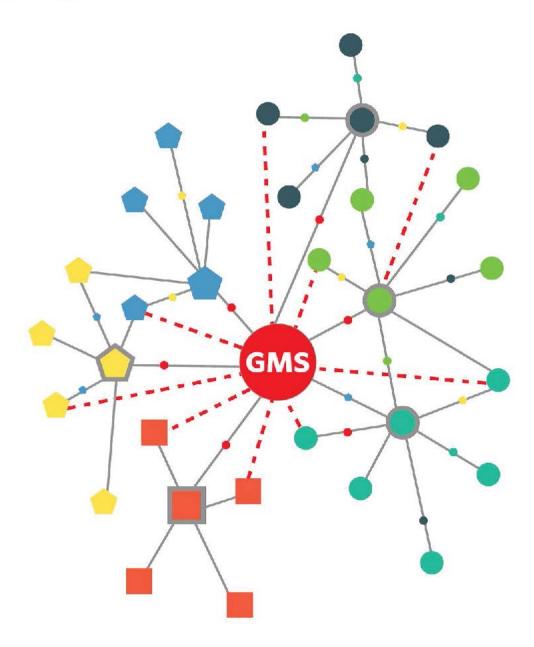


Graduate Medical Sciences



STUDENT HANDBOOK 2019-2020

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INTRODUCTION

Graduate Medical Sciences (GMS) at Boston University School of Medicine (BUSM) is a recognized leader in research and graduate education in the biomedical sciences. Our 900+ students have chosen from 33 fields of study, with interdisciplinary programs available in many areas. Students may pursue Ph.D. or M.D. /Ph.D. degrees within 15 different departments and programs. Master's degrees may be earned in many of the same fields, as well as in Medical Sciences, Mental Health Counseling and Behavioral Medicine, Clinical Research and other health professional disciplines.

GMS is located in the historic South End of Boston in the hub of a modern urban academic health center, <u>Boston University Medical Campus</u> (BUMC), which includes <u>Boston University School of Medicine</u>, <u>Boston University School of Public Health</u> and the <u>Boston University Henry M. Goldman School of Dental Medicine</u>. Also on campus is <u>Boston Medical Center</u>, one of Boston's leading teaching hospitals and the primary teaching affiliate of BUSM. Together, these institutions boast a world-class <u>faculty</u> with many established collaborations between clinical and basic science investigators.

Mission Statement

We train future professionals to think critically and use evidence to solve problems, to effectively communicate their ideas, to uphold the highest ethical standards, and to promote excellence and integrity in their respective professions. Our Ph.D. and Master's students are trained as scientists who utilize their knowledge and skills to lead in their chosen professions whether it is biomedical research, education, public policy, business development or some other career path. With issues related to health, science and technology having a larger impact on everyday life, GMS's foremost goals are to assure that all our graduates advance science and health in today's society and that they are positioned to provide leadership in the 21st century.

GMS Office Contact Information and Organization

Throughout your graduate studies at BUSM, you will have many interactions with the staff in the GMS office. From your initial orientation and registration through commencement, GMS is an important resource for information throughout your graduate career. Below is a list of the GMS office staff and a brief synopsis of who to contact for your specific needs. Please be sure to stop by the office to introduce yourself. We look forward to helping you succeed in your graduate studies.

Boston University School of Medicine Graduate Medical Sciences 72 East Concord Street, L-317, Boston, MA 02118

T: 617-358-9518 F: 617-358-2913

For specific questions, please refer to the following GMS faculty/staff members:

Leadership

Dr. Deborah Stearns-Kurosawa

Associate Provost and Associate Dean, ad interim Graduate Medical Sciences Associate Professor Department of Pathology and Laboratory Medicine dstearns@bu.edu

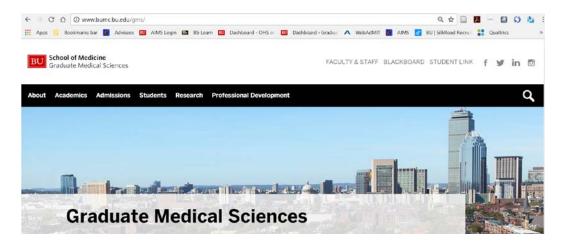
Contact Kimberly Arena (karena@bu.edu | 617-358-9554)

Dr. Gregory Viglianti	Dr. Stephen Brady
Assistant Dean, Operations	Assistant Dean, Masters Programs
Associate Professor, Microbiology	Professor, Psychology
gviglian@bu.edu 617-358-9543	sbrady@bu.edu 617-358-5475
Dr. Theresa A. Davies	Dr. Andrew Henderson
Assistant Dean, Graduate Affairs	Assistant Dean, Doctoral Programs
GMS Disability Liaison	Associate Professor, Medicine
Director, M.S. in Oral Health Sciences Program	<u>hender@bu.edu</u> 617-414-5240
Assistant Professor, Med Sciences & Education	
tdavies@bu.edu 617-358-9546	
Dr. Gwynneth Offner	Dr. Brigitte Ritter
Director, M.S. in Medical Sciences Program	Director, Data Tracking and Training Support
GMS Title IX Deputy Coordinator	Assistant Professor, Biochemistry
Associate Professor of Medicine	<u>britter@bu.edu</u> 617-358-9547
goffner@bu.edu 617-358-9541	
Dr. Vickery Trinkaus-Randall	Dr. Steven Borkan
Co-Director, M.D./Ph.D. Program	Co-Director, M.D./Ph.D. Program
Professor of Biochemistry	Associate Professor of Medicine
<u>vickery@bu.edu</u> 617-358-1235	sborkan@bu.edu 617-638-7330
Dr. Fadie Coleman	
Director, BLCS Program	
Assistant Professor	
Medical Sciences & Education	
fcoleman@bu.edu 617-358-2070	

GMS STAFF		
Farrah Belizaire, MS	Vincent Moore	
Manager, Diversity and Inclusion	Program Administrator, OHS	
mfarrahab@bu.edu 617-358-9517	vinny@bu.edu 617-358-0449	
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Executive Assistant	Graduate Affairs Coordinator	
PhD Program Admin	<u>srao2019@bu.edu</u> 617-358-9542	
karena@bu.edu 617-358-9554		
Mildred Agosto	Sherill Ashe	
Registrar	Financial Aid Administrator	
millie@bu.edu 617-358-9512	sashe@bu.edu 617-358-9513	
Jorge Fortin	Israel De La Cruz	
Administrative Assistant	Financial Manager	
fortin@bu.edu 617-358-9518	<u>idlc@bu.edu</u> 617-358-5250	
Ying-Ju Lai	Nancy Ferrer-Tatkowska	
Program Administrator	Program Administrator	
M.S. in Medical Sciences Program	Genetic Counseling, MACCP, BRT and CR	
<u>yingju@bu.edu</u> 617-358-9539	nancyft@bu.edu 617-358-9514	
Dr. Sarah Hokanson	Amanda Bolgioni-Smith	
Assistant Provost,	Director, BU's BEST	
Professional Development & Postdocl Affairs	abolgion@bu.edu 617-358-9509	
sch1@bu.edu 617-358-2111		

Website

The GMS Website has information from Orientation to Commencement, as well as everything in between! Specific program websites are linked to the GMS website for easy access. If you have questions about registration procedures, financial aid or student life, please check the website (http://www.bumc.bu.edu/gms/).



Student Organizations

The purpose of <u>student organizations in GMS</u> is to bring students together from all departments and programs, to share ideas, and to pursue common student issues with a combined voice. Our Student Advisory Board meets regularly and consists of both Ph.D. and Master's candidates, support staff and faculty members to serve as liaison between leadership and students. Members report back to their department, program and/or organization/club after meetings in order to keep the information and feedback flowing between faculty and graduate students. For the most up-to-date information, please visit our Student Life page on the <u>website</u>.

Additional groups such as MISO (Minority and International Scientist Organization), BPSO (Biomedical PhD Student Organization) and the WPDC (Women's Professional Development Committee) have emerged, as well as program-specific groups and organizations on the Charles River Campus. Visit the GMS Student Life page for more info.

Student Lounge

The Student Lounge is located on the 14th floor of the L-building next to the Hiebert Lounge.

E-Mail Communications

Throughout your studies at GMS, you will regularly receive important information from the GMS office, your department or program, and course managers that will be e-mailed to your BU e-mail address. You will be responsible for checking your BU e-mail on a daily basis to keep current. If you wish to use another e-mail server, please be sure to forward your BU e-mail account's mail to your preferred e-mail account. Once again, students are expected to check their e-mail on



a daily basis. All students should obtain a BU computer account/e-mail account from the computer lab in the library. Contact http://www.bu.edu/tech/ with any additional questions.

<u>Note:</u> M.D./Ph.D. students who have completed the Ph.D. portion of the program in 2020 and are returning to their 3rd year of medical school should send an e-mail to: majordomo@bu.edu with the one-line message: subscribe busm-2021-list to receive all electronic notices designated for the class of 2021. Please be aware that Majordomo ignores the subject line of messages, so you can leave this blank. It also does not read HTML, so you must change your email to Plain Text format or your message will be ignored.

Identification Cards



Terrier Cards are issued by the <u>Terrier Card Office</u>. Students are assigned an ID number by Boston University.

A student is entitled to a new card only when there are changes to the information on the card. A student is charged \$40 for replacing a lost or stolen card. 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.

Medical campus students may obtain their ID at:

Medical Campus Identification Office

710 Albany Street, ground level (parking garage)

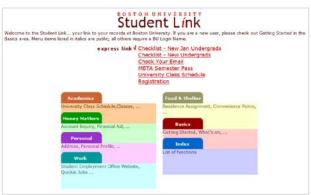
Open Monday – Friday: 7:00am-noon and 12:30-3:00pm

idoffice@bmc.org 617-358-7604

ACADEMIC RESOURCES

Student Link

Student Link is an access point to the University Class Schedule, online class registration, personal information, financial account access, and much more. Please visit Student Link and login with your username and Kerberos password.



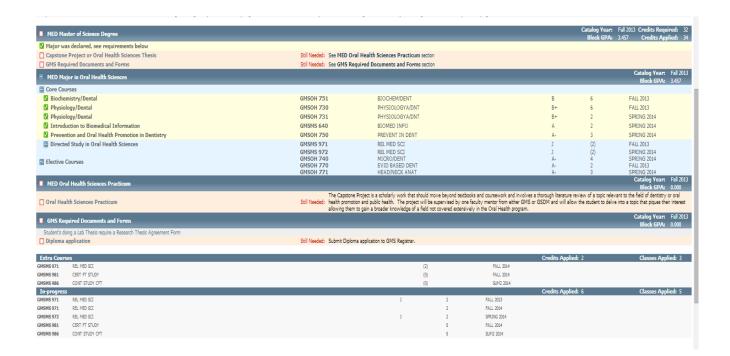
Degree Advice

Personal Profile | Current Schedule | Classes | Grades | Transcript Preview | Student Notes | Academic Summary | External Credits & Test Scores | Degree Program History | Degree Advice | International Verification | Compliance

NT INFORMATION

Degree Advice is a tool for students and faculty advisors to follow the progression of degree requirement completion for their students.

This tool can be found within <u>Student Link under the Academics tab.</u> Please click <u>here</u> for complete instructions on how to access Degree Advice.



Blackboard



Blackboard is the online tool utilized for all of the courses offered by GMS. Login in to <u>Blackboard</u> <u>Learn</u> with your username and Kerberos password for course announcements, lecture materials and general course information, including updated class schedules.

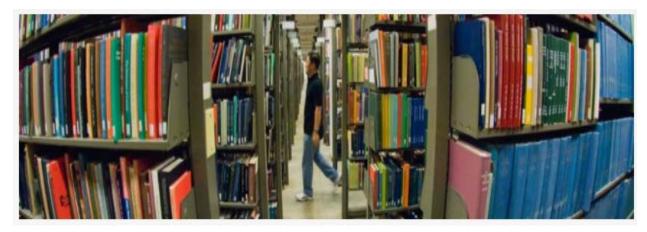
Academic Deadlines

Students should consult the Graduate Medical Sciences Graduation Calendar that is published annually each summer:

2020 M.A./M.S. Graduation Calendar 2020 Ph.D. Graduation Calendar

This calendar lists deadlines for degree requirements that include the filing of a dissertation prospectus (outline), diploma applications (M.A./M.S., Ph.D.), abstract approval, scheduling of oral examination, oral examination deadlines, etc. All forms for M.A./M.S. and Ph.D. programs can be found here.

The Alumni Medical Library



The Alumni Medical Library is located in the Instructional (L) Building of the Medical School on the 11th, 12th, and 13th floors. The 11th floor is the campus testing center and is closed during exams.

Please visit the Alumni Medical Library website for more information.

Print/Copy Card Policy

The Alumni Medical Library provides <u>Free Medical Library Print/Copy Cards</u> for all BUSM / GMS students. MyPrint, a BU UID-based system, provides a print allotment to students of 500 sheets for black and white printing per semester. Copies will be automatically added to user accounts each semester, and print jobs may be released by swiping a BU ID (or logging in with BU username and password) at any MyPrint station, whether in the Medical Library or at other locations on the <u>Medical Campus</u>, the <u>Charles River Campus</u> or the <u>Fenway Campus</u>. Please note that allocations will be reset each semester, and unused allocations will not carry forward.

A second option for students is to use the FedEx Office located in the Center for Advanced Biomedical Research (CABR) Building at 700 Albany Street. You may stop by the office in person, or you may submit your printing project online through their online service at https://docstore.fedex.com/bu and pick up your papers after printing. Please see the FedEx/Kinko Office website for more information.

Study Space and Study Space Finder App

Looking for somewhere to study? The space finder tool can help you find the space you need, including interactive group studying or quiet "individual" study areas.

- <u>13th Floor L Building Quiet Study Space</u>
- Learn more about the Medical Campus Study Space Finder
 - This mobile-friendly New Study Space Finder App for Students displays rooms that are available for study in real time. Students can look for rooms in a specific building, date, time and room type (group study or individual). Students can control what they want to view, add rooms as favorites, set favorite rooms as the default home page and see detailed room attributes, such as AV & IT capabilities, seating arrangement, lighting and more. No login is required to access the site, but it cannot be used to reserve rooms.
 - The website categorizes rooms for "individual (quiet) study" or for "group study." Larger rooms (with a maximum occupancy greater than 20) are classified as "individual," and are for parallel quiet study for individuals up to the capacity of the room. Smaller rooms (maximum occupancy up to 20) are classified as "group study." These are for interactive discussion groups of three or more students. While "group study" rooms can be used by individuals, preference must be given to groups if they need to use the space.
- Medical Campus Study Space Finder direct link
- McNary HOU R107 is a dual purpose classroom / study space for students so that
 whenever classes are not scheduled, students will be able to access the room 24/7.

FINANCIAL AID

Students applying for Financial Aid must submit the following:

- 1. FAFSA (may be filed at www.fafsa.ed.gov). Boston University's title IV code is 002130.
- 2 <u>Boston University Loan Application</u>
- 3. Any student attending Boston University for the first time will be required to complete an entrance interview and electronically sign a master promissory note before funds may be released. Go to www.studentloans.gov/ to sign your master promissory note using the four digit PIN number assigned to you by the Department of Education, and to also complete your entrance counseling requirement.

Loan Deferral Forms: All graduate student loan deferral forms must be signed and validated by the Boston University Registrar at 881 Commonwealth Avenue. To have this done, complete the student/loaner part of the form, bring it to Sherill Ashe (L-317), and it will be forwarded to 881 Commonwealth Avenue for processing. All GMS students must complete the student/loaner portion and bring it to the GMS office for completion. **Don't forget to sign your form!**

Once again, please direct your financial aid questions to <u>Sherill Ashe</u> or visit our <u>financial aid page</u> on our website.

Refund Schedules

• Fall 2019, Spring 2020 Refund Schedules

For future refund schedules, please consult the <u>Calendars and Important Dates</u> section on the GMS website.

The last official date to withdraw from BU for Fall 2019 is December 3, 2019.

DISABILITY & ACCESS SERVICES

Boston University takes great pride in the academic and personal achievements of its many students and alumni with disabilities. The University is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural, and recreational programs it offers. This commitment is consistent with legal requirements, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act ("ADA") of 1990, and embodies the University's historic determination to ensure the inclusion of all members of its communities.

Dr. Theresa Davies, Assistant Dean for Graduate Affairs, serves as the liaison between GMS and the Disability & Access Services. Please contact her (tdavies@bu.edu or 617-358-9546) with any disability services questions.

The goal of <u>Disability & Access Services</u> is to provide services and support to ensure that students are able to access and participate in the opportunities available at Boston University. In keeping with this objective, students are expected and encouraged to utilize the resources of Disability Services to the degree they determine necessary.

STUDENT SERVICES

Student Health Services

BU Student Health Services

<u>Student Health Services</u> is a center designed to help meet your health care needs while at Boston University. Their offer medical

services, a crisis intervention counselor, chiropractic care, and behavioral medicine services by appointment or on an emergency basis (see below). They are available to help address your immediate and ongoing health care needs.

You may use Student Health Services if you are:

- 1. A full-time BU student, regardless of your insurance choice.
- 2. A student who participates in at least 75 percent of the full-time curriculum.
- 3. Any student with the Student Health Insurance Plan.
- 4. A summer student or a participant in one of the high school summer programs.

Student Health Services is located at the Charles River Campus at 881 Commonwealth Avenue, phone 617-353-3575.

Behavioral Medicine (Mental Health)

Behavioral Medicine (Mental Health) services for students is available on the Medical Campus. All full-time students are eligible for care, regardless of health insurance. Part-time students who have Aetna Student Health insurance also are eligible.

The clinic is located in the Solomon Carter Fuller Mental Health Building, 85 E. Newton St., Suite 816. Initially, it will be staffed two

Medical Campus

Solomon Carter Fuller Mental Health Center 85 East Newton Street, Room 816 Boston, MA 02215

Phone: 617-353-3569

Monday: 9:00 am - 6:00 pm Wednesday: 9:30 am - 5:30 pm

days per week by clinicians not affiliated with the Medical Campus. Hours may increase with demand. The location was chosen specifically to be mindful of maintaining student privacy and confidentiality.

The following services will be available:

- Evaluation
- Consultation
- Short-term treatment (both medication management and psychotherapy)

• 24-hour coverage for psychiatric emergencies

When longer-term treatment is indicated, students will be referred to a provider in the community. Student Health Services is committed to maintaining the confidentiality of all patient health information in accordance with all applicable federal and state laws. To make an appointment, please call 617-353-3569 and request an appointment at the BUMC clinic.

Medical and Dental Insurance

By state law, students must have medical insurance. You will automatically be charged for health insurance unless you verify and complete an insurance waiver on <u>Student Link</u>. The <u>medical insurance coverage offered by Boston University</u> is through Aetna and is effective August 15, 2019 to August 14, 2020. Boston



University offers the Student BASIC Plan and the Student PLUS Plan. New graduate students may waive participation until September 30, 2019. The deadline for covered students to upgrade from the BASIC Plan to the Student PLUS plan is also September 30, 2019. To waive or upgrade, please visit Student Link. For more information about health insurance, please consult the student Link.

Students may receive dental insurance through <u>BU Goldman School of Dental Medicine's Student</u> <u>Discount Program, as well as through Aetna</u>.

Lockers

Coat and book lockers are available for assignment on a yearly basis to full-time graduate students. If you wish to be assigned one of these lockers, please visit the GMS Office (Room L-317). **All lockers must be emptied by June 1 unless notified otherwise.** At that time, the BUSM Maintenance Office will clear out anything remaining in the locker in preparation for the 2020/21 academic year.

<u>Transportation/TransComm</u>

Boston University Medical Campus and Boston Medical Center are members of TranSComm (Transportation Solutions for Commuters, Inc.). TranSComm works to bring more frequent and accessible public transportation to the Medical Center community and provides information on transportation services.



TransComm's efforts include coordination with the MBTA on transit and bus service; offering ride-sharing and carpooling options; providing information on shuttle service within BUMC; and promoting other environmentally-sound transportation options of interest to Medical Center commuters. TransComm is dedicated to improving air quality, accessibility and minimizing traffic congestion and pollution in the historic South End of Boston.

Please call 617-638-7473 for personalized assistance with your commute.

Please consult the TranSComm website for:

- Destination at BUMC
- Directions to BUMC by car
- Directions to BUMC by Public Transportation: bus and subway (MBTA)
- Shuttles (BU BUS see below)
- Security Escort Service
- Carpooling
- Zipcar
- Bicycles and Bike Rack Locations

The BUS: Boston University Shuttle

Traveling between Boston University's Charles River and Medical campuses is now easier than ever due to the enhanced The BUS (Boston University Shuttle) service. The BUS makes it convenient for the BU community to access the many resources, programs, and activities available throughout the University—and it's **free!** Please consult the BUS schedule.



Boston University Medical Campus Public Safety

The <u>BUMC Public Safety Department</u> provides services and support to the Boston University Schools of Medicine, Dental Medicine and Public Health, Division of Graduate Medical Sciences and Boston Medical Center. Their mission is to provide a safe and secure environment for employees, patients, staff, students and visitors while minimizing the opportunity for loss of personal property and institutional assets

The BUMC Public Safety Department is staffed 24 hours a day, and can be reached at **617-414-4444**. Please add this number to your cell phone address book for easy access in case of an emergency. BU Police works closely with public safety and can be reached <u>here</u>.

In addition to the 24-hour response, Public Safety provides many other services described below:

Lost and Found

The Public Safety Department documents and maintains custody of all recovered property at the medical campus. Please contact the Command 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.

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 617-414-4444. The Public Safety Department recommends that you utilize the shuttle services for transport to the garages, lots, surrounding medical center buildings, and authorized MBTA stops.

• 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 campus. 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 immediately 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 Command and Control Center knows which phone you are using and will immediately dispatch an officer to your location.

Personal Safety Tips

- Do not compromise safety for the sake of convenience.
- Utilize the shuttle services whenever possible.
- Do not hesitate to contact public safety if you have security or safety concerns.
- Take advantage of <u>public safety-sponsored training programs</u>.
- Be alert and aware of your surroundings.
- Trust your instincts. If you are concerned about something you see or hear, notify public safety and leave the area.
- Use the buddy system. Whenever possible, walk with a friend.

- Have your car or house/apartment keys in your hand before you reach the car or house/apartment.
- Avoid short cuts. Stay in well-lit, well-traveled areas.
- Secure your belongings. Don't leave areas unlocked or valuables unattended.

• 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 confidential property of BUMC and copies will only be released with the approval of the Office of the General Counsel. Requests for copies of Public Safety Department incident reports should be directed to Public Safety Administration at 617-414-4444.

Office of Research Compliance

The Office of Research Compliance <u>website</u> houses information regarding environmental health and safety, research and safety training, human subjects, animal care, the research occupational health program, and the research information management system. You may use this office as a resource for your research while with GMS.

Fitness and Well-Being at Boston University

GMS encourages all students to challenge your bodies as well as your minds by building time into your schedules for exercise and relaxation. There are several options available for students at the medical campus.

BUMC Fuller Gym

Access to the <u>Fuller Gym</u> court and recreational area has been granted to the BUMC community, as part of a campuswide pilot program. All BUMC students, staff and faculty now have access to the space from 4-9 p.m., six days a week (gym is closed on Tuesdays). The court can be used for pick-up basketball, volleyball, soccer and other group sports. Basketball, soccer, dodge balls as well as volleyball equipment are available in the storage closet with swipe card access.

Fitness classes will run each semester. Student must sign up for the BUMC FitPass to participate in classes while all students must sign the waiver.

BU's Fit Rec

<u>BU's Fitness and Recreation Center (Fit Rec)</u> is located on the Charles River Campus and is easily accessible by the BUS.

Boston University Physical Education, Recreation & Dance

The building provides approximately 270,000 square feet of BU Fitness & Recreation Center space, supporting physical education, non-credit courses, intramurals, club sports, student organizations, and much more.

The Fitness and Recreation Center also houses a center for rehabilitation, fitness/conditioning, Emergency Medical Services education, expansive locker rooms for men and women, a family locker room, a snack bar, a pro shop, equipment issue, children's area, and administrative offices.

Membership to the Fitness and Recreation Center is automatically granted to all enrolled full-time undergraduate and graduate Boston University students. Hours are Hours M-Th 6AM-10PM, F 6AM-8PM, Sat/Sun 8AM-8PM. Complete this form

South End Fitness Center



Website

Cost \$199/year Hours M-Th 6AM-10PM, F 6AM-8PM, Sat 8AM-6PM, Sun 8AM-3PM

Oath of the Scientist (PhD Students Only)

By accepting my Doctor of Philosophy degree, I earnestly assert that:

I will apply my scientific skills and principles to benefit society;

I will continue to practice and support a scientific process that is based on logic, intellectual rigor, personal integrity and an uncompromising respect for truth;

I will treat my colleagues' work with respect and objectivity;

I will convey these scientific principles in my chosen profession, in mentoring and in public debate;

I will seek to increase public understanding of the principles of science and its humanitarian goals. These things I do promise.

Composed by Drs. Katya Ravid (Medicine and Biochemistry) and Benjamin L. Wolozin (Pharmacology), 2012.