

# 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 better understanding of research protocols and research oversight.
  - A means to explore academic advancement and career opportunities in bioethics.
  - Access to resources and opportunities for professional growth.
  - Mentorship and an expanded network of professionals in the trainee's field of interest.
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## Faculty Mentor Expectations/Guidelines

The Faculty Mentor will assume the role of supervising and evaluating a trainee for the GSMP. The mentor should be available to meet with the student on a regular basis (and at minimum, 1 meeting per week) and, when necessary, advise the GSMP Director of any problems.

Additional responsibilities include, but are not limited to:

- 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.
  - 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 a co-mentor if primary mentor will be absent from trainee site for time exceeding five consecutive business days.
  - 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 at seminars, professional development experiences and other associated events.
  - Referring to the GSMP calendar of events in support of the trainee's due dates for pieces of the research poster (e.g., Abstract, Background). The poster will be built over time, throughout the summer, to avoid a crunch at the end.
  - 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.
- Working with their research mentor to establish their own personal learning objectives.
- Establishing with research mentor agreed upon office/lab hours and requirements.
- On-time attendance at all events listed on GSMP calendar. Scheduled events are mandatory unless noted otherwise.
- Communicating professionally, respectfully, and clearly regarding projects, needs, absences, etc.
- Active participation in seminars and professional development sessions throughout the summer.
- Completion and submission of all internship assignments (research and professional development assignments, program assignments, timesheets, etc.) 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 2024 Timeline:

<b>May 26, 2024:</b>	<b>Move-in date</b>
<b>May 28, 2024:</b>	<b>Orientation &amp; Lunch with faculty/post docs</b>
<b>May 29, 2024:</b>	<b>Meet with Dr. Mathews then report to projects with mentor (1pm)</b>
<b>June 3-7, 2024:</b>	<b>Summer Institute courses</b>
<b>June 10, 2024:</b>	<b>Return to working w/ mentor</b>
<b>July 19, 2024:</b>	<b>Final poster due for printing (tentative)</b>
<b>July 30, 2024:</b>	<b>USTAR/GSMP Joint Poster Session (10am – 2pm)</b>
<b>August 2, 2024:</b>	<b>Last day of program</b>
<b>August 3, 2024:</b>	<b>Move-out date</b>

I acknowledge receipt of an agreement with the above goals, responsibilities, and timeline.

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

## Genomics & Society Mentorship Program Policies

### Attendance Policy

The attendance policy is as follows:

1. Interns are expected to attend and arrive on time for 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 hours/week.
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. A few 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.
6. Failing to complete research tasks and assignments.
7. Failing to submit weekly timesheets.

### Housing Policy:

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

Any personal items remaining in rooms after check-out will be discarded. **A fee of \$25.00 will be charged for each access card provided that is not returned to the University at check-out. A \$125.00 lock change fee will be accessed for each unreturned key. Fees are the**

**responsibility of the intern.** Daily maintenance and cleanliness of the participant's rooms is the responsibility of the participants, including 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 26, 2024 - Aug 3, 2024**, 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>. 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 (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."

### Timesheets

All interns (including those paid directly by home institutions) are required to complete weekly timesheets. 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 and forwarded by either the student or the mentor to Penny White every Monday by 4 pm: [pwhite17@jhu.edu](mailto:pwhite17@jhu.edu).

### *Sample Weekly Timesheet*

Trainee Name: Michelle Berman		JHED ID: mberma16
Project Title: XYZ Project (please confirm w/ mentor)		
Primary Mentor: Dr. Lewis Conrad		Week Ending: 07/15/23
Date	Task/Project Description	# Hours
07/11/23	Meeting w/ Dr. Conrad (10-11AM EST) , GSMP (11-1PM EST), Project & Background Editing (5-9:30PM EST)	7.5
07/12/23	Info Int. Research & Email Dr. Carrese (8-10AM, 11-2:30PM), Informational Interview (4-5 PM)	6.5
07/13/23	Literature review, coding modules & methods, meeting w/ Dr. Conrad's GA	5.5
07/14/23	Dept Seminar (9-10AM), lit review (11-2PM), writing (3-5PM)	6
07/15/23	Discussion re: NVivo - qualitative data software that will be used for analysis (10-10:30AM), annotated documents (11AM-1PM), discussion about presentation components & requirements for each section (2:30-5PM)	5
<b>Total Hours</b>		30.5

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*Trainee Signature & Date*

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*Mentor Signature & Date*

*This timesheet should be completed weekly, signed by both trainee and mentor. Forward signed form to [pwhite17@jhu.edu](mailto:pwhite17@jhu.edu) by **4pm on Monday**.*

## **Important Contact Information**

### Payroll Info

Robert Ball, Budget Analyst

([rball11@jh.edu](mailto:rball11@jh.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 or 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.

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.

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)



Office Copy

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

## Genomics & Society Mentorship Program (GSMP)

### SUMMER 2024 POLICY AGREEMENT

May 28 – August 5, 2024

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 summer program. I understand that I am 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 director or my mentor.
- I will complete and submit all internship assignments including but not limited to professional development, 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, respectful, and mature manner, and with integrity at all times.
- I will complete my 35–40-hour (minimum of 30 hours with mentor) work weeks and nothing less; unless instructed otherwise. I will submit timesheets according to the timesheet policy and understand that timesheet policy violations are grounds for immediate dismissal from the program.
- I will pay any outstanding fees pertaining to lost key cards and/or parking cards.
- I will comply with GSMP and JHU COVID policies.

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

GSMP Faculty Mentor and Intern

First Meeting Checklist

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

## **GSMP Intern**

### **Orientation Checklist**

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