

Guidelines to Set up a Laboratory Rotation with a Faculty Member of the Institute for Biomedical Sciences

- 1.** Consult the provided rotation list. You can only rotate with a mentor who is already a member of the Institute for Biomedical Sciences. Remember that as the Lab Rotation Course Director, I am always available to provide you with guidance and advice (email: anaaec@gwumc.edu; Phone number: (202) 994-2173; Anne Chiaramello, Department of Anatomy and Regenerative Biology, Ross Hall 425/427). If you identify a potential mentor whose name is not on the list, but that mentor is a member of the IBS, please consult me immediately regarding the possibility of rotating in that laboratory.
- 2.** Set up an appointment by email with potential rotation mentors. Introduce yourself and attach a current CV. If you have specific research interest in mind, formulate them in your email, to make sure that you will have a productive interaction with the faculty member. If you do not receive a response within 48 hours, follow up with another email and inform me of your trouble reaching a specific mentor.
- 3.** Prepare for your meeting by reading the mentor's latest papers. Usually, research papers can be downloaded from PubMed or the mentor's website.
- 4.** At the meeting, be ready to discuss your background, research experience, any abstract or papers you have published. Ask the mentor about potential rotation projects, experimental procedures used in the laboratory, and share with the mentor your research interests. Ask how his/her lab operates, such that you can assess whether you will enjoy rotating in this laboratory. Finally, ask if the mentor anticipates an opening for a potential student position in his/her laboratory.
- 5.** Since you will most likely interview with several potential rotation mentors, email or drop by his/her office to inform the mentor of your decision to rotate in his/her lab. Once, you have confirmed your rotation decision with the mentor, email the other mentors you interviewed with of your decision, such that they can offer the rotation slot to another student. Remember, a mentor can only accept one first year graduate student at a time to rotate in his/her laboratory.
- 6.** Grading policy: To receive credit for your rotation, all the following requirements **must** be fulfilled:
 - a.** Spend 30 hours per week in the laboratory.
 - b.** Objectives set by mentors for the rotation must be satisfied.
 - c.** The two evaluation forms (mentor and student) **must** be signed and turned in on due date (see GWU rotation schedule 2009-2010 handout and IBS website).
 - d.** PowerPoint presentations **must** be given in class and on day specified by the laboratory Course Director, Dr. Anne Chiaramello.
 - e.** Laboratory rotation reports **must** be turned on due date (see GWU rotation schedule 2009-2010 handout and IBS website).
- 7.** Finally, enjoy your rotation and do not hesitate to contact me if you encounter any problems.