



## Academic Plan and Exploratory Rotation Agreement for Changing Advisors

The goal for the designated academic term is for the student to find a new advisor and laboratory affiliation.

To assist in meeting this goal, this form will be prepared within the context of each student's unique situation, and will specify how the student's grade will be assessed during this time period.

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 has oversight for continued stipend support. The student will be supported for as long as they are in good academic standing.

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

- Give the student feedback and guidance for both the current exploratory rotation and plans for possible future exploratory rotations;
- Assist the student in identifying potential advisor matches;
- Consult with rotation advisors working with the student for updates on the student's work;
- Review the student's written lab report submitted at the end of each exploratory rotation and provide the student with feedback; and
- Notify the student of their grade at the completion of each rotation; if less than an A is earned, Program leadership should provide feedback on what the student can improve on in the next rotation.

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;
  - work hour expectations related to the rotation research project;
  - the lab's communication processes including any "chain of command", if applicable, and who the student should be reporting to each day;
  - when and where lab meetings occur;
  - what is expected of each member at lab meetings;
  - any other 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 on the written lab report the student will submit to the DGS at the end of the rotation period;
- Complete the advisor feedback portion of the lab report that should include a recommended letter grade, notes on any expectations that were not met, and suggestions for improvements.

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

- Initiate a discussion of work hour expectations and project goals with each advisor prior to the start of the exploratory rotation;
- Fulfill the agreed upon work expectations;
- Seek clarification from the rotation advisor should expectations not be clear or if the student has any uncertainties;
- Schedule and hold regular meetings with the current exploratory advisor;
- Check-in regularly with identified Program leadership and provide brief updates on both the current exploratory rotation and plans for any future exploratory rotations;
- Contact and hold meetings with potential future rotation advisors while still working in the current advisor's lab so that a seamless transition can occur if more than 1 new exploratory rotation is anticipated;

- During the last week of an active rotation, provide a draft of their lab report to the advisor using the Program’s rotation lab report form and procedures;
- By the last day of the active rotation, provide a finalized lab report to the Program leadership and rotation advisor using the Program’s rotation lab report form and procedures;
- Be present and prepared for lab meetings, advisor meetings, and Program leadership meetings on the date and at the time agreed on;
- Communicate at least 24 hours in advance if a meeting needs to be rescheduled unless there are urgent extenuating circumstances;
- Submit a new form for the next rotation not later than 1 week after the end of the previous exploratory rotation. If longer than 1 week is needed to submit this form between rotations, the student must notify the DGS and Assistant Director of Student Affairs to discuss their situation. Failure to do so may result in an unsatisfactory overall grade at the end of the term;
- Seek guidance from their DGS if clarification is needed on any of the above expectations.

\*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.

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

\_\_\_\_\_

(Printed Student Name)                      (Student Signature)                      (Date)

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

\_\_\_\_\_

(Printed DGS Name)                      (DGS Signature)                      (Date)

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

\_\_\_\_\_

(Printed Advisor Name)                      (Advisor Signature)                      (Date)

Exploratory Rotation Start date: \_\_\_\_\_ Exploratory Rotation End date: \_\_\_\_\_

***Student should return this form to the Assistant Director of Student Affairs prior to the start of each rotation.***