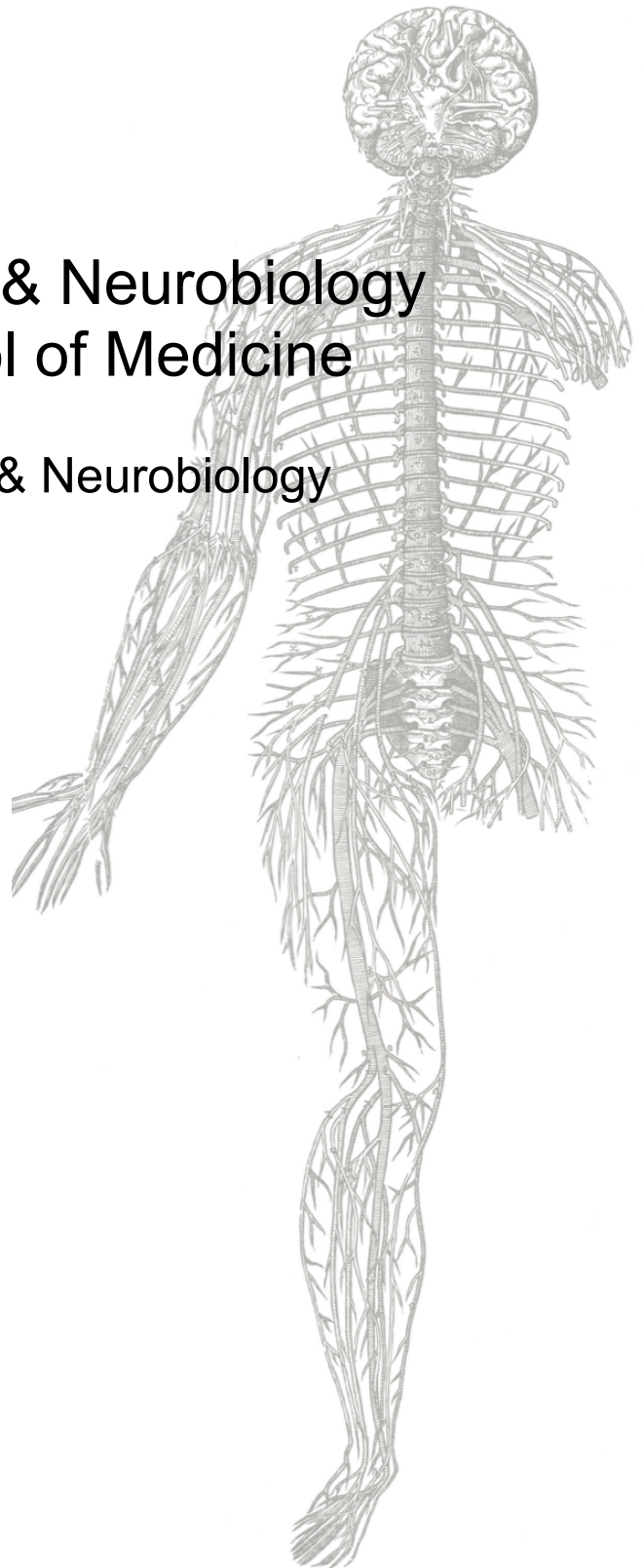


Department of Anatomy & Neurobiology
Boston University School of Medicine
Vesalius Program
Master of Science in Anatomy & Neurobiology





Contact Information: 2015-2016

Role	Name	Phone	Email
Chairman	Mark Moss, Ph.D.	617-638-4200	markmoss@bu.edu
Director of the Graduate Program	Jennifer Luebke, Ph.D.	617-638-4930	jluebke@bu.edu
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Anatomy & Neurobiology Departmental Representatives			
Ombudsman	Jarrett Rushmore, Ph.D.	617-638-4109	rushmore@bu.edu
Gross Anatomy Laboratory Managers	Robert Bouchie Lee Farris	617-638-4910 617-638-4245	Inertia@bu.edu leeanne@bu.edu
Graduate Student Representatives	To be determined in the Fall of 2015		



M.S. Student Guidelines

All students should familiarize themselves with the general policies of the Division of Graduate Medical Sciences as well as the program-specific requirements for the Anatomy & Neurology (Vesalius) Program found within this document.

Supplement to Boston University Division of Graduate Medical Sciences Guidebook.
(<http://www.bumc.bu.edu/gms/gateway/students/ma-and-ms-programs/policies-procedures/>)

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GUIDE FOR MASTERS CANDIDATES

A. Overview of the M.S. Program

The M.S. degree in Anatomy and Neurobiology is a rigorous two-year program incorporating coursework in anatomical and neurobiological principles. In addition, the degree has a strong focus on producing outstanding educators through a combination of lecturing and one-on-one mentoring. The program also requires the acquisition of scholarly and scientific expertise through the generation of a Masters level thesis.

The program for the M.S. degree consists of the equivalent of one year of foundational course work and at least one year of directly supervised research work. Candidates are required to complete 32 credits at the graduate level. Course selection for the M.S. program is done in consultation with your academic advisor.

By the end of their first year of study, Masters students will normally be expected to have chosen an adviser from among the faculty of the Department, and to spend the first summer occupied with scientific research. This faculty member will then advise the student on which courses should be taken in the second year of their training.

The research work carried out, and the results obtained, will be presented as a thesis at the end of the M.S. program. This should be comparable in design and content to a full-length article in a scientific journal. The M.S. program has a maximum time limit of three years after first registration for the M.S. degree.

B. Detailed Description of Course Requirements for the M.S. Degree

Required Courses (28-30 credits)

- | | | |
|---|------|---------------|
| • Medical Gross Anatomy | 8 Cr | AN 701 |
| • Medical Neuroscience | 4 Cr | AN 703 |
| • Exptl. Design & Statistical Methods | 2 Cr | AN 704 |
| or Elementary Biostats. | 2 Cr | MS 700 |
| • Vesalius 1: Teaching in the Biomedical Sciences | 2 Cr | AN 806 |
| • Vesalius 2: Teaching Apprenticeship | 2 Cr | AN 804 |
| • Vesalius 3: Mentored Teaching Project | 2 Cr | AN 805 |
| • Research Colloquium (Journal Club) | 2 Cr | AN 801/AN 802 |
| • Professional Skills | 2 Cr | AN 715 |

- One Departmental Elective Course (see list below) 2-4 Cr

Elective Course Options for Masters Students

- Fundamentals of Cell & Molecular Neurobiology 4 Cr AN 777
- Systems Neurobiology 4 Cr AN 810
- Cognitive Neuroscience 4 Cr AN 811
- Special Topics: Scientific Writing 2 Cr AN 803
- Biomedical Imaging Foundations 4 Cr IM 600
- Methods in Neuroscience 4 Cr AN 718
- Advanced Neuroanatomy 4 Cr AN 724
- Cells, Organs and Tissues (Histology) 4 Cr AN 722
- Learning and Memory 2 Cr AN 702
- Dynamic Modeling 2 Cr AN 820
- Advanced Clinical Anatomy 2 Cr AN 708
- Molecular Basis of Neurologic Disease 2 Cr MS 783
- Developmental Cognitive Neuroscience (bi-annual) 4 Cr AN 716
- Neurobiology of Aging (offered bi-annually) 2 Cr AN 707
- Neurobiology of the Visual System (bi-annual) 2 Cr AN 807
- Methods of Functional Imaging of the Brain 2 Cr IM 630
- Forensic Biology 3 Cr FS 702
- Forensic Pathology 3 Cr FS 712
- Molecular Biology of Forensic DNA 3 Cr FS 720
- Human Anatomy and Osteology 4 Cr FA 712
- Advanced Human Osteology 4 Cr FA 806

Requirements for the Masters Vesalius Certificate:

All Masters degree students are required to complete the Vesalius Certificate. Students must have successfully completed the two following prerequisite courses to pursue the Vesalius Certificate:

- Medical Gross Anatomy 8 Cr AN 701
- Medical Neuroscience 4 Cr AN 703



Department of Anatomy & Neurobiology
Boston University School of Medicine
Masters Program Guidelines

The certificate consists of three courses/components. The program begins with a course on the development of teaching skills in the biomedical sciences. This is followed by a teaching apprenticeship (40 hours service as a Teaching Fellow in one or more of the medical or graduate required courses, above), and concludes with a Mentored Teaching Project that involves the development of a didactic lesson or exercise under the direct mentorship of experienced and award-winning faculty.

Vesalius 1: Teaching in the Biomedical Sciences	2 Cr	AN 806
Vesalius 2: Teaching Apprenticeship	2 Cr	AN 804
Vesalius 3: Mentored Teaching Project (Practicum)	2 Cr	AN 805

Typical curriculum for Masters in Anatomy & Neurobiology students:

Year 1: Fall

Medical Gross Anatomy	8 Cr/4 Cr	AN 701
Medical Neuroscience	4 Cr	AN 703
Exptl. Design & Statistical Methods or Elementary Biostats.	2 Cr	AN 704/MS 700

Year 1: Spring

Vesalius 1: Teaching in the Biomedical Sciences	2 Cr	AN 806
Professional Skills for Students in the Biomedical Sciences	2 Cr	AN 715
Research (Journal Club)	2 Cr	AN 801/802
Elective (see list above)	2 Cr	

Year 2: Fall-Spring

During Year 2 students must take:

Vesalius 2: Teaching Apprenticeship	2 Cr	AN 804
Vesalius 3: Teaching Practicum	2 Cr	AN 805
Research		Variable
Electives as desired (see list above)		Variable

If it is deemed that an equivalent and appropriate course has been successfully completed in the preceding three years, the student may petition the Graduate Education Committee (GEC) to be exempt from the course. The course syllabus should be submitted with the petition letter. If the petition is approved, then the course may be substituted for another course. Requests to substitute a course must be submitted in writing to the GEC before the time of registration.

1. Grades

To receive graduation credit in any course taken as part of the doctoral degree program, students must receive a "B-" grade or better. A grade of "C+" or lower is considered a failure. If there is a failure in one of the Basic Departmental Required Courses or Core
Revised Summer 2015

Track Required Courses, then this course will need to be remediated (refer to the Bulletin of the Division of Graduate Medical Sciences, under Academic Policies and Procedures). If a grade of "C+" or lower occurs in eight credit hours or more a student will be automatically terminated.

When the work of a course has not been completed within the semester of registration, the grade of "I" (Incomplete) may be used. A grade of "I" can only be given if a student is doing passing work at the time they step out of the curriculum. This automatically becomes a permanent grade of "I" (unsatisfactory grade) if the course work is not completed within the following academic year. Permanent grades of "I" are interpreted as failures.

2. Teaching

Teaching is an essential part of our M.S. Degree program. M.S. candidates are required to complete 40 hours of teaching under the rubric of the Structured Practicum (AN805). This requirement is typically fulfilled during the first Spring or the second year of study.

Each year the student will be given the opportunity to request his/her top teaching assignment choices. The GEC will then review all requests and, in consultation with Course Directors, will determine teaching assistant assignments based on student seniority, student choice and other matters that impact student course work/ thesis writing. The GEC will make every effort to match a student with his/her preferred teaching assignment. The GEC makes the final decision regarding teaching assignments.

The following Departmental courses are commonly requested for graduate student teaching assignments. As shown, each course has a specific number of hours allocated to it.

- Gross Anatomy – each section 40 hours
- Anatomy for Dental students – each section 40 hours

Students may opt to teach in other courses, and may express their preference to the GEC. Prior to this request, students should have spoken with the Course Director of their chosen course to assess availability/feasibility.

3. Academic Probation

If a student receives grades of C+ or lower in 6 or more credits in a given semester, the student will be notified in writing and placed on Academic Probation. If a student is enrolled in an 8 credit course, the student's performance will be evaluated midway through the course through an interaction with the course director and the graduate advisor. Students in danger of failure will be identified and a plan for improving their grades will be generated. Students on Academic Probation must meet with their advisors to develop a plan for academic improvement and remediation of relevant coursework

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(when allowed). Students on Academic Probation must receive grades of B- or higher in all coursework in the subsequent semester. If this condition is not met, the student will be dismissed from the program.

The following regulations and restrictions will apply during the probationary period:

- Student is required to meet with the Graduate Director in order to assess progress prior to the start of the ensuing semester, and again before the deadline to drop a course with a "W." It is the responsibility of the student to initiate these meetings.
- The student must prioritize registration for *core* courses that are offered during the probationary period; registration of elective courses is an option only when all the core courses are offered in that semester have been successfully completed or are in progress.

4. Academic Dismissal

Upon receiving written notice of dismissal, students may appeal this decision to Dr. Linda Hyman, Associate Provost, Division of Graduate Medical Sciences, according to guidelines of the Division.

C. Research Requirements for the M.S. Degree

1. Overview of Research Requirements

Scientific research in the Department of Anatomy and Neurobiology will focus on advancing knowledge in the fields of anatomy and/or neurobiology. Anatomical and/or neurobiological research must be the principal focus of the Masters thesis; however, a student may include education research as a complementary component of the thesis.

All M.S. degree students will participate in scientific laboratory research. Students are encouraged to spend as much time as possible in a research laboratory during the first year of study. At the end of the second semester of the first year, students are encouraged to finalize the choice of laboratory in which their thesis project will be performed. Students are expected to engage in full-time research during the summer after the first year. In the second year students should aim to carry out full time research, complete other requirements for their degree, and engage in teaching activities.

M.S. candidates are strongly encouraged to present their research at the annual Henry Russek Student Achievement Day. Students are also encouraged to consider presenting their Vesalius Teaching Practicum projects at the annual John McCahan Education Day.

2. Primary Research Adviser

During the time the student does not have a primary research adviser, the Masters Advisor (Dr. Zumwalt) and Graduate Director (Dr. Luebke) will advise the student on the choice of courses to be taken. Once a Primary Research Adviser has been selected, this faculty member will assume advising responsibilities.

M.S. degree candidates should become affiliated with a faculty member and his/her research laboratory during the first year in the Graduate Program. This faculty member will serve as the primary research adviser and, in this role, will supervise the student's research and advise the student on course work.

The primary research advisor is typically a member of the regular faculty of the Department of Anatomy and Neurobiology and faculty member of the Division of Graduate Medical Sciences. A faculty member of the Division of Graduate Medical Sciences in another department may also serve as a student's primary research advisor if approved by the GEC. When the primary research advisor is not a full time faculty member in the Department of Anatomy and Neurobiology, then the second reader must be a member of the regular faculty of the Department of Anatomy and Neurobiology and a faculty member of the Division of Graduate Medical Sciences. Additionally, in this circumstance, first and second readers must be appointed simultaneously. The primary research advisor is always the first reader of the thesis.

3. Writing of the Thesis

The format and formal requirements for a thesis are outlined in the *Division of Graduate Medical Sciences' Guide for Writers of Theses and Dissertations*, prepared by Boston University's Mugar Memorial Library.

The thesis is to be based on the research carried out by the M.S. degree candidate. The research project is to be well-conceived, and, in the best case scenario suitable for submission as an article in a respected, refereed journal.

The student **MUST** refer to the Graduate Medical Sciences "Graduation Calendar" for all graduation deadlines. This information, along with other important graduation deadlines, can be found under "Calendars and Important Dates" on the Division of Graduate Medical Sciences website.

D. Assessment of M.S. Degree Candidate Progress

During the spring of each academic year, the student and his/her adviser will meet with the GEC in the Annual Student Review. The review is a forum for the student to highlight and explain their academic, research and teaching accomplishments over the past year, and to detail plans for the coming year. This meeting also allows for direct oversight of the Committee on the timely progression of each student through their degree program, and to maintain the academic, research and professional standards of the Department, and it serves as an environment in which students may ask questions or voice concerns.

Prior to the meeting, each student will submit a form to the GEC that details the past year's coursework, academic performance and teaching performance. The student should fill this form out in conjunction with his or her adviser prior to submitting it to the Committee; at the very least, the student and adviser should have a meeting prior to the annual review to discuss past academic and research performance, achievement of goals, future or modified goals. The adviser should plan to attend the meeting with the student, if at all possible. If the student does not yet have a primary research adviser, the First Year Graduate Student Coordinator or the Graduate Director will serve as the adviser.

The format of the annual meeting typically begins with the student presenting his/her activities over the previous year, and the committee will ask questions as needed. To that end, having a short statement prepared as to the events of the previous year and plans for the coming year is useful.

The student should be prepared to answer the following questions (as appropriate):

1. What progress was made in the previous year with respect to a) course requirements; b) research progress; c) professional development, and; d) service to the Department?
2. If performance in class or in research did not fulfill expectations of the student, adviser or committee, what will be done in the future to ensure expectations are met?
3. What are the goals of the student in the coming year for a) courses; b) research progress; c) professional development, and; d) service to the Department?
4. What is the timeline for programmatic completion and what are the student's future plans?

E. Transfer into the Anatomy & Neurobiology Ph.D. Program from the Masters Program

Students wishing to enter the Anatomy and Neurobiology Doctoral Program from the Departmental Master's Program may submit a request in writing to the Department GEC. This request should normally receive the backing of the student's adviser.

Before the Department GEC will recommend acceptance of an M.S. student into the Ph.D. program, all course requirements for the M.S. program must have been satisfactorily completed except completion of the Master's Thesis. If accepted into the Ph.D. program, students must fulfill all requirements for the Ph.D. Program. Master's students who choose to apply to the Ph.D. program compete for admission on equal footing with external applicants to the program.

F. Department and Graduate Student Seminars and Journal Club

- a) Graduate student attendance at all Departmental Seminars is mandatory. The only exception to this requirement is when attendance at a seminar conflicts with attendance at a course taken for credit.
- b) All students must participate in Journal Club once each year. One Journal Club must be taken for credit.

G. Graduate Education Committee (GEC)

This committee directs and oversees the graduate programs within the Department of Anatomy and Neurobiology. Its responsibilities include, but are not limited to: admissions decisions, policy-making, the establishment of academic requirements, the resolution of disputes and advice on the administration of programs (e.g. training grants) affecting graduate students. The Committee consists of the Department Chairperson, the Graduate Director and a minimum of three other faculty members. Ideally, the composition of the committee will include members that represent the broad research and teaching expertise in the Department and at least one senior faculty member.

The Graduate Director or other member of the GEC will advise students on the choice of courses to be taken prior to the student selecting a primary research adviser.

The GEC has the power to dismiss students for reasons of academic underachievement, poor conduct or lack of professionalism. The decision to dismiss a student is made by the GEC. The student may appeal a decision of dismissal to the Chairman of the Department and/ or the Ombudsman who presents the student's case to the GEC.

H. Department Graduate Student Organization

During the first month of the academic year, all the Department Graduate Students will be responsible for: (1) recommending an Ombudsman, (2) selecting representatives to plan the annual Raviola seminar and reception, (3) selecting representatives to designated Department Committees (such as Admissions and Seminar Committees—this committee is responsible for seminar food and clean up), and (4) acting as the primary spokespersons for graduate student concerns.

I. Ombudsman

Although students may always approach members of the GEC, their Graduate Adviser or other members of the faculty to discuss problems or concerns, a member of the faculty from the Department will serve as an Ombudsman to mediate any dispute or hear any concerns from those who wish to discuss an issue outside of the normal administrative structure of the Department. Interactions with the Ombudsman will be held in confidence, unless requested by the student or if there is a concern of safety (note: faculty are Title IX mandatory reporters). The Ombudsman is selected by the Graduate Students on an annual basis and the GEC apprised of the selection.

J. Miscellaneous

1. Tutoring, Extramural Teaching or Other Employment

Students may participate in tutoring or extramural teaching with written permission from their adviser. When undertaken, such activities should not exceed six hours per working week. In addition, international students need to check with their ISSO advisor as well.

2. Vacations and Leaves of Absence

In addition to the standard Medical School, National and State holidays and winter intersession, a two-week vacation period may be taken by the student during the year. The timing and length of the vacation must be approved by the student's adviser. Normally, students should expect to engage in research during the summer months. Students should inform the Departmental Administrator of their vacation plans. Note that spring break is not observed for graduate students.

The Bulletin of the Division of Graduate Medical Sciences, under Academic Policies and Procedures, describes the procedures involved with Leaves of Absence.



Student Committee Position Descriptions

Graduate students are encouraged to participate in service activities within and outside of the department. Some potential opportunities include:

Alumni Coordinators: These members will update the department's alumni list and the alumni page on the department website. They will also communicate with alumni to gather current information and provide them with current events within the department. Coordinators will invite one or more alumni for a seminar or a career day.

Graduate Medical Science Student Organization (GMSSO): Members will attend monthly meetings to organize events for graduate students on the medical campus. This includes orientation, BBQ, and volunteer events.

Newsletter: This group of students will gather articles from faculty, staff, and students to present in a newsletter form about the recent news of the department. Articles typically include recent awarded grants, new students and/or faculty, conference updates, recent publications, presentations and a report from the chairman.

Mentors: A mentor is typically a student who has been in the department for two or more years. Mentors may be paired with one or more students. Their primary role is to provide mentees with basic information and to answer any questions a new student may have.

Raviola Memorial Seminar: Dr. Raviola was an outstanding scientist in our department. In her honor, each year a group of graduate students choose a speaker typically within the field of vision. Students choose the speaker and organize the day. Typically there is a time to meet with faculty, lunch with students, and a reception following the seminar.

Social Committee: Students organize social gatherings for the graduate students of the department. This is a "get-to-know" each other outside of the classroom. In the past, events have included movies, bowling and game nights.

Student Representatives: It is the responsibility of these two students to organize the graduate students and report to the faculty any issues that may have come up.

Important Dates

Fall 2015

Classes Begin	Wednesday, September 2, 2015
Holiday, Classes Suspended	Monday, September 7, 2015
Holiday, Classes Suspended	Monday, October 12, 2015
Substitute Monday Schedule of Classes	Tuesday, October 13, 2015
Parents Weekend	TBA
Thanksgiving Recess	Wednesday, November 25, 2015 Sunday, November 29, 2015
Classes Resume	Monday, November 30, 2015
Last Day of Classes	Thursday, December 10, 2015
Study Period	Friday, December 11, 2015 Monday, December 14, 2015
Final Exams Begin	Tuesday, December 15, 2015 Saturday, December 19, 2015

Spring 2016

Classes Begin	Tuesday, January 19, 2016
Holiday, Classes Suspended	Monday, February 15, 2016
Substitute Monday Schedule of Classes	Tuesday, February 16, 2016
Spring Recess	Saturday, March 5, 2016 Sunday, March 13, 2016
Classes Resume	Monday, March 14, 2016
Holiday, Classes Suspended	Monday, April 18, 2016
Substitute Monday Schedule of Classes	Wednesday, April 20, 2016
Last Day of Classes	Friday, April 29, 2016
Study Period	Saturday, April 30, 2016 Monday, May 2, 2016
Final Exams Begin	Tuesday, May 3, 2016
Final Exams End	Saturday, May 7, 2016
COMMENCEMENT Weekend	Friday, May 13, 2016 Sunday, May 15, 2016

Please note: These are the important dates for the Graduate Division. Since many of our classes are in the Medical School, some of these holidays DO NOT APPLY. The Medical School Calendar (BUSM, Office of Academic Affairs) has the schedule for joint courses such as Gross Anatomy, Neuroscience, and Histology: <http://www.bumc.bu.edu/aaa/academic-calendars/>.



Good Things to Know

Getting Around Town

“The Bus”, is a free shuttle running between the medical and Charles River campuses (runs every ½ hour during the summer and academic year, every 12 minutes during rush hour). You can find a detailed schedule at: <http://www.bu.edu/thebus/> and on the “BU Mobile” App.

The following links provide information about MBTA bus passes, public transportation and parking:

http://www.bu.edu/parking/transportation/semesterpass_fall/
http://www.mbt.com/schedules_and_maps/bus/
<http://www.bumc.bu.edu/parking/>

Numbers of Cab Companies

- | | |
|------------------------------|----------------------------|
| • Boston Cab (617) 536-5010 | • ITOA (617) 825-4000 |
| • Checker Cab (617) 536-7000 | • Metro Cab (617) 782-5500 |
| • City Cab (617) 536-5100 | • Town Taxi (617) 536-5000 |

Maps

The historic city of Boston is not built on a grid. The streets and intersections can be confusing. Purchasing a map of Boston will definitely help you find your way around, be it by bus, car, or on foot.

Useful links:

Subway, Bus, Commuter Rail Maps and Schedules: www.mbt.com

Boston University Maps and Directions: <http://www.bu.edu/maps>

Where can I work out?

(1) Boston University Fitness and Recreation Center
(<http://www.bu.edu/fitrec/index.shtml>). Free for Full Time Students.

(2) South End Fitness <http://www.southendfitness.org/index.htm>
Free personal fitness assessment with BMI with appointment.
Use of basketball court, pool, exercise studio, weights, and cardio machines.
\$180/year, must contact Dianna Rivera in the GMS office (617-638-5255) for more details.

Places to Eat

There are dining facilities at the Medical Center, in addition to restaurants and convenience stores in the area. There are also vending machines associated with all of the BUMC facilities.

On Campus:

Chequers 80 E. Concord St. (Basement of L building)
Menino Pavilion Cafeteria @ Boston Medical Center, 850 Harrison Ave.
Newton Pavilion Cafeteria @ Boston Medical Center, 88 E. Newton St.
Campus Convenience, 700 Albany St.
Dental School Cafeteria, 100 E. Newton St.
Dunkin' Donuts, 850 Harrison Ave. (Hospital lobby) #3
Outtakes Quick Cuisine, in the lobby of Menino Pavilion and Newton Pavilion
MG's Café, Doctors Office Building, 720 Harrison Ave.

Nearby Locations:

Andre's Café, 809-811 Harrison Ave.
Flour, 1595 Washington St.
Mike's City Diner, 1714 Washington St.
Equator (Thai food), 1721 Washington St.
Estragon Tapas Bar/Las Ventas, 700 Harrison Ave.

Other ideas for a great dinner out...

House of Siam, 542 Columbus Ave.
647 Tremont, 647 Tremont St.
Sorella's (in Jamaica Plain) 388 Centre St (between Day St & Perkins St)
Giacomo's, 431 Columbus Ave (between Braddock Park & Holyoke St)
Legal Seafood, The Prudential Center, 800 Boylston Street
Orinoco, 477 Shawmut Ave.

Bars:

Clery's – 113 Dartmouth St., (617) 262-9874

A popular hangout due to its size and close location. It has a room where people can hang out/chat as well as a bar and dance floor downstairs. Drink prices are reasonable.

Jillian's – 145 Ipswich St. (near Fenway Park), (617) 437-0300

This is a huge bar on the infamous Landsdowne St. which has pool tables, bars, and a bowling alley.

Faneuil Hall – This is a historic part of Boston that happens to be packed with some great bars and clubs. Find details at: <http://www.faneuilhallmarketplace.com>

Free/Cheap Stuff Around Boston

Many Boston museums offer discounted or free admission for students.

Sam Adams Brewery Tour – 30 Germania Street 02130 (Jamaica Plain)

Cheap concerts at small venues like Paradise Rock Club near the BU Charles River Campus or The Middle East in Central Square. Check out <http://www.tourfilter.com/boston/homepage> to look for your favorite bands.

Free Salsa dancing/lessons can be found all over the city. Some include Mojitos (theater district) and Masa (439 Tremont St.).

Things to do and places to visit:

- Boston Museum of Science, from dinosaurs to space travel.
- New England Aquarium, explore the ocean and learn about marine conservation.
- Boston Commons and Public Gardens, a beautiful place to relax and have a picnic, or ice skate at The Frog Pond in the winter
- Harvard Square (Cambridge), filled with excellent restaurants and shopping.
- Isabella Stewart Gardner Museum, in the Fenway area, features a fine art collection.
- The USS Constitution, the Nation's oldest naval vessel.
- Duck Tours; explore Boston in a World War II amphibious vehicle.
- Museum of Fine Arts, Boston's oldest, largest and best-known art museum.
- Institute of Contemporary Art, features cutting-edge contemporary painting, sculpture, architecture, film and photography.

Public Safety

The BUMC Public Safety Department is staffed 24 hours a day, 7 days a week. There is one Command and Control Center located at 750 Albany Street. Service calls for security, facilities, and emergency response are dispatched from this location, and can be reached at (617) 414-4444.

Contact the Command and Control Center to report suspicious and unusual activity. The Public Safety Desk Officer will dispatch an officer to respond to the problem immediately.

Incident Reports

The Public Safety Department encourages all employees and students to report suspicious behavior and / or criminal activity to the Command and Control Center at (617) 414-4444 as soon as possible. The Public Safety Department will document all reported incidents and forward those in need of further investigation to the department's Investigations Unit. Public Safety Department incident reports are the confidential properties of BUMC and copies will only be released with the approval of the Office of

General Counsel. Requests for copies of Public Safety Department incident reports should be directed to Public Safety Administration at (617) 414-4413

Lost and Found

The Public Safety Department documents and maintains custody of all recovered property at the medical center. Please contact the Command and Control Center at (617) 414-4444 if you find property. An Officer will be dispatched to secure the property and attempt to return it to its owner. In the event that you should lose or misplace property or if property is stolen from you, please contact the Command and Control Center at (617) 414-4444 to report the loss. The Desk Officer will dispatch an officer to meet you and document your loss if necessary.

Public Safety Escorts

The Public Safety Department will provide vehicular or pedestrian escorts to the garages, lots and surrounding medical center buildings during night and weekend hours upon request. Escorts are subject to availability by calling the Command and Control Center at extension

4-4444. The Public Safety Department recommends that you utilize the shuttle services available to you that transport to the garages, lots, surrounding medical center buildings and authorized MBTA stops. Click the shuttle services index for more detailed information.

Emergency Call Boxes

The Public Safety Department has installed emergency call boxes at a variety of locations within and around the perimeter of the medical center. Emergency call boxes are blue metal boxes that are easily identifiable by blue lights located above the box. These call boxes contain auto-dial phones that connect the caller to the Command and Control Center once the emergency button is pushed. These phones should be used in emergencies only and automatically disconnect after 3 minutes. The location of the call will be automatically be sent to the Command and Control Center for dispatch and response purposes.

Identification Cards

The Public Safety Department maintains a photographic database of all employees, faculty and students. Identification cards are to be worn at all times while on medical center property. For those who require access to restricted areas, a combined Photo

Identification / Access Control card is issued. The Public Safety Department issues Identification / Access Control cards in room 102 at 710 Albany Street. Enter the Parking and TransComm lobby and the ID Office is the first door on the left. You may obtain a badge Monday through Friday, 7:00 AM to 3:00 PM. The office will be closed for morning break from 9:00am-9:15am and lunch break is from 12:00pm-12:30pm. For more information, you may call (617) 638-6879.



There is a \$40.00 replacement charge for lost photo IDs/access cards. Please go to the cashier's office at 88 East Newton St. 2nd floor to make payment before reporting to the ID office for replacement ID.

The Control Center

The Control Center is responsible for monitoring all building automation systems and dispatching staff to respond to requests for assistance including fire alarms, heating / air conditioning systems issues, and all other building and grounds issues at the medical center.

A Control Center Technician is on duty 24 hours a day, 7 days a week and is responsible for ensuring that there are no interruptions in building services or utilities that will impact the operations of the medical center. The phone number is 638-4144. Employees and students should immediately report all facility-related deficiencies to the technician on duty. Fire, smoke, chemical or radioactive spills should be immediately reported to the Control Center's emergency response number: 617-638-6666.