

## LAB ROTATION MENTOR GUIDE

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### BMSC 8215 COURSE DIRECTOR

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### COURSE OBJECTIVES

The objectives of the 1<sup>st</sup> year laboratory rotations are to:

- Identify faculty research programs appropriate for the student's dissertation research
- Establish mentor-mentee relationships that support student progress
- Expose students to different approaches and new techniques
- Guide the student in communication skills for preparation of rotation presentation and report

### POLICIES & PROCEDURES

- Only faculty with active programs and funding should host a rotation student.
- Each faculty mentor may host only one student per semester.
- Students must complete each rotation with a different faculty mentor. Repeat rotations will not be permitted.
- The IBS office and Graduate Program Directors will assist in identifying possible rotations.
- Students are responsible for contacting faculty on the rotation availability list to discuss placement for a rotation in their lab each semester. Once a placement is agreed upon, the student must submit a Rotation Commitment Form signed by the mentor to the IBS office.
- At the end of the year, students will select their PhD research mentor from among the 3 they worked with, as well as their specific PhD program.

### EXPECTATIONS & GUIDELINES

- Each rotation is about 11 weeks long, and the student is expected to dedicate 30 hours per week in the laboratory.
- Rotation dates for 2019-2020 are as follows:  
Fall [Sept 16 – Dec 6]      Spring [Jan 6 – March 27]      Summer [March 30 – June 5]
- The mentor should guide the student during the rotation by having frequent meetings to discuss the research project, both conceptually and experimentally. The student should develop at least a basic understanding of the concepts behind their experiments, and acquire the technical skills to carry out experiments.
- On the final day of every semester, each student will give a short presentation on their work over the course of the rotation as part of a mini-symposium with their classmates and faculty. Students will also submit their completed research report to the Course Director at this event. Faculty mentors are invited to attend the mini-symposium.
- The mentor should guide the revision of the student's research report, which is due at the

end of the semester, and review the short presentation. Regardless of research progress, a report detailing the experiments, outcome and future experiments is required. It is expected that the mentor will require at least one re-write of the research report before it is handed in to the BMSC 8215 Course Director.

- At the end of each rotation, the mentor and the student must complete separate evaluation forms, provided by the IBS office. The Course Director will not submit a grade for any student until both evaluations forms are completed.

*Revised August 2019*