DEPARTMENT OF INTERNATIONAL HEALTH

About
The Department of International Health (https://www.jhsph.edu/departments/international-health/) is a global leader and partner in building capacity and identifying, developing, testing, and implementing practices and policies that help the world's most vulnerable and disadvantaged people improve their health and well-being.

Programs
- International Health, MSPH (https://e-catalogue.jhu.edu/public-health/departments/international-health/international-health-msph/)
- International Health, MSPH, Human Nutrition-Dietitian (https://e-catalogue.jhu.edu/public-health/departments/international-health/international-health-msph-human-nutrition-dietitian/)
- International Health, MA/MSPH (https://e-catalogue.jhu.edu/public-health/departments/international-health/international-health-ma-msph/)
- International Health, PhD (https://e-catalogue.jhu.edu/public-health/departments/international-health/international-health-phd/)
- Non-Degree Training (https://e-catalogue.jhu.edu/public-health/departments/international-health/non-degree-training/)

General Information

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Global Disease Epidemiology and Control

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Human Nutrition

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Social and Behavioral Interventions

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Departmental Policy

Academic Faculty and Staff

Several administrative staff and faculty members within the Department help oversee and facilitate the academic programs. They are available to help you navigate the program and the department. The following information is intended to help you understand the roles of each person.

Cyrus Engineer (Associate Chair for Academic Programs): Dr. Engineer is responsible for the management and oversight of all academic programs. In this role, she chairs the Curriculum & Credentials Committee, which sets and implements policies and procedures for department academic programs and monitors student advising.

Julie Denison (Associate Chair for Student Matters): This position is responsible for the management and oversight of all students. In this role, leads the Admissions committee and coordinates with all academic coordinators and programs by leading new efforts to improve master's and doctoral student experiences. The Associate Chair for Student Matters will be announced in September.

Cristina Salazar (Academic Program Manager): Cristina oversees the operations of the academic programs in the department and works as the liaison between students, faculty, and administrative offices of both the department and the School.

Elisabeth Simmons (Academic Program Administrator): Elisabeth is the Academic Program Administrator for all master’s and doctoral programs and assists students and Program Coordinators with academic issues related to tracking of student academic progress, departmental exams, and graduation requirements.

Degree Program Coordinators – within the IH Department, the PhD and MSPH degrees are broken down into four concentrations, also known as program areas. Each program area has a faculty member as the overall coordinator of the degree program. The degree program coordinators are responsible for the management and oversight of the individual degree programs and are the first point of contact for any questions, issues, or concerns. They act as a secondary/general adviser for students within their program areas and can be sought out to answer questions in the adviser’s absence or as an additional source of information. Students are encouraged to approach program coordinators for questions about the program area and degree information (including curriculum requirements, course selection, etc.). The MHS degree program has a program director serving in the role of a degree program coordinator.

Financial Managers – Each program area has its own financial manager and grant specialists who are responsible for the oversight of each area’s budget and payroll activities. Students who plan to work within the department should see one of these individuals to fill out the appropriate paperwork prior to their start date. If students are at all uncertain who they should see about an issue, students must contact Cristina Salazar or Elisabeth Simmons for clarification.

Academic Committees

Curriculum and Credentials Committee

Erosen@jhu.edu

Honors and awards Committee

Laura Caulfield: Chair
Elisabeth Simmons: Staff

Course Waivers and/or Substitutions

Waivers of requirements may be granted for credits earned in equivalent graduate level courses taken in this or another school. The course waiver request must be based on course work already taken which is similar in content, and documentation (i.e., a transcript and course syllabus) must be provided. In addition, a waiver request form must be submitted prior to the beginning of the quarter in which the course is offered. No requests will be granted after a course has been taken. Requests for waivers for any course offered in the first quarter must be submitted no later than the end of the first day of class. No requests for first term waivers will be considered after this time.

WAIVER PROCESS: The course waiver form can be found in the Portfolio Library and should be completed for each course requirement a student is requesting be waived. Requests should include the required supporting documentation noted on the form and a short explanation, which includes the name of the course, and why they are requesting the waiver. The completed form and supporting documentation should be merged into one PDF and emailed to the Academic Program Administrator, Elisabeth Simmons (esimmo15@jhu.edu), for review. The Academic Program Administrator will review the request and obtain the appropriate approval from the student's faculty Program Coordinator and or the IH Associate Chair for Academic Programs. The student will then receive the course waiver form with a final decision to keep for their record and a copy of the form will be kept in the students’ academic file.

Course waivers are only approved by the Program Coordinators for each program and/or the Associate Chair for Academic Programs. Advisers do not approve waivers or course substitutions. Students should not consider a course waived until they have completed the course waiver form and received a decision form from the Academic Program Administrator.

SUBSTITUTION PROCESS: A similar process should also be followed to request course substitutions. Students are reminded that waivers are not the same as substitutions. Waiving out of a course requirement allows a student to take any course(s) they choose in place of the course they are receiving permission to waive out of. A substitution allows students to substitute a specific program requirement by another course that is approved by the Program Coordinator in advance. Please note that approval of a waiver or substitution request does not reduce the total number of credits a student is required to earn in their degree program to meet graduation requirements.

Leave of Absence

A Leave of Absence is an officially recognized inactive student status. Please read the school-wide academic leave of absence (https://e-catalogue.jhu.edu/public-health/policies/academic/academic-leave-absence/) policy. This is an option available to students who must take a temporary break from their program of study due to reasons beyond their control. There are specific criteria for determining if you are eligible for a LOA and it may have an impact on international student visa status, financial aid, and student employment. International students who are

Elliot Rosen  Financial Manager  Erosen@jhu.ec  •  Cyrus Engineer: Chair
  •  Cristina Salazar: Staff
  •  Elisabeth Simmons: Staff
on LOA will have their I-20/DS2019 cancelled and will have to request a new visa in order to come to the US again. If you are considering requesting a LOA, the first thing you should do is speak with Cristina Salazar (csalazar@jhu.edu) to determine your eligibility and consider other potential impacts.

Students requesting a LOA cannot be employed in a position where their work is related to their MSPH requirement. Any requests for a LOA must be made in writing to the Department through the Academic Program Manager (Cristina Salazar) by both the student submitting a letter of request and fully complete LOA form, along with a supporting letter from their adviser. Once a written request for a LOA is received, the student’s request must be approved by the Curriculum and Credentials (C&C) Committee. The C&C committee will review the request and may ask for more information. If the C&C approves the LOA request the Academic Program Manager will then submit the Leave of Absence Form to the Registrar’s Office for final processing. Once the Registrar’s office has processed the LOA request, the student will receive an email indicating they are on LOA and will be charged $50 per term for each term they are on leave. When a student is ready to return they should contact Cristina Salazar. If a student takes a leave of absence, the student must be registered for a minimum of two consecutive terms prior to completing degree requirements.

In some instances you may be forced to take an Involuntary Leave of Absence and Condition of Enrollment, please read the school-wide policy Involuntary Leave of Absence and Condition of Enrollment (https://e-catalogue.jhu.edu/public-health/policies/academic/involuntary-leave-absence/) for more information.

Parental Accommodations
Contact Cristina Salazar to discuss the accommodations policy and how it impacts the student, at least three months before the birth or adoption of a child, as we may need to create a plan that instructors, supervisors, student and advisers approve of. Please read the University parental accommodations policy (https://policies.jhu.edu/?event=render&mid=7648&pid=32391&fid=policy_32391.pdf&_=0.931885768396) for graduate students and post-docs.

Travel Policy for Students Traveling Abroad
Below is the required process for all International Health students traveling for school related purposes, and students from other departments working under the supervision of International Health faculty.

1. Fill out the Student Emergency Information Form (https://goo.gl/forms/HHtCpXNIOVH89NF6/) (IH students complete this during orientation)

2. Complete the online course International Travel Preparation, Safety and Wellness (220.600.81) during your first year and/or prior to travel

3. Fill out the IH Department Travel Registration Form (https://goo.gl/forms/JRimLu7EImySzQaj1/) prior to every trip abroad

As you prepare to take an overseas assignment you should take into account a few administrative, health, and safety issues and requirements before you leave the country. Keep in mind that when working overseas, even in the short-term, you need to be prepared before leaving the US in order to have a productive experience and avoid unnecessary health and safety risks. The Department of International Health has developed the step by step process listed above for you to complete prior to leaving the country to assist you in preparing for your assignment and in acquiring the appropriate approvals before traveling.

It is the responsibility of each student to complete and submit the completed registration forms no later than FIVE WEEKS prior to your departure for all overseas assignments.

The US State Department now issues travel advisories using a system of levels 1 through 4. Students traveling to countries with Travel advisory levels 3 or 4, or Bangladesh, Cameroon, Colombia, Egypt, Ethiopia,
Jordan, Kenya, or Mexico, must follow the procedure described in section A. Administrative (10). Students traveling to other countries may also be required to follow procedure A. Administrative (10) if the IH Leadership deems it necessary upon initial review of their IH Travel Registration Form. Copies of the registration form may be obtained from the Departmental Academic Program Administrator. Students must register their travel each time they travel and every time they return for follow up trips. Students traveling to travel warning countries must obtain approval prior to every trip.

Below are instructions for you when traveling overseas:

A. ADMINISTRATIVE

(1) STUDENT EMERGENCY INFORMATION FORM: Students must submit the online Student Emergency Information Form during orientation. A copy of the form will be kept securely in each student’s academic file and will be updated by the student on a yearly basis.

(2) TRAVEL COURSE REQUIREMENT – All students must take the online course 220.600.81 International Travel Course through CoursePlus during their first year. It is a mandatory 1-credit pass/fail course offered 2nd, 3rd and 4th terms. Students must complete all lectures and assignments, take the quiz, and participate in a LiveTalk session during the year. The course provides information on University and departmental travel approvals and procedures, safety, health information and guides students in answering questions they have about traveling abroad. Students in other departments who are engaging in work with IH Faculty or in IH projects must take this course. Students who do not take this course will not be allowed to travel.

(3) REQUIRED FORMS AND DEPARTMENTAL APPROVALS – All students must submit the IH Department Travel Registration Form prior to traveling. If a student is traveling to a country with a U.S. State Department Travel Warning they must also complete the Traveling to Countries with Travel Warning portion of the form and submit everything at least five weeks prior to departure, to get approval from the IH Leadership Committee (see section 10 below). MSPH students are required to have their practicum approval form submitted and approved along with the IH travel policy process completed before traveling. Proper registration of student travel facilitates a faster response during an emergency. Students who travel without prior approval and without completing the IH travel forms outlined by this policy may be subject to disciplinary action deemed appropriate by the IH Leadership.

(4) STUDENTS FROM OTHER JHU DEPARTMENTS – Students from other JHSPH departments who will be traveling with the IH Department for school related travel must follow the DIH travel policy and process outlined in pages one to four, including steps 1-4 on page one, and must notify and obtain permission from their primary department prior to traveling.

(5) REPEAT TRAVEL TO THE SAME COUNTRY – If a student is traveling to the same city and country they traveled to previously and all the information in the initial form is the same, the student has to submit a short version of the IH Department Travel Registration Form, in which only the dates of travel are updated. If this repeat trip is to a country with a U.S. State Department Travel Warning, they have to go through IH Leadership approval again. Repeat travel must also be registered in the University Travel Registry.

(6) SHORT TRIP TO ANOTHER COUNTRY WITHIN INITIAL TRAVEL ASSIGNMENT – Students who will be engaged in short trips to another country from their initial country of travel for personal reasons, must submit a short version of the IH Department Travel Registration Form. Short trips are defined as trips that last up to 14 days.

(7) TRAVEL DOCUMENTATION – You should assure that your travel documents are current and appropriate. Visas, if necessary, should be obtained well in advance of your travel. You can find out if a visa is required for the country you will be visiting by calling the embassy of that country (most are in Washington), or by checking the embassy websites. If you have a problem with getting a visa you will often fare better if you then go yourself to the embassy to have the visa processed. This is especially true if you hold a non-US passport. Remember also that you may need a visa for transit through some countries. Also, a tourist visa is often all you will need, but a business visa may give you extra time in country and help you avoid additional fees if multiple visits are required. Your adviser can help you obtain a letter to submit with your visa application if that is required. You should also be sure that your passport will be valid for the full time that you will be away. Most countries require that your passport be valid for 6 months from the date of departure. Finally, be sure that you have return airline tickets well in advance of your trip. Do not travel with a one-way ticket, as you may be restricted from entering the country upon arrival, and you may have difficulty securing airline tickets while away. Students on a visa should consult with OIS regarding letters and or information they might need to re-enter the country.

(8) UNIVERSITY APPROVALS – Be sure that you have the requisite approvals from the University to initiate any overseas research. These include approval from your thesis committee for dissertation research (must be signed before collecting data) or approval from your adviser and Program Coordinator for the MSPH Practicum, and approval from the IRB for collecting data for research projects. Remember that for student research, the Principal Investigator for purposes of JHSPH IRB approval will be either (typically) your adviser or (in some cases) another JHSPH faculty member selected in consultation with your adviser, and they must approve the research and sign the forms. It can take several months to get all of the IRB approvals finalized, so plan ahead accordingly. Post-hoc submission of these forms is not acceptable, and you run the risk of your research being deemed invalid, so you should take these precautions seriously. Conducting research on human subjects without IRB approval is a serious breach of ethical conduct. All students should discuss the IRB process with their advisers and review the BSPH website for more information (https://www.jhsphs.edu/offices-and-services/institutional-review-board/).

(9) HOST COUNTRY APPROVALS – Be sure that you have the necessary approvals from the host country to travel and conduct research. Many host country governments have agencies that must approve all foreign research projects. To check on this you should consult with your adviser, as well as with your host country collaborators. These approvals often take considerable time, so be sure to plan ahead. You should also be sure that the host-country collaborating agency has granted you approval. It is good to get this in writing. Be sure that they know the scope of your work in-country, your travel dates, where you will stay while there, and who they can contact if a problem develops. Take care to set your travel dates to accommodate your collaborators. If you are not sensitive to their schedules you run the risk of getting a low level of support while you are on travel status. You should identify who your local preceptor/supervisor will be.

(10) TERRORISM AND CIVIL CONFLICT – GETTING TRAVEL APPROVED BY IH – Check before you leave the country with the US State Department’s country alerts and warnings website (https://
If you are traveling for a school related activity (including a practicum requirement with an organization or a faculty member, or for your doctoral thesis research), to a country that has a Travel advisory level of 3, 4, or 5, you must follow these guidelines:

1. A completed International Health Department Travel Registration Form
2. An evacuation plan or a safety plan from the organization or faculty member you will be working with.
3. A Practicum Proposal form approved by your adviser (MSPH students only)
4. Due to the COVID-19 pandemic, we are requiring you to obtain local office approval from your supervisor (via letter or email) outlining:
   - A brief description of your job duties/responsibilities
   - The dates of your travel
5. A photocopy of your passport (needed only once)

Once approval is granted from IH Leadership, you must send:

6. A copy of your itinerary to Elisabeth Simmons

Email Elisabeth Simmons (esimmo15@jhu.edu) at least FIVE WEEKS in advance informing her of your trip to a travel warning location and include the necessary documentation listed above. The IH Leadership Committee will review your trip. Final approval will come from the International Health Leadership Committee. Students cannot travel without approval.

Once in country you must register with the US Consulate and/or your home embassy if you are a 3rd country national. If you have any problems you should contact the Consulate and follow your evacuation plan if necessary. This includes for problems with health, safety, or civil conflict. You should also contact your adviser, the department and if you have any problems. Use common sense in your dealings and avoid association with persons who may place you at risk or cause you to be a target for police interrogation or terrorism.

(11) CONTACT INFORMATION – It is important that you leave your contact information with your family and your adviser. Also, be sure to leave your family’s contact information with your adviser, and vice versa. If you are out of town while away be sure to let your adviser and family know. It is quite common for students to leave town for trips and people at home are unable to reach them, generating significant worry and concern among your family and colleagues. You should also leave behind the name and contact information of your colleagues you are working with and let them know how to contact you when you are in-country in the event of an emergency

B. HEALTH

(1) INSURANCE – You should check to be sure that your health insurance will cover you when you are overseas. Contact your provider to obtain information on coverage overseas. Please note the conditions under which your insurance plan will or will not reimburse you for overseas costs. Sometimes you may need to notify your insurance provider within a certain time frame of seeking care in order to be reimbursed. Usually, if you need prescription medication for more than three months, your medical insurance will require a written letter from the department stating the nature of the trip and the length of time. Cristina Salazar or Elisabeth Simmons can write this letter if you were to need it. You should also consider getting supplementary travel insurance. This type of insurance will assist you in seeking quality medical care should a serious problem arise.

C. IN CASE OF AN EMERGENCY

(1) JHU Healix International – Healix International provides medical or security assistance to all faculty, staff and students during university-related travel. This includes 24-hour support via Johns Hopkins Global Travel Assistance helplines. JHU approves all emergency services by Healix, which is why it is crucial you register your travel through the University Travel Registry in case Healix services are needed in an emergency or for an evacuation. For general medical issues Healix will assist in providing care, but students should understand that it is not a regular medical insurance and that there may be fees.

- For travel within the Americas, call 443-455-0711.
- For travel within Europe, the Middle East, Africa, and Asia, call 44-20-8763-4952.

Students must register on the Healix Travel Oracle website (https://traveloracle.healix.com/johnshopkins/) to gain access to Johns Hopkins – specific travel assistance information. Use policy number JH18492 to register. From there, you may also download the Travel Oracle app.

C. IN CASE OF AN EMERGENCY

2. EMERGENCY CONTACT TRAVEL CARD – Every student will receive a wallet size card to be given to their emergency contact (person identified in the Student Emergency Information Form) while the student is traveling along with a letter describing the intention of the card and how to use it. The card outlines in three simple steps on who to contact if the student is in an emergency while traveling abroad and can only reach their emergency contact. All IH students should provide the card to their emergency contact prior to traveling and inform them of the process if an emergency such as a natural disaster were to occur while traveling. The card should only be used for this purpose.

NOTE TO STUDENTS

Please take these common-sense precautions seriously. With a little care and planning you can have a safe and enjoyable experience overseas. Realize that each country is unique and has special issues that should be attended to. Your adviser, and others who have traveled regularly to the country you are visiting, can help you plan for your trip accordingly. Note also that this list of recommendations is cursory and will not cover all events that may occur. Plan ahead, be careful, follow the advice of colleagues, and do not be shy about advocating for your health and safety. It can also be helpful to contact students who have worked in that country or with the organization you will be working with as they may have additional advice and useful tips for you. They can also help you budget by giving you cost of living information.

Internet Resources for Traveling Abroad

- US State Department Travel Information (https://travel.state.gov/content/travel.html)
• US State Department Current Travel advisories (https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/)
• CDC’s “Traveler’s Health” site. Useful information on health issues, and warnings by country (https://wwwnc.cdc.gov/travel/page/contact-us/)
• JHU Institutional Review Board. Includes forms for applying for approval (https://phirst.jhsph.edu/sph/sd/PublicCustomLayouts/SSO/Selection/?redireact=https%3A%2F%2Fphirst.jhsph.edu%2Fsp%2Fsd%2FRooms%2FDisplayPages%2FLayoutInitial%3FContainer%3Dcom.webridge.entity.Entry%3D%255BOID%255B0A7646F38149874E902185897C144551%255D%255D)
• Healix Travel website (https://traveloracle.healix.com/register/a9f1f118-b5b0-482c-8a89-993e5855e444/). Useful information on medical, security, travel, and other alerts worldwide and specific vaccination requirements for different countries.
• Full list of travel clinics in Maryland (http://www.travelhealthsource.com/)
• US State Department Study Abroad Website (https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/students.html?refcode=osac). Useful travel and destination info for students before and during their trips. The site is mobile-responsive

Guidelines for Student Employment
For information about student employment please go to the International Health Department latest academic guides (https://www.jhsph.edu/departments/international-health/current-students/academic-guides.html) for more information.

Teaching Assistantships
Students can TA in the department but need instructor AND departmental approval prior to starting work. For more information, students must talk to the instructor and Elisabeth Simmons (esimmo15@jhu.edu) to fill out the necessary forms. For the most updated policy please go to the International Health Department latest academic guides (https://www.jhsph.edu/departments/international-health/current-students/academic-guides.html).

All TA’s are required to take the TA training course designed to guide students in their roles and responsibilities as TA’s prior to beginning any work. The training can be done online (https://courseplus.jhu.edu/core/index.cfm/go/course.home/cid/1886/). Our CTL’s TA Training has been approved by Homewood’s CIRTL to fulfill Teaching Academy – Preparing Future Faculty (PFF) program – Phase I requirement. Students interested in obtaining a Teaching Academy certification can finish our TA training and continue their path with Teaching Academy, if interested. For more information on the Teaching Academy Program please follow this link (https://ctei.jhu.edu/teaching-academy/).

Withdrawals
Failure to register for a term results in automatic withdrawal. A withdrawn student must be formally readmitted before resuming a program of study. This would mean providing the original application, most current transcript prior to withdrawal, and a cover letter explaining reasons for withdrawal and why the student wants to be readmitted. Upon readmission, a student must register for a minimum of two consecutive terms prior to completing degree requirements.

Registration
All MSPH, MHS, and PhD students must register for a minimum of 16 credits of courses each term until they graduate to be a full-time student in the IH department. Students do not register for summer or winter intersession.

Introduction to Online Learning
The School of Public Health offers courses in various formats, including a number of online classes. You may at some point want or need to register for a course online. In order to be eligible to take an online course, students must complete the Introduction to Online Learning, which is offered through the Distance Education Division of the Johns Hopkins Bloomberg School of Public Health. This noncredit mini course is a pre-requisite for all courses offered by this division and must be completed prior to the start of the term in which a student wishes to enroll in an online course. Since the School does not permit conditional and/or concurrent enrollment (that is, you must take the online course prior to enrolling in a distance education class), we require all incoming students to take this non-credit course during the first term they enroll. For course dates and enrollment information, please visit the CoursePlus website (https://courseplus.jhu.edu/core/index.cfm/go/course.home/cid/90/).

Standards of Academic Performance
Letter grades must be earned in all courses used to satisfy requirements. Please note that courses may be counted only once to fulfill requirements. Students must receive satisfactory grades of C or higher in all required courses and continuously maintain a cumulative Grade Point Average (GPA) of at least 2.75 in the MSPH and MHS programs, and a cumulative GPA of at least 3.0 in the PhD program in order to remain a degree candidate in good standing. Any student who receives a D or F in a required course must repeat the course and achieve at least a C. Anyone not meeting these standards will be placed on probationary status. The Committee will establish the minimum conditions to be fulfilled in order to return to the “good standing” status and avoid termination. Typical cases with no conditions require that students improve their academic standing within 2 academic terms. In cases where conditions are imposed, the Committee will specify the maximum time allowed for satisfaction of the conditions. Failure to satisfy these conditions may result in termination from the program.

If students receive Federal Loans administered through the Financial Aid Office (http://www.jhsph.edu/offices-and-services/student-affairs/financial-aid/) there are other academic standards that students must abide by in order to comply with Federal Loan requirements. Please check with the Financial Aid office or email them at JHSPH.finaid@jhu.edu to request more information.