

## Rotation Selection Procedures (2018-19)

1. Faculty are asked to fill out a one-page summary of their current lab research interests, personnel, and availability for each of the three rotations throughout the coming year. These will be collated and provided to each incoming student.
2. In addition, the Rotation Chair will arrange a series of meetings (1) with only the Chair to discuss the nuts and bolts of the rotations system, deadlines, expectations, etc. (2) with a group of current students to discuss their views on how to choose a rotation advisor and potential future thesis advisor, (3) with a group of faculty members to get their views on the same topics, and finally (4) a shorter meeting with another group of current students but without any faculty in the room to ask any delicate questions or final issues arising.
3. Meet with faculty you are interested in working with. You are *required* to talk to at least 5 BCDB faculty members before your first rotation. You will later be required to meet with 5 different faculty members (in BCDB or outside, but must be in GDBBS) before choosing your second advisor. A form is provided to record these meetings. Use this opportunity to learn about various faculty members' research interests and ask questions.
  - a. What potential projects are available in the lab?
  - b. What are their expectations as far as time commitments during rotations, during thesis research?
  - c. How do they view their role as advisor?
  - d. Would they be able to serve as a dissertation lab for you?
  - e. Do they have adequate space and resources to carry out experiments?
  - f. Do they have time to meet with you at least once per week during the rotation?

*Read publications from the lab (do this before you meet!) and most important is to talk to any current or former students and postdocs in the lab. This is best done physically away from the lab.*

4. Your first **Rotation Mentor Selection Agreement** and the form recording your meetings with 5 potential BCDB faculty mentors (forms below) are due by **5 pm** on **Thursday, Sept 6**. Submit these forms to Susan in the **BCDB Program Office, 300A Dental Building** and **email your rotation lab choice to the Rotations Chair** (Rick Kahn, [rkahn@emory.edu](mailto:rkahn@emory.edu)). It is important that you do this by the deadline, which is before the start of each rotation, as *your choice of lab/mentor requires approval by the program prior to the start of the rotation*.
5. Around halfway through the rotation begin thinking about and lining up the next one. Don't forget, you need to meet with 5 additional potential mentors before the second rotation. These faculty members can be in BCDB or elsewhere within the GDBBS. Again, document these meetings using the attached form. Do not wait until the deadline to get your Rotation Mentor Selection Agreement form signed.
6. Sometime during the 1<sup>st</sup> half of January the Rotation Chair will arrange one more meeting to go over any issues arising and at which he will encourage students to compare experiences to date as well as ask any questions that may have arisen during the first 1.5 rotations. Students should feel free to discuss these with the Rotations Chair at any time but typically other students have similar concerns so also good to share.

### **Rotation Schedule**

Each rotation lasts approximately ten weeks. Note, the second and third Rotation Mentor Selection Agreements and forms recording meetings with faculty are due before the end of the previous rotation. Rotation Reports are due on the final day of each rotation.

| Rotation | Choices Due   | Rotation period                  | Duration | Report Due  |
|----------|---------------|----------------------------------|----------|-------------|
| 1        | Thurs, Sept 6 | Monday, Sept 10 - Friday, Nov 16 | 10 weeks | Fri, Nov 16 |
| 2        | Fri, Nov 9    | Mon, Nov 26 — Fri, Feb 8         | 10 weeks | Fri, Feb 8  |
| 3        | Mon, Feb 4    | Mon, Feb 11 — Fri, Apr 19        | 10 weeks | Fri, Apr 19 |

Rotation 2 includes “holiday time” surrounding the holidays and New Year’s. *Check with your 2<sup>nd</sup> rotation advisor at the start of the rotation to schedule any and all vacation time or any absences from the lab during this (or any other) time.*

### **Rotation Reports & Grading**

Rotation reports should be submitted by the above deadlines as follows:

- a. A printed copy with your mentor’s signature on the front cover should be submitted to Susan in the BCDB Program Office, Suite 300A Dental Building.
- b. An electronic copy (Word document) should be emailed to the Rotations Chair (Rick Kahn, [rkahn@emory.edu](mailto:rkahn@emory.edu)) and Susan Hoffstadter ([bcdb@emory.edu](mailto:bcdb@emory.edu)). Please use as file name (“Last name”\_RotRep1(2 or 3).docx)

Electronic copies are distributed for grading with the hard copy used as the definitive version in the event of any issues with formatting, etc., arising through computer/ software incompatibility.

Rotation reports are graded by the Rotations Committee. Their comments will be returned to you to provide detailed feedback on your reports. A grade for each rotation is determined by a combination of inputs from the Rotation Advisor (how you performed in the lab) and Rotation Committee (rotation reports). The final Rotations course grade is the average of the three individual rotation grades and will only be entered for both semesters after the end of the 3<sup>rd</sup> rotation in April.

### **Dissertation Advisor Selection Process**

During the course of your rotations you should be exploring the possibility of doing your dissertation work in one of your rotation labs. By the end of the last rotation you should have a very good idea of where you want to continue your research. Discuss possibilities with your rotation advisors. You will be asked for your selection in late April to early May (the formal deadline is two weeks after the end of the final rotation but you do not need to wait until the last minute!).

Your responsibilities: With your mentor, you should complete the **GDBBS Mentor Agreement Form** and **BCDB Addendum**. These documents must be submitted to the Executive Committee through the BCDB Program Office, Suite 300A Dental Building for their approval.

Note: Your mentor of choice must consent to taking you and signing appropriate forms; however, the final approval is made by the BCDB Executive Committee and the GDBBS Director.

**Record of Meetings with Faculty: BCDB Rotation 1**

Your Name: \_\_\_\_\_

**Prior to your first rotation, you are required to meet with at least 5 faculty who are members of the BCDB program.**

Note: this is not intended simply as an exercise in collecting signatures! It is an opportunity for you to meet with and learn about the exciting research of our BCDB faculty. While the primary goal is for you to identify the best labs in which to do your rotations, there are many other good reasons why you should want to be familiar with the research interests of a large and diverse group of faculty (think Qualifying Exams, Dissertation Committees, etc.!)

Record the dates of these meetings below and ask the faculty members to sign this form. While only 5 meetings/signatures are required prior to rotation #1 and #2, additional lines are provided for those interested in engaging with additional faculty members. There is no need to stop at “just” 5!

|     | <b><u>Faculty Name (print)</u></b> | <b><u>Signature</u></b> | <b><u>Date</u></b> |
|-----|------------------------------------|-------------------------|--------------------|
| 1.  | _____                              | _____                   | _____              |
| 2.  | _____                              | _____                   | _____              |
| 3.  | _____                              | _____                   | _____              |
| 4.  | _____                              | _____                   | _____              |
| 5.  | _____                              | _____                   | _____              |
| 6.  | _____                              | _____                   | _____              |
| 7.  | _____                              | _____                   | _____              |
| 8.  | _____                              | _____                   | _____              |
| 9.  | _____                              | _____                   | _____              |
| 10. | _____                              | _____                   | _____              |

Please submit this form, along with your **Rotation Mentor Selection Agreement**, to the BCDB Program Office.

## Record of Meetings with Faculty: BCDB Rotation 2

Your Name: \_\_\_\_\_

**Prior to your second rotation, you are required to meet with at least an additional 5 faculty who could serve as a rotations advisor.** These faculty should **not** be the same as those you met with prior to rotation 1 and do not necessarily need to be members of the BCDB program (but they must be members of GDBBS).

Remember: this is not intended simply as an exercise in collecting signatures but an opportunity for you to meet with and learn about the exciting research of our BCDB faculty. While the primary goal is for you to identify the best labs in which to do your rotations, there are many other good reasons why you should want to be familiar with the research interests of a large and diverse group of faculty (think Qualifying Exams, Dissertation Committees, etc!).

Record the dates of these meetings below and ask the faculty members to sign this form.

|     | <u>Faculty Name (print)</u> | <u>Signature</u> | <u>Date</u> |
|-----|-----------------------------|------------------|-------------|
| 1.  | _____                       | _____            | _____       |
| 2.  | _____                       | _____            | _____       |
| 3.  | _____                       | _____            | _____       |
| 4.  | _____                       | _____            | _____       |
| 5.  | _____                       | _____            | _____       |
| 6.  | _____                       | _____            | _____       |
| 7.  | _____                       | _____            | _____       |
| 8.  | _____                       | _____            | _____       |
| 9.  | _____                       | _____            | _____       |
| 10. | _____                       | _____            | _____       |

Please submit this form, along with your **Rotation Mentor Selection Agreement** for Rotation 2, to the BCDB Program Office.

# Biochemistry, Cell, and Developmental Biology Program Rotation Mentor Selection Agreement

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Rotation dates: \_\_\_\_\_ to \_\_\_\_\_ .

1. We have discussed possible rotation projects.
2. There are space and appropriate resources available in the lab during this period.
3. Mentor will devote the time necessary to provide a quality learning experience for this student. Mentor acknowledges that during the final week of the rotation the student will devote time to preparing a written rotation report.
4. Mentor agrees to give a grade based on both the lab performance and the written rotation report.
5. All rotation agreements are subject to approval by the BCDB Executive Committee.
6. We have discussed the lab safety procedures and protocols used in the lab to comply with all safety and other regulatory requirements (including any specific expectations, standard operating procedures for the lab, and any biological or chemical agent-specific information).

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Student (print name)

Signature

Date

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Rotation Mentor (print name)

Signature

Date

Office Phone: \_\_\_\_\_ Lab Phone: \_\_\_\_\_

Mentor E-mail: \_\_\_\_\_

Other students who will be rotating in this lab during this period:

| Name | Program | Rotation Dates |
|------|---------|----------------|
|      |         |                |
|      |         |                |
|      |         |                |
|      |         |                |

***Return signed form to the BCDB Program Office, Suite 300A Dental Building.***