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<td>- Wednesday, August 28</td>
<td>First day of classes- meet according to Monday schedule</td>
</tr>
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<td>Monday, September 2</td>
<td>Labor Day – no classes</td>
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<td>Friday, September 13</td>
<td>Last day to add courses</td>
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<td>Sunday, October 13</td>
<td>Last day to drop courses</td>
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<td>Friday, October 18 -</td>
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<td>Sunday, October 20</td>
<td>Undergraduate registration for spring term</td>
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<td>Monday, November 4</td>
<td>Graduate registration for spring term</td>
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<td>Last day of classes</td>
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<td>Monday, November 4 (7 a.m.)</td>
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<td>Friday, November 15</td>
<td>Reading period</td>
</tr>
<tr>
<td>Monday, November 25 -</td>
<td></td>
</tr>
<tr>
<td>Sunday, December 1</td>
<td></td>
</tr>
<tr>
<td>Friday, December 6</td>
<td></td>
</tr>
<tr>
<td>Saturday, December 7 -</td>
<td></td>
</tr>
<tr>
<td>Tuesday, December 10</td>
<td></td>
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<tr>
<td>Wednesday, December 11</td>
<td></td>
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<tr>
<td>Friday, December 20</td>
<td></td>
</tr>
<tr>
<td>Saturday, December 21 - Sunday, January 5</td>
<td></td>
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2020

Monday, January 6 - Friday, January 24

Monday, January 20

Interession

Monday, January 27

Observance of Dr. Martin Luther King Jr. birthday;
No Intersession classes

First day of classes

Friday, February 7

Last day to add courses

Sunday, March 8

Last day to drop courses

Monday, March 16 - Sunday, March 22

Spring vacation

Monday, April 20

Last day to add courses

Mon, 4/20 – Rising and Continuing Seniors (7 a.m.)

Last day to drop courses

Wed, 4/22 – Rising and Continuing Juniors (7 a.m.)

Spring vacation

Fri, 4/24 – Rising and Continuing Sophomores (7 a.m.)

Undergraduate registration for fall term

Monday, April 20 (7 a.m.)

Graduate registration for fall term

Friday, April 17

Last day for course withdrawal

Undergraduates last day to change to S/U option

Friday, May 1

Reading period

Monday, April 20

Last day of classes

Saturday, May 2 - Tuesday, May 5

Final examination period

Wednesday, May 6 - Thursday, May 14

University Commencement

Thursday, May 21, 2020

Updated graduate registration date: April 29, 2019
Updated August 29 to meet as Monday: February 20, 2017
Added university commencement 2020 date: February 24, 2017
# BSPH 2019-20 Academic Year Calendar

## Summer Institutes

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Registration Begins for Summer Institute Term</td>
<td>Tuesday, May 28</td>
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<tr>
<td>Registration Ends for Summer Institute Term</td>
<td>Varies per institute course</td>
</tr>
<tr>
<td>Part-time/Online MPH NEW STUDENT ORIENTATION</td>
<td>Sunday, June 2</td>
</tr>
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## Summer Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Registration Begins for Summer Term</td>
<td>Wednesday, April 3</td>
</tr>
<tr>
<td>Registration Ends for Summer Term</td>
<td>Friday, June 21</td>
</tr>
<tr>
<td>NEW STUDENT ORIENTATION/REGISTRATION</td>
<td>Thursday, June 27 - Friday, June 28</td>
</tr>
<tr>
<td>Instruction Begins for Summer Term</td>
<td>Monday, July 1</td>
</tr>
<tr>
<td>INDEPENDENCE DAY HOLIDAY RECESS</td>
<td>Thursday, July 4</td>
</tr>
<tr>
<td>Add/Drop Period for Summer Term</td>
<td>Monday, July 1 - Friday, July 12 (for full term courses only)</td>
</tr>
<tr>
<td>Last Day to Make Schedule Changes for Summer Term (Course withdrawal deadline)</td>
<td>Friday, August 9 (for full term courses only)</td>
</tr>
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# Last Day of Class for Summer Term
Friday, August 23

<table>
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<tr>
<th>1st Term</th>
<th>Tuesday, September 3 - Friday, October 25 (39 class days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Begins for 1st Term for Continuing Students &amp; Special Students</td>
<td></td>
</tr>
<tr>
<td>Monday, June 3</td>
<td></td>
</tr>
<tr>
<td>1st Term Registration Ends for Continuing Students &amp; Special Student</td>
<td></td>
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<tr>
<td>Friday, August 16</td>
<td></td>
</tr>
<tr>
<td><strong>NEW STUDENT ORIENTATION / REGISTRATION</strong></td>
<td></td>
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<tr>
<td>Tuesday, August 27 - Thursday, August 29</td>
<td></td>
</tr>
<tr>
<td>Instruction Begins for 1st Term</td>
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<tr>
<td>Tuesday, September 3</td>
<td></td>
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<td><strong>Add/Drop Period</strong></td>
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<td>Monday, September 2 - Friday, September 13</td>
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<tr>
<td><strong>LABOR DAY RECESS</strong></td>
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<tr>
<td>Monday, September 2</td>
<td></td>
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<tr>
<td>Last Day to Make Schedule Changes for 1st Term (Course withdrawal deadline)</td>
<td></td>
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<tr>
<td>Friday, October 11</td>
<td></td>
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<tr>
<td><strong>Last Day of Class for 1st Term</strong></td>
<td></td>
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<tr>
<td>Friday, October 25</td>
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<table>
<thead>
<tr>
<th>2nd Term</th>
<th>Monday, October 28 - Friday, December 20 (38 class days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Begins for 2nd Term</td>
<td></td>
</tr>
<tr>
<td>Monday, June 3</td>
<td></td>
</tr>
<tr>
<td>2nd Term Registration Ends</td>
<td></td>
</tr>
<tr>
<td>Friday, October 18</td>
<td></td>
</tr>
<tr>
<td>Instruction Begins for 2nd Term</td>
<td></td>
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<tr>
<td>Monday, October 28</td>
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Add/Drop Period
Monday, October 28 - Sunday, November 10

THANKSGIVING RECESS
Thursday, November 28 - Sunday, December 1

Last Day to Make Schedule Changes for 2nd Term (Course withdrawal deadline)
Friday, December 6

Last Class Day of 2nd Term
Friday, December 20

<table>
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<tr>
<th>Winter Intersession</th>
<th>Monday, January 6 - Friday, January 17</th>
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</table>

Registration Begins for Winter Intersession
Thursday, October 3

Registration Ends for Winter Intersession
Friday, December 27

Part-time/Online MPH NEW STUDENT ORIENTATION
Sunday, January 5

**Add/Drop Period and Last Day to Make Schedule Changes for Winter Intersession varies per course**

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<tr>
<th>3rd Term</th>
<th>Tuesday, January 21 - Friday, March 13 (39 class days)</th>
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Registration Begins for 3rd Term
Wednesday, November 13

3rd Term Registration Ends
Friday, January 10

MARTIN LUTHER KING, JR. HOLIDAY RECESS
Monday, January 20

Instruction Begins for 3rd Term
Tuesday, January 21

Add/Drop Period
Monday, January 20 - Friday, January 31
Last Day to Make Schedule Changes for 3rd Term (Course withdrawal deadline)
Friday, February 28

Last Day of Class for 3rd Term
Friday, March 13

4th Term

|
|----------------------------------|----------------------------------|
|**Registration Begins for 4th Term**|Monday, March 23 - Friday, May 15 (40 class days)|
|Wednesday, November 13| |
|**4th Term Registration Ends**| |
|Friday, March 13| |
|**SPRING RECESS**| |
|Monday, March 16 - Friday, March 20| |
|**Instruction Begins for 4th Term**| |
|Monday, March 23| |
|**Add/Drop Period**| |
|Monday, March 23 - Friday, April 3| |
|**Last Day to Make Schedule Changes for 4th Term (Course withdrawal deadline)**| |
|Friday, May 1| |
|**Last Day of Class for 4th Term**| |
|Friday, May 15| |
|**PUBLIC HEALTH CONVOCATION CEREMONY**| |
|Tuesday, May 19| |
|**UNIVERSITY COMMENCEMENT CEREMONY**| |
|Thursday, May 21| |
|**RESIDENCY PROGRAM ENDS**| |
|Tuesday, June 30| |
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mwkarp@jhu.edu | 443-287-4290 | Office: E7527A  
| 410-516-0760 | Office: Ames 312

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Tugba Yildiz  
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Zoe Petersen  
Administrative Coordinator  
zpeters2@jhu.edu | 410-516-7092 | Office: Ames 313
EHESO is the departmental student organization formed for the purpose of facilitating social, intellectual, and service-oriented interaction between students, staff, and faculty of the Department of Environmental Health and Engineering. EHESO unites students from the different disciplines of the Department and provides a forum for students to voice their concerns and share ideas and research. Networking opportunities, social events, student-sponsored conferences, and lectures are all benefits of EHESO. For further information please contact JHSPH.EHESO@jhu.edu or visit the EHESO Facebook page.

2019-20 BOARD MEMBERS

Katie Overbey
President

Nicole Taube
Secretary

Alexandra Lorentz
Research Committee Representative

Kathryn Dalton
Treasurer

David Litwin
WSE Representative

Marsha Wills-Karp
Faculty Adviser

Emily Illingworth
President-Elect

Kelsey Babik
Student Assembly Representative

Katherine Moon
Postdoc Representative

Monica Lee
Educational Programs Committee Representative

Caitlin Ceryes & Emma Cogan
Doctoral Student Council Representatives

Jordan Kuiper
Sustainability Council Representative
Before we get into the nitty-gritty details of the department and your programs, the following section will provide you with help links to WSE and Hopkins resources. This list is not comprehensive but should cover most areas. If you think of anything that you would like to see added for future cohorts, please reach out to me or the general department email.

-Jessica

Important Links for All Grad Students

Something to remember: the University sets the baseline policies. All policies set by individual schools and departments must meet the baseline but may be more restrictive. If you have seen a policy at the university or school level, always check at the department level to ensure there is not a stricter policy in place.

University Policies and Statements
This is a resource for all university-level policies, statements, and guidelines. It is password protected, be prepared to sign in with your JHED ID.

Homewood Graduate & Postdoctoral Affairs
What you will find (this is not an exhaustive list, go to the site to see more!):
- General Grad Student Policies
- Info from the Grad Board, including:
  - degree requirements
  - grad residency and registration
  - enrollment status change forms and rules
  - deadlines for PhD completion
- Info about navigating student issues
- Mentoring and Advising
- Travel Resources

WSE Academic Policies and Procedures
What you will find (this is not an exhaustive list, go to the site to see more!):
- Guidelines for prepping/submitting a thesis or dissertation
- Grad Student Academic Review Policy
- Statement of the Rights and Responsibilities of PhD Students
- Master’s Degree completion deadlines and instructions
- Info about RCR (Responsible Conduct of Research); required for all PhD students and any Master’s student conducting research
- Homewood Grievance Procedure
- Academic and Research Misconduct
Homewood Office of the Registrar
What you will find:
• Academic Calendar
• Info about Diplomas
• Preferred Name at JHU
• Registration
  › getting started/new students
  › grad registration
  › interdivisional registration
• Schedule of Classes
  › course schedule
  › catalog
  › final exam schedule and policy
• Classroom Scheduling and Reservations
• Access to SIS

Homewood Student Accounts
What you will find:
• Tuition and Fees
• Tax Information
• Bills and Payments

Student Health and Wellness
What you will find:
• Appointments
• Emergency information
• Insurance and costs
• Forms and resources

Counseling Center
What you will find:
• Drop-in hours
• Therapy groups
• Referral assistance
• Resources if you are worried for another’s safety

Life Design Lab
What you will find:
• Info about Handshake (online career portal)
• Tools for resumes, cover letters, and interviews
• Info about finding and preparing for internships and jobs

Financial Resources for STEM students
What you will find:
• Information about fellowships, scholarships, grants, etc.
The Department of Environmental Health and Engineering reserves the right to change any programs, policies, requirements, and regulations in this handbook. Updates and revisions to this handbook will be posted on the departmental website and students will be notified of major changes. Students are responsible for reviewing additional policy information in various School publications including the WSE website.

Accounts

Students should monitor their SIS account on a monthly basis so that problems may be resolved in a timely manner. The Department may deposit funds for tuition and certain fees into accounts, but the student is responsible for charges related to expenses that are not covered by the Department. These charges include late registration fees, even when the Department pays for tuition costs. More information can be found on the Student Accounts website.

Financial Support

All qualified applicants are considered for scholarship opportunities. Please note that funding for non-U.S. citizens is very limited. The allocation process is very competitive and funding sources vary each year. In most cases, admitted students will be notified at the time of acceptance if they are awarded any type of financial support with the amount and type of support specified in the award notification. Students should contact the Academic Program Administrator if they have any questions about their award or accounts. Students are encouraged to visit the School’s website for graduate financial aid and fellowships & grants.

International Travel

As a graduate student at the Johns Hopkins Whiting School of Engineering, you may have an opportunity to supplement your education or conduct research in another country. These opportunities often enrich the academic curriculum, contribute to dissertation research, and allow you to apply the knowledge you obtain in the classroom to the world’s communities. While the School encourages participation in these kinds of experiences, international tensions can be high and the resources on the international travel website are provided to assist you in making an informed decision.

Students are not obligated to travel internationally, and each student has the right to decline to travel abroad. If the student is supported by a research project that requires such travel and the student chooses not to travel, the student may be removed from that project following discussions with the principal investigator and the EHE program directors.
Graduate students who decide to travel abroad must demonstrate that they understand and voluntarily accept the risks inherent in international travel. To do so, students must first receive the appropriate departmental approvals for the trip through their adviser and program director(s). Once approved, students must complete the following steps:

1. Consult the Department of State website at http://travel.state.gov. Information on US embassies, travel advisories, and the availability of transportation should the situation in a country deteriorate may be found on this site.
2. Register your travels with the JHU International Travel Registry.
3. Complete the Graduate Student Study Release form. Submit the document to Jessica Elroy (jelroy1@jhu.edu) at least one week in advance of your proposed travel date.

IMMUNIZATIONS
If you are traveling to a less developed part of the world, you should be certain to contact your health care provider or the Johns Hopkins International Travel clinic to learn about recommended immunizations and other matters to guard your health. Located on the East Baltimore campus, you can reach the International Travel Clinic by telephone at 410-955-8931. Please note that the Johns Hopkins International Travel clinic can be used for immunizations and vaccinations, however they are not covered by student health insurance. Student Health does many vaccinations (exceptions are: rabies, Japanese encephalitis, and the yellow fever series). Walgreen’s pharmacies provide the full series of travel vaccinations.

STAY INFORMED
Students are encouraged to vigilantly monitor consular and press reports regarding the country (or countries) where they plan to travel. Students may also check the consular reports of countries friendly to the U.S. (e.g., Australia, Canada, and Great Britain) as well as reports from other international agencies (e.g., United Nations). Students should participate in the security briefings offered by other organizations with whom they may be working.

MAINTAIN COMMUNICATION
When traveling in an area where regular communication is difficult, students are encouraged to maintain contact with their adviser and/or academic program administrator.

STATE DEPARTMENT REGISTRATION
For students who are likely to stay for a prolonged period in a high-risk area of the world, registration at the U.S. embassy or consulate is essential.

INTERNATIONAL STUDENTS
International students must contact the Office of International Services (OIS) well in advance of any travel to avoid compliance issues with their visa status. OIS may also be contacted at 410-955-3371.
INTERNATIONAL SOS
Johns Hopkins University partners with International SOS, the leading medical assistance, international healthcare and security assistance company. Travel security services are provided by a joint venture of International SOS and Control Risks, the world’s leading security risk management firm. SOS card information can be found at http://www.jhu.edu/purchasing/travel/intl_sos.pdf. To obtain a travel insurance card please contact the Risk Management Department at 443-997-8258.

PARENTAL ACCOMMODATIONS

Full-time graduate students and postdoctoral trainees may request from their school a “new child accommodation” for 8 weeks. A new child accommodation is designed to make it possible to maintain the parent’s existing status, and to facilitate their return to full participation in classwork, research, teaching, and clinical training in a seamless manner.

Eligible graduate students who plan to utilize a new child accommodation are expected to notify the Chair of the department/program or designated faculty or staff member* as soon as the student is aware of the need to use a new child accommodation to facilitate appropriate scheduling. This should ideally be at least 90 days before the proposed start date of the new child accommodation.

You may read the full University policy here.

STANDARDS OF PERFORMANCE

Students are expected to adhere to the policies stated in the EHE Student Handbook, WSE Policies and Procedures, and the Graduate Board policies. These policies include those related to grade requirements, registration, academic progress, deadlines, satisfactory completion of exams, and the School’s Academic Ethics Code. Students who fail to follow or meet the established policies may be subject to dismissal.

Master’s students may not apply more than two C-grades toward their degree. PhD students must retake any course in which they receive lower than a B-grade.

HUMAN SUBJECTS RESEARCH

The Whiting School of Engineering is committed to protecting the rights and welfare of individuals participating as subjects in research. All human participant research conducted under the auspices of the School is evaluated by an Institutional Review Board (IRB) to ensure that the rights and welfare of participants are fully protected.

All faculty and students who are involved in human subject research must meet the compliance training requirements of the Homewood IRB. It is the responsibility of students and faculty to make certain that approval is obtained from the IRB before beginning any research involving human subjects. The IRB is also responsible for determining whether certain research activities qualify for exempt status under the regulations and institution policy.

For IRB announcements and updates, and for additional information and requirements on conducting human research, please contact the Homewood IRB Office, Wyman N472 (410-516-6580); email at hirb@jhu.edu.
**Registration**

It is the student’s responsibility to register for courses during the appropriate time periods specified by the Homewood Office of the Registrar (and available on the academic calendar). Students are expected to discuss course plans with their adviser before registration and confirm registration details with their adviser every semester. Regardless of funding sources such as grants, stipends, etc., students are responsible for any applicable fees if they do not register properly.

**Waivers**

Waiver requests will be considered when a student has taken a similar, graduate-level course(s), with a passing grade, in another division of JHU or another university. A waiver will not be granted for courses in which the student received less than a B, or did not receive a letter grade. Please note that approval of a waiver does not reduce the total number of credits a student is required to earn to meet graduation requirements.

**PROGRAM REQUIRED COURSES**

Students must complete the course waiver request form and provide documentation (i.e. transcript and syllabus) to support the request. The completed form and supporting documentation should be merged into one PDF and emailed to the adviser and academic program administrator, Jessica Elroy jelroy1@jhu.edu. The academic program administrator will return the form to the student and notify them of the decision. A copy will also be kept in the students’ academic file.

**Student Assistance**

On occasion, problems may arise between students and other members of the Whiting School of Engineering community. The purpose of these guidelines is to help resolve disputes informally between students and other members of the Hopkins community. The student is encouraged to make a good faith effort to resolve the dispute informally prior to initiating formal Grievance Procedures. For those disputes that cannot be resolved informally, a Student Grievance Procedure has been created by the School to provide students and student groups with a formal process to seek resolution of a grievance. In certain circumstances, other governing bodies also assist in these situations. A student who has a concern about a decision or act of a faculty or staff member of the Department of Environmental Health and Engineering should follow the steps outlined below.

1. The student should first approach the person or parties (e.g., academic adviser, related office, etc.) directly involved as soon as possible to discuss questions or concerns.

2. If the issue or concern is not resolved informally, the student should contact the program director for assistance. A written request for problem resolution is requested at this stage. This request should include specific details about the problem, documentation if appropriate, and a suggestion for resolution.

3. If no resolution can be found in prior steps, the matter will be referred to the Department Chair, who will address the problem as they deem necessary.

4. If the matter is not resolved within the Department or requires review and/or decision at the School or University level, a student should refer to the School’s Student Grievance Procedure document.
Additionally, the Counseling Center is a life management resource that can help students identify and manage challenging issues in healthy ways. Getting help is free, convenient, and confidential. Free Counseling Center services include: short-term counseling, crisis response, healthy relationship support and educational workshops.

**Code of Conduct**

The faculty and students of the Whiting School of Engineering have the joint responsibility for maintaining the academic integrity and guaranteeing the high standard of conduct of this institution.

An ethical code is based upon the support of both faculty and students who must jointly accept the responsibility to live honorably and to take action when necessary to safeguard the academic integrity of this University.

Students enrolled in the Whiting School of Engineering assume an obligation to conduct themselves in a manner appropriate to The Johns Hopkins University’s mission as an institution of higher education. A student is obligated to refrain from acts which he or she knows, or under the circumstances has reason to know, impair the academic integrity of the University. Violations of academic integrity include, but are not limited to: cheating; plagiarism; knowingly furnishing false information to any agent of the University for inclusion in the academic record; violation of the rights and welfare of animal or human subjects in research; and misconduct as a member of either School or University committees or recognized groups or organizations.

**Procedure**

All members of the Johns Hopkins community are responsible for immediately informing the Dean of Student Life of any suspected violations of the Code of Conduct.

Allegations of sexual misconduct are covered by JHU’s Sexual Misconduct Policy and Procedures for faculty, staff, and students. The University encourages individuals to report incidents of sexual misconduct and provides a variety of avenues, both formal and informal, by which individuals can report complaints of sexual harassment. Allegations of sexual harassment by students are covered under the JHU program and under the Student Conduct Code.

**Required Courses**

Students in EHE are required to attend the following courses and seminars regarding safety, ethics, and research. Please pay attention, some of these are program specific, you will see each marked with one of the following designators:

- **GEE** (all Geography and Environmental Engineering students)
- **OEH** (all Occupational and Environmental Hygiene students)
- **ALL** (all students enrolled in a WSE EHE program)
RESEARCH AND SAFETY

An email invitation will be sent during the first week of classes, confirming the Safety Seminar Dates for each academic year.

EHE SAFETY SEMINARS (GEE)

Tentatively, the dates for the upcoming EHE Safety Seminar training sessions are below. Attendance at ALL of these September 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.

Session I: Tuesday, September 10, 12:00 - 1:15 (location TBD)
Session II: Tuesday, September 17, 12:00 - 1:15 (location TBD)
Session III: Tuesday, September 24, 12:00 – 1:15 (location TBD)

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
- students enrolling in 570.304, Environmental Engineering and Chem Lab; 570.411/610 Engineering Microbiology; 570.452/652 Experimental Methods

This safety training needs to be completed each Fall semester 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.

RESPONSIBLE CONDUCT OF RESEARCH (RCR) (ALL)

All EHE graduate students who conduct research must take the Responsible Conduct of Research training. It is expected that this training is conducted prior to participating in any research, preferably in the first semester of coursework. Students will not be able to graduate until this requirement is satisfied.

PhD students must take the in-person version of this course, AS.360.625.

Master’s students must take the online version of the course if participating in any research at Hopkins (for pay or for credit). Master’s students being paid from an NIH grant must take the in-person course. Please view the WSE policy and information.

ACADEMIC ETHICS COURSE (ALL)

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. Students are automatically enrolled in the course. Students will not be able to graduate until this requirement is satisfied.
GRADUATION

The Academic Program Administrator 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 Administrator 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 SIS)
2. A Master’s degree checklist (submitted to the Program Administrator)
3. Copy of the receipt after approved thesis is submitted to library (if the Master’s student is graduating with an essay)
4. A reader’s report or committee letter submitted to the department on the student’s behalf (if Ph.D. candidate)
5. Unofficial transcript (from SIS)

The department will file the certificate of completion 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 (PART-TIME)

*This policy applies to students enrolled in the Geography and Environmental Engineering degree program.

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. With the supervising professor’s help, complete the Request for Independent Research/Study form (see Academic Program Administrator) and submit completed form to the Academic Program Administrator.
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 there is a minimum cost for part-time study; please check here for more information. 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**

*This policy refers to international students enrolled in a full-time degree program in Geography and Environmental Engineering.*

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:

1. 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).
2. 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.
**Masters Thesis Proposals**

The participation in a thesis (essay) project is an option for the Geography and Environmental Engineering Master’s 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:

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 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.

**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. All thesis and dissertation submission is completed electronically through the Sheridan Libraries. Use the following link to find submission information along with formatting and other helpful hints: [https://www.library.jhu.edu/library-services/electronic-theses-dissertations/](https://www.library.jhu.edu/library-services/electronic-theses-dissertations/). Students are encouraged to submit a hardcopy (bound) copy of their dissertation or formal thesis to the department and faculty advisor.
DOCTOR OF PHILOSOPHY PROGRAM

TIMELINE

The expected time to completion for WSE PhD students is 5 years.

**Year 1**
- Fall - begin your program! Coursework is the focus. Individual Development Plans in December
- Spring - complete the RCR (see page 13)

**Year 2**
- Fall - Individual Development Plans in December
- Spring - complete coursework; complete the DQE

**Year 3**
- Fall - complete GBO; Individual Development Plans in December (with DQE completed, you will need a committee)
- Spring - plan to meet with Thesis Advisory Committee in June

**Year 4**
- Fall - Individual Development Plans in December
- Spring - become familiar with deadlines for 5th year and set up your plan; plan to meet with Thesis Advisory Committee in June

**Year 5**
- Fall - Individual Development Plans in December
- Spring - Defense seminar; dissertation submission; be aware of conferral deadlines!
**Training Competencies**

The goal of PhD training in EHE is to, through interest-specific courses, qualifying examinations, and mentored research, prepare graduates to be independent investigators who engage in scholarship that creates new knowledge, use research to transform practice and improve environmental health, and effectively communicate research findings.

**Faculty Advisers**

PhD students are assigned a faculty adviser once they are admitted to the program. The adviser serves as the primary contact for the Department and will assist the student with course selection each semester, planning research rotations if appropriate, preparation of seminar presentations, and the interpretation of Departmental and School policies. This affiliation, however, does not exclude significant interactions with other members of the faculty. The faculty adviser and academic program administrator must approve student registration and course plans (as applicable). Each academic year, the adviser and the student must review academic progress and determine plans for the future year that will keep the student on track toward graduation. This information is also reviewed by the director of graduate studies and the academic program administrator. In the event that the student wants to change advisers, they must discuss the reasons with director of graduate studies and submit a request to the academic program administrator. Such changes are considered upon mutual agreement and availability of an appropriate adviser. Changes will be noted on the students’ transcript.

**Doctoral Registration**

In addition to the School’s residency requirement, full-time doctoral students in the Department must register on a continuous basis for a minimum of 20-credits each academic term. Registration is not required during the summer* or interim sessions and tuition funding is typically not provided for these terms. All students are required to discuss course registration with their adviser prior to the start of each term. Full-time students who fail to register by the published deadlines during a regular academic term will incur a late registration fee from the School that must be paid by the student. If a student still does not register after the add/drop deadline for the term, they will be considered withdrawn by the School and the Department.

Note: Some students will be registered by the Department during the summer term for administrative purposes; however, this registration does not imply that didactic courses will be funded.
**Assessment of Progress**

In order to monitor and document adequate academic performance and progress, a review of the doctoral student’s grades and activities is carried out continually. This information is reviewed by the adviser, the director of graduate studies and a Departmental committee. In addition to maintaining satisfactory academic progress and being in good standing with Departmental standards, each student must successfully complete a Departmental qualifying oral evaluation and the school-wide preliminary oral examination. Failure to successfully complete any of these requirements will be grounds for dismissal from the program.

The Department requires doctoral students to maintain a minimum 3.0 cumulative GPA. Students with a GPA falling below 3.0 will be placed on academic warning and will have one term of registration in which to raise their GPA above the threshold for their degree. The academic program administrator will notify students placed on academic warning and their performance will be reviewed by the Educational Programs Committee (EPC). All recommendations about academic standing will then be presented to the Department’s Executive Committee for final disposition. Students not meeting the minimum GPA after one term may be granted additional term(s) on academic warning if academic progress has been shown in the cumulative GPA; any approval beyond one term must be reported to the School’s Committee on Academic Standards. Students on academic warning must meet with their academic adviser and program directors each term to review their academic plan and receive approval for their course schedule prior to registering for courses.

**Seminars**

In addition to attendance at formal courses, students are required to attend Departmental and program seminars. These seminars include the M. Gordon Wolman Seminar (EN.570.841) for which Hopkins faculty, scientists from other institutions, and alumni are invited to present their latest research results and the Environmental Engineering and Science Seminar (EN.570.881) where students will attend and present (once per year in years 2-5) their ongoing research. In addition, students are required to participate in the annual Departmental research retreat.

**Vacation**

Students will take no more than two weeks of vacation per academic year (University holidays are approved time off and are not included in the two weeks of vacation time). Students must discuss all plans for vacation or other absences with their adviser and graduate program director. Non-compliance with attendance or vacation is grounds for dismissal.
**ATTENDANCE**

Students are required to attend all classes, including seminars, and participate actively. Scheduling conflicts that arise must be discussed with the student’s adviser. Since research and practice are fundamental parts of the curriculum, it is required that students will work (with the approval of their adviser) in the laboratory, or pursue other research, including participation in public health practice opportunities during term breaks.

**LEAVE OF ABSENCE**

Academic leave of absence refers to, and is limited to, students in a degree program requiring continuous enrollment who, while in good academic standing, are forced to withdraw temporarily from graduate work due to paternal/family leave or reasons beyond their control, such as illness, military service, or pressing personal reasons justifying an interruption of the degree program. Students may be given a leave of absence for other reasons (e.g. involuntary, medical leave).

Leaves of absence are typically limited to one year except for military service. Students requiring additional terms of leave beyond the one year must reapply. Students who have had federal financial aid may be subject to additional restrictions and should check with the Financial Aid Office before extending a leave of absence beyond two semesters. No more than two years of leave may be granted.

If it becomes necessary to take a break from studies, students should contact their adviser and determine if a formal leave of absence (LOA) is necessary. Any request for change of status must be submitted to the academic program administrator and approved by the School and the Department. Please contact Jessica Elroy (jelroy1@jhu.edu) for details about requesting a formal LOA.

**PHD EXAMINATIONS AND PROCEDURES**

The following information regarding doctoral exams and thesis serves as a general guide to Departmental policies and procedures.

**RESEARCH PROPOSAL**

All PhD students are required to develop a written proposal to prepare for the preliminary oral examinations. The proposal will be in the form of a standard NIH or other funding agency format. It is the responsibility of the adviser to inform the student if there are any track-specific deviations from this requirement. This preliminary proposal supports the student in outlining key questions to be addressed in further research.

**DEPARTMENTAL QUALIFYING ORAL EVALUATION**

In preparation for taking the Graduate Board oral examination, all PhD students of the Department of Environmental Health and Engineering are required to achieve satisfactory performance on a Departmental qualifying oral evaluation (DQE). This Departmental evaluation provides an opportunity for the student to demonstrate the effective verbal communication skills and the ability to engage in scientific exchange that will be tested on the official formal School-wide preliminary oral examination.
The evaluating committee will consist of five faculty members with primary or joint appointments in EHE: four from WSE (including the adviser) and one from within the Department but from BSPH. The most senior faculty member (excluding the student’s adviser) will serve as the chair of the evaluation process. Students should work with their adviser to select the faculty composition and exam time and complete the Departmental oral evaluation form provided by the office of the academic program administrator. Students must submit a copy of their thesis proposal to the committee members approximately 2 weeks prior to the exam date. (Note: no more than two of the faculty on this practice evaluation can serve in the group of 5 primary members of the Graduate Board oral examination.)

The evaluation commences with a discussion among the faculty (in the student’s absence) concerning the student’s academic performance and activity. The student is then invited back into the room and begins by presenting a 10-15-minute talk about their thesis proposal. The faculty will question the student to determine whether they are adequately prepared to conduct the research outlined in the proposal. Questions will not be confined to the proposal, but can cover any topic deemed to be fundamental to a doctoral student in their particular field. Questioning continues until all faculty members have had the opportunity to ask questions and have acquired sufficient information about the student’s knowledge and abilities. The student will then be excused from the room, and the faculty will decide whether the student performed well enough to proceed to the school-wide preliminary oral examination. If the committee feels the student is not ready, they will decide on the appropriate next step. The most common option is to simply allow more time for a student to study and practice answering questions orally, with a repeat of the Departmental practice evaluation at some specified later time. If the student doesn’t achieve an acceptable performance level at this second session, the faculty may either decide on a third and final practice session or recommend to the track directors that the student leave the PhD program. Doctoral students who are not able to continue in the program may request a transfer to one of the Departmental master’s programs. Following each of these practice evaluations, the adviser will submit a brief report summarizing the decision of the committee to the academic program administrator.

GRADUATE BOARD PRELIMINARY ORAL EXAMINATION

The Graduate Board preliminary oral examination (GBO), administered by the School’s Office of Academic Affairs under University guidelines, determines whether the student has the ability, depth, breadth, and knowledge to undertake significant doctoral-level research in their specialized area of interest. The examination should be taken at the earliest feasible time, no later than the end of the student’s third year in residence, and before significant engagement in dissertation research.

The student and their adviser are responsible for initiating arrangements for this examination. Requests for scheduling the exam must be sent to the School’s Office of Records and Registration at least one month prior to the examination; therefore, the form must be submitted in advance of this time to the academic program administrator. All members of the committee must be present at the scheduled exam location; teleconference participation is not permitted. If the student fails the preliminary oral examination and is permitted a re-examination, they must be re-examined within one year.
THESIS ADVISORY COMMITTEE

Upon successful completion of the preliminary oral examination, a thesis advisory committee will be formed to provide continuity in the evaluation of progress and development of the student. The principal responsibilities of the committee are to review the student’s dissertation proposal, to advise and guide the student’s research, and to read and evaluate the student’s final dissertation. Students work in consultation with their adviser and/or graduate program director to select members of the committee.

The committee consists of the student’s adviser and two to four other faculty members from both inside and/or outside the student’s Department with expertise in areas relating to the proposed research of the student. Membership of the committee may change as dictated by the needs of the student and direction of the research. It is required that the student will meet formally at least twice per year (every six months) with the committee, beginning six months after the successful completion of the school-wide preliminary oral examination and continuously until the final defense. At these meetings, the student will present progress on their thesis project and the committee will offer advice. For each meeting, an evaluation (completed Thesis Advisory Committee Form) of the student’s development and progress will be prepared by the adviser in consultation with the committee, discussed with the student, and submitted to the academic program administrator to be included in the student’s file. As the thesis project progresses, the committee may indicate a target date for completion of the thesis research. Noncompliance with committee meeting requirements is grounds for dismissal from the program.

FINAL ORAL DEFENSE AND PUBLIC SEMINAR

The committee of thesis readers shall conduct the oral defense of the thesis after the thesis advisory committee agrees that the candidate is ready for the formal defense (also known as Final Oral Exam or FOE). During this defense the committee shall evaluate:

1. The originality and publication potential of the research;
2. The candidate’s understanding of the details of the methodologic and analytic work;
3. The final quality of the written thesis document.

Once a date for the defense has been agreed upon by the committee of thesis readers, a formal request for the final oral defense should be submitted to the Office of Records and Registration at least one month prior to the exam date. This should be submitted in advance of the one-month period to the academic program administrator for processing. The adviser will confirm that the thesis is in a final form that is ready to be submitted to the readers and that all other School and Department requirements for the degree have been fulfilled.

The final oral examination is a defense of the thesis before a committee of at least four readers. Typically, most or all of the members of this committee were also members of the student’s thesis advisory committee. The readers include the thesis adviser and at least three other faculty members with the rank of assistant professor or higher. At least three Departments of the University, including at least two Departments within WSE must be represented. Normally, two readers are from EHE. The senior faculty member outside EHE will normally serve as chair and must hold the rank of full or associate professor.
The primary appointment of faculty members determines whether they are considered inside or outside the Department.

The thesis should be in its final form before distribution to the readers. This is confirmed by the adviser signing off on the thesis before it is distributed to the readers. Thesis readers must have at least one month to read the thesis before the final examination is held as they might have suggested revisions as well.

All doctoral candidates are required to give a formal presentation of their completed thesis work at a public seminar. Administrative staff is available to assist in scheduling a room for this event as well as advertising this event to the appropriate audience.

The Department requests one bound copy of the thesis. The School recommends using Thesis on Demand. The binding should be black, the student's name, degree and year should be on the spine, and thesis title and name on the front. The Department does not cover the cost of electronic thesis submission or binding. All Departmental copies are placed in Ames 316.

**Time to Completion**

PhD students have seven years from the time of matriculation to complete their degree requirements. However, it is expected that all doctoral students will have completed the program within five years after matriculation. Students will receive a maximum of five years of funding from the program, dependent on continued satisfactory progress. Student funding beyond five years is not available. A formally approved leave of absence does not count toward this time.
The Department of Environmental Health and Engineering offers three master’s degree programs in geography and environmental engineering and one master’s degree in occupational and environmental hygiene (with a full-time and part-time option):

- Master of Science in Engineering (MSE) in geography and environmental engineering
- Master of Science (MS) in geography and environmental engineering
- Master of Art (MA) in geography and environmental engineering
- Master of Science (MS) in occupational and environmental hygiene

These programs are designed to address the educational and training needs of students within the broad range of disciplines in the field of environmental engineering, as described below.

The **MSE in Geography and Environmental Engineering** comprises coursework which is normally completed in two semesters. MSE students have the option to complete an independent research project, submitted as a formal essay or a group project report. An MSE degree with significant research components will usually require three to four semesters for completion and is generally intended for those students planning to work in engineering practice. The MSE degree is open to students with an ABET-accredited undergraduate engineering degree or demonstrated equivalent. Students within this degree program can choose between four tracks: Contaminant Fate and Transport, Environmental Process Engineering, Water Resources Engineering, or Environmental Management and Economics. Each individual’s program of study is planned by the student in consultation with department faculty and must be approved by the faculty adviser.

The **MS in Geography and Environmental Engineering** requires a minimum of two semesters of coursework. MS students have the option to complete an independent research project, submitted as a formal essay. An additional one to two semesters are typically required to complete the degree with a research project. The MS degree is open to students with undergraduate degrees in engineering, mathematics, biology, chemistry, physics, geology and other scientific disciplines. MS students can choose from two tracks within the program: Environmental Science, or Environmental Science and Policy. MS students may also follow the tracks within the MSE degree program. Each individual’s program of study is planned by the student in consultation with department faculty and must be approved by the faculty adviser.

The **MA in Geography and Environmental Engineering** is a degree program open to students with undergraduate degrees in social sciences or the humanities. Three semesters of coursework are typically required to complete the degree and MA students have the option to complete an independent research project, submitted as a formal essay. Students can focus on one of the Department’s areas of interest or construct their own program that complements and expands their undergraduate experience. Each individual’s program of study is planned by the student in consultation with department faculty and must be approved by the faculty adviser.
The **MS in Occupational and Environmental Hygiene** typically requires six academic terms of coursework at the Bloomberg School of Public Health to complete the full-time option. MS OEH students are required to submit a formal essay. The MS OEH degree is a professional degree designed for students interested in developing or advancing professional careers in occupational and environmental risk assessment and management. Students wishing to pursue the part-time degree option are required to complete the same requirements as the full-time students. This degree option is designed for working professionals and is restricted to students actively employed in occupational and/or environmental hygiene/safety positions.

**ADVISERS**

All new master’s students will be assigned an adviser before their arrival. The adviser serves as the primary contact for the Department and will assist the student with course selection each term as well as interpretation of Departmental and School policies. Master’s students in the Geography and Environmental Engineering program who choose to complete a research project as a part of their degree may choose a research adviser separate from their adviser.

**ASSESSMENT OF PROGRESS**

Each semester the student and their adviser will review grades from the previous term. Specific goals will be determined following this review. Students must meet minimum academic standards to remain in the master’s program. A student who is experiencing academic difficulty will be notified in writing if they are expected to achieve a specific GPA during the upcoming term. Failure to meet any of the following criteria is grounds for dismissal from the program.

**CUMULATIVE GPA**

The Department requires master’s students to maintain a minimum of 2.75 cumulative grade point average. Students with a GPA falling below 2.75 will be placed on academic warning and will have one term of registration in which to raise their GPA above the threshold for their degree. The academic program administrator will notify students placed on academic warning and their performance will be reviewed by the Educational Programs Committee (EPC). All recommendations about academic standing will be then presented to the Department’s Executive Committee for final disposition. Students not meeting the minimum GPA after one term may be granted additional term(s) on academic warning if academic progress has been shown in the cumulative GPA. Students on academic warning must meet with their academic adviser and program director (or academic program administrator) each term to review their academic plan and receive approval for their course schedule prior to registering for courses.

**GRADES IN CORE COURSES**

Students must earn a minimum grade on a set of required program-specific core courses: “Pass” for courses offered only on a pass/fail basis; “C” or higher for master’s students for courses offered for letter grading. Students are permitted to apply up to two classes with a grade of “C” toward their degree. A student who earns a grade below that threshold in a course that meets a core requirement must, at the next opportunity, make a second attempt to complete the core course by repeating the same course or by completing another course that has been approved by the program director. A grade below the
**MSE in Geography and Environmental Engineering**

**Track in Contaminant Fate and Transport**

The Master of Science in Engineering track in Contaminant Fate and Transport emphasizes the student’s understanding on physical, chemical and biological phenomena that affect the movement and transformation of pollutants in the environment.

**Degree Program Requirements**

- A minimum of 30 credits including no more than 1 credit of seminar, 1 credit of intersession coursework, 1.5 credits from the Center for Leadership Education (with adviser approval) and 6 credits of independent research counting toward the 30 credits.
- At least 50 percent of the 30 credits must come from courses within the department.
- Students are permitted to apply up to two classes with a grade of “C” toward their degree. No classes with “D” or “F” can be applied.
- Five to six required courses and four to five recommended elective courses depending on track (note: in order to substitute an alternate course for a recommended elective, students must receive written approval from their adviser).
- Prerequisites (required) for the MSE program includes mathematics through differential equations and computing skills.
- AAP (Advanced Academic Programs) or EP (Engineering for Professionals) courses can be taken and counted to receive a master’s degree as long as there is sufficient rigor as deemed by the adviser. Students must have written consent from their adviser (an email will suffice) prior to signing up for the course.
- The Whiting School of Engineering strongly discourages Master’s students from using 300-level courses to count towards the required number of Master’s graduation credits. Exceptions to this rule should be reviewed on a case-by-case basis by the department. No more than two 300-level courses can be used to count towards the 30 Master’s-level credits required for graduation. Advisers must provide an email to the academic program administrator to be kept in the student’s file. The email must indicate:
  - The 300-level course has been reviewed and deemed to have acceptable rigor, and
  - Where applicable, identifying the name and course number of the class that the 300-level course will replace.
Program Track Course Requirements

Core Courses:
- EN.570.610 Engineering Microbiology
- EN.570.641 Environmental Inorganic Chemistry
- EN.570.642 Environmental Organic Chemistry
- EN.570.643 Aquatic and Biofluid Chemistry
- EN.570.652 Experimental Methods in Environmental Engineering Chemistry

Plus one course in applied mathematics, numerical analysis, or engineering mathematics, such as:
- EN.570.695 Optimization Foundations for Environmental Engineering and Policy Design
- EN.570.697 Risk and Decision Analysis
- EN.530.661 Applied Mathematics for Engineering
- EN.570.693 Economic Foundations for Environmental Engineering and Policy Design

Students should select elective courses from the list of recommended electives appropriate for each track. Students may substitute an alternate course for a recommended elective and should seek approval from their faculty adviser before registering for the substituted course.

Recommended electives include:
- EN.570.446 Biological Process of Wastewater Treatment
- EN.570.657 Air Pollution
- EN.570.619 Methods in Microbial Community Analysis
- EN.570.647 Hydrologic Transport in the Environment
- AS.270.641 Present and Future Climate

Note that EN.570.676 Stochastic Programming will not be offered in the Fall 2018 semester. Approved replacements for this course for the Fall 2018-Spring 2019 academic year include:
- EN.560.348 Probability & Statistics for Engineers
- EN.560.442 Equilibrium Models in Systems Engineering
- EN.550.439 Time Series Analysis
- EN.550.453 Mathematical Game Theory
- EN.520.601 Introduction to Linear Systems Theory
MSE in Geography and Environmental Engineering

Track in Environmental Process Engineering

The Master of Science in Engineering track in Environmental Process Engineering involves the analysis and design of processes of water treatment, waste treatment and environmental remediation, and includes a solid grounding in the chemical, biological and physical principles underlying treatment and remediation technologies.

Degree Program Requirements

- A minimum of 30 credits including no more than 1 credit of seminar, 1 credit of intersession coursework, 1.5 credits from the Center for Leadership Education (with adviser approval) and 6 credits of independent research counting toward the 30 credits
- At least 50 percent of the 30 credits must come from courses within the department
- Students are permitted to apply up to two classes with a grade of “C” toward their degree. No classes with “D” or “F” can be applied
- Five to six required courses and four to five recommended elective courses depending on track (note: in order to substitute an alternate course for a recommended elective, students must receive written approval from their adviser)
- Prerequisites (required) for the MSE program includes mathematics through differential equations and computing skills.
- AAP (Advanced Academic Programs) or EP (Engineering for Professionals) courses can be taken and counted to receive a master’s degree as long as there is sufficient rigor as deemed by the adviser. Students must have written consent from their adviser (an email will suffice) prior to signing up for the course.
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  - The 300-level course has been reviewed and deemed to have acceptable rigor, and
  - Where applicable, identifying the name and course number of the class that the 300-level course will replace
Program Track Course Requirements

Core Courses:
- EN.570.610 Engineering Microbiology
- EN.570.643 Aquatic and Biofluid Chemistry
- EN.570.644 Physical and Chemical Processes
- EN.570.446 Biological Process of Wastewater Treatment
- EN.570.648 Physical and Chemical Processes II
- EN.570.652 Experimental Methods in Environmental Engineering Chemistry

Plus one course in applied mathematics, numerical analysis, or engineering mathematics, such as:
- EN.570.695 Optimization Foundations for Environmental Engineering and Policy Design
- EN.570.697 Risk and Decision Analysis
- EN.570.693 Economic Foundations for Environmental Engineering and Policy Design

Additional Requirements: an introductory fluid mechanics course. If this prerequisite is lacking, it can be taken as part of the course of study, but the credits will not be counted toward the 30-credit requirement.

Students should select elective courses from the list of recommended electives appropriate for each track. Students may substitute an alternate course for a recommended elective and should seek approval from their faculty adviser before registering for the substituted course.

Recommended electives include:
- At least one course in Geomorphology, Hydrology or Ecology
- At least one course in Systems Analysis and Economics
- EN.570.642 Environmental Organic Chemistry
- EN.570.691 Hazardous Waste Engineering and Management

Note that EN.570.676 Stochastic Programming will not be offered in the Spring 2018 semester. Approved replacements for this course for the Fall 2017-Spring 2018 academic year include:
- EN.570.616 Data Analytics in Environmental Health and Engineering
- EN.560.348 Probability & Statistics for Engineers
- EN.560.442 Equilibrium Models in Systems Engineering
- EN.550.439 Time Series Analysis
- EN.550.453 Mathematical Game Theory
- EN.520.601 Introduction to Linear Systems Theory
MSE in Geography and Environmental Engineering

Track in Environmental Management and Economics

The Master of Science in Engineering track in Environmental Management and Economics, commonly referred to as “Systems” within the Department, focuses on using models of physical and economic systems to analyze and improve the design of public policies and environmental control systems.

Degree Program Requirements

- A minimum of 30 credits including no more than 1 credit of seminar, 1 credit of intersession coursework, 1.5 credits from the Center for Leadership Education (with adviser approval) and 6 credits of independent research counting toward the 30 credits.
- At least 50 percent of the 30 credits must come from courses within the department.
- Students are permitted to apply up to two classes with a grade of “C” toward their degree. No classes with “D” or “F” can be applied.
- Five to six required courses and four to five recommended elective courses depending on track (note: in order to substitute an alternate course for a recommended elective, students must receive written approval from their adviser).
- Prerequisites (required) for the MSE program includes mathematics through differential equations and computing skills.
- AAP (Advanced Academic Programs) or EP (Engineering for Professionals) courses can be taken and counted to receive a master’s degree as long as there is sufficient rigor as deemed by the adviser. Students must have written consent from their adviser (an email will suffice) prior to signing up for the course.
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  - The 300-level course has been reviewed and deemed to have acceptable rigor, and
  - Where applicable, identifying the name and course number of the class that the 300-level course will replace.
Program Track Course Requirements

Core Courses:
• EN.570.693 Economic Foundations for Environmental Engineering and Policy Design
• EN.570.695 Optimization Foundations for Environmental Engineering and Policy Design
• EN.570.697 Risk and Decision Analysis

Students should select elective courses from the list of recommended electives appropriate for each track.
Students may substitute an alternate course for a recommended elective and should seek approval from their faculty adviser before registering for the substituted course.

Recommended electives include:
• At least one course in physical, chemical, or biological processes
• EN.570.618 Multiobjective Programming and Planning
• EN.570.631 Collaborative Modeling for Resolving Water Resources Disputes
• EN.570.676 Stochastic Programming (**Not offered in the Fall 2018 semester)

Note that EN.570.676 Stochastic Programming will not be offered in the Fall 2018 semester. Approved replacements for this course for the Fall 2018-Spring 2019 academic year include:
• EN.570.616 Data Analytics in Environmental Health and Engineering
• EN.560.348 Probability & Statistics for Engineers
• EN.560.442 Equilibrium Models in Systems Engineering
• EN.550.439 Time Series Analysis
• EN.550.453 Mathematical Game Theory
• EN.520.601 Introduction to Linear Systems Theory
MSE in Geography and Environmental Engineering

Track in Water Resources Engineering

The Master of Science in Engineering track in Water Resources Engineering combines a solid grounding in environmental fluid mechanics and hydrology with electives in modeling, water development planning, policy and contaminant fate and transport.

Degree Program Requirements

- A minimum of 30 credits including no more than 1 credit of seminar, 1 credit of intersession coursework, 1.5 credits from the Center for Leadership Education (with advisor approval) and 6 credits of independent research counting toward the 30 credits
- At least 50 percent of the 30 credits must come from courses within the department
- Students are permitted to apply up to two classes with a grade of “C” toward their degree. No classes with “D” or “F” can be applied
- Five to six required courses and four to five recommended elective courses depending on track (note: in order to substitute an alternate course for a recommended elective, students must receive written approval from their advisor)
- Prerequisites (required) for the MSE program includes mathematics through differential equations and computing skills.
- AAP (Advanced Academic Programs) or EP (Engineering for Professionals) courses can be taken and counted to receive a master’s degree as long as there is sufficient rigor as deemed by the advisor. Students must have written consent from their advisor (an email will suffice) prior to signing up for the course.
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  - The 300-level course has been reviewed and deemed to have acceptable rigor, and
  - Where applicable, identifying the name and course number of the class that the 300-level course will replace
Program Track Course Requirements

Core Courses:
- EN.570.653 Hydrology
- EN.570.395 Principles of Estuarine Environment: Chesapeake Bay
- AS.270.405 Modeling the Hydrological Cycle

**Note: the approved replacement for AS.270.405 Modeling the Hydrological Cycle is EN.570.412 Landscape Hydrology and Watershed Analysis. Plus one course in applied mathematics, numerical analysis, or engineering mathematics, such as:
- EN.570.695 Optimization Foundations for Environmental Engineering and Policy Design
- EN.570.697 Risk and Decision Analysis

Additional Requirements: an introductory fluid mechanics course. If this prerequisite is lacking, it can be taken as part of the course of study, but the credits will not be counted toward the 30-credit requirement. Students should select elective courses from the list of recommended electives appropriate for each track. Students may substitute an alternate course for a recommended elective and should seek approval from their faculty adviser before registering for the substituted course.

Recommended electives include:
- At least one course in Systems Analysis or Economics
- EN.570.631 Collaborative Modeling for Resolving Water Resources Disputes
- EN.570.643 Aquatic and Biofluid Chemistry
- EN.570.644 Physical and Chemical Processes
- EN.570.693 Economic Foundations for Environmental Engineering and Policy Design

Note that EN.570.676 Stochastic Programming will not be offered in the Fall 2018 semester. Approved replacements for this course for the Fall 2018-Spring 2019 academic year include:
- EN.560.348 Probability & Statistics for Engineers
- EN.560.442 Equilibrium Models in Systems Engineering
- EN.550.439 Time Series Analysis
- EN.550.453 Mathematical Game Theory
- EN.520.601 Introduction to Linear Systems Theory
MS in Geography and Environmental Engineering

Track in Environmental Science

The Master of Science track in Environmental Science provides a broad yet rigorous background for environmental professionals. Using the department’s areas of interest, study and research as guides and in consultation with their advisers, MS students can construct their own concentration that complements and expands their interests and professional goals. Additionally, MS students can choose to follow or pull from the MSE concentration tracks: Contaminant Fate & Transport, Environmental Management and Economics, Environmental Process Engineering, and Water Resources Engineering.

Degree Program Requirements

• A minimum of 30 credits including no more than 1 credit of seminar, 1 credit of intersession course work, 1.5 credits from the Center for Leadership Education (with adviser approval) and 6 credits of independent research counting toward the 30 credits
• At least 50 percent of the 30 credits must come from courses within the department
• Students are permitted to apply up to two classes with a grade of “C” toward their degree. No classes with “D” or “F” can be applied
• AAP (Advanced Academic Programs) or EP (Engineering for Professionals) courses can be taken and counted to receive a master’s degree as long as there is sufficient rigor as deemed by the adviser. Students must have written consent from their adviser (an email will suffice) prior to signing up for the course.
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  • The 300-level course has been reviewed and deemed to have acceptable rigor, and
  • Where applicable, identifying the name and course number of the class that the 300-level course will replace

Program Track Course Requirements

Four courses are recommended in environmental science, including the following:
• EN.570.644 Physical and Chemical Processes I
• EN.570.646 Biological Process of Wastewater Treatment
• EN.570.648 Physical and Chemical Processes II

The other environmental science courses should be chosen from the following:
• EN.570.610 Engineering Microbiology
• EN.570.642 Environmental Organic Chemistry
• EN.570.643 Aquatic and Biofluid Chemistry
• EN.570.691 Hazardous Waste Engineering and Management
MS in Geography and Environmental Engineering

Track in Environmental Science and Policy

The Master of Science track in Environmental Science and Policy provides a broad yet rigorous background for environmental professionals.

Using the department’s areas of interest, study, and research as guides and in consultation with their advisers, MS students can construct their own concentration that complements and expands their interests and professional goals incorporating economics and systems courses. Additionally, MS students can choose to follow or pull from the MSE concentration tracks: Contaminant Fate & Transport, Environmental Management and Economics, Environmental Process Engineering and Water Resources Engineering.

Degree Program Requirements

- A minimum of 30 credits including no more than 1 credit of seminar, 1 credit of intersession course work, 1.5 credits from the Center for Leadership Education (with adviser approval) and 6 credits of independent research counting toward the 30 credits
- At least 50 percent of the 30 credits must come from courses within the department
- Students are permitted to apply up to two classes with a grade of “C” toward their degree. No classes with “D” or “F” can be applied
- AAP (Advanced Academic Programs) or EP (Engineering for Professionals) courses can be taken and counted to receive a master’s degree as long as there is sufficient rigor as deemed by the adviser. Students must have written consent from their adviser (an email will suffice) prior to signing up for the course.
- The Whiting School of Engineering strongly discourages Master’s students from using 300-level courses to count towards the required number of Master’s graduation credits. Exceptions to this rule should be reviewed on a case-by-case basis by the department. No more than two 300-level courses can be used to count towards the 30 Master’s-level credits required for graduation. Advisers must provide an email to the academic program administrator to be kept in the student’s file. The email must indicate:
  - The 300-level course has been reviewed and deemed to have acceptable rigor, and
  - Where applicable, identifying the name and course number of the class that the 300-level course will replace
Program Track Course Requirements

Core courses in environmental policy include:
• EN.570.695 Optimization Foundations for Environmental Engineering and Policy Design
• EN.570.693 Economic Foundations for Environmental Engineering and Policy Design

Choose at least two from the following:
• EN.570.610 Engineering Microbiology
• EN.570.642 Environmental Organic Chemistry
• EN.570.643 Aquatic and Biofluid Chemistry
• EN.570.691 Hazardous Waste Engineering and Management

Choose at least one of the following:
• EN.570.697 Risk and Decision Analysis
• EN.570.607 Energy Policy and Planning Models
• EN.570.657 Air Pollution
• EN.570.676 Stochastic Programming

Additional recommended courses:
• EN.570.645 Physical and Chemical Processes I
• EN.570.648 Physical and Chemical Processes II

The final courses will be a project or electives in environmental science, engineering, policy, statistics or systems that are appropriate to the student’s goals and approved by a faculty adviser.
The Master of Science (MS) in Occupational and Environmental Hygiene (OEH) program is a professional degree designed for students interested in developing or advancing professional careers in occupational and environmental risk assessment and management. This program is part of the Department’s NIOSH-sponsored Education and Research Center in Occupational Safety and Health. Graduates of the program are employed in consulting, private industry and/or government, and they are also prepared to pursue doctoral studies in environmental health sciences. The program may be undertaken on a full-time or part-time/online basis and both options confer the same degree.

The OEH program has four broad educational objectives for both part-time and full-time students:

1. Recognize, evaluate, and control factors in the workplace and the environment that may cause illness, injury, or impairment;
2. Develop functional skills in five core areas identified for professional programs (biostatistics, epidemiology, administration, education/behavioral sciences, and environmental health) specific to the practice of occupational and environmental hygiene.
3. Prepare for an immediate career through comprehensive education and training; and
4. Provide a breadth of professional knowledge needed to pursue further education in environmental health.

For students particularly interested in careers in occupational hygiene the program is accredited by the Applied and Natural Science Accreditation Commission (ANSAC) of the Accreditation Board for Engineering and Technology (ABET), and is designed to prepare students for the Certified Industrial Hygienist (CIH) examination administered by the American Board of Industrial Hygiene (ABIH). Training in the program covers principles of risk assessment and management in the workplace and in the general environment. Coursework includes toxicology, epidemiology, biostatistics, occupational health, occupational and environmental hygiene, air pollution, environmental sampling, exposure assessment, and program management, as well as risk assessment, risk management and risk communication.

**Part-time/Online Option**

The MS in Occupational and Environmental Hygiene program offers a part-time/online option with courses taken both online and on campus during the School’s Summer and Winter Institutes. The part-time option has the same academic requirements as the full-time option. Upon enrollment, students will work with their adviser to develop a course plan for completion of the degree. The part-time program is designed for working professionals and is restricted to students actively employed in occupational and/or environmental hygiene/safety positions.
**Internship or Independent Professional Project & Essay Requirement**

As a requirement of the MS OEH program, each student must complete an independent professional project (IPP) and write a culminating essay that is presented in a formal seminar. The IPP can be completed as part of the internship experience for full-time students or in the context of a student’s employment for part-time students. The essay is intended to serve as an integrating experience for the students. The content is based on an occupational or environmental health problem that is pertinent to the educational goals of the student and approved by the advisor. The essay is typically the product of an internship or employment experience. The essay represents a substantive application of professional technical skills through the process of collecting and summarizing data and reviewing appropriate literature. Where possible, students are encouraged to pursue projects that can lead to a publishable manuscript.

The full-time program includes a three-month internship. The internship is designed to provide professional experience tailored to the needs and interests of each student. During the internship, the student is expected to assume independent responsibility for a project, which is described in a culminating paper that serves as a review of the entire educational experience. Internship placements for full-time students are evaluated by asking field mentors to evaluate the student performance and each student to evaluate their internship. Students will register for 182.810 MS Field Placement.

Students in the part-time option complete an IPP as a part of their employment. In most cases a local mentor will be identified at the student’s place of employment. If a suitable mentor does not exist, a program faculty member will serve as the project mentor. Students enrolled in the part-time program will also register for 182.810 MS Field Placement.

**Students Seeking Additional Research/Internship Opportunities**

Additional laboratory and internship opportunities are assessed on a case-by-case basis and should be discussed with your advisor before starting any work. Students who would like credit for working in a faculty lab can register for 182.845. Students who would like credit for additional internship hours outside of JHU can enroll in 182.810. This is applicable both for domestic students and international students who need to meet visa requirements.
### First Term

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Day/Time</th>
<th>Credits</th>
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<tbody>
<tr>
<td>140.621.01</td>
<td>Statistical Methods in Public Health I</td>
<td>TTh 10:30 - 11:50*</td>
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<tr>
<td>340.721.01</td>
<td>Epidemiologic Inference in Public Health I **</td>
<td>MW 10:30 - 11:20*</td>
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<tr>
<td>187.610.01</td>
<td>Public Health Toxicology **</td>
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<td>188.680.81</td>
<td>Fundamentals of Occupational Health</td>
<td>Online</td>
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<td>182.845.01</td>
<td>MS Special Studies &amp; Research</td>
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### Second Term

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<tr>
<td>140.622.01</td>
<td>Statistical Methods in Public Health II</td>
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<tr>
<td>182.621.01</td>
<td>Introduction to Ergonomics</td>
<td>F 8:30 - 11:50</td>
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<td>182.614.01</td>
<td>Industrial Hygiene Laboratory</td>
<td>TTh 1:30 – 4:50</td>
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<tr>
<td>182.625.01</td>
<td>Principles of Occupational and Environmental Hygiene</td>
<td>W F 1:30-3:20</td>
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<tr>
<td>140.623.01</td>
<td>Statistical Methods in Public Health III</td>
<td>TTh 10:30 - 11:50*</td>
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<tr>
<td>182.623.01</td>
<td>Occupational Health Management **</td>
<td>M 1:30 - 3:50</td>
<td>3</td>
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<tr>
<td>182.613.01</td>
<td>Exposure Assmt. Techniques for Health Risk Mgmt **</td>
<td>TTh 3:30 – 4:50</td>
<td>3</td>
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<tr>
<td>182.845.01</td>
<td>MS Special Studies &amp; Research</td>
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<tr>
<td>180.628.81</td>
<td>Intro to Environmental &amp; Occupational Health Law</td>
<td>Online</td>
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<tr>
<td>305.615.01</td>
<td>Occupation Injury Prevention and Safety Policy and Practice</td>
<td>T 3:30 - 5:20</td>
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<tr>
<td>188.681.01</td>
<td>Onsite Evaluation of Workplace and Occupational Health Programs</td>
<td>M 8:30 - 11:50 and W 8:30 - 4:50</td>
<td>5</td>
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<tr>
<td>182.845.01</td>
<td>MS Special Studies &amp; Research</td>
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**Summer – No registration required**
### Core Curriculum Year 2 - 2019-20

#### First Term (Fifth term of program)

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<th>Number</th>
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<tr>
<td>182.631.01</td>
<td>Ventilation and Hazard Control</td>
<td>Online</td>
<td>4</td>
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<tr>
<td>182.615.01</td>
<td>Airborne Particles</td>
<td>Online</td>
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<tr>
<td>317.600.01</td>
<td>Introduction to the Risk Sciences and Public Policy **</td>
<td>MW 5:00 - 6:50</td>
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<td>182.810.01</td>
<td>MS Field Placement</td>
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<tr>
<td>182.850.01</td>
<td>MS Essay</td>
<td>TBA</td>
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<tr>
<td>182.845.01</td>
<td>MS Special Studies &amp; Research</td>
<td>TBA</td>
<td>1</td>
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#### Second Term (Sixth term of program)

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<tr>
<td>182.637.01</td>
<td>Noise and Other Physical Agents in the Environment **</td>
<td>WF 1:30 - 3:20</td>
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<tr>
<td>317.610.01</td>
<td>Risk Policy, Management and Communication **</td>
<td>MW 5:00 - 6:30</td>
<td>3</td>
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<tr>
<td>182.850.01</td>
<td>MS Essay</td>
<td>TBA</td>
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<td>182.845.01</td>
<td>MS Special Studies &amp; Research</td>
<td>TBA</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td></td>
<td>varies</td>
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</tbody>
</table>

Check current schedule for all course and/or lab times: 2019-20 Course Catalog

*Laboratory at different time

**Also offered online (usually different term)

In addition, all students are required to complete 550.860.82 Academic & Research Ethics. This online course must be completed during the first term after matriculation.

Note: It is permissible to substitute the online versions of noted courses in place of the face-to-face versions. Online versions of courses are usually offered in different terms and may require rearrangement of other courses. Check with your adviser.
Part-time/Online Master of Science in Occupational and Environmental Hygiene
Core Curriculum Year 1 - 2019-20

First Term (online)

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<tr>
<th>Number</th>
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<tr>
<td>188.680.81</td>
<td>Fundamentals of Occupational Health</td>
<td>3</td>
</tr>
<tr>
<td>140.611.81</td>
<td>Statistical Reasoning I</td>
<td>3</td>
</tr>
<tr>
<td>182.622.81</td>
<td>Ventilation and Hazard Control</td>
<td>4</td>
</tr>
<tr>
<td>182.615.81</td>
<td>Airborne Particles</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Online Seminar in Occupational and Environmental Hygiene (1 per month)</td>
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Second Term (online)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>187.610.81</td>
<td>Public Health Toxicology</td>
<td>4</td>
</tr>
<tr>
<td>140.612.81</td>
<td>Statistical Reasoning II</td>
<td>3</td>
</tr>
<tr>
<td>182.623.81</td>
<td>Occupational Health Management</td>
<td>3</td>
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<tr>
<td>305.615.81</td>
<td>Occupation Injury Prevention and Safety Policy and Practice (Available starting 2020-2021 academic year)*</td>
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<tr>
<td></td>
<td>Online Seminar in Occupational and Environmental Hygiene (1 per month)</td>
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Winter Institute (East Baltimore Campus)

<table>
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<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>182.631.13</td>
<td>Principles of Occupational Safety</td>
<td>2</td>
</tr>
<tr>
<td>140.613.13</td>
<td>Data Analysis Workshop I</td>
<td>2</td>
</tr>
<tr>
<td>140.614.13</td>
<td>Data Analysis Workshop II</td>
<td>2</td>
</tr>
<tr>
<td>182.621.13</td>
<td>Introduction to Ergonomics</td>
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Third Term (online)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>317.600.81</td>
<td>Introduction to the Risk Sciences and Public Policy</td>
<td>4</td>
</tr>
<tr>
<td>340.721.81</td>
<td>Epidemiologic Inference in Public Health I</td>
<td>5</td>
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<tr>
<td>182.637.81</td>
<td>Noise and Other Physical Agents in the Environment</td>
<td>4</td>
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<tr>
<td>182.613.81</td>
<td>Exposure Assessment Techniques for Health Risk Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Online Seminar in Occupational and Environmental Hygiene (1 per month)</td>
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</table>
Fourth Term (online)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>182.625.81</td>
<td>Principles of Occupational and Environmental Hygiene</td>
<td>4</td>
</tr>
<tr>
<td>317.610.81</td>
<td>Risk Policy, Management and Communication</td>
<td>3</td>
</tr>
<tr>
<td>180.628.81</td>
<td>Introduction to Environmental and Occupational Health Law</td>
<td>4</td>
</tr>
<tr>
<td>182.860.81</td>
<td>Special Studies Seminar in Occupational and Environmental Hygiene</td>
<td>2**</td>
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</tbody>
</table>

*Currents may use either “Occupation Injury Prevention and Safety Policy and Practice” or “Principles of Occupational Safety” to satisfy their requirements.

**2 credit hours for 182.860.81 (1 credit per year, registration takes place in term 4)

Summer Institute (East Baltimore Campus)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Day/Time</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>182.614.11</td>
<td>Industrial Hygiene Laboratory (offered every other year alternating with Onsite Evaluation of Workplace and Occupational Health Programs – will be offered in June 2019 &amp; 2021)</td>
<td>TBA</td>
<td>5</td>
</tr>
<tr>
<td>188.681.11</td>
<td>Onsite Evaluation of Workplace and Occupational Health Programs (offered every other year alternating with Industrial Hygiene Laboratory - will be offered in 2020 &amp; 2022)</td>
<td>TBA</td>
<td>5</td>
</tr>
</tbody>
</table>

Other

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Day/Time</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>182.810.01</td>
<td>MS Field Placement</td>
<td>TBA</td>
<td>1</td>
</tr>
<tr>
<td>182.850.01</td>
<td>MS Essay</td>
<td>TBA</td>
<td>2</td>
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</table>

Successful completion of 3 credits related to the Independent Professional Project (IPP) is required for completion of the program. The related course requirements will be undertaken over several terms. Students should register for these classes on the following basis: 1 credit will be awarded for 182.810 upon submission of the IPP proposal and completion of the IPP data collection; 1 credit will be awarded for 182.850 upon submission of a completed draft of the essay; and 1 credit will be awarded for 182.850 upon submission of a final draft of the essay and the formal presentation of a seminar on the IPP to faculty and fellow students. The registration timeline for these courses is decided between the student and their adviser.

Total Program Credits 77 Credits