

# GENOMICS AND SOCIETY MENTORSHIP PROGRAM (GSMP) POLICIES

## Goals of the Program

The goals of GSMP include providing trainees:

- A graduate level research experience at the Berman Institute of Bioethics in partnership with colleagues in the Johns Hopkins School of Public Health and School of Medicine.
  - A means to explore academic advancement and career opportunities in bioethics.
  - Opportunities for professional growth and access to resources.
  - A network of supportive colleagues and faculty.
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## Faculty Mentor Expectations/Guidelines

The Faculty Mentor will assume the role of supervising and evaluating a trainee for the GSMP.

Additional responsibilities include:

- Orienting the trainee to the research department, including history, safety rules, policies, staff and priorities.
  - Providing the trainee with adequate workspace and necessary support systems (e.g., copying, computing, essential data, and clerical assistance).
  - Providing the trainee with adequate guidance, mentorship, and support to complete a successful summer research experience.
  - Establishing learning goals/objectives and work schedule with trainee.
  - Providing ongoing performance feedback and support. An evaluation form will be provided.
  - Referring to the GSMP calendar of events in support of the trainee's expected attendance to seminars, professional development experiences and other associated events.
  - Providing a co-mentor if primary mentor will be absent from trainee site for time exceeding five consecutive business days.
  - Serving as an Abstract and Poster Referee for the preparation of the closing Poster Presentation Session.
  - Consulting with Dr. Debra Mathews or Penny White if you have GSMP administrative questions or concerns regarding a trainee.
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## Trainee Expectations

GSMP Trainees are expected to perform according to the following standards:

- Full compliance with GSMP and Berman Institute policies, including COVID policies.
- Trainees are responsible for working with their mentor to establish their own personal learning objectives.
- Attending all events listed on GSMP calendar. Scheduled events are mandatory unless noted otherwise.

- Communicating professionally, effectively, and clearly regarding projects, needs, absences, etc.
- Punctuality for all sessions.
- Participation is not optional; trainees are expected to participate in seminars throughout their project.
- Consulting with mentor regarding office/lab hours and requirements.
- Completing and submitting all internship assignments (research, leadership, and program assignments) on time.
- Trainees are expected to exercise the highest integrity in collecting, analyzing, and presenting research data.
- Social media regarding GSMP should be professional and mature.
- In the event a trainee fails to meet expectations and/or disregards any GSMP policies, we reserve the right to terminate the internship and stipend at any time.
- Consult with Dr. Mathews ([dmathews@jhu.edu](mailto:dmathews@jhu.edu)) or Penny White ([pwhite17@jhu.edu](mailto:pwhite17@jhu.edu)) if you have GSMP questions or concerns.

#### **GSMP 2022 Timeline:**

<b>May 29, 2022:</b>	<b>Move-in date</b>
<b>May 31, 2022:</b>	<b>Orientation *Lunch with faculty/post docs</b>
<b>June 1, 2022:</b>	<b>Report to projects for first full day with mentor for project orientation</b>
<b>June 6-10, 2022:</b>	<b>Summer Institute courses</b>
<b>June 13, 2022:</b>	<b>Return to working w/ mentor</b>
<b>August 5, 2022:</b>	<b>Last day of program</b>

## Genomics & Society Mentorship Program Policies

### Attendance Policy

The attendance policy is as follows:

1. Interns are expected to attend all GSMP calendar events unless noted otherwise.
2. Internship hours vary by project and mentor. Hours spent on your research project should be discussed and agreed upon with your mentor during the first week of the internship, but are expected to be 30-35 hours/week (~2-4 hours of additional time will be spent in GSMP activities).
3. In the event that an intern is unable to attend a particular event or needs to be absent, they are to contact their mentor and the GSMP program staff ASAP in writing and clearly state the reason for their requested absence.

In the event an intern disregards the attendance policy, they will receive a written warning. After the third written warning, we reserve the right to terminate the internship and stipend at any time. Examples of disregarding the policy are as follows:

1. Arriving late without a call/email to their mentor and/or program manager or staff.
2. Arriving late on a consistent basis.
3. Failing to arrive to work at all.
4. Leaving early without permission.
5. Leaving for an inappropriate amount of time during the day without permission.

### Housing Policy:

Violation of any JHU Housing Policies is grounds for immediate dismissal.

**Lost Key Card Fee: \$125.00**

**Lost Parking Card Fee: \$25.00**

***Fees are the responsibility of the intern.***

“Any personal items remaining in rooms after check-out will be discarded. A fee of \$25.00 will be charged for each access card given for distribution that is not returned to the University at check-out. A \$125.00 lock change fee will be assessed for each unreturned key. Daily

maintenance and cleanliness of the participant's rooms will be the responsibility of the participants and ensuring food and trash is being properly disposed of in trash containers on the floors during intermittent periods between custodial cleanings. Rooms should be vacated in good condition at the end of the Reservation Period. Excessive trash left around the room, dirty dishes, items left behind, and any damages will result in additional charges to the post invoice. Parking is charged daily or monthly, whichever is cheaper. Parking is charged from the date the card is checked out until the date the card is returned regardless of whether the vehicle is parked or not. Any parking cards not returned are charged a \$25 replacement fee.”

**GSMP Alcohol and Drug Policy:** For the duration of the program, **May 29, 2022- Aug 6, 2022**, alcohol and drugs are not permitted within the dorm or at any events regardless of age. Violation of this policy is grounds for immediate dismissal from the program.

**Ethical Standards:**

The strength of the university depends on academic and personal integrity. During the course of your internship, you must be honest and truthful. Ethical violations include cheating on experiments, plagiarism, reuse of assignments, improper use of the Internet and electronic devices, unauthorized collaboration, alteration of graded assignments, forgery and falsification, lying, facilitating academic dishonesty, and unfair competition. See the guide on "Academic Ethics for Undergraduates" and the Ethics Board web site (<http://ethics.jhu.edu>) for more information. Violation of these policies is grounds for immediate dismissal from the program.

**JHU Sexual Misconduct Policy and Procedures:**

The full policy is found here: <http://sexualassault.jhu.edu/policies-laws/#Section IV - Reporting Sexual Misconduct>. Please refer to your folder for the first few pages of the policy which outline prohibited conduct. For summer programs, allegations of misconduct are handled by the program administration. Any violation of the Sexual Misconduct Policy is grounds for immediate termination and dismissal from the program.

**Dress Code:**

On GSMP seminar and professional development days (usually Tuesdays and Thursdays) please wear business casual attire. This means:

- No shorts
- No T-shirts
- No halter tops/low cut tank tops/ crop tops
- No spaghetti strap dresses/ tank tops without a jacket or sweater.
- No tube tops
- No mini skirts
- No workout apparel/spandex
- Jeans are permitted without rips and tears
- No sheer tops (undergarments should not be visible)

**Proper Attire for Research Project:** Projects vary by intern and mentor. As such, you should inquire with your mentor about proper dress while working on your project. If you are in a wet lab, there will be specific guidelines for appropriate dress to ensure safety. These will be addressed during orientation but the general university policy is as follows:

"Shorts, miniskirts or any apparel that does not cover the skin above the knee when seated shall NOT be worn in the laboratory without appropriate over protection. (e.g. a buttoned laboratory coat or closed front gown.) Open toed shoes, sandals or shoes made of loosely woven material shall not be worn in the laboratory. Gloves shall be worn whenever there is a potential exposure of the hands to hazardous materials. The gloves must afford the necessary resistance to the hazardous material being used. Gloves should be removed before leaving the laboratory. Specialized protective clothing shall be worn when using hazardous materials that are extremely hazardous upon contact with skin."

**Time Sheets**

All interns are required to complete weekly timesheets (including those paid directly via home institutions). All information recorded on the timesheet must accurately reflect the time worked. Lunch breaks are 30 minutes. Ethical violations including forged signatures and/or

falsified hours are grounds for immediate dismissal. **Timesheet policy violations are grounds for immediate dismissal from the program.**

Timesheets are to be signed by faculty mentor but can be forwarded by either the student or the mentor to Penny White (email or printed) every Monday by 4 pm: [pwhite17@jhu.edu](mailto:pwhite17@jhu.edu). (Cc to lshephe4@jhu.edu)

### ***Sample Weekly Time Sheet***

Trainee Name: Michelle Berman		JHED ID: mberma16
Project Title: XYZ Project (please confirm w/ mentor)		
Primary Mentor: Dr. Lewis Conrad		Week Ending: 04/15/22
<b>Date</b>	<b>Task/Project Description</b>	<b># Hours</b>
04/11/22	Meeting w/ Dr. Conrad (10-11AM) , GSMP (11-1PM), Project & Background Editing (5-9:30PM)	7.5
04/12/22	Informational Interview (9-10 AM), Info Int. Research & Email Dr. Carrese (10AM-3:30PM)	6.5
04/13/22	Literature review, coding modules & methods, meeting w/ Dr. Conrad's GA	6.5
04/14/22	Dept Seminar (9-10AM), lit review (12-3PM), writing (3-5PM)	7
04/15/22	Discussion re: NVivo - qualitative data software that will be used for analysis (9-10:30AM), read/annotated documents (11AM-2PM), discussion about presentation components & requirements for each section (2:30-5PM)	7
<b>Total Hours</b>		34.5

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*Trainee Signature & Date*

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*Mentor Signature & Date*

*This time sheet should be completed weekly, signed by both trainee and mentor. Please*

*forward signed form to [pwhite17@jhu.edu](mailto:pwhite17@jhu.edu) (Cc to [lshephe4@jhu.edu](mailto:lshephe4@jhu.edu)) by 4pm each Monday.*

### **Important Contact Information**

#### **Payroll Info**

Jazzlyn Braswell, Budget Specialist/HR Coordinator

([jbrazwe4@jhu.edu](mailto:jbrazwe4@jhu.edu))

#### **GSMP Office**

Penny White: (410) 614-5580, ([pwhite17@jhu.edu](mailto:pwhite17@jhu.edu))

Debra Mathews: (410) 614-5581 ([dmathews@jhu.edu](mailto:dmathews@jhu.edu))

**Deering Hall | 1809 Ashland Avenue, Baltimore, MD 21205**

#### **Emergency Contact Info:**

#### **Security**

JHMI Security and Escort Requests (24/7): (410) 955-5585

East Baltimore Shuttle Info Service: (410) 502-6880

Homewood JHU Security (24/7): (410) 516-7777

Homewood JHU Escort: (410) 516-8700

Student Copy

**Dismissal Procedures**

Failure to comply with the dress code and attendance policies, will result in a written warning for each infraction. Any intern receiving 3 written warnings will be evaluated by the GSMP committee for dismissal from the summer program, and their advisor and/or sponsoring program advisors will also be notified.

**Ethical violations, alcohol policy violations, housing violations, and timesheet policy violations are grounds for immediate dismissal from the program.**

Dismissal from the program means that any remaining stipend funding from JHSPH will be terminated and intern must vacate their on-campus housing within 3 days of receiving notification. Interns dismissed from GSMP are also ineligible for any potential Berman Institute scholarships provided upon admission into a qualifying JHSPH graduate program.

By signing this document, I acknowledge that I have received a copy of GSMP and JHU policies and expectations and have read and understand the information contained in this document.

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(Printed Name)    (Date)

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(Signature)



Office Copy

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(Printed Name)    (Date)

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(Signature)

## Genomics & Society Mentorship Program (GSMP)

### SUMMER 2022 POLICY AGREEMENT

May 29 – August 6, 2022

I, \_\_\_\_\_, give my acknowledgement and acceptance of all GSMP and JHU policies and procedures outlined to me prior to the start of the 10 week program. I understand that I agreeing to the following terms:

- I will arrive on time and attend all scheduled events and seminars that are listed on the GSMP calendar. These events are not optional unless otherwise stated by the program or my mentor.
- I will complete and submit all internship assignments including but not limited to leadership, research, and program assignments at the proper given time.
- I will honor dress code policies (business casual for seminars/professional development, proper attire for projects) outlined by the program and or my mentor(s).
- I will be punctual and conduct myself in a professional and mature manner, and with integrity at all times.
- I will complete my 35-40 hour work weeks and nothing less; unless instructed otherwise.
- I will pay any outstanding fees pertaining to lost key cards and/or parking cards.
- I will submit my timesheets according to the timesheet policy. Timesheet policy violations are grounds for immediate dismissal from the program.
- I will comply with GSMP and JHU COVID policies.

\_\_\_\_\_  
(Printed Name)    (Date)

\_\_\_\_\_  
(Signature)

**GSMP Faculty Mentor and Intern**

**First Meeting Checklist**

- ☐ Hours/Schedule \_\_\_\_\_
- ☐ Type of Research Assignment (Evaluation, Research Paper, Lit Review, etc)  
\_\_\_\_\_
- ☐ Timesheet and Authorized Signers
- ☐ Project Lab/Office Location \_\_\_\_\_
- ☐ Project Description and Faculty Expectations
- ☐ Intern Experience Expectations/ Pre-Evaluation Survey
- ☐ Contact Info (Phone/Email)
- ☐ Accessing Internal Documents  
**Note JHED will be ready within first two weeks of start date and JHSPH portal access should be available upon start date.**
- ☐ Research Paper Ideas

**GSMP Intern**  
**Orientation Checklist**

- ☐ Obtain JHU Student ID (ID Office in JHH)
- ☐ Tour Deering Hall
- ☐ Contact mentor to confirm start time and office location
- ☐ Review calendar, assignments, policies, expectations
- ☐ JHMI Security Information
- ☐ Confirm departure date