

# GUIDELINE FOR LAB ROTATION

## Purpose

The purpose of lab rotations is to help the first-year students choose a lab for conducting thesis research.

## Guidelines for Students

1. A student must rotate through **two labs**. The length of each lab rotation is 16 weeks.
2. Students shall spend enough time in the lab to understand the research project and approaches, to interact with lab members and the advisor, and to learn and carry out experiments.
3. A student must find a thesis advisor by the end of the first summer or the studentship will be terminated.
4. For each rotation, a final report must be submitted within one week after the rotation is completed. It must contain the research topic, the skills learned, and the results obtained.
5. Specific Instructions:
  - (1) To learn about BIODIV faculty members' research from the website or from the faculty member directly.
  - (2) To inquire about the possibility of a lab rotation with faculty members of interest.
  - (3) To arrange lab rotations and finalize the rotation schedule.
  - (4) Approximately one week before the rotation starts, a student shall acquire a **Rotation Evaluation Form** from the BIODIV Office or website, find an advisor to sign it, and submit the signed form to the BIODIV Office.
  - (5) Upon completion of lab rotation, the advisor shall evaluate the student's performance by filling out and signing the Rotation Evaluation Form. The student shall fill out a **Rotation Student Feedback Form** and write a **research report**. Both forms should be submitted to the BIODIV office within one week after the end of rotation. The student will receive a FAIL grade for the lab rotation course if he/she fails to submit the feedback form and the report in time.

## Guidelines for Advisor

Two forms, Rotation Evaluation Form and Rotation Student Feedback Form, are designed to facilitate the lab rotation. The Rotation Evaluation Form describes what are expected of a student, and contains grading and comment sections for evaluation of the student. The Rotation Student Feedback Form describes the student's evaluation of the advisor's performance. This form requires no consent or signature from the advisor.

If you take a student for the lab rotation, please go through and sign the Rotation Evaluation Form with the student together before the start of the rotation. The form will then be kept in the BIODIV office. Upon completion of the rotation, the BIODIV office will hand the form back to you for evaluation of the student's performance and for your signature.