

**DEPARTMENT OF GEOGRAPHY  
AND ENVIRONMENTAL ENGINEERING  
PROGRAM GUIDE FOR GRADUATE STUDENTS  
2009-2010**

These pages are intended to bring together information useful to M.A., M.S., M.S.E., and Ph.D. candidates that are not readily available elsewhere in any single document. Students should read this material thoroughly as well as to consult the WSE advising website for School of Engineering policies <http://engineering.jhu.edu/graduate-policies/> . Ph.D. candidates should also consult the website of the Graduate Board Office for specific information concerning dissertations, GBO exam procedures, non-residency information and forms <http://www.graduateboard.jhu.edu/> .

To facilitate using this guide, the entries in the Table of Contents are hyperlinked to each section and within some sections there are hyperlinks to Internet information.

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## **Course Scheduling**

Most courses offered by faculty in the Department are scheduled in advance in keeping with University procedures. Room locations and times are posted online through the registrar's website (which is updated through ISIS) <http://www.jhu.edu/registrar/schedule.html> and are posted in the hallway in Ames Hall, 3<sup>rd</sup> floor. Room reservations for exams or special needs may be coordinated by emailing your request to the Senior Academic Program Coordinator.

## **Course Level and Grades**

For Master's degrees (M.A., M.S., and M.S.E.), 100 and 200 level courses cannot count towards the required 30 credits. Some graduate courses use the pass/fail system of grading. Some graduate courses, and all undergraduate courses, use the ABCDF (+ or -) system. In such courses, a grade of B or better is considered to be satisfactory graduate-level performance. A maximum of two classes with a grade of C may be applied toward a Master's degree. All students should keep their advisors informed of their academic program, and should discuss any academic difficulties with their advisor. Recorded grades can be viewed by the student via the internet (<https://isis.jhu.edu>). A limited number of courses at the 300 level can be counted towards the required 30 credits. Any special circumstances must be discussed with your advisor and a copy of any agreed exceptions must be placed in your file.

## **Advisors**

Each graduate student is initially assigned an advisor from the faculty, based on the stated interests of the student. The advisor can be consulted in matters of programs of study, financial aid, thesis topics, or hardship situations, and is not necessarily a source of financial support. Ph.D. students should eventually select a Research Advisor who may or may not be the same individual as their initial advisor. This occurs as soon as the student has defined his/her area of interest and is sufficiently familiar with the faculty of the Department. Both advisors and the academic program coordinator should be consulted in making the decision and notified of the student's selection.

Administrative responsibility for the candidate's progress rests initially with their advisor. This does not imply that the student should seek guidance in his/her research only from the advisor. The entire staff of the Department, and in fact of the University, is available to each student to supply whatever advice and assistance may be needed in pursuing research and other work for the advanced degree.

## **Certification of Master's Degrees**

In order to graduate, candidates for the M.A., M.S., and M.S.E. degrees (with or without an essay) must have their advisors complete and sign a "check-out" sheet that certifies the degree requirements have been met. The "check-out" sheet is used to confirm that the required courses have been taken, the required number of credits have been satisfied, and if applicable, confirms that an acceptable essay has been completed and submitted to the university. The completed and signed "check-out" sheet must be signed by the student's advisor and then submitted to the Academic Program Coordinator prior to the graduation deadline.

## **Thesis Proposals**

The preparation of an acceptable thesis (essay) is an option for the M.A. and M.S. degrees, and represents a significant portion of the Ph.D. degree. It is important to set research objectives that are well defined and attainable. The writing of a thesis proposal helps to plan and organize the research. The proposal aids to connect ideas and discover inconsistencies in thinking. Relatively short proposals (15-20 pages) are encouraged. All proposals should contain a clear and succinct statement of the proposed work, including the following:

1. Title of the proposed thesis

2. Specific aims or objectives
3. Supporting information (work by others, literature review)
4. Research methods
5. A proposed time or progress schedule

Discussion of thesis topics may begin as soon as the candidate wishes. It is recommended that this proposal be submitted at the earliest possible date. Completion of the proposal by December 1 is recommended for candidates intending to finish the M.A. or M.S. degree in April. Completion of the proposal by May 1 is recommended for candidates intending to complete the M.A. or M.S. degree in October. Candidates for the M.A. or M.S. must submit copies of a thesis proposal to the research advisor and the Department Chairman before the research is started.

By the beginning of the second year, Ph.D. students, in consultation with the Research Advisor, should begin developing a research topic and preparing a thesis proposal. The Ph.D. is a research degree, in which the student learns how to initiate and carry out original research. The current state of knowledge in the chosen field will be explored first. Information and ideas developed by others are critically examined and placed in proper context. The student then proposes new research to improve understanding in this key area. A research proposal is written that outlines how key questions will be addressed in an orderly and logical manner. Candidates for the Ph.D. must submit a thesis proposal prior to their Departmental oral examination.

### **Qualifying Examinations**

Except in unusual cases, no oral examinations are required for candidates for the M.A., M.S., or M.S.E. degrees. The Ph.D. candidate must pass a Departmental Oral Examination and a Graduate Board Examination in order to progress toward the Ph.D. degree. These two exams are normally taken in either the 4th or 5th semester of Ph.D. study. The 4th semester is encouraged for Ph.D. students entering our program with a Master's degree. Students entering our Ph.D. program directly from the B.S. degree have until the 5th semester to take the exams. If the exams are not held by the end of the 5th semester, then a letter of explanation and request for delay must be written by the Research Advisor to the Department Chairman and be placed in the student's file. Students should discuss the time, place, and membership of these oral examinations with their advisor. The Academic Program Coordinator will assist the student in scheduling these examinations.

**Department Oral Examination (DOE)** - This examination should be held in the 4th or 5th semester of a student's graduate work in the Department, after he or she has focused upon an area of primary interest and research and prepared a dissertation proposal. The examination is administered by four or five members of the faculty of the Department (five members are encouraged to better prepare the student for the subsequent GBO exam). Occasionally faculty members from other departments may be invited to attend. This examination serves four purposes:

- a) To review and evaluate the student's dissertation proposal, prepared prior to the examination (see "Thesis Proposal," above)
- b) To determine whether the student is qualified to take the Graduate Board examination

- c) To assist the Department in determining the areas of weaknesses and strengths in the student's reasoning skills and educational backgrounds
- d) To provide the student with experience in being examined orally

The Research Advisor is responsible for preparing a written statement summarizing the outcome of this examination for placement in the student's file.

**Graduate Board Examination** - This is the official University examination. Three faculty members from other departments and two members of the faculty from our Department participate in the oral examination. Members of the examination committee are requested in writing by the Chairman of this Department, and approved by the Graduate Board. The chairman of the exam is a senior faculty member from another department and is assigned this status by the Graduate Board. The procedures and requirements of the Graduate Board are available in the Graduate Board Office in Shriver Hall 28, Homewood Campus.

The Graduate Board Examination is scheduled after successful completion of the Department oral exam, usually during the 4th or 5th semesters. This examination is ideally taken within specified time periods, set by the Graduate Board. A listing of the exam dates is posted throughout the department or can be obtained from the Departmental Office. Under special circumstances, the exam can be scheduled outside these time periods, with a written request and explanation provided to the Graduate Board.

The Graduate Board Examination covers the student's major field and includes, but is not limited to, a defense of a dissertation proposal. The goal of the examination is to determine whether a satisfactory dissertation topic and research plan has been selected, and whether the student is capable of carrying out the work. The examination is of sufficient duration to permit the Committee to determine what it needs to know about the candidate in order to make a judgment; ordinarily examinations are not longer than two hours, but the Committee is not restricted to this time limit. The examination may result in one of the following:

- a) Unconditional pass (majority vote of the Committee),
- b) Pass with conditions to be met by the student,
- c) Failure, with re-examination to be administered by the same Committee at a later date, or
- d) Failure, with no further examination.

***HOW TO FILE FOR YOUR GBO EXAM***

1) Paperwork must be filed, and it must be filed 3 weeks in advance of the exam. This form is available on the Graduate Board website <http://www.graduateboard.jhu.edu/forms.htm> or you can get one from the Academic Program Coordinator. Once the examining committee has been set, the form needs to be completed with the names, departments and ranks of the committee members and then given to the Academic Program Coordinator to be signed by the departmental chair and forwarded to the Graduate Board on the student's behalf. Remember, this must all be done about 4 weeks in advance, as the department must submit the completed paperwork to the Graduate Board office 3 weeks in advance.

- 2) The Graduate Board website has great information about outside-Hopkins GBO committee members and policies: <http://www.graduateboard.jhu.edu/schedule.htm>
- 3) Per GBO policy, students cannot directly solicit their proposed committee members. The student's faculty advisor must contact the committee members on behalf of the student. Once the committee members have been set, the student may help with scheduling the exam.
- 4) Reserving a room for an exam does not mean that the department automatically knows to file the exam form with the GBO. Please make sure to have filed the correct paperwork and then reserve a room through the Academic Program Coordinator.
- 5) After the exam, the student's advisor in cooperation with the Academic Program Coordinator is responsible for sending the signed form to the Graduate Board and then for obtaining a copy of the signed outcome of the Graduate Board Examination for placement in the student's file.

### **Continuation toward the Ph.D. Degree**

Following successful completion of the two qualifying oral examinations, the Research Advisor then selects one of two options for the Ph.D. candidate to follow to obtain the Ph.D. degree. The Research Advisor must write a letter to the Department Chairman stating which of the two options will be followed.

#### **OPTION 1: (THE READERS' REPORT OPTION)**

Following successful completion of the two qualifying oral examinations, the Ph.D. candidate continues research leading to the dissertation under the guidance of the research advisor. The results are to make an original contribution to the chosen field and must be worthy of publication. The dissertation must be read and approved by the research advisor and a second faculty member (two readers). The second reader may come from inside or outside of the Department.

***Final Oral Examination: Defense Seminar*** - A final oral examination in the form of defense of the dissertation is conducted as an open seminar. The seminar is open to the public and consists of a brief (30-45 min) presentation by the student of the principal results and conclusions of the dissertation, followed by questions and discussion from the general audience.

#### **OPTION 2 (THE OFFICIAL DEFENSE OPTION)**

Soon after successful completion of the two qualifying oral examinations, a Research Committee will be constituted for the student. This committee will consist of the research advisor and at least 2 other faculty members from inside or outside of the Department, with expertise in areas relating to the proposed research of the student. The Research Committee, chaired by the Research Advisor, oversees the student's progress and program, with the principal responsibility in the hands of the Research Advisor. The function of the Research Committee is to assist the research advisor in providing suggestions and critical feedback to the student and to facilitate the progress of the student in the completion of his or her research project.

The Research Advisor is to send a letter to the Department Chairman to identify the faculty members who will serve on the student's Research Committee. The membership of the Research Committee may change as dictated by the needs of the student and the direction of the research. The Research Committee members generally form the core of the dissertation examination.

The extent to which the Research Committee becomes involved with the research is at the discretion of the student and the Research Advisor. It is highly recommended that the Research Committee meet with the student at least annually from the time of the Graduate Board Oral Examination up

until the final defense. This will ensure that there is adequate time for Research Committee input to be incorporated into the research project. The periodic review (annually at a minimum) of the research progress will also help the student build confidence that he or she is on the right track for completion of the Ph.D. degree.

The format for a Research Committee meeting is flexible and is likely to involve a presentation by the student on results and future plans that initiates discussion and feedback by the Research Committee members. Documentation of the meeting is at the discretion of the Research Advisor. For example, a brief written report of these meetings could be forwarded to the Department Chairman for the student's file. The reports could contain the date of the thesis committee meeting, the members present, a brief description of the committee's recommendations to the student, and a general evaluation of the student's progress. A copy of the report will be made available to the student.

***Final Oral Examination (Dissertation Defense)*** - A final oral examination will be a dissertation defense. This will take place at least two weeks prior to the date specified by the Graduate Board for completion of all requirements for the Ph.D. degree. The goal of the dissertation defense is to determine if the student has carried out a program of quality independent research, and whether the student is capable of presenting the results in a professional manner. The Examination Committee includes the Research Committee formed earlier and any additional faculty member(s) or external colleague(s) deemed appropriate. The Research Advisor will designate one member of the Examination Committee to serve as chairman of the defense. A minimum of one member must come from outside the Department. The Examination Committee must consist of at least four members; five is encouraged. At least two weeks prior to the time of the examination, draft copies of the dissertation must be made available to all members of the Examination Committee. The Final Oral Examination consists of both an open seminar and a closed examination. The seminar is open to the public and consists of a brief (30-45 min.) presentation by the student of the principal results and conclusions of the dissertation, followed by questions from the general audience.

Immediately following the open seminar is a closed session of questions and discussion of the dissertation with the examining committee. The entire defense should last from two to three hours, although the Committee is not restricted to this time limit.

A majority vote of the Examination Committee is necessary to pass the Final Oral Examination. Successful completion of the Final Oral Examination signifies that the student will be awarded the Ph.D. degree after submission of the approved dissertation to the University. Rewriting of the dissertation may be required. In this case, a new defense may or may not be required, but the Dissertation Committee must certify that the work has been done before the thesis is accepted and the degree awarded. A student who fails a Final Oral Examination may be given the option, at the discretion of the Examination Committee, to complete additional research and/or writing, in which case a second Final Oral Examination will be given with as many members of the original Examination Committee as possible. The student's Research Advisor and Dissertation Committee are cosigners (minimum of three) of the dissertation and have the responsibility of ensuring that high standards of performance are maintained. Their signatures on the dissertation represent the final certification of the quality of the dissertation. A letter to the Graduate Board signed by the readers will also be needed to certify completion of the Ph.D. requirements.

### **Completion of Thesis**

The Graduate Board Office in Shriver Hall 28 serves the University in matters relating to all essays and dissertations. This office issues regulations regarding the preparation of essays and dissertations. The Graduate Board can answer questions about University requirements for Ph.D. and Master's

Degrees, however questions about dissertation format or about microfilming of dissertations should be addressed to the Commercial Binding office in the M.S.E. Library.

<http://library.jhu.edu/services/cbo/guidelines.html> Although a student only has to submit one copy of the final Ph.D. dissertation to the library by the Graduate Board deadline, the student is encouraged to submit copies for the Department and readers at the same time.

The challenge for students near the end of the program is to complete the research and carry out final synthesis of the findings. The difficulties of this latter phase of the Ph.D. program often comes as a surprise to students as they near the end of their studies at Johns Hopkins University and are anxious to graduate. Students that take on other obligations almost without exception experience disappointing delays in obtaining their Ph.D. degree.

Normal progress towards the Ph.D. will result in graduation within six years or less. If a Ph.D. student has not completed the program by the end of the sixth year, then the student's advisor is required to provide a written explanation to the Dean's office along with a request to continue funding of the Dean's share of tuition for one more year. After seven years in the doctoral program, the student is required to pay 100% tuition to remain as a full time resident student. No more than five years of non-resident status is permitted by the Graduate Board (see Graduate Board Policies and Procedures, <http://www.graduateboard.jhu.edu/procedures.htm>)

### **Language Requirement**

The Department no longer has a formal language requirement. However, each faculty member can stipulate his or her own language requirement depending on need and desired educational experience. For example, when working in certain fields, additional languages may be demanded by the material. Proficiency in the language of interest may be required by the student's advisor. Students in Human Geography are required to demonstrate proficiency in a language relevant to their research.

### **Graduation**

For degree candidates, there are several deadlines throughout the academic year for completing/submitting an acceptable thesis or essay or submitting an approval for a degree that involves only coursework. Please check with your advisor and Academic Program Coordinator to confirm these deadlines. It is important that your name appears on the graduation list that is submitted to the Office of the Registrar. There is only one university-wide commencement ceremony held in May of each year. Diplomas for all degrees completed within the academic year are awarded at that time.

There are several documents student wishing to graduate must complete:

- 1) An application for graduation (found at the registrar's office)
- 2) A Masters degree checklist (if the student is a MA, MS or MSE candidate)
- 3) A reader's report or committee letter submitted to the department on the student's behalf (if Ph.D. candidate)

The department (Academic Program Coordinator) will file the following documents on behalf of the student: 1) the certificate of completion and 2) transcripts, to the correct offices after receipt of the above documents.

Once a student has been cleared for graduation and is leaving campus, the following two forms must be completed:

- 1) Exit checklist (department use)
- 2) Exit questionnaire (department use)

### **3<sup>rd</sup> Semester Research Option for Masters Students**

Generally, the Masters program is a 9 month program, to be completed in 2 semesters of about 5 classes each. However, occasionally a student may find that a faculty member is willing to sponsor them (not financially) on a research project for an extra semester. This may result in either a Masters thesis for official submittal or just a graded report. Please contact your advisor and the academic program coordinator for more information. If you are an international student, special considerations must be made concerning your I-20. Please note that any tuition remission granted to a Masters student can usually only be extended for the one extra semester.

### **DoGEE Laboratory and Field Safety**

Federal, state, and local laws mandate centralized training by the JHU Office of Health, Safety and Environment and in-house training specific to laboratory and field operations within DOGEE. You will be informed of Office of Health, Safety and Environment training session later in the semester. **All students who expect to work in the laboratory or perform field work during the coming year are required to attend the following two in-house training sessions:**

**Session I: Thursday, September 10<sup>th</sup>, 12:00-1:30 (234 Ames Hall)**  
**Session II: Thursday, September 17<sup>th</sup>, 12:00-1:30 (234 Ames Hall)**

Handouts will be provided during these sessions, e.g. *DOGEE Safety Training* and *DOGEE Safety Supplement*. Rules, procedures, and protocols will be discussed during these sessions. Your duties as part of the safety effort, and the duties of the following departmental representatives, will be discussed:

Department Chair:	Edward Bouwer	
Chemical Hygiene Officer:	Alan Stone	
Laboratory Coordinator:	Keith Ritchie	
Principal Investigators with laboratory or field operations:	William Ball	Lynn Roberts
	Ed Bouwer	Alan Stone
	Grace Brush	Peter Wilcock
	Kai Loon Chen	M. Gordon Wolman
	Markus Hilpert	

Do not hesitate to ask questions of any committee member if you need help on anything pertaining to safety in the department.

In addition to the *DOGEE Safety Training* and *DOGEE Safety Supplement* handouts (required reading by all student conducting laboratory work), additional books, handouts, other written documents, and web sites will be provided to you. Copies of many of these materials are available in Ames 319. *Material Safety Data Sheets* for some specific chemicals are also available. (All are available in electronic format. See Keith Ritchie for details.)

Whether you are a student in a laboratory- or field-based class or performing laboratory- or field-based research, it is important for you to take the primary responsibility to ensure that your activities are conducted in a safe manner. If you have any questions, contact your laboratory or field supervisor, any of the individuals listed above, or the JHU Office of Health, Safety, and Environment.

### ***Emergency Numbers***

Below is a list of general emergency numbers. The general emergency number (x67777) should be called in any situation which is deemed to be health threatening. If in doubt, call.

<b>General Emergency (fire, medical, security)</b>	<b>x67777</b>
Campus Security Office	x64600
Campus Escort Service	x68700
Student Health Service	x68270
Office of Health, Safety, and the Environment	x68798
Radiation Safety Office	x67308
Occupational Health Services	x60450
Maryland Poison Center	1-800-222-1222
Union Memorial Hospital	410-554-2626

Please note that dialing either 9-911 or x67777 will get you the Hopkins General Emergency number rather than an outside police emergency number. This is so Hopkins Security can acquire all the information needed to properly inform 9-911 of the location and the severity of the emergency. The extension x67777 is listed here because 9-911 will only work on phones with outside access.

In addition, if there are observed problems in particular laboratories, it is appropriate to notify concerned faculty using the phone numbers listed below:

<b><u>Faculty</u></b>	<b><u>Office #</u></b>	<b><u>Home #</u></b>	<b><u>Rooms responsible for</u></b>
Bill Ball	x65434	410-377-0575	Rooms: 005, 407, 408, 414, 416
Ed Bouwer	x67437	410-628-6451	Rooms: 004, 408, 409, 410, 411, 413
Grace Brush	x67107	410-366-7410	Rooms: 005, 403, 404
Markus Hilpert	x65127	410-243-0269	Rooms: Krieger Lab 42
Kai Loon Chen	x67095	203-980-9473	Rooms: 001, 004
<b>Keith Ritchie*</b>	x66028	410-360-0931	Rooms: 002, 003
Lynn Roberts	x64387	410-560-3659	Rooms: Krieger Labs 36/37, 41
Alan Stone	x68476	410-435-3354	Rooms: 405, 406, 414, 415
TBD			Rooms: 412
Peter Wilcock	x65421	410-235-5193	Steiff G300
Hugh Ellis	x66537	410-256-2340	Room: Cluster 258

\*Secondary contact for all rooms.

### **Departmental Seminar Series**

The preliminary schedule for the Fall 2009 DoGEE Department seminar series (including some still TBA time slots) can be found on the next page. **The general meeting time for this course (570.841 for graduate students, 570.492 for upper level undergrads) is Tuesdays at 3:00 pm in Ames Hall, 234. Please contact Markus Hilpert ([markus\\_hilpert@jhu.edu](mailto:markus_hilpert@jhu.edu)), 410-516-5127 for more information.**

We encourage seminar participation by all faculty and students, as well as by any and all outside visitors. We also encourage student participants to formally register for the course. Although not strictly required, registration gives a formal record of participation, and thus provides an important service to both the students and the department. More specifically, students obtain a record of their participation (for their academic transcripts) and the department obtains a record of its commitment to student education (as relevant to the school and university).

The most important issue is, of course, your participation. One of the special things about graduate education at a great university is the opportunity to participate in seminars by top researchers on a wide variety of important emerging topics. Here is the chance to be stimulated in ways that are difficult or impossible outside the university. You will look at a diversity of scientific, societal, and philosophical issues from many points of view. (Don't underestimate the importance that we live in a world where nearly all professionals change jobs and even careers several times in a lifetime and work on many different types of problems!) You may be lucky enough to come away with new research ideas or insights into your own work from a perspective that hadn't previously occurred to you. Some talks may simply be enjoyed because they are intrinsically interesting and well presented.

"Years from now, you may not remember most of the seminars you heard. However, you don't remember the meals you were fed as a child, yet they nourished you and helped you grow."

-Dr. Ben Hobbs

### ***Seminar Set Up***

Refreshments are provided by the department. It will be up to each weekly volunteer to purchase the refreshments (usually doughnuts) and set them up in Ames 234 prior to the seminar. With a receipt, costs will be reimbursed by the department. There are two jobs associated with the weekly department seminar that students are generally responsible for (though this does not preclude professors from volunteering): 1) Stop by Ames 313 and get refreshments – set up 15 minutes prior to seminar start and 2) Prepare coffee etc. and deliver 15 minutes prior to seminar start. There will be a sign-up list posted in the kitchen area to ensure that all dates will be covered and no single person or group encounters an unequal share of the seminar set up effort. If you don't sign up, be prepared to attend a seminar without refreshments. C'est la vie.

## 570.841 – Fall 2009 Department Seminar Series Schedule

NOTE: Graduate students should enroll for 570.841, Department Seminar (*not* the undergraduate section 570.492) For the most current schedule, please visit:

[https://jshare.johnshopkins.edu/mhilper1/public\\_html/TuesdaySeminar.html](https://jshare.johnshopkins.edu/mhilper1/public_html/TuesdaySeminar.html)

September 8

*Prof. Ed Bower:*

Departmental Orientation

September 15

*Prof. Benjamin Passey, Johns Hopkins University:*

The carbonate 'clumped isotope' paleothermometer and applications to environments of human evolution in East Africa

September 22

*Dr. Robert Hirsch, USGS, Reston, VA*

Stationarity is dead: Whither water science and management?

September 29

*Prof. Joseph Hughes, Georgia Tech:*

TBA

October 6

TBA:

October 13

*Prof. Owen Duckworth, (North Carolina State University):*

New roles for siderophores in metal speciation and transport

October 20

*Prof. Kurt Pennell:*

TBA

October 27

TBA:

November 3

*Prof. Alexander Zehnder, Swiss Federal Institutes of Technology:*

*The Charles and Mary O'Melia Lecture in Environmental Science*

TBA

November 10

TBA:

November 17

TBA:

November 24

*Dr. Pete Kolsky, World Bank:*

TBA

November 25 - 29

*Thanksgiving Vacation*

December 1

*Prof. Pat Gilbert, University of Maryland, Horn Point Laboratories:*

TBA

Questions? Contact Professor Markus Hilpert, Seminar Organizer, (410) 516-5127, markus\_hilpert@jhu.edu

### **Email Account Information**

Accounts for students who have had email during the prior semester and whose status falls within the guidelines listed above will be renewed automatically each semester. To qualify for a student email account, you must be registered for a credit course in the current semester. You may request an account after logging into your JHED account and clicking on the **Request a JHEM Email/Calendar Account** link. Your account name will be the same as your JHED Login ID. Once you know your LID and have an established password for JHED, you may access your email by logging directly into JHEM at <http://jhem.johnshopkins.edu>. More information is available at <http://nts.jhu.edu/es/jhemsite>

### ***E-Mail Alias***

An e-mail alias is a shorter, more user friendly e-mail address that you may use to send and receive mail to your e-mail account of choice (i.e.: yourname@jhu.edu). You may use it to deliver mail to your JHEM account or any non-Hopkins e-mail service such as Hotmail or Yahoo. You can setup your e-mail alias after logging into your JHED account and clicking on the **JHU E-Mail Alias** link. One important reason to use an alias is that your address can follow you even after you graduate--see below.

### ***Alumni e-mail Aliases***

Among the many other benefits of being in the Alumni Association, now you can have a @jhu.edu e-mail alias follow you to whichever e-mail address you use for as long as you are still a member of the Alumni Association. More information on creation and applying for aliases can be found at the Alumni Association's homepage <http://www.jhu.edu/www/alumni>. Call the alumni office at (800) 548-5481 or (410) 516-0363 for more information.

### **General Information**

#### ***DoGEE Vehicle***

A GMC van is available for field trips and for use on local research and study programs. Procedures for use of the van are as follows:

- a. A reservation calendar is located in the administrative office, Ames 313. Please make reservations as far in advance as possible. Please see Joe O'Neil for instructions.
- b. Persons requesting use of the van need to pick up mileage log, keys and gas credit card from Ames 313. The log, keys and credit card must be returned after each trip.
- c. Mileage used will be charged at 50 cents per mile. This rate includes all expenses (insurance, gasoline, and maintenance). Please make financial arrangement with an appropriate faculty member for mileage charges.
- d. The following information will be recorded for each trip: driver's name, project, purpose, date, and mileage out and in. This must be completed for each trip, or chance forfeiting driving eligibility.
- e. University regulations prohibit using University vehicles for personal use.

#### ***Photocopiers***

A copier is located in Ames 318. During evening and weekend hours the machine is turned off and lights are out. Please report any malfunction to the administrative office. Specific operational

instructions and charge codes are available. Please see Joe O'Neil for a copy code. Excessive copying may be subject to a usage fee.

### ***Telephones***

Telephones are available in lab areas and offices. Personal use should be limited. Most phones will be limited to campus and local calls only. Long distance calls can be made from the phone in the Department Reading Room (Ames 315). All long distance calls and directory assistance calls must be accounted for. It is imperative that you maintain the log found by phones with long distance phone access. You will be asked to provide billing information, such as project name or a JHU account number. Reimbursement for any personal long distance calls is expected.

### ***Technology***

The department owns the following pieces of projection equipment:

- 1 3M 9100 Overhead Projector: Located in the Geyer Seminar Room, Ames 234. Stored in the first closet with stand. Do not remove from Ames 234 unless administrative office is notified.
- 2 3M PORTABLE Overhead Projector: (soft case) Stored in the AV closet in Ames 317 available with carrying case.
- 3 ELMO Overhead Projector: Stored in the AV closet in Ames 317.
- 4 Buhl 2900 Overhead Projector: Stored in the AV closet in Ames 317.
- 5 KODAK Slide Projector: Stored in the AV closet in Ames 317 available with brown carrying case.
- 6 KODAK Ektagraphic III AMT Slide Projector: Stored in the AV closet in Ames 317.
- 7 KODAK LCD Projector DP1050
- 8 Micron 133 Pentium computer: on cart
- 9 Apollo Cobra Overhead Projector: Stored in the AV closet in Ames 317 available with carrying case.
- 10 (2) Digital Cameras – Stored in Ames 313 (Kodak and Olympus)
- 11 Dell Laptop (for presentation) – Stored in Ames 313
- 12 Dell Desktop/LCD/VCR/DVD – Ames 234 (permanent installation)
- 13 Epson LCD Projector S1 – stored in Ames 313

All AV equipment must be reserved. The sign-out sheet is available in Ames 313; please see Joe O'Neil. Indicate not only how long you will need the equipment, but also where you will be using it. You are responsible for returning it promptly to the AV closet in Ames 317 or Ames 313.

Transparencies and overhead projector markers are available upon request. **Please advise Keith Ritchie whenever replacement bulbs or repairs are needed/used.**

If the department's equipment is unavailable, please be aware that Plant Operations (x68063) and the Central University Audio Visual (CAUV) Department rent equipment. For TV/VCR rental, contact CAUV (Bryan Thomas, x68303).

### ***Mail/Postage***

Out-going Department (campus) mail must be in Ames 319 (mailroom) by 1:00 p.m. each day for the University pickup.

**Regular Mail** must be in Ames 319 (mailroom) by 1:00 p.m. for the University pickup.

**Fed Ex** envelopes must be taken to the box behind Hodson Hall before 5:30 pm.

**There is no longer a US Post Office on Campus.**

### ***Supplies***

**Supplies are not for personal use.** Please seek assistance from the staff when using supplies from the cabinets in Ames 313. If they are for a special purpose or project, an account number must be provided.

### ***Purchases***

Consult **Joe O'Neil or Joyce Moody** before making any purchases. The department does not have the authority to make purchases in excess of \$2,500. We are allowed to originate confirming purchase orders smaller than \$2,500. Packing slips and invoices should be marked with the purchase request number, the name of the professor, student, and project, and given to Joe or Joyce immediately. Advisors require a pre-authorization before asking for a purchase request. When purchasing items with personal cash for department or project use, **sales tax is not reimbursed**. JHU Tax Exempt slips are available. Please note original receipts must be presented for reimbursement. Purchases must follow University procedures. Joyce or Joe can answer questions regarding purchases and requisitioning procedures.

### ***Invoicing***

Invoices for personal use of departmental services are generated quarterly. Reimbursement should be made upon receipt by check or money order made payable to The Johns Hopkins University.

### ***Blue Examination Books***

Student/Faculty Ethics Committee recommends use of the blue book as often as possible. They are available in the Barnes & Nobles book store, upper level, at the corner of St. Paul and 33<sup>rd</sup> Street (St. Paul Street side of Charles Commons).

### ***Keys***

Students should see a staff member in the front office to get keys. In the event of lost or stolen keys, please notify the office immediately.

### ***Financial Information***

Please see Joyce Moody or Joe O'Neil with any questions concerning payroll/stipend or reimbursement. Please see Adena Rojas with any questions concerning tuition remission or health insurance coverage.

### ***Personal Data***

Please let Adena Rojas know of any changes in contact information (e.g., local addresses, telephone numbers, etc). This information must also be given to the Office of the Registrar, and be updated in JHED (see above instructions) and ISIS. Review checks and other University pre-printed materials for accuracy (Social Security numbers, addresses, etc.) and report any discrepancies to the staff immediately.

### ***Department Lounge***

Ames 316 (accessed through Ames 319) is a department lounge. Please do your best to keep this area clean. It is available for socializing and informal meetings. A kitchen area is located next to the lounge; appliances include a refrigerator/freezer, microwave, toaster oven, and coffee maker. Coffee is available for \$.50 cents a cup. You are responsible for the **immediate** clean-up of your own mess. The refrigerator is cleaned out often – notices will be posted on the refrigerator a few days before each cleaning. It is reasonable to ask that highly pungent foods not be prepared in the kitchen during working hours.

The University discourages electric food appliances in offices.

### ***Reading Room***

Ames 315 (accessed through Ames 319) is a study area. Journals and reading materials are kept in this room for your convenience. Also in the room is a library of past Ph.D. dissertations by DoGEE students. These may be taken out on loan (with advisor consent) through the Academic Program Coordinator. Please be sensitive to noise that might be distracting to those using this area.

### ***The Social Committee***

The Student Advisory Committee (SAC) is responsible for planning and arranging various social events for the Department throughout the academic year. Membership is open to all students, faculty and staff, and all are encouraged to participate. The annual dues are \$25 per year.

### ***Financial Aid Packets***

Financial Aid Packets are available each January. They describe the procedures for establishing eligibility requirements for Federal Work Study and Loans under current legislation. The packets are distributed by the Office of Student Financial Services.

As you may know, Federal grants and other support for graduate students have been declining, and additional reductions are expected in the future. For this reason, it is important – both for individual students and to enhance the availability of funding for all students – for each of you to establish your eligibility for Work Study opportunities and for loans. While these Federal programs are essentially independent of individual awards of financial aid by the department, they can stretch significantly the limited funds available. Because eligibility must be re-established each year, it is essential that you do not miss the deadline and complete the forms in the required time.

### ***Computers***

Each graduate student can obtain a thesis account and an instructional account for computer use on their dissertation and class work. To obtain an account, access the Instructional Account Request Form from your JHED homepage. Our main computer room is Ames 319A. During certain times of the year, the computers at the north end of the room (near the hall) will be for priority use by seniors in the Environmental Engineering Design classes (570.419 and 570.421). Many of the personal computers are connected to the internet via our University systems. Students are required to have an account on the DoGEE computers. An account can be obtained by contacting Keith Ritchie and supplying the username you would like to use as your login. Our technical support is Keith Ritchie – if you have any questions, please see him.

### ***Smoking***

Please be aware that The Johns Hopkins University is a “smoke-free” workplace.

### ***Coffee***

There is a large percolating pot under the sink in the kitchen area. Instructions for use are posted nearby in the kitchen. There is a hot water spigot on the side of the coffee maker for other hot beverages; you need to supply the ingredients, such as tea, chocolate powder, or dried soup.

## Departmental Assignments

Budgets and Payroll	Joyce Moody and Joe O'Neil
Building Issues	Joe O'Neil
Chemical Hygiene Officer	Alan Stone
Computer Committee	Bill Ball, Peter Wilcock
DoGEE Computers	Keith Ritchie (keithr@jhu.edu)
DoGEE SAC	TBD (Voting occurs at the start of fall semester)
Eisenhower Library Contact	Steve Stich
Engineering Undergraduate Open House	Ben Hobbs, Ed Bouwer
Environmental Engineering Major	Bill Ball for 2009-2010 academic year
Environmental Engineering Minor	Bill Ball
Environmental Science Minor	Peter Wilcock
First-Year Fellowship Committee	Lynn Roberts, Grace Brush, Markus Hilpert
Thursday EEC Seminars	Lynn Roberts
Graduate Admissions	Adena Rojas, Ben Hobbs
Graduation Paperwork	Adena Rojas
Graduate Student Open House	Adena Rojas
Part-Time Master's Program(EPP)	Hedy Alavi
Registration and Policy	Adena Rojas and your advisor
Room Scheduling/Reservations	Adena Rojas
Tuesday Department Seminars	Markus Hilpert
Tuition and Health Insurance	Adena Rojas and Registrar
Student Reps/Faculty Meetings	TBD
Website	Adena Rojas

## DoGEE Front Office 2009-2010

**Dr. Edward Bouwer (Ed)**, Department Chair  
Ames 312  
410-516-7437  
bouwer@jhu.edu

**Joseph O'Neil (Joe)**, Administrative Manager  
Ames 314  
410-516-5143  
jfo@jhu.edu

**Adena Rojas**, Senior Academic Program Coordinator  
Ames 311  
410-516-5533  
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**Joyce Moody**, Senior Budget Analyst  
Ames 313  
410-516-7093  
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**Keith Ritchie**, Senior Research Lab Technician / Lab Coordinator  
Ames 314A  
410-516-6028  
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