



Academic Plan and Exploratory Rotation Agreement for Changing Advisors

Instructions: GDBBS Students should complete this form if they have left their previous lab and have decided to go through the exploratory rotation process to find a new advisor and laboratory affiliation. This form will be prepared based on each student's unique situation and specify how the student's grade will be assessed during this time, helping to meet this goal. **This form is required to formalize all Exploratory Rotations in GDBBS.**

During exploratory rotations, the **Division** will:

- If requested by the student, consult with the student on the process of selecting an advisor.
- The Division Director oversees continued stipend support. Students in good academic standing will be supported for as long as they are in good academic standing.

During exploratory rotations, the **Program Leadership** will:

- Provide feedback and guidance on current and potential future exploratory rotations.
- Assist the student in identifying potential advisor matches.
- Communicate with rotation advisors for updates on the student's performance.
- Meet with the student at the end of each rotation to discuss their experience and whether they will complete another rotation or join the advisor's lab.

During the exploratory rotations, each **Exploratory Rotation Advisor** will:

- Communicate clear academic expectations before the rotation starts.
- Advisors will cover:
 - An explanation of the project the student will be undertaking.
 - Expectations related to the rotation research project.
 - The lab's communication processes, including any "chain of command," if applicable, who the student should report to each day, the day/time of lab meetings, and the expectations of each member at lab meetings.
 - Important expectations the advisor has of their students.
 - Check in regularly with the student to discuss the scientific work the student is conducting and give feedback on how they are or are not meeting the advisor's expectations.
 - Provide feedback to the student at the end of the rotation on their progress in the rotation.

During the exploratory rotations, the **Student** will:

- Initiate a discussion of work-hour expectations and project goals with each advisor before the start of the exploratory rotation.
- Fulfill the agreed-upon work expectations.
- Seek clarification from the rotation advisor if expectations are not apparent or if the student has any uncertainties.
- Schedule and hold regular meetings with the current rotation advisor.
- Check in regularly with identified Program leadership and the LGS Associate Director of Student Affairs to provide brief updates on the current exploratory rotation and plans for future exploratory rotations.



- Contact and hold meetings with potential rotation advisors while continuing to work in the current advisor's lab, ensuring a seamless transition if multiple exploratory rotations are anticipated.
- Attend all scheduled lab, advisor, and leadership meetings punctually and prepared.
- Provide at least 24 hours' notice for rescheduling meetings unless there are urgent, extenuating circumstances.
- Submit a new rotation form within one week after the previous rotation ends. If more time is needed, notify the DGS and the LGS Associate Director of Student Affairs. Failure to do so may result in an unsatisfactory grade.
- Seek guidance from the DGS if clarification on any expectations is needed.

**If no advisor match is made by the end of the first exploratory rotation term, the student may request another term for exploratory rotations. The student should refer to the GDBBS Handbook for instructions about this process.*

Exploratory Rotation Start date:

Exploratory Rotation End date:

I have read and understand the expectations above. I am engaging in a rotation period with the advisor below.

Student Name

Signature

Date

I agree to provide the support noted above. I want to host this student for a rotation period.

Rotation Advisor Name

Signature

Date

The Program Leadership will provide the support noted above to this student with this advisor for the rotation period.

PD or DGS Name

Signature

Date

The LGS Funding team has reviewed and processed this form.

LGS Funding Team Member Name

Signature

Date

This form has been reviewed and approved by GDBBS leadership.

Associate Director of Student Affairs Name

Signature

Date