

**DEPARTMENT OF GEOGRAPHY
AND ENVIRONMENTAL ENGINEERING
GRADUATE STUDENT PROGRAM GUIDE
2015-2016** *(updated 8-5-15)*

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Scheduling Rooms

Reserving a room for exams or special needs involves sending an email to dogee@jhu.edu with the following information:

- ❖ Day and date of event
- ❖ Start and end time of event
- ❖ Preferred room (include secondary preference).
- ❖ Max number of participants

Research/Safety Courses

Below is some info to help clarify the different courses that some of you are being asked to take regarding safety, ethics, and research.

DoGEE Safety Seminar Dates (Tuesday, Sept. 8 and Tuesday, Sept. 15) 12 pm, Ames 234) Attendance at **BOTH** of these safety meetings is required if you intend to do any lab or field work-- this applies to all of our graduate students and most of our undergrads. You do not need to sign up or enroll-- simply attend and be sure to sign the roster so that we can confirm you attended. Attendance is mandatory for anyone planning on doing any:

- lab based research (whether for credit or for pay or even simply for the experience)
- field based research
- anyone enrolling in 570.304, Environmental Engineering and Chem Lab in the Spring of 2015.

This safety training needs to be completed each Fall for any student in the above categories. If there is a conflict with another class, students should ask the instructor whether they can be excused from the other class.

Lab Safety Course EN.500.401

If you are a first year Ph.D. student doing lab or field research, then you must take this course.

Responsible Conduct of Research (RCR) Course (In Person: AS.360.625 OR Online AS.360.624)

- all DoGEE Ph.D. students must take the in person version of this course before the end of their 4th semester. This is course is called AS.360.625 and you can find a course description in <https://isis.jhu.edu/classes/>.
- Masters students must take the online version of this course if they are doing any research at Hopkins (this could be for pay or for credit). Master's students being paid from an NIH grant must take the In Person course: AS.360.625. Instructions on how to register for the online course are here: <http://eng.jhu.edu/wse/page/online-training-course-for-the-responsible-conduct-of-research>.
- undergraduates doing research must take either the online (if receiving academic credits for research) or the in person (if being paid) course.

Academic Ethics Course (EN.500.603)

20-minute online tutorial to help educate all new graduate students about their academic and ethical responsibilities-- all new students are required to complete this and receive a passing grade of four out of four. You must successfully complete the online tutorial and quiz within the first eight weeks of your first semester in the graduate program -- by **Thursday, October 22th**. Follow these directions in blackboard: You can log into the training, or any BB course site for which you are registered, at <http://blackboard.jhu.edu> using your JHED ID. The course is listed as [WSE Academic Ethics \(14-15\)](#).

Advisors

Each graduate student is initially assigned an advisor from the faculty. The advisor can be consulted in matters of programs of study, financial aid, thesis topics, or hardship situations. Please be aware that the advisor 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 department (dogee@jhu.edu) should be consulted in making the decision and notified of the student's selection.

DoGEE Word to the Wise:

The 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 staff and faculty 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 Master's Checklist Certification of Department Approval Form 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 "check-out" sheet must be signed by the student's advisor, and department chair and then submitted prior to the graduation deadline.

Thesis Proposals

Masters Thesis Proposals

The participation in a thesis (essay) project is an option for the M.A., M.S., and M.S.E. degrees. For any degree activity involving research, 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:

- ❖ Title of the proposed thesis
- ❖ Specific aims or objectives
- ❖ Supporting information (work by others, literature review)
- ❖ Research methods
- ❖ 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 their Master's degree in April. Completion of the proposal by May 1 is recommended for candidates intending to complete their degree in October. Candidates for the M.A., M.S., or M.S.E. must submit copies of a thesis proposal to the research advisor before research is started. Students who are doing research or an independent study for credit must have a culminating paper or project (deliverable) and must submit a copy of their project/paper to the department in order to graduate.

PhD Dissertation Proposals

The preparation of an acceptable dissertation represents a significant portion of the Ph.D. degree. For any degree activity involving research, 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:

- ❖ Title of the proposed thesis
- ❖ Specific aims or objectives
- ❖ Supporting information (work by others, literature review)
- ❖ Research methods
- ❖ A proposed time or progress schedule

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

Masters

Except in unusual cases, no oral examinations are required for candidates for the M.A., M.S., or M.S.E. degrees.

PhD

The Ph.D. candidate must pass:

- a Departmental Oral Examination and,
- a Graduate Board Examination

in order to progress toward the Ph.D. degree. Students should discuss the time, place, and membership of these oral examinations with their advisor.

Department Qualifying Oral Examination (DQE) - The examination is administered by four or five members of the faculty of the department. 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 that is prepared prior to the examination (see "Thesis Proposal," above)
- b) To determine whether the student is qualified to take the Graduate Board Oral 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 Oral Examination (GBO) - 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

The DQE Timeline:

- ❖ A 4th semester DQE 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.

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 can be found by going to <http://grad.jhu.edu/academics/graduate-board/>

The Graduate Board Oral Examination (GBO) 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. 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 Oral 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 at least 3 weeks in advance of the anticipated date of the GBO exam. The form is available on the Graduate Board website <http://grad.jhu.edu/academics/graduate-board/>. 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 forwarded to the Graduate Board on the student's behalf. Remember, this must all be done approximately 4 weeks in advance, as the department must submit the completed paperwork to the Graduate Board office 3 weeks in advance.

Ph.D. Quick Links

Grad Board website (i.e., important deadlines, policies, best practices, forms):
<http://www.graduateboard.jhu.edu>

Eisenhower Commercial Binding Office (i.e., guidelines about dissertation formats, directions, costs)
<http://library.jhu.edu/services/cbo/guidelines.html>

2) 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.

3) 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 you have filed the correct paperwork and reserved a room through the Program Coordinator.

4) After the exam, the student's advisor in cooperation with the Program Coordinator is responsible for 1) sending the signed form to the Graduate Board and 2) obtaining a copy of the signed outcome of the Graduate Board Oral Examination for placement in the student's file.

PhD Dissertation Completion and Defense

Step 1: The Research Committee: A Research Committee will be formed following the successful completion of the Graduate Board Oral Examination. The role of the committee is to provide general oversight of the candidate's progress, and to provide critical feedback and suggestions during the period of the student's dissertation research and writing. The research committee will be composed of:

- ❖ the student's advisor as the committee chair, and
- ❖ two or more other faculty members as appropriate.

The faculty may be drawn from within or outside the department, as appropriate. The members of the committee also generally form the core of the Dissertation Defense Committee, described below.

The research committee should be formed no later than a month following the Graduate Board Oral examination. The advisor should confirm members of the committee to the Department Chair in writing (email is appropriate). The composition of the committee may be changed subsequently as dictated by the needs of the student, the direction of the research, or the availability of faculty. The advisor must report changes in writing (email is appropriate) to the Department Chair.

The Research Committee should meet with the student preferably once a year to assess the student's progress, share ideas, and address any perceived problems. In preparation for this meeting, the student should provide a brief written report of the work in progress to the committee members *at least one week* prior to the meeting. The format of the meeting is flexible, but should involve some of the following things:

- ❖ a prepared presentation by the student of the results of the research to date
- ❖ a written proposal by the student of likely future steps
- ❖ discussion and feedback about the student's main thesis and the supporting factors
- ❖ questions, concerns, and suggestions presented by the committee members about the work in progress.

The advisor is responsible for clarifying (verbally or in writing) any significant recommendations and offering a general assessment of the student's progress.

Step 2: Dissertation Defense: A final dissertation defense is required of all DoGEE doctoral students. The student must complete the defense before the dissertation can be submitted to the binding office. The purpose of the defense is to demonstrate that the student has successfully carried out a rigorous program of original research and is able to respond adequately to questions and challenges to the research. *The Senior Academic Program Coordinator must be notified as soon as the student sets a dissertation defense date.*

The dissertation defense must take place *at least two weeks* before the dissertation filing deadline published by the Graduate Board. Draft copies of the dissertation must be provided to the defense committee *at least two weeks* prior to the date of the defense.

A Dissertation Defense Committee will be established, composed of the research advisor and at least two other faculty members. **At least one member of the defense committee must be from outside the department.** The chair of the defense committee will be appointed by the department chair. *The advisor will submit prospective members of the defense committee to the Department Chair in writing (email is appropriate). The department chair must then approve the composition of the committee in writing (email is appropriate). A copy of this confirmation should be included in the student's active file.*

The DoGEE dissertation defense is made up of two important parts:

- ❖ an open seminar, and
- ❖ a closed oral examination.

The seminar is open to the public and consists of a summary (~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 Dissertation Defense Committee. The entire defense should last from two to three hours, although the committee is not restricted to this time limit.

The outcome of the defense is decided by majority vote of the defense committee. The possible outcomes include:

- ❖ pass-- signifies that the student will be awarded the Ph.D. degree after making suggested revisions to the dissertation and filing the final dissertation with JHU in accordance with the rules of the Graduate Board.
- ❖ conditional pass-- a conditional pass signifies that further work is required to produce an acceptable dissertation.
- ❖ failure.

The defense committee may decide whether a new defense will be required upon completion of this work. At least two members of the defense committee must review the new draft and certify that the required work has been successfully accomplished before the dissertation can be accepted and the degree conferred.

Important Note: The letter to the Graduate Board (completed by the student's research advisor) certifying the successful completion of all requirements for the Ph.D. must be signed by the research advisor and at least two other members of the dissertation defense committee.

Step 3: Completion and Submission of the Dissertation: Dissertations must be completed and submitted to the Commercial Binding Office in the Eisenhower library by 4:00 pm on the date specified on the Graduate Board Calendar (<http://homewoodgrad.jhu.edu/academics/graduate-board/deadlines/>) in order to graduate in the intended semester or summer period. The student will be issued a receipt for the submission of the dissertation. The original copy of this receipt should immediately be taken to the Senior Academic Program Coordinator for submission to the Graduate Board. Note: The Graduate Board will not approve completion without a copy of this receipt.

Student should submit dissertation copies to the following:

- ❖ one copy to the library
- ❖ one copy to the department
- ❖ one copy to his or her advisor and readers (customary)

Thesis Logistics (essays and dissertations)

The Graduate Board issues regulations regarding the preparation of essays and dissertations and 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 M.S.E. Library.

<http://guides.library.jhu.edu/content.php?pid=450528&sid=3691622> NOTE: In the Fall 2013 semester the library moved to electronic dissertation submission. However, all DoGEE students should continue to submit a hardcopy (bound) copy of their dissertation or formal thesis to the department and faculty advisor.

DoGEE Word to the Wise:

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 come as a surprise to students as they near the end of their studies at Hopkins 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.

Language Requirement

The Department has no 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 needed based on 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

The Senior Academic Program Coordinator must be notified as soon as the student settles on a date to graduate (email is acceptable.) 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 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.

A student wishing to graduate must complete several documents:

- 1) An application for graduation (submitted to the registrar's office via ISIS)
- 2) A Master's degree checklist (if the student is a MA, MS or MSE candidate, submitted to the Program Coordinator)
- 3) Copy of the receipt after approved thesis is submitted to library (if the Master's student is graduating with an essay). A bound copy of their thesis should be ordered for the department. Copy of receipt should be submitted to the Program Coordinator.
- 4) A reader's report or committee letter submitted to the department on the student's behalf (if Ph.D. candidate)

The department 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
- 2) Exit questionnaire

3rd Semester Research Option for Master's Students

Please note that students will not automatically be granted part-time status.

Generally, the Master's program is a 9 month program, to be completed in 2 semesters of about 5 classes each. However, some students may find that a faculty member is willing to provide them with a research project for an extra semester or the student has not completed enough credits to graduate. They must complete the following steps:

- 1) Find a professor who will agree to supervise their thesis or independent study.
- 2) Submit a formal proposal/outline of their proposed work to their supervising faculty member.
- 3) The supervising professor must notify the Program Coordinator (an email is sufficient) that they have accepted the student's proposal and will be working with them for a third semester.
- 4) Once a research topic has been approved, the student should email the department with an official request to switch to part time. Note: The student must have an approved topic and supervisor before they request to move to part time.
- 5) The department should issue a letter to the student to take to the registrar switching the student to part-time. Whether part time or full time, the student will register for 570.803 (Master's Research) with appropriate section for the faculty supervisor. Credits TBD by student and their faculty supervisor.
- 6) The completion of the research proposal must result in either a Master's thesis for official submittal or a graded report. There must be some form of a report at the end of the process for the student's permanent file. *The report must be submitted to the department prior to the student's graduation.*
- 7) Note that the minimum cost for the one course = approximately \$4872.00 and the cost of health insurance is \$900 per semester. Part time students are not eligible for WSE's payment of their health insurance. They will need to pay this health insurance fee, since Hopkins has a mandatory insurance requirement for international students.
- 8) They must register at the Registrar's Office, on paper, and should be prepared to pay the full fee (10% of tuition and health insurance) when they register.

Policies for International M.S./M.S.E. Students Who Wish to Move to Part Time

For visa reasons, international Master's students have strict stipulations that must be followed when requesting to stay for a third semester. Please note that international Master's students can stay for a third semester **only** under one of these conditions:

- ❖ they have not completed all their course requirements due to insufficient credits, scheduling issues, or unsatisfactory performance (e.g., they need to retake a class).
- ❖ they have completed their course requirements, but have established an agreement to do a semester of research/independent study (more on this below) with a faculty supervisor.

Research vs Independent Study:

If the student falls under the condition of having completed their course requirements and is simply staying here to do a semester of research, they must register for Master's research or Master's independent study, under a particular faculty supervisor. The thesis is optional. What is not optional, however, is some sort of quantifiable method by which the faculty supervisor can grade the student on their work. It can be weekly reports, an informal paper at the end of the research, etc. Their work must be graded and it must be for credit. If they are not engaged in actual lab/field/computer/project research then they will be doing independent study.

Independent study usually implies library research, not lab related (students pick a topic, do research in the library, do literature reviews, etc.). This research should differ from work in a lab on projects sponsored by an advisor. Independent study should be for the student's betterment. There also needs to be some quantifiable method by which the faculty supervisor can grade their independent study, such as a paper or report.

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 sessions 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: Tuesday, September 8, 12:00-1:30 (234 Ames Hall)

Session II: Tuesday, September 15, 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:

In addition to the *DOGEE Safety Training* and *DOGEE Safety Supplement* handouts (required reading by all students conducting laboratory work), additional books, handouts, other written documents, and websites will be provided to you. Please see Prof. Alan Stone for an electronic copy of the safety materials.

Departmental Seminar Series (M. Gordon Wolman Seminar)

The link to the preliminary schedule DoGEE M. Gordon Wolman Seminar series (including some TBA time slots) is <http://jhu.edu/crg/Seminars.htm>

The general meeting time for this seminar (570.841 for graduate students, 570.492 for upper level undergrads) is Tuesdays at 3:00 pm in Ames Hall, 234. Graduate students should enroll for 570.841, M. Gordon Wolman Seminar--*not* the undergraduate section 570.492. For the most current schedule, please visit: <http://jhu.edu/crg/Seminars.htm> If you have questions about this seminar, please contact Professor Kai Loon Chen, Department Seminar Coordinator, (410) 516-7095, kailoon.chen@jhu.edu.

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.

Seminar Set Up

Refreshments are provided by the department but prepared and set up by DoGEE student volunteers. It will be up to each weekly volunteer to work with the front office to provide the refreshments (usually doughnuts) and set them up in Ames 234 prior to the seminar. Any costs incurred will be reimbursed by the department. There are two jobs associated with the weekly department seminar that students are responsible for (though this does not preclude professors from volunteering):

- ❖ Stop by Ames 313 and pick up doughnuts and coffee to take to the Seminar – set up 15 minutes prior to seminar start and
- ❖ Clean up after the seminar. Bring the leftovers to the mail room for all to enjoy!

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.***

Email Account Information

The Registrar has sent instructions on how to set up your JHED ID and JHU e-mail account. This came to you via email. If you have not yet received instructions on how to set up your JHED ID and JHU email account, please email webregistration@jhu.edu to request those instructions and to be sure that your email is correct in their system. New students will be directed to the student portal (<http://my.jhu.edu>) to create their JHED password and email account.

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 JHED at <https://my.jh.edu/portal/web/jhupub/>.

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 Department 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 email the front office dogee@jhu.edu for instructions.
- b. Persons requesting use of the van need to pick up mileage log and keys from Ames 313 on a weekday between 8:30 and 5:00 pm (the office is closed on weekends). The log, keys and insurance 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. Scanning capabilities are available on the photocopier. Students have the option to scan a document and save it on a flash drive. Please report any malfunction to the administrative office. Specific operational instructions and charge codes are available. DoGEE Graduate students receive a complimentary 500 copies per year. Please see the front desk staff or email dogee@jhu.edu for a copy code to access your allotted copies.

Supplies

Departmental 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 Denise Nowlin (6-5143, dnowlin@jhu.edu) 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 Denise immediately upon receipt. 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.

Keys

Students should see the Administrative Coordinator (6-7092, dogee@jhu.edu) in the front office to obtain keys to the building and offices. In the event of lost or stolen keys, please notify the department immediately. Please note that you must return all department keys in order to receive your diploma.

Financial Information

Please see Denise Nowlin (6-5143, dnowlin@jhu.edu) or Sean Carr (6-0718, scarr14@jhu.edu) with any questions concerning payroll/stipend or reimbursement. Please see Adena Rojas (6-5533, arojas@jhu.edu) with any questions concerning tuition remission or health insurance coverage.

Department Lounge

Ames 316 (accessed through the DoGEE mailroom) is a department lounge. You are responsible for the **immediate** clean-up of any messes in our shared spaces. 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. The refrigerator is cleaned out often after each SAC event by the students – food/items left in the refrigerator longer than a week will be thrown away.

Reading Room

Ames 315 (accessed through the DoGEE mailroom) 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 through the front office staff by emailing a request to dogee@jhu.edu. Please be sensitive to noise that might be distracting to those using this area.

Students of Geography and Environmental Engineering (SoGEE)

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 \$15 per year.

DoGEE Front Office 2015-2016

Dr. Edward Bouwer (Ed)

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