

Rotation Selection Procedures (2013-14)

1. Faculty presentations are made during the first 2 weeks of September **2013**. Attend all of them.
2. 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 and 5 different faculty members (in BCDB or outside) before the second. A form is provided to record these meetings. Use this opportunity to learn about various faculty members' research interests and ask questions.
 - a. Are they taking rotation students?
 - b. Would they be able to serve as a thesis lab for you?
 - c. Do they have adequate space and resources to carry out experiments?
 - d. What potential projects are available in the lab?Read publications from the lab (it is a good idea to do this before the meeting!) and also be sure to talk to students and postdocs in the lab.
3. Your first **Rotation Mentor Selection Agreement** and a copy of the attached form recording your meetings with 5 potential BCDB faculty mentors are due by **5 pm on Friday July 5** or **5 pm on Friday, Sept 13**. Submit these forms to the **BCDB Program Office, 300A Dental Building** and email Dr. Cheng (xcheng@emory.edu) of your selection.
4. Around halfway through the rotation begin thinking about and lining up the next one. Don't forget, you need to meet with 5 further 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.

Rotation Schedule

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

Rotation	Choices Due	Rotation period	Duration	Report Due
Summer	Fri, July 5	Mon, July 8 – Fri Aug 30	8 weeks	Fri, Aug 30
1	Fri, Sept 13	Monday, Sept 16 - Friday, Nov 22	10 weeks	Fri, Nov 22
2	Fri, Nov 22	Mon, Dec 2 — Fri, Feb 14	11 weeks	Fri, Feb 14
3	Fri, Feb 14	Mon, Feb 17 — Fri, Apr 25	10 weeks	Fri, Apr 25

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 the BCDB Program Office, Suite 300A Dental Building.
- b. An electronic copy (PDF or Word document) should be emailed to Dr. Cheng (xcheng@emory.edu).

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 though computer/ software incompatibility.

Rotation reports are graded by one faculty and one senior student member of the Rotations Committee. Their comments will be returned to you to provide detailed feedback on your reports. A grade for each rotation is calculated from the average grades of your mentor and of Dr. Cheng (the latter incorporating grades from the Rotation Committee members). The final Rotations course grade is the average of the three individual rotation grades.

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 Dissertation Advisor Assignment Agreement** and **BCDB Addendum**. These must be submitted to the Executive Committee through the BCDB Program Office, Suite 300A Dental Building.

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

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.

	<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**, 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.

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

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 will be subject to approval by the BCDB Executive Committee.

Student (print name)

Signature

Date

Rotation Mentor (print name)

Signature

Date

Office Phone Number: _____

Lab Phone Number: _____

Mentor E-mail: _____

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

Name	Program	Rotation Dates

Please return signed form to the BCDB Program Office, Suite 300A Dental Building.