Johns Hopkins University

GRADUATE DEPARTMENT OF ECONOMICS

New Student Guide
Fall 2014
Hello New Graduate Student,

Welcome to Johns Hopkins Graduate Department of Economics! This guide is provided to help you find your way around the Economics Department, Mergenthaler Hall, 4th floor. We hope your Graduate Student transition will be pleasant and rewarding!

FACULTY DIRECTORY
A Directory of Faculty names and their office room numbers is located on the wall, across from the elevator. Please refer to this Directory for locating a faculty member.

FACULTY OFFICE HOURS
Faculty members hold office hours during the Fall and Spring semesters only. Specific hours are located on the outside of each Professor’s office door. There is also a Faculty listing located on our Econ website where you can also find their current office hours.
http://econ.jhu.edu/directoryindex/faculty/

FACULTY MAILBOXES
Room 440A is where the Faculty mailboxes are located, the first door to your left just inside the Econ Department Office. Students are always welcome to leave any messages, papers, etc. for a faculty member in their mailbox. However, please be mindful and do not disturb other mail in their mailbox.
DEPARTMENT LOUNGE
Room 455 is the Department Lounge. This room houses the Student Mailboxes, a refrigerator, microwave, toaster oven, a Keurig machine and one telephone for student’s usage. We do not supply drinking cups. We ask that you supply your own cup for any drinks and it is suggested that you write your name on the cup and store it in the beige cabinet next to the mailboxes. Students may use the refrigerator to store their lunch or snacks. **Please Note: Everything in the Coffee Room is for short-term use only.** For example: lunches or other food that you may bring should not be left in the refrigerator for extended periods of time. The refrigerator is cleaned out once a month and any items that are not labeled are thrown away. **In addition, any student who uses the facilities in the coffee room is expected to CLEAN UP after him or herself.**

Department Lounge *Beverage and Snacks*
Coffee is available in the Department Lounge Room 455 throughout the year at .60 per K-cup. Keurig coffee (K-cups) will be made available each morning. All K-cups are put away each evening by 4 pm. A tally payment sheet is located on the side of the refrigerator. Please place a check mark next to your name for each cup you drink.

Department Lounge *Coffee Billing*
Students can expect to be billed periodically throughout the semester. An invoice will be placed in each student’s mailbox. Please pay the Department accordingly. Your form of payment may be cash or check. **Please Note:** If you are paying your coffee invoice by check, please make it payable to: Johns Hopkins University, Department of Economics.

Department Lounge *Telephone*
Room 455 has one phone for student use. The phone number is as follows: **410-516-8101.** However, phone usage is restricted to local or campus calls. If there is a need to make an URGENT Long Distance phone call, please see someone in the Department Office.
Department Lounge Student Mailboxes
Room 455 is where Student mailboxes are located. All mailboxes are arranged alphabetically. Incoming campus mail and U.S. mail will be placed in student mailboxes daily, usually by 2:30 PM. Please check your mailbox on a regular basis.

**DEVELOPED PACKAGES FOR STUDENTS**
All packages including books, delivered by mail to a student will be kept in the Department Office, Room 440. Mailed packages will not be left in the Department Lounge or placed in student mailboxes. Students will be notified by an email, to come and pick up their package.

**DEPARTMENT BULLETIN BOARDS**
Bulletin boards are located outside the Economics Department Office. Information regarding classes, fellowships, jobs, seminars, etc. can be found on these boards. Please check the bulletin boards periodically for announcements and information from various sources, including the EGO, which might be helpful to students.

**EGO ACTIVITIES (Economics Graduate Organization)**
EGO organizes social events for the department throughout the academic year, i.e., welcome party for first year students, holiday party, etc. All students are invited. This year, the student in charge is Alexandria Zhang, one of our 5th year students. Each class has 2 representatives on the committee.

**ECONOMICS DEPARTMENT OFFICE**
Room 440 is the main Economics Department Office. The office is open Monday through Friday and the office hours are from 7:30 a.m. to 4:00 p.m. until further notice.
COPY MACHININE AND DEPARTMENT OFFICE EQUIPMENT

Room 440A is where the Department’s Copy Machine is located.

Copy Machine User Codes
All students are given their own User Code for the copy machine and will be charged .05 a copy. Individual “User Codes” are emailed to each student.

Please Note: In regards to the copy machine “User Code”, this is the only 3 or 4 digit number you will enter on the Home Page screen and you will enter it in the “Department ID” box.

Copy Machine Pin Number
Please Note: A “Pin Number” request will also appear on the Home Page Screen of the copy machine. A Pin Number is not required for the usage of this particular copy machine. Please leave this box empty and proceed with your photo copying!

Copy Machine Usage Billing
The copy machine retains the data for student usage per User Code. Students can expect to be billed periodically throughout the semester. An invoice will be placed in each student’s mailbox. Please pay the Economics Department accordingly, when you receive your invoice.

Other Office Equipment in Room 440-A
Also located in this room are an electric stapler, three hole paper puncher, an electric pencil sharpener and a heavy duty stapler for multiple page documents.

Outgoing Mail Trays (3) are located in the Department Office. The top tray is not for student usage; there is a first-class mail tray (middle) and a campus mail tray (lower). If you would like to drop your stamped outgoing mail in one of these two trays, please feel free to do so.

A Fax Machine is located in the Department Office. Fax Cover Sheets are located on the shelf above the fax machine. Please Note: Instructions for using the Fax Machine are located on the wall above the fax machine.
**STUDY ROOM**

Room 430 is the Student Study Room. This is a designated "QUIET" study/work area. Absolutely **NO FOOD** is allowed in this room. The University’s wireless network is available in this room.

**THE COMPUTER LAB**

Home page: [http://econ.jhu.edu/research-programs/computing-resources](http://econ.jhu.edu/research-programs/computing-resources)

Room 462 is the Department Computer Lab. The Computer Lab is available to use Monday through Friday and any time on the Weekends. **Students must use their key for access to the Computer Lab.**

The computer lab is administered by Nina Agopian, who is a member of the department’s staff, and Computer Liaisons, who are graduate students. Their contact information is posted at: [http://www.econ.jhu.edu/directory/index/staff/](http://www.econ.jhu.edu/directory/index/staff/).

Econ Lab Policies:

[http://econ.jhu.edu/research-programs/computing-resources/econlab-policies-acceptable-use/](http://econ.jhu.edu/research-programs/computing-resources/econlab-policies-acceptable-use/)

Please read and follow these guidelines when using the lab. Repeated failure to do so could result in loss of lab privileges.

Econ Lab Computing Procedures:

[http://econ.jhu.edu/research-programs/computing-resources/econlab-computing-procedures/](http://econ.jhu.edu/research-programs/computing-resources/econlab-computing-procedures/)

You can find the answers to most general use questions in these pages. The Computer Lab and common areas, including the Study Room, are equipped with mostly Dell computers (Precision Workstations and Optiplex desktops) running Windows OS. All computers have access to the internet. The Department also has access to the University’s Wireless network, which is now available throughout the department. Instructions on how to set up the wireless connection on your laptop or mobile device can be found at [http://www.it.johnshopkins.edu/services/network/wireless/](http://www.it.johnshopkins.edu/services/network/wireless/).
There is a variety of econometric and word processing programs on each computer – please check the software list posted above each computer.

**Computer Lab Printing:**
There is a printing allowance of 400 pages ($12) per month allocated to everyone using the computer lab. Anything above that is charged at 3c/p. For more details please visit: [http://econ.jhu.edu/research-programs/computing-resources/econlab-computing-procedures/#print](http://econ.jhu.edu/research-programs/computing-resources/econlab-computing-procedures/#print).

**Printing** (not photo copying) on the **Department copy machine**
is reserved for Job Market/RA/TA print jobs ONLY. Please contact Nina Agopian to request access.

**Scanning** using the **Department copy machine** is free of charge. You can scan documents (single or multiple pages) and forward the scanned information as a PDF or image file (JPEG or TIFF) to your e-mail address. Please use your assigned user code (the same one you would use for making copies when scanning your documents).

**COMPUTER LAB KEYS**
Please see Donna in the Department Office to receive two keys: (1) an outside door key (to Mergenthaler Hall) and (2) a key to the Computer Lab. This is to ensure usage of the Computer Lab on weekends or anytime when the Economics Department Office is closed. **Please Note:** A $5.00 deposit is required which is refundable when the student returns both keys to the Department. Both keys should be returned at the time a student completes the Ph.D program or permanently leaves the Department.

**TEACHING/RESEARCH ASSISTANT LOUNGE**
The TA/RA Lounge is located in Room 466. Located in this room is a small refrigerator. The refrigerator and a large gray plastic bin are filled with a variety of sodas, candy and other types of snacks.

The above items can be purchased for .50 each. **There is a tally sheet on top of the refrigerator for students to mark their purchases.** This is a service offered by EGO (Economics Graduate Organization).
In addition, the EGO will bill you for all purchases made. An invoice will be sent to you via email by an EGO member. Cash or check is an acceptable form of payment. **Students may place their payment in the box above the Color Printer in the main Department Office.**

**Teaching/Research Assistant Lounge Usage**
Periodically, during the semester, Room 466 will be used for student meetings, Graduate Board Exams (GBO) etc. A sign will be placed on the door if this should occur. Although the Department tries to avoid this, we apologize in advance for any inconvenience this may cause students. Please plan accordingly, when an “occupied” sign is placed on the door.

**STUDENT STUDY CARRELS and LOCKERS**
Carrels in the M.S.E. library are assigned based on need and then by seniority. A student can be assigned a locker in the Milton S. Eisenhower (M.S.E.) Library or in Room 466 for studying and storage. The lockers in the TA lounge are assigned by seniority but some may be available for new students there or in the M.S.E. library. The Economics Graduate Organization (EGO) is responsible for handling all information pertaining to Student Library Carrels and Lockers. At the present time, please contact Alexandria Zhang, our EGO representative at azhang4@jhu.edu.

**Student Study Carrel Locker Keys**
If a student is given a locker in the M.S.E. library, they may pick up their key from the MSE Library Support Services Desk. The Support Desk is located on the A-Level of the MSE Library. Students may contact the Support Desk by email at: [www.library.jhu.edu/services/](http://www.library.jhu.edu/services/) or by phone: 410-516-8338.

**Please Note:** A $5.00 deposit is required when keys are picked up from the Support Desk. If there are any questions or concerns please contact Alexandria Zhang, our EGO representative at azhang4@jhu.edu.
**PAY CHECKS/STIPENDS**

If a student is scheduled to receive a stipend or any other form of payroll check, from the Department of Economics, please see Donna in order to be entered into the Hopkins Payroll System.

**Direct Deposit**

Students are strongly encouraged to set up Direct Deposit for their paychecks.

Please fill out a Direct Deposit form and send it to the Johns Hopkins HR/Payroll Department. This form can be found by going to the Johns Hopkins Institutions Shared Services website.

For your convenience you may use the direct link below:
http://ssc.jhmi.edu/hr_payroll/ess_home.html

Then select my.johnshopkins.edu. For questions, the Hopkins main Payroll Department’s phone number is: 443-997-5828.

**Payday**

The 15th and the last day of every month is payday. In addition, if the 15th or last day falls on a weekend, or a holiday, the pay date will be the previous workday. Please Note: Donna will email students when their paycheck is ready. Students may pick up their checks from Donna in the Department Office, Room 440.

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Finally, if you should have future questions or concerns, please do not hesitate to visit the Economics Department Office and speak to Donna or Maggie, who will be very happy to help you.

Best wishes,

The Economics’ Office Staff