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I. Introduction

Welcome to the Department of International Health at Georgetown University. The Master of Science in Global Health (MSGH) program is a university-wide graduate program, offering courses taught by faculty from across the different Georgetown University campuses, schools, and institutes, such as Georgetown College, the School of Nursing & Health Studies, the Edmund A. Walsh School of Foreign Service, Georgetown University Medical Center, Georgetown Law, and Georgetown Public Policy Institute.

This handbook is a supplement to the Graduate School Bulletin that contains the rules, regulations, and procedures for Georgetown Graduate students: grad.georgetown.edu/academics/policies. This handbook was created to provide students in the program with important information concerning this program’s academic regulations and graduate student life. Students are expected to be familiar and comply with the policies articulated in the Graduate Bulletin and this guidebook. Policies may change to reflect changing needs and goals of the program. Specific requirements set forth in this handbook apply to students in the MSGH program.

Departmental Mission Statement

The mission of the Department of International Health is to become an academic leader in the field of international health and development, and to provide students a range of international health related learning opportunities as well as field-based research experiences at premier research institutions in middle and low income countries. This is in response to an increasing demand for well-qualified health professionals due to persisting infectious diseases and newly emerging health threats, as well as increasing life-style related non-communicable diseases. There is no more of a challenging and important mission than improving the health status of populations around the world and addressing the unacceptable inequalities and unfavorable social determinants of health in many parts of the world.

Department Contact & Location

The Department of International Health is located in St. Mary’s Hall, 2nd Floor.

Graduate Program Director: Dr. Bernhard Liese (bhl6@georgetown.edu I 202.687.3254)  
Graduate Program Manager: Calvin Siow (cys3@georgetown.edu I 202.687.9611)  
Department Coordinator: Tania Hutchinson (tsh27@georgetown.edu I 202.687.5154)
Expectations of Students

The MSGH program offers an innovative and multidisciplinary curriculum with a research emphasis, didactic coursework and experiential learning. Most importantly, students are expected to adhere to the Academic Integrity standards outlined in the Graduate School Bulletin.

- Students are expected to communicate and work cooperatively with faculty and administrators in order to ensure mutual expectations about the program are shared and understood. Students should take the initiative to seek and share information on ways to improve their learning experiences in the program. For example, students may suggest events or guest speakers.

- Students are expected to come to class prepared and to have completed the required readings and assignments. If absences are necessary, students are expected to notify the instructor in advance.

- Students are expected to be respectful to others and act in professional demeanor, as disruptive behavior will not be tolerated.

- Students are expected to have strong oral communication skills, and further develop these skills through active classroom participation and through extracurricular activities (e.g. internships, attending speaker events, professional society).

- Students are expected to have strong written communication skills. Students are expected to submit written assignments by the due date; if extensions are to be requested, students should make arrangements with the instructor before the due date. Written assignments are expected to conform to guidelines specified in the course syllabus and to have proper citations.

- Students are expected to be knowledgeable about global public health problems, and to seek new information from scientific journals, news outlets, and other sources. Students are encouraged to attend global health-related events on and off campus, and actively participate in the global health community.

The responsibility for successful learning lies within each student. Faculty and administrators will support the students to ensure optimal learning experience in the MSGH program.
II. Curriculum

A. Program Description

The Master of Science in Global Health program offers:

I. An innovative and multidisciplinary curriculum with a research emphasis, didactic coursework and experiential learning.

II. The opportunity for students to identify an area of interest within core courses and track-specific classes to enhance their understanding of global but also of regional public health issues.

III. The competencies and skills required to conduct research in the increasingly complex field of global health.

IV. Regular exposure to key national and international public health professionals based in the Washington, DC area through seminars and special events.

V. An international field experience with a major research or policy institution in a developing country.

The course of study is characterized by an emphasis not only on academic work at Georgetown, but also substantial field-based research or policy work at prestigious institutions, mostly in less-developed country settings. Similar to nearly all the peer institutions with Master of Science programs in global health, the MSGH curriculum provides students with distinct concentrations to develop their knowledge and skills in their particular areas of interest. The MSGH program offers an interdisciplinary curriculum of public health - epidemiology, biostatistics, social and behavioral sciences, health policy, and health economics. Students are still expected to have relevant academic background in natural science from their undergraduate education.

B. Learning Goals

By the end of the program, students should be able to demonstrate and apply knowledge of the core disciplines of public health, consisting of biostatistics, epidemiology, health economics, health policy and planning, and social science research. In particular, students should be able to:

I. Apply research skills in core public health disciplines to examine critically a range of global health challenges;

II. Identify and assess public health problems in low and middle-income countries, and evaluate policies and programs designed to improve global health;
III. Critically evaluate health research and policy using evidence-based methodologies;

IV. Apply specialist knowledge in a chosen area of concentration;

V. Demonstrate competence in designing and undertaking a field research or policy project in the chosen area of concentration, and communicating evidence-based findings in a scholarly paper.

C. Degree Requirements

The MSGH program is organized around a core curriculum of global health and five areas of concentration. The program is designed as a full-time three-semester program (fall, spring, summer or fall) and requires 36 credits for degree completion. The program is divided into three sections:

I. The Global Health Core courses (17 credits). MSGH students are required to enroll and complete courses that have been designated Global Health Core courses. The courses will:

1. Introduce students to the major issues in global health, and provide them with a broad knowledge of the key concepts from a multidisciplinary perspective.
2. Provide students with the ability to apply knowledge of the core disciplines of international public health, consisting of statistics, epidemiology, health economics, and social research to real health problems in developing countries.
3. Train students in policy and program management and introduce them to program monitoring and evaluation.

The Global Health Core courses for students in the Fall semester:

1. GLOH 501: Introductory Biostatistics
2. GLOH 503: Research Methods 1 - Epidemiological Methods & Demography
3. GLOH 518: Health Economics and Finance
4. GLOH 520: Health Policy and Systems

The Global Health Core course for students in the Spring semester:

Note: the Research Methods II requirement is comprised of two courses, GLOH 601 & GLOH 602

1. GLOH 601: Research Methods II
2. GLOH 602: Policy and Practice of Monitoring and Evaluation in Public Health
II. The Concentration-specific courses (9 credits). The MSGH program offers concentration tracks to allow students to focus on specific areas of global health. Information about the required concentration-specific courses will be provided to the students, and students will consult with their advisors and program director about enrollment in specific courses for their concentration track. Students may be required to enroll in specific courses for a particular concentration track, and students may only register for courses that have been approved by their advisors and program director. Students may enroll in courses offered by other Georgetown schools and institutions, subject to the approval from the program director. The five areas of concentration are:

1. Disease Prevention & Control
2. Health Policy & Financing
3. Health & Development in Africa
4. Demography & Reproductive Health
5. Trade & Health

III. The Field Research Module and Scholarly Project course (10 credits) allow students to conceptualize a successful study, manage research in the field, and prepare a scholarly paper that enhances the academic field of global health and provides a meaningful contribution to the health status of populations around the world.

D. Concentrations

Disease Prevention & Control
The concentration in Disease Prevention and Control will provide in depth training on the epidemiology, impact and control of infectious, as well as non-communicable and chronic diseases. Students who choose this concentration will develop competency on topics as divers as global emerging and re-emerging diseases, the threat of bioterrorism, large-scale international disease control partnerships, global environmental health issues, and the growing double burden of infectious and non-communicable diseases in developing countries. A concentration in Disease Prevention and Control will provide graduates with comprehensive program planning and management skills and will prepare them for a career in local, national and global diseases control programs in low- and middle-income countries.

Health Policy and Financing
The Health Policy and Financing concentration will prepare graduates for quantitative financial and policy work in support of governments in low- and middle-income countries. Students will learn to analyze and assess health insurance and other risk-pooling systems. They will master the techniques of health economics and acquire a framework for analyzing health care systems and designing strategies for system reform. By the end of the course, graduates will have the training and skills necessary to assess the performance of a health system and to formulate a plan to improve health system performance and results.
Health and Development in Africa
The Health and Development in Africa track provides students with training on critical aspects of African development from a demographic, economic, political, social, environmental, cultural, and health perspective. The concentration offers historical analysis as well as a vision for the future of African development. Students will analyze the causes and consequences of poverty, key issues in African population health, the impact of rapid urbanization on health and development, and the state of African health systems. Graduates choosing this concentration will develop the knowledge and skills necessary to appraise health and development issues in Africa and to devise appropriate policy responses and programmatic solutions that will help to address the multiple opportunities and challenges facing African countries today.

Demographics and Reproductive Health
The Demography and Reproductive Health concentration will prepare graduates to perform analytical work and to design policy interventions in the areas of reproductive health and demographic change. Students will address a wide range of demographic issues such as rapidly growing and also contracting populations; population aging and the youth bulge; urbanization, slum formation, and rural depopulation; intensifying migration flows that affect both sender and recipient countries; plus issues of climate change, the epidemiological transition, national and international security, inequity, gender imbalance, and poverty. In addition, students will receive in-depth training on global maternal, child and reproductive health issues. Graduate will have the necessary skills to link diverse population issues to the broader framework of global health and to support developing countries in the planning and implementation of evidence-based population policies and programs.

Trade and Health
The concentration in Trade and Health introduces students to the relationship between international laws governing patents and trade and efforts to protect and promote human health. Students will examine the economic, social, technological and political dimensions of globalization and how they impact health status, the provision of health care and global public health. They will think critically about how globalization and the international trade regime affect national regulation in the interests of human health. In depth study of international treaties such as the Framework Convention on Tobacco Control and international agreements such as TRIPS will provide students with the conceptual and evidence-based foundation for the analysis of globalization, trade, transnational legal frameworks and health.

E. Field Research Module and Scholarly Project course
The Field Research Module and Scholarly Project are both critical educational parts of the Master of Science in Global Health (MSGH) curriculum. The Field Research module enables students to apply and integrate classroom experience in the field, in a low-income country, and gain first-hand experience conducting a research study at first rate
international research or policy centers with which the department cooperates. The Field Research Module and Scholarly Project should enhance the academic field of global health and provide a meaningful contribution to the health status of underserved populations around the world. The topic should be an applied expertise of global health relevance and incorporate core skills from across the curriculum. The expected outcome is the production of a scholarly paper summarizing and analyzing the research findings. The paper should be approximately 30-50 page double-spaced including any appendices. The specific guidelines for the Scholarly Paper will be provided to the students.

During the ten-week assignment, students will either undertake field research or analyze secondary data collected by the institution where the students are placed at. The students will be under the direction of local preceptors who are experts in their field of study. In addition, students are supported by Georgetown-based full-time and adjunct faculty members who also serve as their advisors on the Field Research and Scholarly Project.

Students will develop and refine their advanced research methodologies and incorporate core skills from across the curriculum. They will learn to conceptualize a successful study, manage data in the field, and prepare a written summary of their findings. Students conducting data collection as part of their Field Research Module will need appropriate institutional/country approval for all data collection. This involves obtaining local IRB approval.

The Field Research Module will normally be 10 weeks in country and, students will undertake primary field research or analyze secondary data collected by the institution where the students are placed at. Students will have an additional 6 weeks to review and their findings, complete and submit the Scholarly paper.
III. Academic Affairs

A. Registration

Students are responsible for registering for the appropriate courses through MyAccess (myaccess.georgetown.edu) in a timely manner. Information regarding registration procedure and course schedule can be found on the registrar’s website (registrar.georgetown.edu/). It is recommended that full-time MSGH graduate students follow the proposed program of study in order to graduate in 3 semesters.

Course Sequence for Full-Time Program (3 semesters)

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<thead>
<tr>
<th>Fall I</th>
<th>Spring I</th>
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<tr>
<td>GLOH 501: Introductory Biostatistics</td>
<td>3</td>
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<tr>
<td>GLOH 503: Research Methods 1</td>
<td>4</td>
</tr>
<tr>
<td>GLOH 518: Health Economics and Finance</td>
<td>3</td>
</tr>
<tr>
<td>GLOH 520: Health Policy and Systems</td>
<td>3</td>
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<td><strong>Total</strong> 13</td>
<td><strong>Total</strong> 13</td>
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**Summer or Fall II**

<table>
<thead>
<tr>
<th>GLOH 910: Field Research Module &amp; Scholarly Project course</th>
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<tbody>
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<td><strong>Total</strong> 10</td>
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Students must register or be on an approved leave of absence every semester from matriculation until all degree requirements have been completed. Each student is assigned an expected graduation date by the Graduate School; when this date is reached the student may not register again unless an extension of time to complete the degree is granted. Students who fail to register or receive approval for a leave of absence are withdrawn from their program by the Graduate School. Please consult sections II and VII of the Graduate School Bulletin (grad.georgetown.edu/academics/policies) for full details on registration requirements and full vs. part-time status, and for full details on leaves of absence and extensions.

Registration in nine credits per semester is considered a full-time course load. International students on a student visa must always be enrolled full-time; if for some reason an international student wishes to enroll in 6 or fewer credits, he or she must consult with the international student advisor and academic advisor to discuss whether this is consistent with visa requirements.

A registration hold may be placed on a student’s record for a variety of reasons. When a registration hold has been placed on a student's record, the student must contact the appropriate office or department and clear the hold before he or she will be permitted
to register. Note that students must clear registration holds and register before the end of the Add/Drop period or they risk being withdrawn from the University for failure to register.

B. Faculty Advising

Graduate students are assigned a faculty advisor who assists the student with campus life, professional development, and academic program. Advice regarding academic affairs should be directed to the Director and administrators. Requests to change advisors should be made to the Director of Graduate Studies.

C. Transfer of credit

Students may transfer credit for courses taken at another accredited institution or at Georgetown to the MSGH program, subject to the approval from the Program Director. In order to be eligible, the course must have received at least a grade of B. Requests for transfer of credit may not be made until after a student has completed one semester of full-time registration. Students should consult with the Program Director in the first semester to determine if any transfer credits can be recommended, but note that the final decision rests with the Graduate School. In order to apply for transfer of credit, students need to submit an original transcript along with the Student Petition for Change to Graduate Program form, available from the Graduate School.

Master’s students must earn at least 75% of the credits for their degrees at Georgetown University. This means that the total of transferred credits and consortium courses cannot exceed 25%.

D. Grades and Academic Standing

According to Graduate School policy, a cumulative GPA of no less than 3.00 is required to maintain good academic standing and to graduate. Upon the conclusion of each semester, students with cumulative GPA below 3.00 will receive warnings from the Graduate School.

Within the MSGH program, students receiving two (2) “C” as final course grades will not be allowed to continue taking coursework the following term and will be dismissed from the program. Additionally, if it becomes impossible for the student to maintain a cumulative GPA to reach the minimum requirement for graduation (3.00), the student will be dismissed from the program. If an “I” (Incomplete) is assigned by an instructor and is not subsequently changed to a grade by the instructor before the last day of
classes in the following semester, it will be converted to an “F” on the student’s transcript.

E. Application for Graduation and Commencement Ceremonies

The Graduate School awards degrees each month, with the exception of June. Application deadlines and deadlines for completing degree requirements are given in the Graduate School Catalog (grad.georgetown.edu/academics/how-to-graduate/). Special deadlines apply for those who intend to participate in the May commencement ceremonies.

F. Academic Integrity and Academic Misconduct

Students in the Department are expected to maintain the highest standards of integrity and proper conduct in pursuit of their education. Academic dishonesty in any form is a serious offense against the academic community in general and against Georgetown University in particular. Students found to have violated standard of academic integrity or to have engaged in academic misconduct will be subject to academic penalties. These penalties may include, but are not limited to, suspension or dismissal from the University and revocation of degrees already conferred.

Violations of academic integrity include, but are not limited to, the following (listed from the Graduate Bulletin): plagiarism, unacknowledged paraphrase, cheating, fabrication of data, fabrication, alteration, or misrepresentation of academic records, facilitating academic dishonesty, unauthorized collaboration, misuse of otherwise valid academic work, misuse of academic resources, and depriving others of equal access to academic resources. It is the responsibility of students to understand what constitutes proper academic behavior. Students who have any doubt as to what constitutes proper citation or whether any specific actions might constitute a violation of academic integrity are strongly urged to consult their instructor or advisor. The Department will adhere to the policies for resolving alleged violations laid out in section VI of the Graduate Bulletin (grad.georgetown.edu/academics/policies/).

G. Appeals

The Graduate School established procedures for appeal of a grade and concerning terminating degree candidacy. The Department of International Health follows the procedure set forth in the Graduate Bulletin (grad.georgetown.edu/academics/policies/). Questions may be addressed to the Director of Graduate Studies.
H. Institutional Review Board

For research as part of the Field Research Module and Scholarly Project course (GLOH 910), students may collect data for course papers or projects without Georgetown IRB approval but local IRB approval must be obtained. These issues will be discussed at the beginning of any course for which such data collection and analysis is an integral part. Generally speaking, a research project conducted to fulfill the requirements of one specific course is not considered to require permission for research with human subjects. For example, if a student’s grade in a class requires her to turn in a research paper, then any research conducted solely for that paper (even if it would otherwise be considered research with human subjects that requires IRB review) does not need to be reviewed or approved by the Georgetown IRB. However in all instances, local IRB is required prior to data collection.

If there is a possibility that the findings from a course study will be used for a “research purpose” as defined by the IRB, for example as part of a thesis or dissertation, or presented at a conference or expanded into a publication, it would be sensible to submit an IRB application before such data collection. Without this, data cannot be published or presented at conferences. The IRB will never give retroactive approval to research already conducted, and so failure to gain approval before beginning a course project or paper would preclude using that project/paper for any future research use, including all those listed above. Questions should be directed to the department, which will consult with Georgetown IRB. Information about submission of IRB forms can be found on the IRB website.
IV. Additional Resources and Information

A. Blackboard

Blackboard is a web-based software package that allows students to see course materials and announcements that faculty have posted. Students are able to log in to Blackboard using their NetID and password by visiting campus.georgetown.edu.

B. Graduate Assistantships

Graduate assistantships provided by the Graduate School of Arts and Sciences may be awarded to students who show promise of excellence in graduate studies and outstanding skills in writing and research. Assistantships carry a service obligation and graduate assistants are expected to work 10-15 hours per week (averaged over the course of the semester); during the academic year, no graduate student may work more than 20 hours per week while on an assistantship. The stipend is paid biweekly during the academic year. Students are required to submit weekly timesheets signed by their supervisors.

Assistantship assignments and responsibilities vary. Students may be assigned to work with a particular faculty member as a Teaching Assistant (TA) or Research Assistant (RA), to work on a particular department-level project or task, or to teach a section of an undergraduate course. The Department attempts to accommodate student and faculty requests for particular assignments, but students should be aware that this is not always possible.

Graduate assistantship holders are expected to complete the assignments given them under the terms of their assistantship and to maintain an excellent academic record in their graduate work. Assistants are required to be in good academic standing and maintain a GPA of at least 3.00.

Awards are typically made each spring for the following academic year. Awards to current students are usually for an academic year. The Department makes funding recommendations to the Graduate School Deans Office, which offers the formal awards.

Non-service stipend for Field Research Module and Scholarly Paper

Students are awarded a non-service stipend to support the transportation, accommodation and other related costs associated with the Field Research Module component. For Academic Year 2013-2014, the non-service stipend is US$ 5,000.
C. Graduate Student Integrity

Please refer to the Graduate Bulletin for the complete guidelines on academic integrity. As stated in the Graduate Bulletin:

- Graduate students should adhere to the values of “honesty, trust, fairness, respect, and responsibility.” Students should maintain the highest standards of academic integrity while pursuing their academic goals.
- Academic misconduct may include, but is not limited to, plagiarism, unacknowledged paraphrase, cheating, fabrication of data, and fabrication, alteration, or misrepresentation of academic records. Facilitating academic dishonesty, unauthorized collaboration, misuse of otherwise valid academic work, misuse of academic resources, and depriving others of equal access to academic resources are also considered academic misconduct.

The Dean of the Graduate School adjudicates cases of alleged academic misconduct. Anyone who has reason to believe that a graduate student has acted in violation of academic integrity standards is urged to report the case in writing to the Dean of the Graduate School.

D. University Identification Card (GOCard)

Students must obtain a Georgetown University ID card, called the Georgetown One Card (GOCard), at the GOCard Office located in Darnall Hall (which is adjacent to St. Mary’s Hall). The GOCard is needed as a source of identification for using university services such as transportation and the library, and for accessing university buildings. The GOCard can be used as a debit card for making purchases on campus and at select establishments off campus. Credit can be added at the GOCard Office or at GOCard.georgetown.edu.

E. Textbooks

Students may purchase textbooks for each course at the University Bookstore (located in the Leavey Center) or at other textbook retailers. Some courses require students to also purchase relevant software.

F. Library and Reserve Information

Georgetown has multiple libraries on and off campus. Lauinger Library is the main library and houses materials in the humanities, social sciences and business, as well as U.S. federal government documents and a Special Collections Research Center, which
includes archives, rare books, manuscripts and rare prints. **Blommer Science Library** is located on the third floor of the Reiss Science Building. The Dahlgren Memorial Library is located in the Medical-Dental Building.

**G. Academic Calendar, Transcripts, and Exam Schedule**

Visit registrar.georgetown.edu for information regarding registration, academic calendar, academic transcripts, Blackboard, final exam schedules, and course schedules by semester.

**H. Business cards**

Students may purchase business cards through the University (www.gupmcards.com). Students should include their status as a graduate student in the Department of International Health for the Master of Science in Global Health. Note that the use of any Georgetown logo for anything other than approved uses – and through any source other than one that is approved by the University – is prohibited. Please contact the Program Manager or Department Coordinator if you have any questions.

**I. Parking and Transportation**

Please visit the Georgetown University Office of Transportation Management (otm.georgetown.edu) for current information on parking and transportation options.
V. Departmental and Campus Directory

Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Room</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Bernhard Liese</td>
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<td><a href="mailto:bhl6@georgetown.edu">bhl6@georgetown.edu</a></td>
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<td>202.687.3254</td>
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<tr>
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<td>202.687.4530</td>
</tr>
<tr>
<td>Dr. Jesse Bump</td>
<td>Assistant Professor</td>
<td><a href="mailto:jbb77@georgetown.edu">jbb77@georgetown.edu</a></td>
<td>STM 220</td>
<td>202.687.6132</td>
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<tr>
<td>Dr. Hazel Denton</td>
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<td>STM 215</td>
<td></td>
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<tr>
<td>Dr. Raj Gana</td>
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<td></td>
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<td>Dr. Carol Gresenz</td>
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<td>202.687.4904</td>
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Staff

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<tr>
<td>Calvin Siow</td>
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<td><a href="mailto:cys3@georgetown.edu">cys3@georgetown.edu</a></td>
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<td>Tania Hutchinson</td>
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<td><a href="mailto:tsh27@georgetown.edu">tsh27@georgetown.edu</a></td>
<td>STM 214</td>
<td>202.687.5154</td>
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Campus resources

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<th>Area</th>
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<td>Cawley Career Education Website</td>
<td>careercenter.georgetown.edu/</td>
</tr>
<tr>
<td>Center for Social Justice (community service)</td>
<td>csj.georgetown.edu/</td>
</tr>
<tr>
<td>Georgetown University Transportation System</td>
<td>otm.georgetown.edu/guts/index.cfm</td>
</tr>
<tr>
<td>Library</td>
<td>library.georgetown.edu/</td>
</tr>
<tr>
<td>Writing Center</td>
<td>library.georgetown.edu/writing-center</td>
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