Please note, this student is leaving his/her lab/mentor to join another. There are many reasons students leave labs/mentors, and it is expected that these reasons should be part of the discussion as you make your decision to allow the student to rotate in your lab.

The expectations of this type of "rotation" are:

- This is not a traditional rotation where the student is doing rotations to "shop around" multiple labs to find a favorite. Rather, they are looking to rotate in a lab with the intent to stay in that lab.

- **Communication is critical!** Once the rotation has started, if either you or the student have an indication that joining your lab will not be a good fit, then the issues should be discussed immediately and put off until the end of the rotation. The student has a limited time frame to find a new lab/mentor so if things are not working out, it is best for the student to move on and not spend extra time in your lab. Also, if before the rotation begins you decide that you are not willing or able to take the student, then please do not use up the student's limited rotation time and please tell them that they will need to find another lab.

- Students and mentors should have honest conversations regarding projects and expectations (lab hours, paper publishing, projects outside the scope of the thesis project, etc.). This is important so both the student and mentor are making the decision with clear expectations.

- Standard time for a final decision to join the lab is 5-6 weeks.

- Funding for the rotation is typically through The Graduate School and the mentor will take over funding once the student joins the lab. *Possible exceptions for first year students still within TGS funding time range.

- The completed "rotation form for changing labs" is required at the **start** of the rotation.

- A "mentor selection" form is required if the student joins your lab; otherwise a new "rotation form for changing labs" is required for the student to move to the next lab "rotation".

Thank you for your consideration of this rotation and possibly taking this student on as a permanent student in your lab. We appreciate your support of students and understand the decisions involved for the "right fit". Please let us know how we can help as you work through the decisions and transition.

_____   Principal Investigator of lab student where student will be rotating - please initial to signify that you have read and understand these expectations.

PLEASE COMPLETE PAGE 2 OF FORM AND RETURN TO TGS.

I. STUDENT INFORMATION:

Name_____

BANNER#_____ Telephone _____

_____ _____
***Student's Current* Advisor's Name** *Current* Graduate Program's Name

_____ _____
***Student's New (rotation)* Advisor's Name** ***New (rotation)* Graduate Program's Name**

Student's Signature_____ Date: _____

II. DATES OF ROTATION:

Start:_____ End:_____

III. FUNDING SOURCE CFC *(for stipend and health insurance)* **FOR DURATION OF ROTATION:**

_____

Funding Verified and Approved by:

_____ _____

IV. AUTHORIZED SIGNATURES:

<u>**CURRENT mentor and program director**</u>: *By signing below, I verify that I am aware of and support the student's intent to change labs/mentors.*

_____ _____
***Current* Program Director** *date*

_____ _____
MD/PhD Director (required for MD/PhD students) *date*

_____ _____
***Current* Advisor/Mentor** *date*

<u>**ROTATION ADVISOR/MENTOR**</u>: *By signing below, I verify that I am willing to mentor this student and that I <u>currently</u> have the funding to support him/her as a Graduate Research Assistant (GRA) as long as both the student and myself reach a mutual agreement that he/she should stay in my laboratory for the duration of his/her Ph.D. training.*

_____ _____
***New* (rotation) Advisor/Mentor** *date*
_____

<u>**DEPARTMENT CHAIR:**</u> *By signing below, I endorse the faculty member's intent to mentor and financially support this student if mutually agreeable as indicated above.*

_____ _____
***New (rotation)* Department Chair** *date*

_____ _____
***New (rotation)* Program Director** *date*

_____ _____
Dean- *The Graduate School* *date*