chosen to study with us at the Johns Hopkins Bloomberg School of Public Health. This booklet is intended to guide you during your studies here. Please feel free to seek advice or ask further questions from us.

David Peters, MD, MPH, DrPH
Director, International Health DrPH Program

August 6, 2007
Baltimore, USA

Protecting Health, Saving Lives—Millions at a Time

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GENERAL INFORMATION

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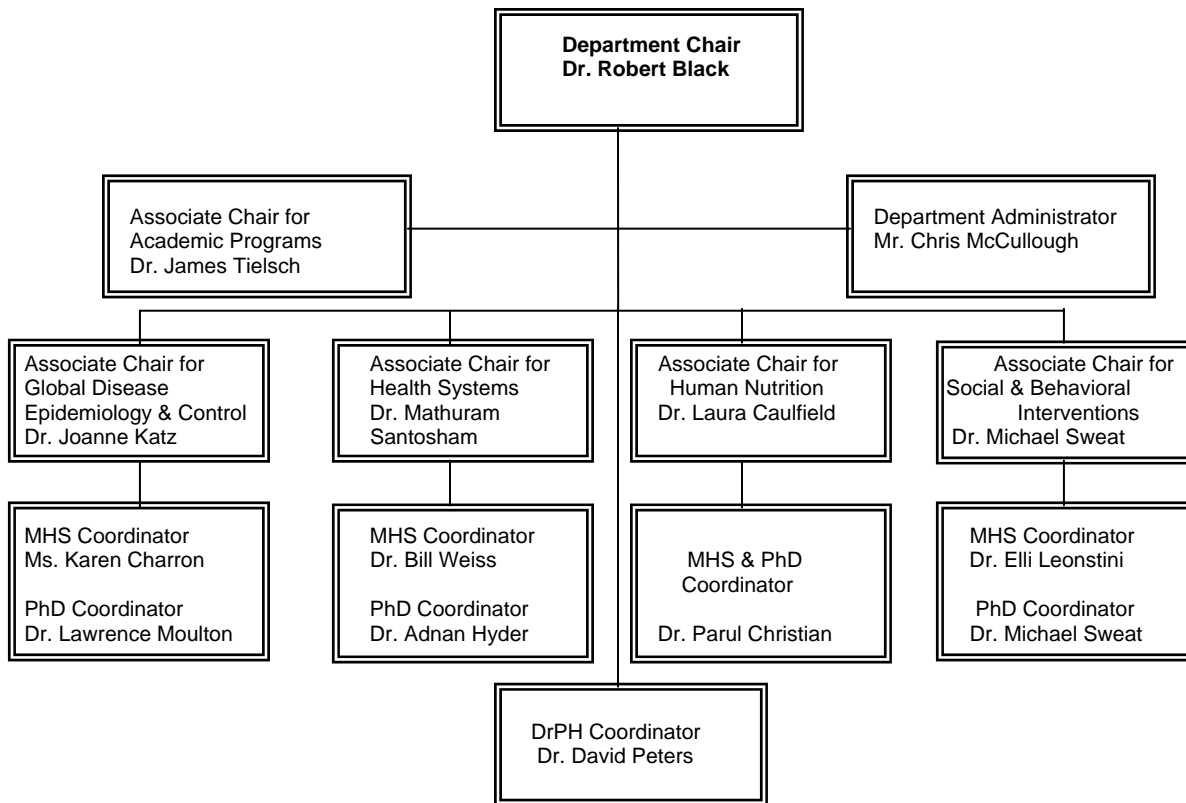
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Departmental Organization

The Department of International Health is one of ten departments in the Bloomberg School of Public Health. The departments of the School reflect both disciplinary and topical orientation. International Health is a topically based department and its faculty reflects a variety of disciplines including anthropology, biostatistics, clinical medicine, communications, demography, economics, epidemiology, immunology, infectious disease, management, nutrition, and sociology. The Department is organized around the academic programs with an Associate Chair heading each program area. In addition, the Associate Chair for Academic Programs coordinates all the academic programs and chairs the admissions and curriculum and credentials committees. Faculty have a primary home in one program area, but many faculty cross-advise students in other program areas as well.

Department Organizational Chart



Academic Program Staff

Several administrative staff and faculty members within the Department help oversee and facilitate the academic programs. These individuals are available to help you navigate the program and the department. The following information is being provided to help you understand the roles of each of these individuals.

James (Jim) Tielsch (Associate Chair for Academic Programs): Dr. Tielsch is responsible for the management and oversight of all academic programs. In this role, he is also chair of the Curriculum & Credentials Committee, which sets and implements policies and procedures for department academic programs and monitors student progress.

Charlotte Ann Gaylin (Academic Program Manager): Charlotte oversees the operations of the academic programs in the department and works as the liaison between students, faculty, and administrative offices of both the department and the School. She is also responsible for managing the departmental admissions process, student recruitment activities, coordination of orientation and visitor programs, departmental course support (TAs and administrative budgets), academic publications and web materials, course waivers, and staffing the departmental academic committees.

Carol Buckley (Academic Program Coordinator): Carol assists students with all academic issues related to registration, tracking of academic progress and meeting departmental requirements, departmental courses, departmental exams (such as comprehensive exams and thesis defenses), internship checklists, and graduation.

Financial Managers and Payroll Coordinators – the Department has a central payroll office that is staffed by Tanya Falls and Allison Quarles. They handle the General Funds budget as well as any central departmental payroll/awards for students. In addition, each program area has its own financial manager who is responsible for the oversight of their area’s budget and payroll activities. Students who plan to work within the department should see one of these individuals to fill out the appropriate paperwork and verify their eligibility for employment prior to their start date. If you are at all uncertain as to who you should see about these issues, contact either Tanya Falls or Charlotte Ann Gaylin for clarification.

Academic Committees

The Academic Program in the Department of International Health is governed by several committees designed to set policies and procedures relevant to the program(s) and ensure that these are fairly and clearly administered and enforced to protect the interests of students and the overall integrity of the program(s). These committees and their members are as follows:

CURRICULUM AND CREDENTIALS COMMITTEE

James Tielsch, Chair
Charlotte Ann Gaylin, Staff

Larry Moulton	Adnan Hyder
Laura Caulfield	Elli Leontsini
Parul Christian	David Peters
Karen Charron	Michael Sweat
MHS Student Representative*	Bill Weiss
Doctoral Student Representative*	

Dr. P.H. COMMITTEE

David Peters, Chair
Carol Buckley, Staff

Timothy Baker	Mathu Santosham
Mike Sweat	William Reinke
Mel Thorne	James Tielsch
Brad Sack	Keith West

HONORS, AWARDS AND SCHOLARSHIPS COMMITTEE

Peter Winch, Chair
Charlotte Ann Gaylin, Staff

Timothy Baker	Adnan Hyder
Gilbert Burnham	Larry Moulton
Karen Charron	Keith West
Joel Gittelsohn	

*Student representatives are selected each year by the IH Student Group and will be requested to attend meetings and report back to the student group on a regular basis.

DOCTOR OF PUBLIC HEALTH PROGRAM REQUIREMENTS

General Information

The Doctor of Public Health (DrPH) Program in International Health is designed to train mid- to senior-level professionals who intend to pursue a leadership career in international public health. This makes it different from other doctoral programs in the department which follow a specific academic track. The DrPH program provides a comprehensive public health approach which draws on a variety of academic disciplines and their application to health problems. The goal of the DrPH program is to provide students with an understanding of the application of public health sciences, as well as current state-of-the-art knowledge regarding biomedical, population, social and management sciences as relevant to health problems in international settings. Graduates of the program are expected to be public health practitioners who can comprehend and integrate knowledge across traditional academic disciplines; provide sound recommendations and advice to national and international agencies in public health; and communicate effectively with governments, academia, non-governmental organizations and the public. Components of the program include the acquisition of core knowledge through course work, structured seminars, special studies and the development of a doctoral dissertation relevant to the practice of public health in an international context.

The DrPH program of the Department of International Health pursues the application of knowledge consistent with the mission of the Bloomberg School of Public Health. The program is part of the overall Doctor of Public Health program at the school.

Admission Requirements

In order to be accepted into the DrPH program an individual must meet the admission requirements of the Bloomberg School of Public Health, in addition to those of the Department of International Health. To be considered for acceptance for the Doctor of Public Health degree, the student must have an M.P.H. degree or equivalent preparation (such as another Masters degree) from this or another accredited institution. Any deficiencies in fulfilling MPH core requirements will have to be completed during the first year of the program.

Admission is based on evaluation of the applicant's educational and work experience, past performance, and potential to provide leadership in public health practice. Admission requirements include the following:

1. A minimum of three years full-time work experience in the health or allied sector relevant to international health.
2. Evidence of quantitative or evaluative skills and ability, which may be provided in the form of evidence from graduate-level course work or standardized test scores.
3. Evidence of having taken at least one college course in each of the following:
 - mathematics,
 - health-related science or other biology,
 - and chemistry or physics.
4. Recent scores (within past 5 years) of GRE are required for admission. In some cases the MCAT, LSAT, or other standardized graduate admissions test scores may be substituted.
5. Applicants from non-English speaking countries must submit the results of the Test of English as a Foreign Language (TOEFL).
6. Evidence of excellence in prior educational and professional performance.
7. Letters of recommendation from academic and professional references.

Please refer to the School Department Guide for further/additional details and requirements for admission to the Bloomberg School of Public Health (www.jhsph.edu/Admissions/index.html).

Program Course Requirements

MPH Core Requirements

DrPH students are responsible for meeting MPH core requirements in environmental health; public health biology; management sciences; and social and behavioral sciences.

School-wide DrPH Core Requirements

The school-wide DrPH Executive Committee establishes these requirements.

Ethics; DrPH students must take at least 3 credits from the following courses:

Course No.	Units	Course Title	How fulfilled or waiver
550.860	1	Research Ethics	
221.616	2	Ethics of Public Health Practice in Developing Countries	
306.655	3	Ethical Issues in Public Health	
306.663	3	Legal and Ethical Issues in Health Services Management	
306.665	3	Research Ethics and Integrity: US and International Issues	

Quantitative Sciences; DrPH students must take one of the following series:

Course No.	Units	Course Title	How fulfilled or waiver
340.601 AND 340.608	5 4	Principles of Epidemiology Observational Epidemiology	
340.751 - 3	5/term	Epidemiologic Methods 1 -3	

Quantitative Sciences, continued

DrPH students must take one of the following groupings:

Course No.	Units	Course Title	How fulfilled or waiver
140.611 – 2 AND 140.613 – 4 AND 140.620 AND 140.624	3/term 2/term 2 4	Statistical Reasoning in Public Health I – II Data Analysis Workshop I – II Advanced Data Analysis Workshop Statistical Methods in Public Health IV	
140.621 – 4	4/term	Statistical Methods in Public Health I – IV	
140.651 - 4	4/term	Methods in Biostatistics I – IV	

School-Wide DrPH Leadership Seminar:

Course No.	Units	Course Title	How fulfilled or waiver
550.873	4	DrPH Seminar: Leadership in Public Health Practice (Four terms)	
Leadership electives (optional):			
305.607	4	Public Health Practice	
301.645	3	Issues in Health Advocacy	
312.664	2	Interest-based Negotiation: Preparation Analysis and Practice	
312.665	2	Conflict Management Skills Training	

312.666	1	Creating Agreement and Managing Conflict in a Health Care Setting: Advanced Skill Development	
380.681.13	6	Strategic Leadership and Management in Population and Reproductive Health	
551.610.01	3	Foundations of Leadership – A Leadership Survey Course	

Health Policy; DrPH students must take at least one policy course from the following:

Course No.	Units	Course Title	How fulfilled or waiver
180.629	4	Environmental and Occupational Health Law and Policy	
221.609	4	Comparative Health Systems	
300.600.81	4	Introduction to Health Policy (internet)	
300.711	3	Health Policy I: Social and Economic Determinants of Health	
300.712	3	Health Policy II: Public Health Policy Formation	
300.713	4	Health Policy III: Health Policy Research and Evaluation Methods	
306.650	3	Public Health and the Law	
380.624	4	Maternal and Child Health Legislation and Programs	

Financial Management; DrPH students must take the following course:

Course No.	Units	Course Title	How fulfilled or waiver
551.603	3	Fundamentals of Budgeting and Financial Management	

Management Sciences; DrPH students must take 3 credits of the following courses in addition to MPH Management requirement:

Course No.	Units	Course Title	How fulfilled or waiver
221.706 and 221.707	5	Managing Health Systems in Developing Countries	
221.722 OR 221.722.81	4	Quality Assurance Management Methods for Developing Countries	
312.615	3	Theories of Organization and Management	
551.601 AND 551.602	6	Managing Health Services Organizations; Exercises in Managing Health Services Organizations	
551.605	3	Case Studies in Management-Decision Making	
551.608	3	Managing Non-Governmental Organizations in the Health Sector	

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International Health Departmental requirements:

Course No.	Units	Course Title	How fulfilled or waiver
220.601	4	Introduction to International Health	
220.840	1	Special Studies: Educational Program Development	

Plus at least six credits from any course listed in International Health

School Residence Requirements

A minimum of four consecutive terms (four quarters) of full-time registration is required for the DrPH degree. If the student completes a master's program full-time at this School and continues into a DrPH program within three years, the subsequent four-term full-time residency requirement may be waived by the department.

Departmental Registration Requirement

All students are expected to be registered full-time for the duration of their doctoral program. After six terms of full-time registration, the School will provide a 75% tuition scholarship for all students in good academic standing and who are making regular and sustained progress towards completion of their doctoral program. If the student has completed a M.P.H./M.H.S. and has been registered full-time for 4 or more quarters and continues the DrPH program with a break of one year or less, then the student is required to maintain full-time registration for 2 additional quarters in the DrPH program.

Please note that students must be continuously registered until all requirements for the degree program have been satisfied. This includes time for coursework, dissertation development, field work, and final defense. Failure to register for a quarter results in automatic withdrawal. A withdrawn student must be formally readmitted before resuming a program of study. Upon readmission, a student must be registered for a minimum of two consecutive terms prior to completing degree requirements.

At times students who are in good standing are forced to request a leave of absence for various reasons; e.g., military service, financial need, or personal reasons. Leaves of absence are limited to four academic terms except for military service. During this approved break in study the academic clock is stopped. Leaves of absence are not intended for students working on a thesis. Upon return from a leave of absence, a student must register for a minimum of two successive terms before completion of the degree program.

Standards of Academic Performance

Students must receive satisfactory grades in each course and maintain a cumulative Grade Point Average (GPA) of at least 3.0 in order to remain a doctoral candidate in good standing. Any student who receives a "D" or "F" in a course will be required to repeat the course. Anyone not meeting these standards will be placed in probationary status pending action by the Department DrPH and Curriculum & Credentials Committees. Those Committees will either recommend immediate termination from the degree program or will establish the minimum conditions necessary to be fulfilled in order to return to "good standing" status and avoid termination. In the latter case, the Committee will also specify the maximum time allowed for satisfaction of the conditions.

Doctoral students supported by departmentally administered funds (tuition scholarships and/or stipend support) must maintain a grade point average of 3.0 or above. Students who drop below a GPA of 3.0 and are placed on academic probation will have their scholarship eligibility reviewed by the Department's DrPH and Curriculum & Credentials Committees. Consistent academic probation status (defined as two or more terms) will result in a reconsideration of tuition and stipend support.

DrPH Comprehensive Examination

Satisfactory performance is required on the DrPH written comprehensive examination. This is a two day examination offered at the middle and ends of the academic year. Administered by the department, it focuses on basic analytic skills, core DrPH requirements, and knowledge of international health issues including those of the student's specific area of interest. A minimum overall passing grade of 75% is required; those scoring below this level must re-take the examination at its next offering. **The summer 2008 examination will be held on June 2-3, 2008.**

Students should plan on taking this examination when course work is essentially complete, since questions will cover both the required courses and those representing the elected field of emphasis.

Only one re-examination is permitted. Students failing twice are terminated from the doctoral program. Students must pass the written exams prior to taking the departmental and preliminary oral examinations.

Departmental Oral Examination

The objectives of the departmental oral examination are: (1) to determine whether the student possesses adequate knowledge and skills for advanced comprehensive problem solving in a public health environment; and (2) to simulate the School Preliminary Oral Exam, so that the student is made comfortable with its style and format.

Specific procedures for the examination are as follows.

- The student, in consultation with the advisor, identifies at least three Departmental faculty, in addition to the advisor, who are able to participate in the oral examination. One of these four members must be a member of the departmental DrPH committee. In addition, one alternate member must be identified to replace any of the 3 members (not advisor) in the event of a last minute emergency.
- The most senior faculty member other than the advisor will act as Chair of the examining committee. The Chair is responsible for maintaining an atmosphere of constructive criticism, ensuring that each faculty member has adequate opportunity to question the student, and limiting the total duration of the exam to approximately two hours.
- The exam will produce one of three results: (1) Unconditional Pass; proceed with the Preliminary Oral as scheduled; (2) Conditional Pass, before proceeding, the student must strengthen his/her competence in certain identified areas of weakness; this may involve additional coursework or practical experience in specific topics or work with specific organizations as deemed necessary; or (3) Failure.

Only one re-examination is permitted. Anyone failing the departmental oral examination twice will be terminated from the doctoral program.

Preliminary Oral Examination

The school-wide preliminary oral examination represents a review of the student by the school and is administered according to school policy. It must be taken and passed no later than the end of the student's third year in residence. Ideally, the examination should be taken as soon as possible after: (1) passing the Departmental and School Comprehensive Examinations; (2) passing the Departmental Oral Examination; and (3) establishing a specific topic of interest for the doctoral dissertation.

The examining committee consists of five members, including the student's advisor, one other DIH faculty

member, and three members from at least two other departments. Faculty eligible to serve on oral exam committees must be of the rank of Assistant Professor or higher. In addition, only one member of the examining committee may be an adjunct faculty member. The senior faculty member from the outside departments chairs the committee and must be of the rank of Associate Professor or Professor.

The possible results of this examination are (1) Unconditional Pass, (2) Conditional Pass, or (3) Failure. If the student fails the preliminary oral examination, he/she must be reexamined within one year. Only one re-examination is permitted, and a student failing twice will be terminated from the program.

Practicum

The purpose of the practicum is to provide experience in synthesizing skills and knowledge learned in the classroom and applying them to ongoing public health programs or efforts in policy development. The practicum is structured to be for a minimum of two months (8 weeks) in duration.

The location of the practicum can be an international, national or local public health agency or organization in the public or private sector in any country. It must not represent “work as usual” for the student, and should represent a contribution to the DrPH academic goals for the student. Previous work experience does **not** satisfy the practicum requirement. It can be a useful period for the DrPH candidate to:

- Apply specific skills/knowledge learned at the school;
- Explore a specific issue/area in public health; and
- Write a focused paper, which may be further developed into a dissertation proposal.

DrPH students can do the practicum any time after completion of required course work (should be completed prior to the end of dissertation field work). Prior to starting a practicum, each student must:

- Develop a one-page description of a proposal for the practicum including name of agency/institution, on-site mentor, topic/area of study, overall goal, specific objectives and expected outcome
- Get the proposal approved by the advisor and IH DrPH Committee and submit the Department of International Health DrPH Practicum Approval Form to the Academic Coordinator.

It is required that during the practicum the student will be in regular contact with the advisor. A write-up summarizing the activities undertaken during the practicum will be submitted by the student to the advisor for approval at the end of practicum, and a copy submitted to the IH DrPH Committee/Academic Coordinator.

It is the student’s responsibility to search and secure a practicum with the consent of the advisor. The department does not provide financial support for the practicum. The student must be registered full-time for the period during which the practicum will be conducted. The student must be registered for 16 credits for “Special Studies Field Placement” (220.810).

Department of International Health DrPH Practicum Approval Form

Name of Student _____

Name of Agency/Institution _____

Name of On-site Mentor _____

Topic/Area of Study _____

Advisor Approval _____
(signature)

(date)

DrPH Committee _____
(signature)

(date)

DrPH Dissertation

The doctoral dissertation must be a piece of original, independent work focusing on a selected topic of importance for public health practice. This will usually concern management, program evaluation, health policy or practice issues relevant to international, disadvantaged or underserved populations. It must be of publishable quality and make a substantive contribution to the application of knowledge and provide an assessment of current approaches to an important public health problem.

A three-paper option is also available for the DrPH dissertation. Each paper should stand on its own merit, and in addition, the papers together should embody a recognizable unifying theme. An integrating document (separate from the individual papers) should be prepared to present and critically review the unifying theme. Although no required page length has been specified, it is understood that, taken together, the papers should contain as much substantive information as is usually expected in a dissertation. As a result, the length of the papers may exceed the guidelines followed by some journals or, alternatively, some of the material may be presented in annexes.

Doctoral Dissertation Committee:

In order to undertake the development of a DrPH dissertation, the student must prepare a dissertation protocol acceptable to a DrPH Dissertation Committee (DDC). The DDC is expected to:

- counsel the student in protocol preparation,
- determine its acceptability as a basis for actually carrying out the work on the doctoral dissertation,
- provide guidance during the development and the writing of the dissertation.

The DDC should be formed as soon as the student has selected a dissertation topic. This will normally be by the time that coursework has been completed and the Departmental Written Comprehensive Examination has been taken. The DDC will have at least three members: the advisor and two qualified faculty members from the department. Adjunct faculty may serve on the DDC. The proposed members must be approved by the DrPH Committee and the Department of International Health DrPH Dissertation Committee. From must be submitted to the Academic Coordinator

Ideally, the student will be in regular contact with the committee for the purpose of receiving evaluative feedback on the proposed study. The members will provide continuing guidance in the protocol development. When they are satisfied that the protocol is of acceptable quality; they will indicate this on the Dissertation Protocol Approval Form.

DrPH Dissertation Guidelines:

The DrPH dissertation aims at applying advanced techniques to understanding and solving practical problems. The DrPH dissertation demonstrates the student's capacity for public health problem-solving. Its specific content is to be developed by the student in consultation with the advisor and dissertation committee. The DrPH dissertation should deal with a real-life problem that a community or public health agency is trying to manage. These usually involve one or more aspects that constitute the areas of competencies guiding the DrPH program:

- Identification and Assessment of the Public Health Problem
- Determination of Factors Contributing to the Public Health Problem
- Development of Intervention Strategies
- Implementation of Intervention Strategies
- Monitoring and Evaluation of a Program

The dissertation should provide new applied information to enable policy makers to make an informed decision to address the public health problem. This may take a variety of forms such as collecting new data, compiling and analyzing existing data, pilot testing a proposed intervention strategy or assessing previous policies, efforts, and/or regulations to deal with the problem. Based on the new information generated by the dissertation, and taking into consideration community characteristics such as political, economic, and social factors, the student should make a recommendation as to what decisions should be made.

Therefore, most DrPH dissertations will include the following general content:

- A statement of the health problem to be addressed
- A critical review of the scientific literature relevant to that problem
- An analysis of the social, economic, political, and/or cultural context for the problem
- A description of the analytic methods and data sources used in making recommendations for the solution of the problem
- The analytic results and their implications for the problem under study
- A strategy for implementing and evaluating the recommendations

Department of International Health DrPH Dissertation Committee

TO BE COMPLETED BY STUDENT:

Name: _____

Proposed Committee Members:

Thesis Advisor: _____

Dept. of IH Member: _____

Dept. of IH Member: _____

Committee Membership Approved

Thesis Advisor: _____ (signature) _____ (date)

DrPH Committee: _____ (signature) _____ (date)

Associate Chair,
Academic Programs: _____ (signature) _____ (date)

After obtaining signatures, please return form to Room E8516.

Dissertation Protocol Approval Form

Name of Student: _____

Dissertation Protocol Committee:

Thesis Advisor: _____ (signature) _____ (date)

Second Member: _____ (signature) _____ (date)

Third Member: _____ (signature) _____ (date)

*Signature denotes approval of proposal

Dissertation topic:

Reviewed and Accepted by Dept. of IH DrPH Committee: _____

Date: _____

Final Oral Defense and Seminar

The completed dissertation must be defended orally before a Committee of Readers which includes the advisor, one other DIH faculty member, two members with primary appointments in departments other than International Health, and a fifth member, either from International Health or an outside department. There must also be two alternates names, one from IH and one from outside. Three departments of the University must be represented on the committee. The senior faculty member from an outside department will serve as chair and must hold the rank of Full/Associate Professor.

The public seminar and dissertation defense are typically held on the same day with the seminar being conducted first, followed immediately by the defense. Dissertation readers should have at least one month to read and suggest revisions of the dissertation prior to the Final Oral Defense. The Committee of Readers must accept the dissertation as satisfactory and, in addition, the Committee Chair and the Advisor must write a letter of acceptance to the Associate Dean for Academic Affairs.

After the student has passed this examination, a minimum of two copies of the dissertation must be submitted on acid-free paper for binding. One copy will be sent to the student's department and one copy to the Welch Library. Latest guidelines for doctoral dissertation formatting and production must be obtained from the Office of Records and Registration.

Students must be registered for a minimum of three units of credit during the quarter in which they receive their degree. Any student returning from a leave of absence must be registered for a minimum of two quarters before dissertation defense can be scheduled.

Annual Review

Near the end of each academic year a review of past progress and future expectations will be carried out in four stages.

1. The student will ensure that the Checklist of satisfactory completion of courses and other requirements maintained by the Student Coordinator is current and correct
2. The student will prepare a Student Narrative Progress Report of accomplishments to date and objectives for the upcoming year. The narrative should describe the current state of preparation of the dissertation proposal, conduct of the data collection and analysis, or writing of the dissertation, along with specific objectives and plans in these regards for the next academic year.
3. The student and advisor will meet (or exchange correspondence if the student is overseas) to review the Checklist and Student Narrative Progress Report.
4. The faculty advisor will summarize the understanding reached with the student in a brief Advisor Report.

The Checklist, Student Narrative Progress Report and Advisor Report will become part of the official student record maintained by the Academic Coordinator.

Tuition scholarship awards will be made only for a specific academic year subject to renewal based upon evidence of progress as reflected in the annual report of the student and advisor. Provision will be made for awards only if satisfactory progress toward completion of requirements is registered.

Part-Time DrPH

At this time, the Department of International Health does not offer a part-time DrPH program. In practice, many students work part-time, particularly after completing the first six quarters of course requirements.

DEPARTMENT OF INTERNATIONAL HEALTH STUDENT INFORMATION

IH Student Group

The Department of International Health has a very active and organized student group. This group was formed to facilitate stronger communication and interaction between the Department (faculty and administrators) and the students, and works each year to plan and develop different opportunities aimed at achieving this goal. Participation by all IH students is welcomed and encouraged. For more information on the activities and functions of this group and to learn more about getting involved, please contact the current coordinator, Duza Baba (dbaba@jhsph.edu).

Student Space

Each program area within the Department has a limited number of offices allocated for student use. The program areas can assign these to students at their discretion. Please contact the faculty coordinator for your specific program area to inquire about the availability of space and how it is allocated to determine if you are eligible.

In addition, the Department maintains a student office on the 8th floor, room E8038. This room is available for use by all currently enrolled International Health students. The room is card accessible by way of your JHU ID badge. The room is equipped with several computers, a printer, a scanner, a microwave, a refrigerator, and desk space. We encourage students to utilize this space as needed. Please help us in making it enjoyable for everyone by keeping it tidy and clean.

Leave of Absence

Any requests for a change in status must be made in writing to the Department through the Academic Program Coordinator (Carol Buckley). Once a written request for a change in status (i.e., leave of absence) is received, the student will be given a requisite form which must then be signed by the student's advisor and other applicable persons and submitted to the Registrar's Office for final approval.

Academic Advising

The DrPH degree program in the Department of International Health are a mixture of didactic coursework, independent reading, research/practice experience and the preparation of a culminating document. As the program progresses, there are many decisions to be made regarding which courses and experience will address a student's educational objectives. To assist with navigating this process, each student is assigned an academic faculty advisor who has the responsibility of serving as a guide and mentor. While these programs seem to be tightly scripted by the Department and School, it is the Department's view that graduate degree programs must be owned by the student with the faculty acting as guides in the student's own development as a scholar and practitioner. This section is intended to guide the student and the faculty member in making the advisor-advisee relationship as successful as possible.

This section has three goals:

- describe the Department's advising philosophy;
- provide answers to frequently asked questions;
- provide guidance on how the student and advisor can interact most effectively.

The suggestions in this section are derived from the experience of faculty who have worked with students for many years and from students who themselves have been guided by these faculty members. The document is dynamic and needs input from students and advisors as they use it. Please submit comments and concerns to the Academic Coordinator.

Advising Philosophy, Department of International Health

The primary purpose of the academic advising process is to assist students in the development and implementation of a meaningful and appropriate plan for their graduate education and future career. This purpose is driven by a set of core values:

1. Advisors are responsible to the students they advise.
 - Advising is an integral part of the educational process with both students and advisors benefiting from the relationship.
 - Regular student-advisor communication allows advisors to maximize the student's ability to develop life-long learning skills and for the advisor to act as an advocate for the student.
 - Advisors must recognize the diversity of student backgrounds and the opportunities provided by this diversity for maximizing educational achievement.
 - Advisors are responsible for connecting students with others in the academic community who can, when appropriate, assist in the advising process.
2. Advisors are responsible to the institution.
 - As faculty, advisors are responsible for maintaining the academic standards and reputation of the Department, School, and University. This implies a focus on academic excellence for the students they advise.
 - Advisors must comply with the policies and procedures established by the Department, School and University for the didactic, exploratory, and research portions of a graduate student's educational experience.
3. Advisors are responsible to the community of higher education.
 - Advisors must uphold the values of academic and intellectual freedom that characterize the university environment in the United States.
 - As faculty, advisors are responsible for the training of the next generation of academic leaders in education, research, practice, and service.
4. Advisors are responsible to the public health community.
 - As faculty in a School of Public Health, advisors are committed to improving the health and well being of populations everywhere in the world through education, research, practice and service.

The Advisor-Advisee Relationship

All students in the Department are assigned a faculty advisor who is a full-time member of the advising faculty in their program area. In addition, **the DrPH Department Director, Dr. Peters, also serves as a back-up advisor to students.** The advisor has the responsibility of assisting the student in designing an academic program that meets the student's goals within the requirements of the University, School and Department. Additionally, the advisor serves to direct the student to appropriate resources and research opportunities. The advisor should be the first point of contact in resolving academic problems. Advising students is an integral part of every faculty member's responsibilities. Thus, the student should not feel that he/she is imposing by asking for advice. Faculty members expect to be available to students, although the students should be respectful of the faculty's time by scheduling and respecting appointments. This is especially true in our department where research and practice responsibilities of the faculty require them to travel a significant portion of their time. **The responsibility for arranging meetings with their advisor lies with the student. Students should not expect advisors to seek them out for required appointments.** The student bears the responsibility of consulting the advisor when necessary and arranging periodic appointments, even if there are no specific problems. In general, advisors and advisees should communicate at least once per term, preferably more often. All course registrations must be approved by the advisor. The student is required to schedule a meeting in order to assure that the advisor has reviewed the student's schedule and to plan any special studies projects or thesis research as needed with the advisor before the registration period deadline. If due to travel or scheduling difficulties, such communication cannot be conducted before the registration period deadline, students should receive approval for course registration from the DrPH Director, Dr. Peters.

Responsibilities: Advisor

- To assist in determining the advisee's educational goals and needs at the start of the program.
- To serve as an educational and/or professional mentor for the student.
- To maintain awareness of and sensitivity to the level of compatibility between the student advisee and him/herself in terms of academic, professional, and personal interests.
- To facilitate a change of advisor if deemed appropriate to the student.
- To monitor the advisee's overall academic program and be sensitive to signs of academic difficulty.
- To be sensitive to cultural, medical, legal, housing, visa, language, financial, or other personal problems experienced by the advisee and to be understanding, and supportive. The Department has a sizable portion of foreign students coming from diverse pre-professional and professional educational backgrounds. As such, they have diverse needs and experience in managing a US-based graduate education program.
- To meet regularly with the student and to identify a mechanism for advising while traveling either through email or by identifying a back-up advisor for periods of extended travel.

Responsibilities: Advisee

- To arrange to meet with the advisor at least once each term.
- To comply with registration and administrative deadlines.
- To identify and develop professional career goals and interests.
- To understand administrative policies and procedures and be familiar with the requirements for their program as described in the *Academic Guide*.
- To maintain the academic checklist and review it at meetings with the advisor.
- To complete an Advisor Evaluation Form twice during the academic year, once at the end of 2nd term and again at the end of 4th term.

Change of Advisor

For a variety of reasons, most often related to participation in faculty research for thesis work, a student or a faculty member may wish to have the student change advisors. Faculty wishing to initiate a change should discuss this with the Chair of the Curriculum and Credentials Committee. Faculty will need to submit a report of the student's progress at the time of this request. Student initiated changes of advisor are made without penalty and are a common occurrence. Students should write a letter of request to the Chair of the Curriculum and Credentials Committee to change from one faculty member to another. Both faculty members must agree.

Students may expect the following from their Advisors:

- Advisor's approval on course registrations, course changes, pass/fail agreements, waiver requests, and on all petitions to the Curriculum and Credentials Committee.
- At least one meeting per term with the advisor.
- Oversight of the student's overall academic program and sensitivity to any academic difficulties.
- Knowledge of and interest in the student's career objectives.
- Review of required and recommended courses for the program area. Assistance in designing a plan for the fulfillment of required courses and assistance with planning the course schedule for the year.

Student Feedback on Advisor Performance

The Department Chair reviews all faculty performance on an annual basis. This review assesses the career track of each faculty member as a part of the faculty mentoring role played by the Chair. In order to provide the most accurate information on faculty performance, the Chair needs information on all aspects of the faculties' roles including student advising. As a part of this process, we have initiated a formal advisor evaluation process that includes input from students. The provision of honest information is required of all students twice per year and these advisor ratings are handled with complete anonymity. At the completion of the 2nd and 4th terms each year, all students will complete an Academic Advisor Evaluation Form and submit it to the departmental Academic Program Manager (Charlotte Ann Gaylin).

Academic Advisor Evaluation Form

This form is to be completed and turned into the Departmental Academic Coordinator twice per year, at the end of 2nd and 4th terms. Honest evaluations of advisor performance are an integral part of faculty annual performance evaluation by the Department Chair. Under no circumstances will individual student responses to this evaluation be identified to the faculty member.

Circle one

Program Area: DPEC HN HS SBI DPH **Degree:** MHS PhD DPH **Evaluation Term:** 2nd 4th

Advisor: _____

1. Over the past two terms, how satisfied are you with the advice from the following people?

	<u>Advisor</u>	<u>Dept DrPH Director</u>
Very Satisfied	<input type="checkbox"/>	<input type="checkbox"/>
Somewhat Satisfied	<input type="checkbox"/>	<input type="checkbox"/>
Neutral	<input type="checkbox"/>	<input type="checkbox"/>
Somewhat Dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>
Very Dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>

2. Do you feel the following people are concerned with your progress?

	<u>Advisor</u>	<u>Dept DrPH Director</u>
Yes, Definitely	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Probably	<input type="checkbox"/>	<input type="checkbox"/>
Unsure	<input type="checkbox"/>	<input type="checkbox"/>
Probably Not	<input type="checkbox"/>	<input type="checkbox"/>
Definitely Not	<input type="checkbox"/>	<input type="checkbox"/>

3. On average in the past 2 terms, how often did you meet in person with the following people each term?

Advisor: _____ per term Dept DrPH Director: _____ per term

4. Over the past two terms, how often have you just dropped in for a discussion with:

Advisor: _____ per term Dept DrPH Director: _____ per term

5. Over the past two terms, have you had trouble meeting with either of the following people? For example, have they broken appointments or been unresponsive in scheduling a meeting?

	<u>Advisor</u>	<u>Faculty Dept DrPH Director</u>
Yes, Problem	<input type="checkbox"/>	<input type="checkbox"/>
Unsure	<input type="checkbox"/>	<input type="checkbox"/>
No Problem	<input type="checkbox"/>	<input type="checkbox"/>

6. Over the past two terms, have you and each of the following people established a satisfactory method for advising by email when the faculty member is traveling?

	<u>Advisor</u>	<u>Faculty Dept DrPH Director</u>
Yes, Satisfactory	<input type="checkbox"/>	<input type="checkbox"/>
Unsure	<input type="checkbox"/>	<input type="checkbox"/>
No, Unsatisfactory	<input type="checkbox"/>	<input type="checkbox"/>

7. Do you feel that you and your advisor share common areas of interest?

Yes, Similar Interests	<input type="checkbox"/>
Unsure	<input type="checkbox"/>
No, Dissimilar Interests	<input type="checkbox"/>

8. Do you feel you would be better served by a different advisor?

Yes	<input type="checkbox"/>	If yes, please explain: _____
Unsure	<input type="checkbox"/>	_____
No	<input type="checkbox"/>	_____

Background: As you prepare to take an overseas assignment you should take into account a few administrative, health, and safety issues before you leave the country. Keep in mind that when working overseas, even in the short-term, you need to be prepared before leaving the US in order to have a productive experience and avoid unnecessary health and safety risks. The Department of International Health has developed the attached checklist for you to complete prior to leaving the country to assist you in preparing for your assignment. **It is the responsibility of each student to complete and submit the completed checklist no later than one-week prior to your departure for all overseas assignments.** Copies of the checklist may be obtained from the Departmental Academic Coordinator. Here are a few recommendations for you when traveling overseas:

Administrative

(1) TRAVEL DOCUMENTATION – You should assure that your travel documents are current and appropriate. Visas, if necessary, should be obtained well in advance of your travel. You can find out if a visa is required for the country you will be visiting by calling the embassy of that country (most are in Washington), or by checking the web sites of most embassies. The travel office in the basement of the Hygiene building has visa application forms for most countries, can make visa photographs (for a small fee). They also have a visa service which will process your visa for a fee. Use of the visa service can save considerable time and effort. If you have a problem with getting a visa you will often fare better if you then go yourself to the embassy to have the visa processed. This is especially true if you hold a non-US passport. Remember also that you may need a visa for transit through some countries. Also, a tourist visa is often all you will need, but a business visa may give you extra time in-country and help you avoid additional fees if multiple visits are required. Your advisor can help you obtain a letter to submit with your visa application if that is required. You should also be sure that your passport will be valid for the full time that you will be away. Most countries require that your passport be valid for 6 months from the date of departure. Finally, be sure that you have return airline tickets well in advance of your trip. Do not travel with a one-way ticket, as you may be restricted from entering the country upon arrival, and you may have difficulty securing airline tickets while away.

(2) UNIVERSITY APPROVALS – Assure that you have the requisite approvals from the University to initiate any overseas research. These include submission of the attached check list, approval from your thesis committee for dissertation research (must be signed before collecting data), and approval from the IRB for collecting data for research projects. Remember that for student research your advisor is the Principal Investigator, and she/he must approve the research and sign the forms. The IRB committee meets monthly, and it can take several months to get all of the IRB approvals finalized, so plan ahead accordingly. You may also need to have approval from the NIH to conduct your research overseas. The Office of Protection of Research Risks (OPRR) is the agency that grants such approvals. There is a special form that must be signed by dissertation committees for approval of thesis research. Post-hoc submission of these forms is not acceptable, and you run the risk of your research being deemed invalid, so you should take these precautions seriously. Conducting research on human subjects without IRB approval is a serious breach of ethical conduct.

(3) HOST COUNTRY APPROVALS – Be sure that you have the necessary approvals from the host country to travel and conduct research. Many host country governments have agencies that must approve all foreign research projects. To check on this you should consult with your advisor, as well as with your host country collaborators. These approvals often take considerable time, so be sure to plan ahead. You should also be sure that the host-country collaborating agency has granted you approval. It is good to get this in writing. Be sure that they know the scope of your work in-country, your travel dates, where you will stay while there, and who they can contact if a problem develops. Take care to set your travel dates to accommodate your collaborators. If you are not sensitive to their schedules you run the risk of getting a low level of support while you are on travel status.

Health

(1) **VACCINATIONS** – Be sure that you have obtained relevant vaccinations prior to travel. To ascertain which vaccinations you need you should consult with a travel medicine specialist. There is a travel medicine clinic on campus, and many HMO (such as Kaiser) have travel medicine offices. You can also consult the CDC website for recommendations of appropriate vaccines. Many vaccinations these require a series of injections or oral medications, so plan ahead to assure that you are properly vaccinated. When traveling to areas with malaria you should secure a prescription for malaria prophylaxis medications. One of the most serious health risks you face is from malaria, and it can be lethal. Take such medications as recommended, and take the full course – which usually requires that you take them for a full four weeks upon your return. If you get a high fever, severe headache, or flu-like symptoms upon return from a malaria zone be sure to go to the doctor immediately, as this can be a sign of malaria. Prompt treatment is imperative to avoid serious health consequences. Other vaccinations that are often needed include tetanus, measles, polio, rabies, Hepatitis A, Hepatitis B (especially if you are sexually active or work with biologic samples or blood), Japanese Encephalitis, and yellow fever. Note that entry into some countries requires a yellow fever vaccination, which must be recorded on a yellow form provided by the WHO. There are only certain places you can obtain these, so plan ahead. In some countries in Africa if you arrive without the yellow fever vaccination card you will be vaccinated upon entry, which carries some risk of contamination with unsterile equipment. Consult with a travel medicine specialist well before departing. **The student health plan offered by the School does not cover the cost of these immunizations.**

(2) **INFECTIOUS DISEASES** – Take care with what you eat and drink to avoid food-borne contamination. It is advisable that you consult the CDC website to get advice on how to avoid food and drink borne infections. You may also want to carry a supply of an antibiotic (such as ciprofloxacin), which your travel doctor can give you before you go. Be sure to get instructions on when to take these, as well as how to take them. You should also be very careful with the water and drinks that you consume. It is advisable to drink bottled water in which you see the sealed bottle. Be careful of fruit juices which are often contaminated or which have had water added to them. Note also that table condiments, such as chili sauce, is also often a source of contamination. It is also very important that you take extreme care to avoid a sexually transmitted infection, including HIV. If you will be sexually active you should use a condom for all sexual contact, oral, vaginal, or anal. You may want to carry condoms with you as a source of condoms may be difficult to find. Take care that the condoms are stored correctly (not in heat) and that they are not expired. The best way to avoid a sexually transmitted disease is to avoid sexual contact.

(3) **ACCIDENTS** – this is probably the most likely health risk that you face, especially traffic accidents. Avoid traveling by car at night, especially on long-distance highways. When you travel by car use a seatbelt (even if others do not), and tell the driver to slow down if you feel unsafe. It is always much better to risk social embarrassment to avoid an accident, so do not be shy about asserting your desire to have a driver go more slowly. You may want to establish a maximum driving speed before you depart. You should also tell the driver to avoid passing (overtaking) if you feel that he/she is being unsafe. It is also advisable to carry a first aid kit. If an accident does occur seek medical care quickly. If you wait too long you risk serious health consequences. It is suggested that you get and read “When there Are No Doctors” before you travel. This is an excellent resource on travel health issues for developing countries. It is especially important that you avoid unsterile needles and syringes. In many cases you can request to purchase a new needle or syringe, or have someone with you do so. Note also that the US embassy maintains a list of medical providers in most countries. If you need medical care you may want to contact the embassy. You should also get word back to your advisor and family if an accident occurs.

(4) **INSURANCE** – you should check to be sure that your health insurance will cover you when you are overseas. You should also consider getting evacuation insurance (such as International SOS which has an inexpensive student policy). This type of insurance will assist you in seeking quality medical care, and in evacuating you should a serious problem arise.

(5) **DENTAL** – if you will be overseas for an extended time be sure to have a dental check up prior to leaving. You should avoid dental care in many developing countries.

(6) MEDICATIONS – be sure to carry an adequate supply of required medicines with you. You may not be able to get them while traveling.

Safety

(1) CRIME – crime is a serious problem for persons traveling. It is recommended that you not carry or display large amount of cash when traveling. Use a money belt to store your money and valuables. Store valuables (including your airline tickets, credit cards, money, passport, and travelers checks) in the hotel safe, or other secure location if a safe is not available. Check with your local collaborators about risky situations and areas to avoid. If you are robbed do not resist – give them your money and valuables. It is always better to replace them then risk physical harm. Report such events to the police immediately. You should also make a photocopy of your passport and store it separate from your passport. This can be very helpful if you lose your passport. If you need to keep identification on you, use the photocopy of the passport with your drivers license. It is also helpful to make photocopies of your credit cards, passport, and travelers check receipts and leave them with someone you can contact back home. This will facilitate replacement if they are lost or stolen.

(2) TERRORISM AND CIVIL CONFLICT – check before you leave the country with the State Department (the website is a good location to do this) to see about safety in the country you are traveling to. Avoid countries and regions where there are travel advisories. Register with the US embassy (and/or your home embassy – if working on a US sponsored project do register with the US embassy) when you arrive. If you have any problems you should contact the embassy. This includes for problems with health, safety, or civil conflict. You should also contact your advisor and family if you have any problems. Use common sense in your dealings, and avoid association with persons who may place you at risk, or cause you to be a target for terrorism or police harassment.

(3) CONTACT INFORMATION – it is important that you leave your contact information with your family and your advisor. Also, be sure to leave your family's contact information with your advisor, and vice versa. If you need to be contacted while away it is important we know how to reach you. If you are out of town while away be sure to let your advisor and family know. It is quite common for students to leave town for trips and people at home are unable to reach them, generating significant worry and concern among your family and colleagues. Be considerate and let people know how to reach you. You should also leave behind the name and contact information of your colleagues you are working with, and let them know how to contact you when you are in-country in the event of an emergency. It is also worth the extra money to subscribe to an email service while you are away. It will likely save you money and time in the long run, as mail and phone calls can be expensive.

Final Note

Please take these common sense precautions seriously. With a little care and planning you can have a safe and enjoyable experience overseas. Realize that each country is unique and has special issues that should be attended to. Your advisor, and others who have traveled regularly to the country you are visiting, can help you plan for your trip accordingly. Note also that this list of recommendations is cursory and will not cover all events that may occur. Plan ahead, be careful, follow the advice of colleagues, and do not be shy about advocating for your health and safety.

Department of International Health Checklist for Students Traveling Abroad

This check list must be completed and submitted to your advisor no later than one week prior to travel.

Name: _____ Date submitted: _____

Country of travel: _____ Dates of travel: _____

Advisor: _____

1. Have you fully read the recommendations for student travel? Yes No

Administrative:

2. Has Committee for Human Research approval been obtained?

Yes No Pending Not Needed – provide explanation

3. Have local collaborators approved your visit?

Yes (attach documentation) No Not Needed – provide explanation

4. Have you secured NIH (OPRR) approval for your research?

Yes No Not Needed – provide explanation

5. Have you secured approval of your thesis committee for dissertation research, or your advisor?

Yes No Not Needed – provide explanation

6. Do you currently hold round-trip airline tickets for the trip?

Yes No Not Needed – provide explanation

7. How much cash and/or travelers check will you bring? Indicate how you will finance your travel, food and lodging.

8. Do you have a visa for your trip?

Yes No Not Needed – provide explanation

9. Is your passport valid for the period of your trip, and for the next six months?

Yes No Not Needed – provide explanation

Health:

10. Have you visited a travel medicine office or your physician to seek advice on health and vaccinations?

Yes No Not Needed – provide explanation

11. What vaccinations have you received in preparation for this trip?

12. Are you traveling to a malaria zone?

- Yes No

If yes, have you secured a full supply of malaria medications?

13. Do you have health insurance that will be valid for medical treatment in the country you are visiting while you are away?

- Yes No Not Needed – provide explanation

14. Please list your medical insurance company, and list policy number:

15. Do you have evacuation insurance (recommended but not required):

- Yes No Not Needed – provide explanation

16. Do you have any special health problems that may affect you while traveling, or chronic health problems? List them and indicate how they may affect you while traveling, and how you will deal with related problems.

17. Are you required to be vaccinated for yellow fever for the country you are visiting?

- Yes No

If yes, indicate if you have a WHO Vaccination Stamp.

18. Do you take medications regularly?

- Yes No

If yes, do you have an adequate supply for your trip?

Safety:

19. Who should your advisor contact in the event of an emergency? List name, address, email (if available), phone:

20. Indicate how your advisor can reach you in the event of an emergency. Provide address, email, fax, and phone:

21. Provide the contact information for your collaborators in the host country. Give name address, email, fax, and phone:

22. Have you checked to see if there is a travel advisory for the country you will visit?

- Yes No Not Needed – provide explanation

If there is a travel advisory indicate nature of the advisory:

23. Are there any special security issues for the country that you are traveling to that you are aware of?

- Yes No

If yes, describe:

24. Have you been to this country before?

- Yes No

If yes, when?

Signature of Advisor: _____ Date: _____

Note to advisor: Please take time to go through this form with the student. Discuss administrative, health and safety issues with the student. If there is any significant doubt about the health and safety of this student you should contact the Program Director or Department chair to discuss if approval for travel should be granted. This form should be kept on file during the duration of the student's travel, and for 1 year after their return.

Internet Resources for Traveling Abroad:

http://travel.state.gov/travel/cis_pa_tw/safety/safety_2836.html – US State Department Travel Information

<http://wwwn.cdc.gov/travel/default.aspx>– CDC’s “Traveler’s Health” site. Useful information on health issues, and warnings by country.

[http://phirst.jhsph.edu/sph/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\]AC482809EC03C442A46F2C8EEC4D75D3](http://phirst.jhsph.edu/sph/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID]AC482809EC03C442A46F2C8EEC4D75D3)] – JHU Institutional Review Board. Includes forms for applying for approval.

<http://www.internationalsos.com/> – low cost travel evacuation insurance company.

<http://www.walkabouttravelgear.com/insure.htm> – website on various travel resources, and good review of available plans for evacuation insurance.

Guidelines for Student Employment

Hours of Work and Overtime

Full-time students who work for Johns Hopkins University School of Public Health may work a maximum of 19 hours per week during periods of enrollment.

During periods of non-enrollment, (i.e., summer, spring break, etc.), student employees may work up to 40 hours per week. Students that work over 40 hours per week are required by the FLSA to receive overtime pay (time and a half pay).

For FICA TAX purposes, "**summer**" begins on **June 1st**. **At that time, students may work up to 40 hours per week.**

Direct Deposit

- *Semi-monthly Pay*
Student employees on semi-monthly payroll may elect direct deposit to any financial institution in the continental United States participating in the Automated Clearing House. Deposit takes a minimum of three pay periods to begin and must be for the full amount of net pay. Direct deposit forms can be downloaded from <http://www.controller.jhu.edu/ufirms/c100.pdf> or secured from the Department of International Health's Human Resources & Payroll Office (Wolfe Street Bldg. E8521).
- *Weekly Pay*
Student employees on the weekly payroll may elect direct deposit with accounts at M&T Bank or Johns Hopkins Federal Credit Union.

Work-Study

Students employed under the Federal Work-Study (FWS) program during the 2007-2008 academic year may also be employed as Teaching Assistants during the same period of FWS employment. The Teaching Assistant employment status is the exception to the restricted crossover status related to FWS employment. If an employer wants to hire a student as a Teaching Assistant and the designated individual is also employed as a FWS student, then both the employer and the student should coordinate the crossover employment period with Katrice Houston (Student Payroll Assistant) in Student Accounts.

For additional information or specific inquiries, please contact Allison Quarles (443- 287-2192) or Tanya Falls (410-614-6259) in the Department of International Health's Human Resources & Payroll Office.

Teaching Assistantships

The Department of International Health relies on the assistance of students to provide support for the teaching efforts of various courses throughout the year.

TA Responsibilities

Teaching Assistants can be requested to perform a variety of different activities for the course that they are supporting. All TA functions and hours must be determined prior to beginning any effort on behalf of the course by both the TA and the faculty instructor and will be documented in the TA Agreement (see below).

Some possible functions of the TA are as follows:

- a. Grading written assignments and exams
- b. Working with and advising discussion groups on projects and other assignments
- c. Facilitating discussion group sessions
- d. Taking attendance
- e. Coordinating the distribution and collection of course materials
- f. Various other duties as requested

Student Eligibility & Payment Procedures

All students must meet certain eligibility requirements to be hired as a TA. These requirements are as follows:

- TAs must be current students enrolled in a degree program at JHSPH. Students who have completed their course requirements but have not yet graduated are still eligible to be TAs until such time as the School has conferred their degree.
- The individual must have successfully completed the course which they are supporting at JHSPH (or a similar course at another institution) prior to the term in which they will act as the TA.