

## **TIGP-BIODIV Program Guideline for Lab Rotations**

6/27/2015 revised

### **Purpose**

The purpose of Lab Rotations is to help the first-year students choose a lab for conducting thesis research. A student must identify a Thesis Advisor by the end of the first summer or the studentship will be terminated.

### **Guidelines for Students**

1. A student must rotate through 2 to 4 different laboratories in two semesters. There are two 9-week rotation units in a semester. A student can select one lab for 18 weeks, or select two labs for 9 weeks respectively and 18 weeks in total each semester. The semester grade will be the average points from two lab rotations if a student stays in two labs.
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. If a student would like to select another lab in the second rotation unit, the lab switch should be a consensus agreement between both lab advisors. Program Office should be informed and the student should submit new rotation form before the 8<sup>th</sup> week at the latest. The 2<sup>nd</sup> rotation unit starts at the 9<sup>th</sup> week without any delay.
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) Before the rotation starts, a student shall acquire a Rotation Evaluation Form from the Program Office or website, find an advisor to sign it, and submit the signed form to the Program Office.
  - (5) Upon completion of 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 Program 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, which 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 Program Office. Upon completion of the rotation, the Program Office will hand the form back to you for evaluation of the student's performance and for your signature.