

### ***Rotation Policy Addendum – August 2006***

To accommodate concerns of the students in finding a research lab, the following changes will be implemented for Fall 2006.

Faculty will deliver their recruiting talks to students during the month of September.

Students who are interested in rotating with a faculty member are advised to contact the faculty member as soon as possible to discuss: rotation projects, timing of the rotation, and whether they are willing to take a student that year.

Faculty and students **cannot** make a “commitment” until after all of the faculty talks are completed. Commitments by both students and faculty will be arranged as follows:

- 1- On the Monday after the last faculty talk, students will e-mail the faculty of his/her first choice and indicate that he/she would like to rotate in the faculty member’s lab and that his/her interest has not changed.
- 2- By Wednesday, faculty should e-mail the student and let him/her know whether he/she can rotate in his/her lab for rotation 1. The faculty must **ALSO** notify other students who have requested his/her lab that the first rotation is not possible. Later rotations can be considered/discussed/proposed.
- 3- If a student does not succeed with his/her first choice for rotation 1, the student should repeat the process, and find another faculty member to do their first rotation. This can be done in person or by e-mail, as soon as possible.
- 4-Second rotation choices and commitment by faculty should be made no later than final exam week of the Fall semester.
- 5-Third rotations choices/commitments should be made in the Spring semester and no later than the last week of the second rotation.

*All arrangements **must** be Approved by the DGS. The rotation forms on the GMB website should be signed by both the student and the faculty.*