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## MEMORANDUM

To: Full-time Faculty

FROM: Thomas W. Koenig, M.D.  
Associate Dean for Student Affairs  
Michael Barone, M.D. and Redonda Miller, M.D.  
Assistant Deans for Student Affairs

Many first year students have stopped by my office to ask about summer research opportunities during the **summer of 2008**. As in the past, this office will be able to provide a stipend to first year students for an eight-week experience. Information about potential projects can be entered directly onto the medical students' web site. Please enter your project on the web site at your earliest convenience, using the following instructions. You may refer to the attached diagrams where figures are referenced.

1. The web-site address is: <http://www.hopkinsmedicine.org/som/students>  
Add the web address to your "Favorites" list.
2. Click on the "Research Opportunities" link on the left hand side of the page. (see **Figure 1**).
3. On the "Research Opportunities" page, click on "Summer Research Opportunities" (**Fig. 2**)
4. On the "Johns Hopkins Summer Research" page, you will see the "Faculty Log In" section on the left side of the screen (**Fig. 3**). Log in with your JHED ID and password.

5. After you have successfully logged in, click on the “My Positions” link on the left side (**Fig. 4**):
  - A) The heading above the world map will change to show your personalized welcome and your current posted positions will display under the map (**Fig. 5**). Now click on the continent where your research position is located or the JHH logo for positions at Hopkins.
  - B) A “fill in the blanks” form will be displayed at the bottom of the web page (**Fig. 6**). From here, you can add your research position. It is very important that you select your department from the drop-down menu. The positions are sorted by department. Please scroll down to complete all required information. Click on the “Submit” button when you are finished entering information.
  - C) If you know of opportunities for students to work in some aspect of medicine **overseas** such as a clinical clerkship, a biomedical investigative opportunity, or a public health placement that would provide strong opportunities for learning, please feel free to enter that project as well. Please be sure to list where the research will be carried out.
6. The posted positions will remain on the web site indefinitely. It is up to you to update or close any positions you enter. You can update or close out a posted position from the “Johns Hopkins Summer Research” page (**Fig. 5**)
7. You must now activate your position. Your newly created position will show up on your “My Positions” page. Click on the “open” link that is on the first column of your position entry. (**Fig. 7**).
8. When your position is activated, the Status column) will change to “Open”. (**Fig. 8**).
9. From your personal page where you list positions, you can also surf the web site. After you have finished, please remember to log out (icon is located on the left side of the page).

All student applications for research support will require the faculty preceptor to complete and sign a Preceptor Information form. The student will be responsible for providing this form to you. If you have any questions or need help with this process, please call (410-955-3416) or e-mail our office at [cburk1@jhmi.edu](mailto:cburk1@jhmi.edu).

Encl

JOHNS HOPKINS MEDICINE

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THE JOHNS HOPKINS SCHOOL OF MEDICINE  
 Student Information

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**Student Information at Johns Hopkins School of Medicine**

[Read the Complete Mission](#)

The founding physicians of The Johns Hopkins University School of Medicine created a revolutionary new medical curriculum that for the first time integrated a rigorous program of basic science education with intensive clinical mentoring. The original faculty created a curriculum designed not just to impart knowledge, but to create it. The "Hopkins Model" soon was adopted by virtually every medical school in the country.

Today, a newly revised curriculum integrates basic science education and clinical instruction with community-based learning. Education in medical history, ethics, even literature informs and expands the learning experience. Throughout the curriculum, the small-group and seminar private practitioners playing an Students engage face-to-face, work shoulder-to-shoulder with many of the world's leading physicians, scientists and medical educators. The line between learning and teaching disappears into a

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**Have a question?**  
**The Office of Student Affairs can help.**  
[Learn more](#)

- 1) Go to <http://www.hopkinsmedicine.org/som/students>
- 2) Click on Research Opportunities link

Fig. 1



JOHNS HOPKINS  
M E D I C I N E

SEARCH:

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> WHAT'S NEW

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**Research Opportunities**

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*Last Published:*

01/03/2006

Fig. 2

# Johns Hopkins Summer Research



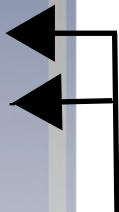
Find research positions by clicking on a location below.



## Faculty Login

JHED ID:

JHED Password:



## Student Links

Enter your JHED ID and Password Here

- [Add Research Position](#)
- [About the Site](#)

[Home](#)

*If you are experiencing any problems, please contact the Webmaster with a brief description of what is happening.*

Fig. 3

# Johns Hopkins Summer Research



Find research positions by clicking on a location below.



Click Here

*If you are experiencing any problems,  
please contact the Webmaster with a brief description of what is happening.*

- Log Out
- Home
- My Positions
- About the Site

Fig. 4

# Johns Hopkins Summer Research



You will see your JHED ID here when you are logged in

Welcome rmler9

- Click on a location below to add a research position. -



Click on a continent or the JHH logo to add a position for that area

## - Your Open Positions -

	Status	Posted	Job Title	Location	
<a href="#">open</a>   <a href="#">update</a>	Closed	01-04-2006	<a href="#">Research Assistant</a>	Baltimore, MD USA	Johns Hopkins
<a href="#">close</a>   <a href="#">update</a>	Open	02-16-2006	<a href="#">Research Assistant</a>	Beijing, China	Asia

Review and Update your current positions

*If you are experiencing any problems, please contact the Webmaster with a brief description of what is happening.*

Fig. 5

# Johns Hopkins Summer Research



Log Out

Home  
My Positions  
About the Site

Welcome rmliller9

- Click on a location below to add a research position. -



Fill in all fields. Please scroll down for further information.

## Contact Information

Title:


Department:

First Name:

Last Name:

Email:

Phone Number:

Select your Department from this drop-down menu. 

## Details on Position

Job Title:

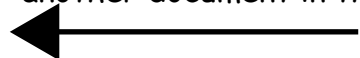
Detailed Location: \*\*

Type:    Clinical    Bench

Additional Stipend:    Yes    No

Description:

\*\*Include City, State/Province/etc..., Country

You may copy & paste information from another document in this space. 

Please click the "Submit" button when all fields are completed.

Fig. 6

# Johns Hopkins Summer Research



Welcome

- Click on a location below to add a research position. -



The position you created will now show up on your "My Positions" page.

## - Your Open Positions -

	Status	Posted	Job Title	Location	
<a href="#">open</a>   <a href="#">update</a>	Closed	02-19-2007	Research Assistant	Baltimore, MD USA	Asia

Click on "open" to activate your position.

*If you are experiencing any problems, please contact the Webmaster with a brief description of what is happening.*

Fig. 7

# Johns Hopkins Summer Research



Welcome

- Click on a location below to add a research position. -



- Your Open Positions -

	Status	Posted	Job Title	Location	
<a href="#">close</a>   <a href="#">update</a>	Open	02-19-2007	Research Assistant	Baltimore, MD USA	Asia

The status will change to "open" when your position is active. You may also update or close your positions, as needed.

*If you are experiencing any problems, please contact the Webmaster with a brief description of what is happening.*

Fig. 8