



# WHITING SCHOOL OF ENGINEERING ORIENTATION MANUAL



JOHNS HOPKINS

WHITING SCHOOL  
of ENGINEERING

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# WELCOME TO THE WHITING SCHOOL OF ENGINEERING



Welcome to the Johns Hopkins Whiting School of Engineering! We are excited that you have joined our team, and we look forward to the contributions you will make to the school's success.

You are now part of an exceptional community encompassing not only the Whiting School, but also the larger Johns Hopkins University community of talented and dedicated students, faculty, staff, and alumni.

The Whiting School is a world-renowned leader in engineering education, research, and translation, and the work taking place in our classrooms, labs, maker spaces, and offices is making a significant and positive impact on the world.

Throughout our history, our focus on advancing knowledge to address pressing societal needs has enabled a creative and collaborative culture that values and fosters partnerships across engineering disciplines and with university divisions. Today, while we are world leaders in areas ranging from biomedical engineering, data science, and robotics to human language technology and information security, we also are recognized for our leadership in pre-K-12 STEM education and in master's education for professional engineers.

Our ability to attract the most driven, qualified, and committed students, faculty, and staff is fueled in large part by our commitment to being a welcoming and inclusive community, where diversity and creativity are sought and valued.

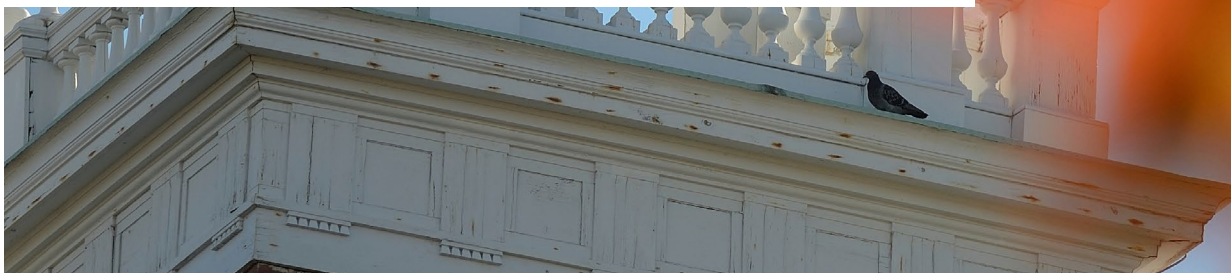
We are thrilled that you have chosen to join us and to be part of our thriving community.

Sincerely,

Ed Schlesinger  
Benjamin T. Rome Dean



**JOHNS HOPKINS UNIVERSITY AND  
THE WHITING SCHOOL OF ENGINEERING**







## JHU: BACKGROUND AND HISTORY

### WHO WAS JOHNS HOPKINS?

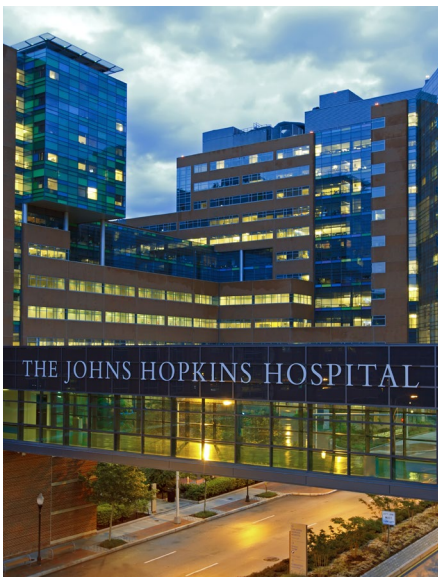
First things first: why the extra “s”? Because his first name was really a last name.

Johns Hopkins’ great-grandmother was Margaret Johns, the daughter of Richard Johns, owner of a 4,000-acre estate in Calvert County in southern Maryland. Margaret Johns married Gerard Hopkins in 1700; one of their children was named Johns Hopkins. The second Johns Hopkins, grandson of the first, was born in 1795 on his family’s tobacco plantation in southern Maryland. His formal education ended in 1807, when his parents, devout Quakers, decided on the basis of religious conviction to free their slaves and put Johns and his brother to work in the fields. Johns left home at 17 for Baltimore and a job in business with an uncle. He established his own mercantile house at the age of 24. Later on, Johns became an important investor in the nation’s first major railroad, the Baltimore and Ohio, and became a director in 1847 and chairman of its finance committee in 1855.



Although Hopkins never had a family of his own, he may have been influenced in planning for his estate by a friend, philanthropist George Peabody, who founded the Peabody Institute in Baltimore in 1857.

In 1867, Hopkins arranged for the incorporation of the Johns Hopkins University and the Johns Hopkins Hospital, and for the appointment of a 12-member board of trustees for each. He died on December 24, 1873, leaving \$7 million to be divided equally between the two institutions. It was, at the time, the largest philanthropic bequest in U.S. history.





## UNIVERSITY HISTORY

The Johns Hopkins University opened February 22, 1876, with the inauguration of its first president, Daniel Coit Gilman. “What are we aiming at?” Gilman asked in his installation address. “The encouragement of research...and the advancement of individual scholars, who by their excellence will advance the sciences they pursue and the society where they dwell.”

Building from scratch, rather than taking over an existing institution, freed Gilman to create something entirely new, at least in the United States. He established a research university, dedicated not only just to advancing students’ knowledge but also to advancing the state of human knowledge in general, through research and scholarship.

Gilman dismissed the notion that teaching and research are separate endeavors; he believed that success in one depended on success in the other. “The best teachers are usually those who are free, competent and willing to make original researches in the library and the laboratory,” Gilman said. “The best investigators are usually those who have also the responsibilities of instruction, gaining thus the incitement of colleagues, the encouragement of pupils, the observation of the public.”

The realization of Gilman’s philosophy at Johns Hopkins and at other institutions, which later attracted Hopkins-trained scholars, revolutionized higher education in America, leading to the research university system as it exists today.

Johns Hopkins remains a leader in both teaching and research. The School of Medicine is one of the best in the world, and the Bloomberg School of Public Health is renowned worldwide for contributions in preventive medicine and the health of large populations. The other divisions, though smaller by design than similar schools in other institutions, include eminent scholars and numerous highly ranked departments.

In recent years, Johns Hopkins has won more federal research and development funding than any other university. This is due in large measure to the work of the Johns Hopkins Applied Physics Laboratory (APL), a division of the university devoted entirely to research and development. The School of Medicine, however, is the largest recipient of National Institutes of Health research grants to medical schools. The Bloomberg School of Public Health, the first of its kind in this country, ranks first among public health schools in federal research support.



## UNIVERSITY DIVISIONS

Johns Hopkins has a presence in nearly every corner of the globe. It has campuses in Maryland and Washington, D.C., as well as China and Italy. Faculty and students conduct research on six continents, and more than 20% of the university's students come from outside the United States.

The university enrolls more than 24,000 full-time and part-time students in nine academic divisions.

## ACADEMIC DIVISIONS

- Bloomberg School of Public Health
- Carey Business School
- Johns Hopkins Applied Physics Laboratory
- Krieger School of Arts and Sciences
- Paul H. Nitze School of Advanced International Studies
- School of Education
- School of Medicine
- School of Nursing
- Peabody Institute
- Whiting School of Engineering





## WHITING SCHOOL OF ENGINEERING: HISTORY AND BACKGROUND

### ABOUT THE WHITING SCHOOL OF ENGINEERING

The activities of Johns Hopkins Engineering—education, research, and translation—have been essential to the university since the Engineering School's founding in 1912. At its roots, Johns Hopkins Engineering was founded to develop pragmatic solutions to real-world problems and to train engineers to work within booming area industries.

In 1966, the Engineering School merged with what today is the Krieger School of Arts and Sciences. It assumed its current separate identity in 1979 when a gift from the estate of George William Carlyle Whiting, co-founder of the Whiting-Turner Contracting Company, enabled the founding of the G.W.C. Whiting School of Engineering.

Throughout its history, Johns Hopkins Engineering's focus on addressing pressing societal needs has led it to cultivate creative and innovative collaborations across engineering disciplines and with other university divisions. This culture of transformative, cross-disciplinary discovery has enabled the school to leverage the expertise and resources of the Johns Hopkins University and to become a leader in fields ranging from biomedical engineering to data science and robotics.

Entrepreneurship and technology commercialization are a major strategic priority for the school, and faculty and student research translation is woven into the educational experience at all levels.

All JHU technology commercialization activities are anchored in Johns Hopkins Technology Ventures, the university's intellectual property center, which provides faculty and students with guidance, advice, and support regarding licensing, patent, and technology commercialization, and which acts as a liaison to parties interested in commercializing Johns Hopkins research or innovations for industry.



## VISION

We advance data- and science-driven engineering discovery, innovation, and systems applications to help everyone live longer and healthier lives and empower communities and society to thrive even in extreme environments.

## MISSION

The Whiting School of Engineering's mission is to:

- Provide an outstanding engineering education that is innovative, rigorous, and relevant, and that prepares its graduates to be 21st-century leaders.
- Advance the boundaries of engineering inquiry through research and the creation and dissemination of knowledge that improve the well-being of society.
- Solve important societal problems through translational activities.

For more information

## STRATEGIC PLAN

The Whiting School of Engineering has established strategic goals and implementation plans in three primary areas:

**Education**—WSE's educational programs will foster the intellectual, personal, and professional growth of its students.

**Research**—The Whiting School of Engineering's reputation is enhanced in large measure through the success, the contributions, and the impact of its research enterprise.

**Translation**—WSE will draw upon the wide range of technical and non-technical skills and abilities of its community members to solve societal problems.

To learn more, visit [here](#).

# JHU ROADMAP ON DIVERSITY AND INCLUSION

The second JHU Roadmap on Diversity and Inclusion was drafted in early 2021, as a followup to its first roadmap from 2016, to articulate the university's priorities and ambitions, and to state in explicit and concrete terms its institutional commitments in this area. [View the roadmap.](#)

Four key goals:

- Achieving greater diversity of membership in the JHU community
- Improving opportunity for JHU community members of all backgrounds
- Enabling robust engagement with diverse viewpoints
- Fostering a climate of respect



## 2019 ASEE DIVERSITY RECOGNITION PROGRAM

The Whiting School of Engineering has been nationally recognized by the American Society for Engineering Education (ASEE) with a Bronze Level award in the inaugural ASEE Diversity Recognition Program. This program was created to publicly recognize those engineering and engineering technology colleges that make significant, measurable progress in increasing the diversity, inclusion, and degree attainment outcomes of their programs.

- This recognition highlights the Whiting School's commitment to the following outcomes:
- Establishing support for groups underrepresented in engineering.
- Quantifiably analyzing and assessing unit composition, policies, culture, and climate-related to all groups underrepresented in engineering.
- Implementing programs and initiatives that strengthen the K-12 or community college pipeline thereby reducing significant barriers related to long-term growth.
- Developing an action plan focused on continuous improvement.

## WSE VALUES

The Whiting School of Engineering is a diverse and inclusive community that values:

- A scholarly, collaborative, and entrepreneurial environment in which innovation, creativity, risk-taking, and the ethical practice and applications of engineering and technology are paramount.
- The importance of both of the fundamentals of engineering and the creation and dissemination of transformative knowledge contributing to the betterment of society.
- Its members' intellectual agility and their capacity to draw upon their wide range of technical and non-technical skills and abilities to solve societal problems.





**JOHNS HOPKINS UNIVERSITY AND  
THE WHITING SCHOOL OF ENGINEERING  
POLICIES AND RESOURCES FOR NEW EMPLOYEES**







## OVERVIEW

As an employee of Johns Hopkins University, it is your responsibility to familiarize yourself with Johns Hopkins University's policies. These policies are meant to guide and enable our community members to uphold JHU's values and expectations.

A full list of university-wide policies is available [here](#).

Some additional policies related to research, computing, intellectual property, and finance and administration have been implemented at the divisional level. For a listing of those additional policies, please refer to [this page](#).

## ATTENDANCE/LEAVE

Each employee is expected to report to work on time. Maintaining accurate records of your attendance is also important. JHU attendance records are maintained electronically by the E210 system, the university's official time record that documents time worked, paid and unpaid leaves, holidays, and vacation and sick leave accrual. Using your JHED ID and password, you will be able to access your [E210 record](#) two to three weeks after you begin working. More information can be found [here](#).

## BENEFITS

Johns Hopkins offers a generous and expansive benefits package to eligible staff members. You will learn more about these during your New Employee Orientation. We urge you to take full advantage of these benefits, including the retirement plans to which JHU makes contributions on your behalf.

If you have questions about benefits, email the Benefits Service Center at [benefits@jhu.edu](mailto:benefits@jhu.edu), or call 410-516-2000.

Employees will receive an email within the first 10 days of work with instructions on signing up for benefits. The New Employee Orientation covers all available benefits, from medical and dental insurance to discounted entertainment tickets and gym memberships. More information about university benefits can be found at [here](#).

## COMPENSATION

Staff members are paid either semi-monthly or weekly, depending on their position. The semi-monthly paydays are the 15th and the last day of the month. If either of these days falls on a weekend or university holiday, the payday will be the last working day of the pay period. Those staff members who are paid weekly will receive their paychecks on Friday. If Friday is a university holiday, staff are paid on the last working day of the week.

As a staff member, you can make arrangements to have your paycheck deposited directly at a participating U.S. bank. The form to initiate this process can be found on the Employee Self Service [web page](#).



The university is required by law to make certain deductions from your salary. These include FICA (Social Security), and withholding for federal, state, and local income taxes.

## GROWTH AND DEVELOPMENT

Johns Hopkins University strives to provide both educational and developmental programs to further the growth of its staff. To this end, we offer staff and their families a host of opportunities—both on and off campuses—to further their education and learning experiences.

JHU offers you and your family a broad range of educational opportunities. Eligibility, annual limits, and costs vary depending upon the tuition plan you choose. For more information about these programs, visit [here](#).

The university provides faculty and staff members with professional development courses to improve core competencies, enhance job performance, and encourage personal growth. You may browse the available course offerings and register for courses at the [MyLearning website](#).

## INTRODUCTORY PERIOD

Newly hired staff members and current staff who secure a self-initiated transfer or promotion enter into a 120-calendar day introductory period in their new positions. The introductory period is a time for you to learn as much as possible about your position. Your supervisor is a good source of information about your new job. The introductory period also serves as an appraisal period, during which time your supervisor determines whether or not your job performance is acceptable. Of course, supervisors retain the right to make this determination at any time during your employment. Upon successful completion of your introductory period, you remain employed at-will, meaning that either you or the university can terminate your employment at any time for any reason. Your supervisor, in consultation with divisional human resources staff, can extend your introductory period.

## ORIENTATION

All new Johns Hopkins employees are required to take part in the university's New Employee Orientation program.

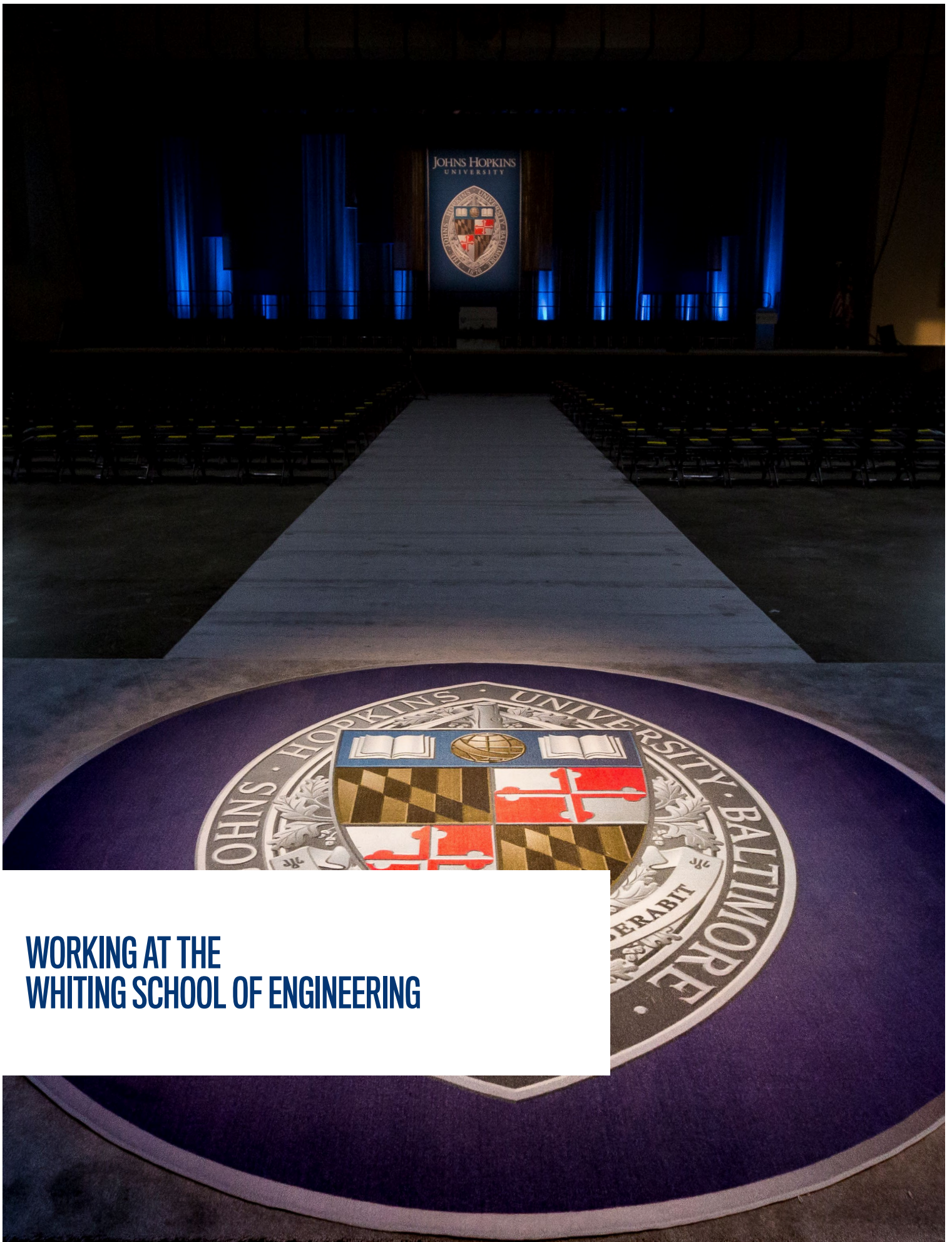
At the event, you will be introduced to our community, history, philosophy, values, and goals. An overview of the university's organizational structure, policies, procedures, and performance expectations also will be included. This information is designed to help you get started and make a smooth transition into your new role.

Orientation is offered both in person and online, though WSE employees are encouraged to attend the in-person session. All employees are required to complete orientation within 30 days of starting work.

Instructions for accessing the online orientation module can be found [here](#).

## WORK/LIFE & ENGAGEMENT

JHU recognizes that employee needs extend beyond traditional benefits. The university offers support in balancing professional and personal lives. Through programs and services such as tuition grants, dependent care vouchers, college planning, retirement and financial workshops, and the Live Near Your Work program, JHU is making an investment in meeting a wide variety of employee needs at every stage of an employee's lifecycle. For more information about these programs, visit the [Hopkins Work Life site](#).



**WORKING AT THE  
WHITING SCHOOL OF ENGINEERING**



# DAY ONE ESSENTIALS



## GETTING TO WORK/PARKING

The JHU Pre-tax Commuting-to-Work Program is available to all full-time and part-time staff. This program treats qualified parking and mass transit expenses on a pre-tax basis.

Parking is available to employees as space permits at several locations.

You cannot sign up for parking until you have received your identification card (called a J-Card; more informa-

tion about obtaining this is provided below). Payment for the first month's parking is due when parking is set up. In addition, Hopkins also provides shuttles between various campuses and locations.

## J-CARD/IDENTIFICATION BADGES

Each employee/student receives an identification badge known as a J-Card. Once you have an active JHED, you can visit the J-Card Office (Garland Hall, Room 51) to pick up your J-Card. In addition to serving as your official JHU ID badge, your J-Card can provide access to the Milton S. Eisenhower Library, parking facilities, and the Ralph S. O'Connor Recreation Center. You can also deposit J-Cash to your card and take advantage of the convenient, cashless way to pay for your purchases on campus or at participating off-campus merchants.

J-Cards are issued for most Johns Hopkins University locations. If you work at a location where badges are issued, you may be required to wear your badge in a visible manner when on university property. If you have questions, contact your supervisor, your designated human resources manager, or your divisional human resources staff.

Homewood campus-based staff can now use their mobile devices as digital IDs to access campus buildings and make purchases.

## OBTAINING A JHU EMAIL ADDRESS

Your email address is linked to your JHED account. Upon your arrival, HR or your supervisor will provide you with your JHED ID. You can check if your mailbox is set up by navigating to the left-hand "Messaging" menu at the JHU portal and clicking the "Outlook" icon. If no icon exists, contact [wsehelp@jhu.edu](mailto:wsehelp@jhu.edu). More information about email and other IT related questions can be found on the IT Onboarding web page.





## MY.JH

my.JH is a portal that provides access to a wide variety of resources and content, such as the university directory, webmail, JH cloud, and myLearning. my.JH also allows you to update and view your attendance record, update your personal data, set up your direct deposit, tax information, and view your pay statement.

## LOGGING INTO YOUR COMPUTER

Upon your arrival, your supervisor should be able to provide you with your JHED ID. In order to log on to your computer, you must first log into the Johns Hopkins portal (my.JH) to set your password. This must be done on a computer other than your own.

## SETTING UP YOUR PHONE

Johns Hopkins Telecommunications provides billing and technical support for your phone. Manuals and instructions on how to set up your phone and voice-mail can be found on their site. You can also submit a technical request there.

## HELPFUL LINKS

### JHU NEWS AND ALERTS

- JHU Weather Emergency Alerts
  - Register to receive emergency alerts
- The Hub: news and events from across JHU
- The Hub at work: resources, news, and tips for JHU employees
- JHU website
- WSE website
- JHU Engineering Magazine

### WORKING AT JHU/WSE

- Academic calendar
- Campus maps
- Communications Resource Guide: WSE logos, style guide, templates, and more
- Diversity: resources and events for the WSE community
- Office of Institutional Equity
- Faculty/Staff disability services: accommodations for employees
- Finance
- Holiday calendar
- Human resources
- myJH: single access login for JHU resources and applications
- Organizational chart: log into Success Factors to view your department's org chart
- Plant Operations: submit requests for building maintenance and repairs, J-card access to buildings, keys, and more





- **Security:** request a security escort, emergency response guides, and tips
- **Shared services:** HR, payroll, and more
- **Transportation:** JHU parking and shuttle schedules
- **WSE faculty and staff resources:** policies, resources, links, and more
- **WSE IT:** IT help and software downloads

## GETTING TO KNOW THE CAMPUS AND THE SCHOOL

### LEARN THE CAMPUS

Learn about campus by taking an Undergraduate Admissions or Engineering tour.

Make a [reservation](#) online. Call 410-516-8171 if you have questions or to be added to a tour that may be marked as full.

Maps and directions to Johns Hopkins University campuses can be found [online](#).

### DINING OPTIONS

On-campus dining options are available [here](#).

There are a variety of off-campus dining locations near the Johns Hopkins Homewood campus, including R. House, Chipotle, Subway, and more!

### GETTING AROUND/STAYING SAFE

Working late? Call 410-516-4600 to request a security escort. Johns Hopkins also offers [shuttle service](#) for safe and convenient travel between the Homewood and East Baltimore campuses, including stops at Penn Station and Peabody. Shuttle service is also available to Keswick, Remington, and Mt. Washington campuses.



## JHU/WSE ACRONYMS

### Acronym/Term

<b>ADVANCE</b>	Alliance for Cardiovascular Diagnostic and Treatment Innovation
<b>AI2AI</b>	JHU + Amazon Initiative for Interactive AI
<b>AI-X</b>	New JHU-wide AI research center, based in WSE
<b>AMS</b>	Department of Applied Mathematics and Statistics
<b>APL</b>	Johns Hopkins University Applied Physics Laboratory
<b>ARCH</b>	Advanced Research Computing at Hopkins
<b>AY</b>	Academic Year
<b>BDP</b>	Bloomberg Distinguished Professor
<b>BME</b>	Department of Biomedical Engineering
<b>BOAST</b>	Baltimore Online Algebra for Students in Technology
<b>BSPH/JHSPH/SPH</b>	Johns Hopkins Bloomberg School of Public Health
<b>CaSE</b>	Department of Civil and Systems Engineering (formerly Civil Engineering)
<b>CBID</b>	Center for Bioengineering Innovation and Design (MS program in BME)
<b>CCB</b>	Center for Computational Biology
<b>CEAFM</b>	Center for Environmental and Applied Fluid Mechanics
<b>CEO</b>	Center for Educational Outreach
<b>CGPO</b>	Commercial and Government Program Office
<b>CFSRC</b>	Cold-formed Steel Research Consortium
<b>ChemBE</b>	Department of Chemical and Biomolecular Engineering
<b>CIS</b>	Center for Imaging Science
<b>CISMMS</b>	Center for Integrated Structure-Material Modeling & Simulation
<b>CLE</b>	Center for Leadership Education (academic center offering minors and master's programs)
<b>CLSP</b>	Center for Language and Speech Processing
<b>CS</b>	Department of Computer Science
<b>DAR</b>	Development and Alumni Relations
<b>DOD</b>	Department of Defense
<b>E210</b>	University time worked and leave accrual system
<b>EBO</b>	Engineering Business Office
<b>ECE</b>	Department of Electrical and Computer Engineering
<b>EHE</b>	Department of Environmental Health and Engineering
<b>EP</b>	Engineering for Professionals (online and part-time graduate programs)
<b>EPL</b>	Emeritus Professorial Lecture
<b>ERG</b>	Energetics Research Group
<b>FY</b>	Fiscal Year (JHU uses July to June; federal govt. uses Oct. to Sept.)
<b>GRO</b>	Graduate Representative Organization
<b>HEART</b>	Hopkins Engineering Applications & Research Tutorials
<b>HEMI</b>	Hopkins Extreme Materials Institute
<b>HSA</b>	Homewood Student Affairs
<b>IAA</b>	Institute for Assured Autonomy (APL)

<b>ICM</b>	Institute for Computational Medicine
<b>IDIES</b>	Institute for Data Intensive Engineering and Science
<b>INBT</b>	Institute for NanoBioTechnology
<b>IP</b>	Intellectual Property
<b>IPL</b>	Inaugural Professorial Lecture (WSE lecture series)
<b>IRB</b>	Institutional Review Board (for research involving human subjects)
<b>ISI</b>	Johns Hopkins Information Security Institute
<b>JAM<sup>2</sup></b>	Johns Hopkins Center for Additive Manufacturing and Architected Materials
<b>JHED</b>	Johns Hopkins Employee Directory
<b>JHTV</b>	Johns Hopkins Technology Ventures
<b>JHURA</b>	JHU Research Administration (all divisions except SOM & KSAS)
<b>KSAS</b>	Krieger School of Arts and Sciences (sometimes KAS)
<b>LCSR</b>	Laboratory for Computational Sensing and Robotics
<b>LDL</b>	Life Design Lab
<b>LL</b>	Lifelong Learning
<b>MatSci</b>	Department of Materials Science and Engineering
<b>MCEH</b>	Malone Center for Engineering in Healthcare (one word)
<b>MechE</b>	Department of Mechanical Engineering
<b>MINDS</b>	Johns Hopkins Mathematical Institute for Data Science
<b>MSEE URA</b>	Materials Science in Extreme Environments University Research Alliance
<b>NAE</b>	National Academy of Engineering
<b>NSF</b>	National Science Foundation
<b>NTH</b>	NeuroTech Harbor
<b>P-Card</b>	Purchase (procurement) card
<b>PI</b>	Principal Investigator
<b>JH Pulse</b>	VPN system for working from home
<b>PURA</b>	Provost's Undergraduate Research Award
<b>RISE@APL</b>	Research Internships in Science and Engineering at the Applied Physics Laboratory
<b>ROSEI</b>	Ralph O'Connor Sustainable Energy Institute
<b>RSA</b>	Research Service Analyst
<b>SABES</b>	STEM Achievement in Baltimore Elementary Schools (CEO program)
<b>SAIS</b>	School of Advanced International Studies
<b>SAP</b>	Financial/HR/Payroll system of record at JHU
<b>SCE</b>	Secondary Cost Element
<b>SIS</b>	Student Information System
<b>SOM</b>	School of Medicine
<b>SON</b>	School of Nursing
<b>SPIRAL</b>	Synthesis and Processing Informed by Rational Algorithmic Learning Center
<b>SPUR@APL</b>	Strategic Partnership for University Research Sub
<b>USNWR</b>	<i>U.S. News &amp; World Report</i>
<b>UX/UI</b>	User Experience/User Interface
<b>WSE</b>	Whiting School of Engineering





## WHITING SCHOOL OF ENGINEERING EVENTS

In addition to events sponsored by the university and other academic divisions, the Whiting School hosts its own annual events that are open to staff and that provide you with opportunities to have fun, get to know your colleagues, and learn more about the school. Included in these events are:

- **The annual WSE Lunch on the Lawn:** held in the fall for the entire WSE community
- **Engineering Design Day:** A great opportunity each May to see innovations by undergraduates in every academic department
- **Staff Awards luncheon:** celebrating staff contributions to WSE

## MORE INFO

Visit the [WSE Events Information](#) page for more information.

For a list of WSE departments, visit [here](#).

For a complete list of active Centers and Institutes, visit [here](#).

For a list faculty, visit [here](#).